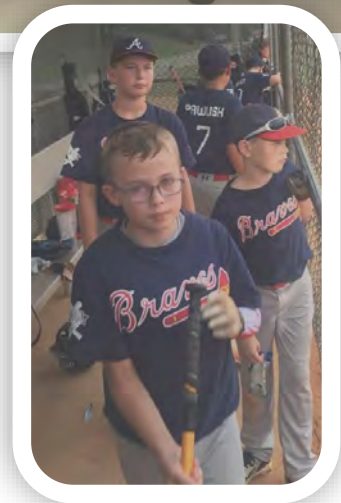


Town of Clover

2017-2018 Budget



Annual Budget
July 1, 2017- June 30, 2018

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Executive Summary

FY 2017 - 2018 Budget

Notable Revenues

- Conservative budget, including modest increases in revenue projections and expenditures in most departments
- Operating millage rate of 118 mills (no increase)
- Capital millage of 4.2 mills for 2012 General Obligation Bond (New Centre Park and Town Hall acquisition and renovation)
- No increase is planned for planning and zoning permit, garbage, business license or recreation participation fees
- No increase planned for water and sewer
- The Enterprise Fund to reimburse the General Fund quarterly for certain shared expenses based on established ratios

Notable Expenditures

- 2.0% cost of living increase for town employees; 1.0% for salary adjustments and/or merit increases
- Increase in Retirement System rates and health insurance

Administrative Department

- Implement employee appraisal program
- On-line bill pay for business license
- Refresh town website

Development Services Department

- Complete 5-year update of Comprehensive Plan 2022
- Review and change procedures and forms to improve building and zoning permit and land development processes

Fire Department

- Purchase air packs (MASC grant), turn-out gear and replacement radios

Legislative Department

- Continuing education and new member training (election year)

Municipal Court

- Move operations to "old" Town Hall, 114 Bethel Street
- Professional services of Judge Howell

Police Department

- Salary and benefit improvements to improve recruitment and retention of officers including additional liability insurance and compensation adjustments
- Lease purchase three replacement vehicles
- Purchase safety equipment including body cameras
- Complete minor building renovations for records storage

Recreation Department

- Create opportunities for sports tourism through tournaments and special programs
- Replace E-Trak with new registration and facility software
- Create policies addressing use of Recreation facilities and Town resources, e.g. special events and facility rental policies
- Provide administrative support for Gallery 120 and help organize special programs including an expanded summer youth art program
- Support Live Well Clover activities and programs
- Purchase equipment trailer
- Maintain, improve and expand existing Town facilities including parking lot improvements at Clover Community Center and New Centre Park Phase 2

Streets and Sanitation Department

- Purchase additional garbage and recycling bins to meet demand
- Contribute to Major Street Repair Fund and begin planning for Quinn Rd and Eagle Creek resurfacing
- Complete Manhole Rehabilitation project
- Improve storage at Armory and purchase broom for tractor
- Lease purchase rear loader

Water and Sewer Department

- Replace the Hillcrest and Cloverbrook lift stations with CDBG funds
- Improve Calabash WWTP and replace sewer line with SRF funds
- Negotiate renewal of agreement with Two Rivers Utilities (or new service provider) and participate in Flushing Project
- Replace several major meters
- Develop and implement Inflow & Infiltration testing using smoke machine
- Review and update rate study and pretreatment plan
- Establish guidelines and project goals for Replacement & Rehabilitation Fund and Capacity Fee Fund and strategy to reimburse General Fund from prior year debt

Hospitality Tax

- Main Street Landscaping Contract
- Chamber of Commerce agreement for tourism work
- 20th annual St. Patrick's Festival, Feis Chlobhair (final year of organizing before turning back over to the Chamber of Commerce), and development of new BBQ cookoff/music event (to replace Butts and Bluegrass)
- Special Events: Movies in the Park and seasonal programs
- Contribution to Capital Projects from accumulated fund balance for NCP Phase 2

Capital Projects

- New Centre Park Phase 2 Construction
- Complete renovations of old Town Hall for use by Municipal Court
- Improve parking lot in historic district
- Armory renovations

BUDGET SUMMARY FY 2017 - 2018 Budget

General Fund

	<u>FY 16-17</u>	<u>FY 17-18</u>
Administration	\$647,850	\$ 649,550
Development Services	\$135,700	\$ 166,300
Fire Department	\$96,850	\$ 156,700
Legislative	\$44,300	\$ 45,900
Municipal Court	\$115,100	\$ 128,300
Police Department	\$1,847,200	\$ 1,920,300
Recreation Department	\$836,300	\$ 923,000
Streets & Sanitation	<u>\$1,125,400</u>	<u>\$1,207,500</u>
	\$4,848,700	\$5,197,550
Transfers To		
Capital Projects		\$260,500
Enterprise Fund		\$0

Total Expenditures **\$5,458,050**

Revenues	\$4,648,150
Transfers From	
Enterprise Fund (Reimburse GF for Expenses)	\$535,200
Budgeted Fund Balance	\$274,700
Total Revenues	\$5,458,050

Enterprise Fund

	<u>FY 16-17</u>	<u>FY 17-18</u>
Water and Sewer Dept	\$2,835,700	\$3,624,850
Transfers To		
General Fund (Expense Reimbursement)		\$535,200
Replacement and Rehabilitation Fund		\$138,750

Total Expenditures **\$4,298,800**

Revenues	\$4,298,800
Transfers From	
General Fund	\$0
Budgeted Fund Balance (Revenue Bond)	\$0
Total Revenues	\$4,298,800

Special Revenue Funds

Hospitality Tax

Expenditures	\$255,100
Transfers To Capital Projects (New Centre Park)	\$240,000
Total Expenditures	\$495,100
Revenues	\$255,100
Transfers From	\$0
Budgeted Fund Balance	\$240,000
Total Revenues	\$495,100

Fire Department Supplements

Expenditures	\$87,200
Transfers To	\$0
Total Expenditures	\$87,200
Revenues	\$87,200
Transfers From	\$0
Budgeted Fund Balance	\$0
Total Revenues	\$87,200

Fire Department Recreation (1%)

Expenditures	\$20,000
Transfers To	\$0
Total Expenditures	\$20,000
Revenues	\$20,000
Transfers From	\$0
Budgeted Fund Balance	\$0
Total Revenues	\$20,000

Drug Enforcement Unit

Expenditures	\$10,010
Transfers To	\$0
Total Expenditures	\$10,010
Revenues	\$10,010
Transfers From	\$0
Budgeted Fund Balance	\$0
Total Revenues	\$10,010

Capital Projects

Expenditures	\$2,590,000
Transfers To	\$0
Total Expenditures	\$2,590,000
Revenues	\$73,000
Transfers From	\$0
General Fund (County Supplement)	\$87,500
General Fund	\$173,000
Hospitality Tax	\$240,000
Budgeted Fund Balance	\$2,016,500
Total Revenues	\$2,590,000

Total Operating Budget **\$9,868,660**

Total Operating Budget includes all expenditures except transfers to Capital Projects.

Total Capital Budget **\$2,590,000**

GENERAL FUND BUDGET

REVENUES		2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
		\$ 4,482,579	\$ 4,387,800	\$ 4,648,150
Enterprise Fund Transfer In		\$ 291,600	\$ 316,450	\$ 535,200
Budgeted Fund Balance				
	General Fund	\$ -	\$ 236,950	\$ 224,700
	Capital Projects	\$ -	\$ 39,000	\$ 50,000
	Enterprise Fund	\$ -	\$ -	\$ -
TOTAL REVENUES		\$ 4,774,179	\$ 4,980,200	\$ 5,458,050

EXPENDITURES		2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
10-535	Administration Department	\$ 609,311	\$ 647,850	\$ 649,550
10-545	Development Services	\$ 125,301	\$ 135,700	\$ 166,300
10-510	Fire Department	\$ 87,032	\$ 96,850	\$ 156,700
10-520	Legislative Department	\$ 43,486	\$ 44,300	\$ 45,900
10-530	Municipal Court	\$ 109,284	\$ 115,100	\$ 128,300
10-515	Police Department	\$ 1,973,308	\$ 1,847,200	\$ 1,920,300
10-525	Recreation Department	\$ 729,140	\$ 836,300	\$ 923,000
10-500	Streets and Sanitation	\$ 1,270,773	\$ 1,125,400	\$ 1,207,500
TOTAL		\$ 4,947,635	\$ 4,848,700	\$ 5,197,550

TRANSFERS		2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
	To Capital Projects from CY Revenue	\$ 103,365	\$ 92,500	\$ 210,500
	To Capital Projects from Fund Balance		\$ 39,000	\$ 50,000
	To Enterprise Fund from Fund Balance		\$ -	\$ -
TOTAL		\$ 103,365	\$ 131,500	\$ 260,500

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.

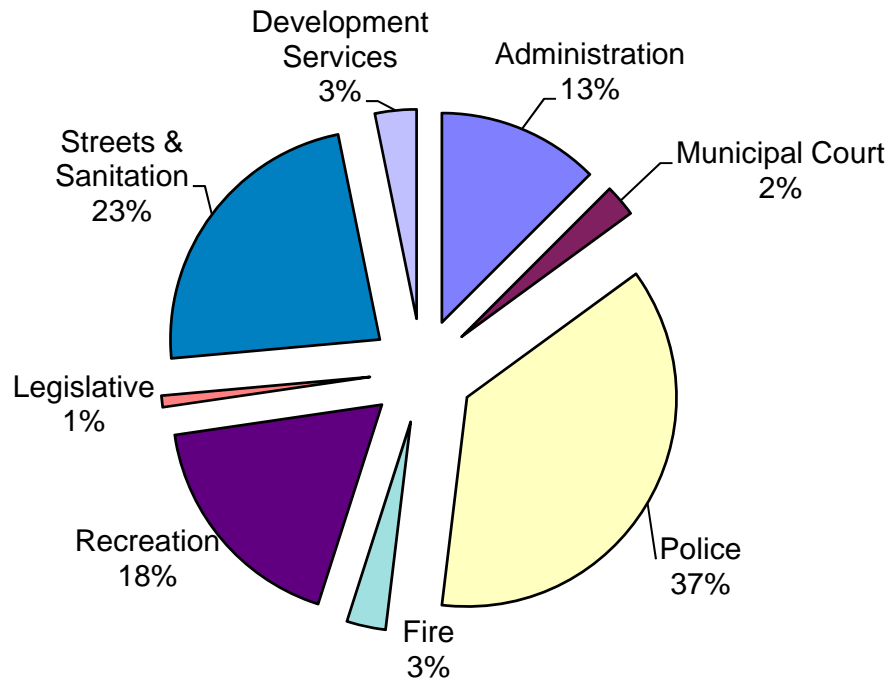
Departments

- 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)

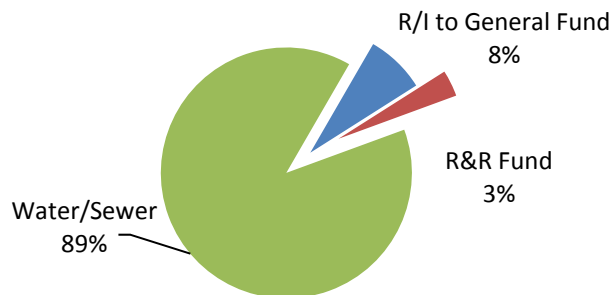
REVENUES	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
	\$ 3,230,910	\$ 3,290,400	\$ 4,298,800
General Fund Transfer In	\$ -		\$ -
Budgeted Fund Balance	\$ -		
TOTAL	\$ 3,230,910	\$ 3,290,400	\$ 4,298,800

EXPENDITURES	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
20-555 Water/Sewer Department	\$ 2,612,179	\$ 2,835,700	\$ 3,624,850
Contribution to Fund Balance			
TOTAL	\$ 2,612,179	\$ 2,835,700	\$ 3,624,850

TRANSFERS	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
Reimbursement to General Fund for Shared Operations	\$ 291,600	\$ 316,450	\$ 312,200
To General Fund for Due To/Due From Reduction	\$ -	\$ -	\$ 223,000
Replacement & Rehabilitation Fund	\$ 97,300	\$ 138,250	\$ 138,750
TOTAL	\$ 388,900	\$ 454,700	\$ 673,950

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

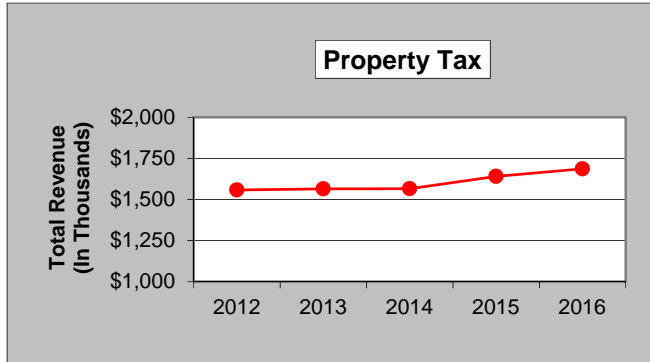
ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
10-400				
4000	Property Tax - Current	\$ 1,686,794	\$ 1,750,000	\$ 1,900,000
4002	Property Tax - Prior	\$ 86,523	\$ 65,000	\$ 75,000
4004	Vehicle Prop. Tax - Current	\$ 236,198	\$ 235,000	\$ 245,000
4006	Property Tax Penalties	\$ 12,084	\$ 10,000	\$ 12,000
4008	Garbage Revenue	\$ 418,432	\$ 418,000	\$ 420,000
4012	Court Fines	\$ 48,307	\$ 50,000	\$ 55,000
4014	Business Licenses	\$ 762,442	\$ 710,000	\$ 750,000
4015	Zoning Permit Fees	\$ 11,813	\$ 7,500	\$ 5,000
4016	Building Permits	\$ 69,562	\$ 100,000	\$ 100,000
4018	Cemetery Donations/Assess	\$ 9,300	\$ 5,000	\$ 10,000
4019	Donations	\$ -	\$ 500	\$ 100
4021	Shelter Fees	\$ 1,078	\$ 5,000	\$ 5,000
4022	Dog Licenses	\$ 1,288	\$ 1,500	\$ 1,200
4024	Recreation Revenue	\$ 97,906	\$ 90,000	\$ 120,000
4025	Recreation Concessions	\$ 21,143	\$ 25,000	\$ 25,000
4026	Sale of Fixed Assets	\$ 31,402	\$ 10,000	\$ 16,000
4028	Interest Income	\$ 3,242	\$ 3,000	\$ 3,000
4030	Miscellaneous Revenues	\$ 1,264	\$ 1,200	\$ 1,200
4033	Larne Building Rental	\$ 19,130	\$ 16,000	\$ 16,000
4042	Recreation Supplement	\$ 206,730	\$ 185,000	\$ 175,000
4044	Live Well Clover Fees	\$ -	\$ 5,000	\$ 5,000
4048	Grant-Recreation	\$ 16,588	\$ 4,700	\$ 6,000
4049	Misc Grant Revenue	\$ 36,913	\$ 6,000	\$ 9,000
4050	State Apportionment	\$ 118,813	\$ 113,900	\$ 115,000
4052	Other Revenues	\$ 42,152	\$ 20,000	\$ 10,000
4054	Franchise Fees	\$ 453,367	\$ 450,000	\$ 455,000
4056	Payment In Lieu Of Taxes	\$ 4,868	\$ 5,000	\$ 6,000
4060	Gallery 120 Programs	\$ -	\$ -	\$ 10,500
4082	Westgate Maint/YCNG	\$ 3,597	\$ 4,500	\$ 4,500
4211	Festival Revenue	\$ 7,544	\$ 7,000	\$ 9,000
4212	School Resource Officer	\$ 64,700	\$ 65,000	\$ 68,650
4215	Travel Fund	\$ 9,399	\$ 11,000	\$ -
4217	Armory Rental	\$ -	\$ 8,000	\$ 15,000
TOTAL		\$ 4,482,579	\$ 4,387,800	\$ 4,648,150

GENERAL FUND REVENUES

[4000] PROPERTY TAX – CURRENT

\$ 1,900,000

The approved budget anticipates a millage rate of 118 mills tax on all real and personal property within the Town of Clover. Property taxes are assessed by the York County Tax Assessor's Office and the SC Department of Revenue. A 118 millage equals a tax of \$118 on every \$1,000 in assessed value of real estate and personal property. State law allows a total millage increase of 4.9%, or 123.78 mills. Act 57 allows the use of "banked" growth increases from the prior three years. The town has 5.2% of "banked" millage. The value of a mill for tax year 2017 is estimated to be \$20,063.



[4002] PROPERTY TAX –PRIOR

\$ 75,000

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 \$75,000 in delinquent taxes this fiscal year, based on prior year's collection.

[4004] VEHICLE PROPERTY TAX-CURRENT

\$ 245,000

The assessed value of motor vehicles for tax year 2017 is estimated to be around \$2.4 million, calculated based on information provided by the York County Tax Assessor's Office.

[4006] PROPERTY TAX PENALTIES

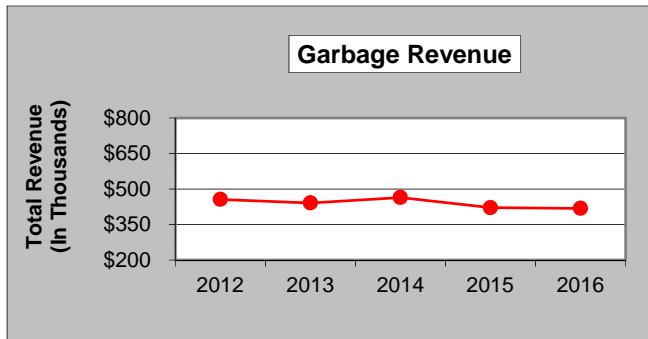
\$ 12,000

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

\$ 420,000

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. Effective January 1, 2015, the Town quit providing commercial dumpster services leading to a drop in revenues and expenses.

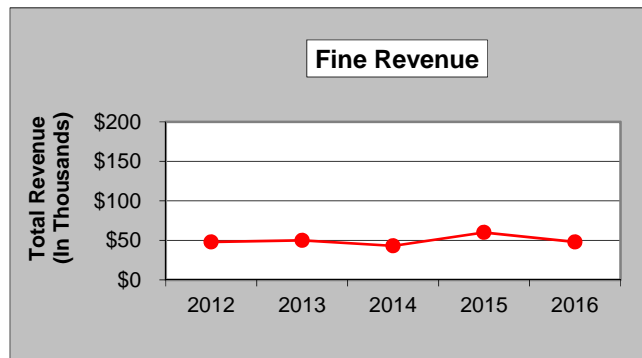


Effective July 2015, the Landfill and Sanitation Fees were combined into one \$16/month fee, a \$1 increase from the prior year. [Graph shows combined fee for 2012-2015.]

[4012] COURT FINES

\$ 55,000

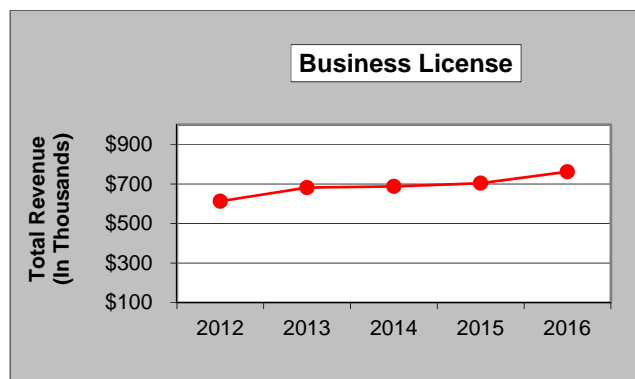
This line item represents the revenues collected through the Clover Municipal Court from traffic and criminal fines and from Code Enforcement fines. Although the number of cases has remained fairly consistent over the last few years, revenue continues to decrease due to increases in State surcharges and reduction of fines.



[4014] BUSINESS LICENSES

\$ 750,000

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.



[4015] ZONING PERMIT FEES

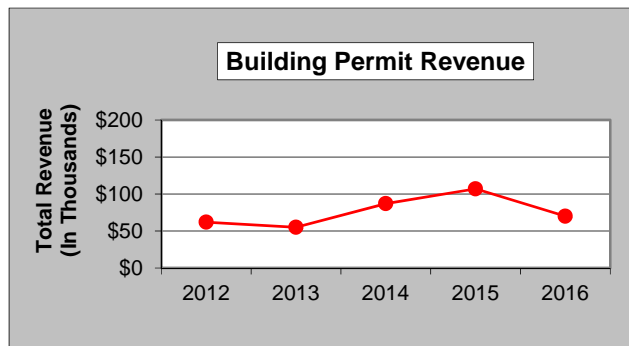
\$ 5,000

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 11-05 sets forth the current permit fees.

[4016] BUILDING PERMITS

\$ 100,000

Revised permit fees were adopted in September 2011 (see Resolution 11-05). Permit revenues are expected to increase based on recent increases in construction activity, specifically residential construction at the Oaks of Clover, Clover Meadows, Parkside at Bethel and Brookfield.



[4018] CEMETERY REVENUE

\$ 10,000

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

\$ 100

This revenue is from random donations.

[4021] SHELTER FEES

\$ 5,000

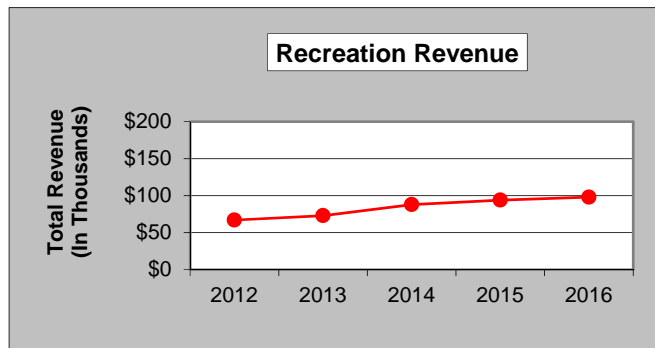
This line item represents the revenues collected from rental of recreation facilities, including the picnic shelters at Clover Community and Roosevelt Parks. For guaranteed use, the rental fee is \$25 a day for the large shelters and \$15 a day for the small shelter at Clover Community Park. Revenue from field rentals is also included in this line item.

[4022] DOG LICENSES**\$ 1,200**

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.

[4024] RECREATION REVENUE**\$ 120,000**

This line item represents the revenues received from registration fees for participation in Town recreation programs. The fee for participation is \$50 per participant for sports requiring referees and umpires and \$40 for others (effective FYE2013). This line also includes sponsorship donations.

**[4025] RECREATION CONCESSIONS****\$ 25,000**

Revenues collected from the sales of concession items at Clover Community Park, Roosevelt Park and New Centre Park.

[4026] SALE OF FIXED ASSETS**\$ 16,000**

Income received from the sale of equipment and/or vehicles that have been replaced or are no longer in use. For FY17-18, anticipated sales include 3 police vehicles, backhoe, and rear loader.

[4028] INTEREST INCOME**\$ 3,000**

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 growing and interest rates are improving.

[4030] MISCELLANEOUS REVENUES**\$ 1,200**

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

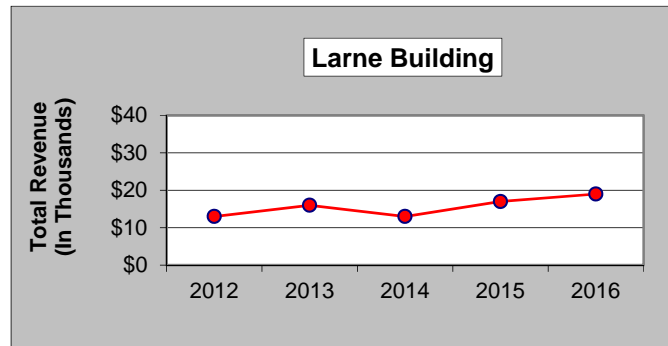
- Police Reports (\$5.00 each) and PD vending machine

- Garage Sale Permits (\$1.00 in-town, \$5.00 out-of-town)
- Copies of documents including Town Ordinances and Code, Zoning and Land Development Regulations, and the Business License Ordinance
- Miscellaneous copies and fax use

[4033] LARNE BUILDING RENTAL

\$ 16,000

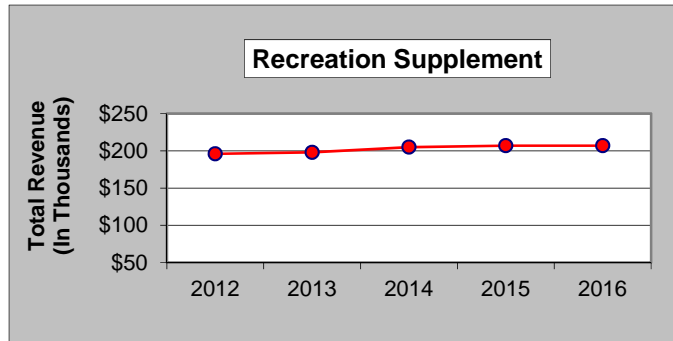
The rental rates were increased January 1, 2009, to \$300 for in-town residents and \$400 for out-of-town residents. In July 2012, rates were reduced for Monday-Thursday rentals. In addition to the rental fee, a \$150 security deposit is required but is refunded if the building is left in proper order.



[4042] RECREATION SUPPLEMENT

\$ 175,000

This line item represents the financial supplement received from York County for the provision of recreational programs to County residents. Approximately 65% of the participation in Town recreation programs is from out-of-town residents. In 2015, York County modified the allocation formula resulting in a reduction to the Town's portion of the 1.5 mills collected by the County for recreation.



[4044] LIVE WELL CLOVER FEES

\$ 5,000

Participation fees for the wellness programs offered through Live Well Clover including the Live Well Clover 5k and Fit for Fall.

[4048] GRANT - RECREATION

\$ 6,000

Eat Smart Move More York County grant for trail improvements.

[4049] MISCELLANEOUS GRANT REVENUE

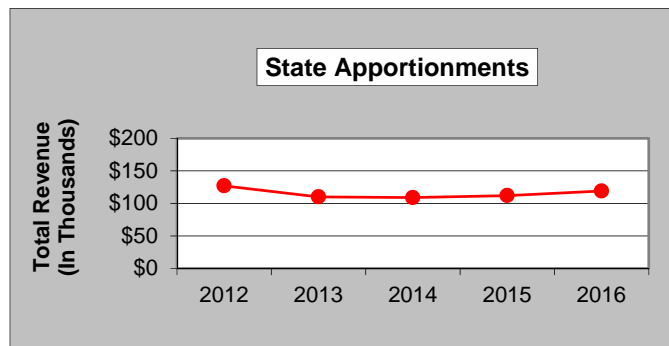
\$ 9,000

The Town intends to apply for Palmetto Pride and SCMIT and SCMIRF Safety Grants.

[4050] STATE APPORTIONMENTS

\$ 115,000

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 ninth year in a row, the Town estimates that it will receive approximately \$115,000, a slight increase from prior year’s allocations.

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

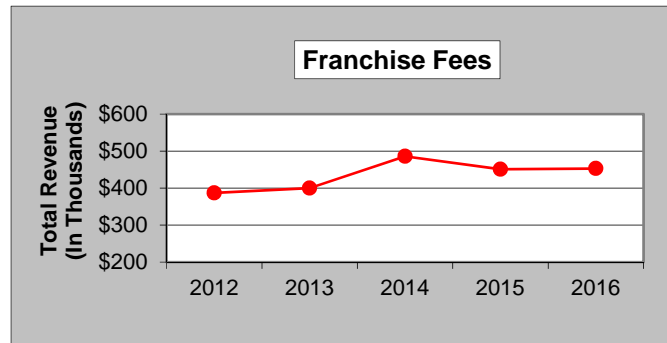
\$ 10,000

This line item includes insurance claims payments, reimbursements to the Town, SCMIT/SCMIRF return of surplus, Accommodations Tax, liquor permit, and other unanticipated revenues.

[4054] FRANCHISE FEES

\$ 455,000

This line item includes the franchise fees received from Time Warner Cable (5%), and BellSouth, and, effective FY 09-10, from Duke Energy (5%) and York Electric Cooperative (5%).



[4056] PAYMENT IN LIEU OF TAXES

\$ 6,000

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

[4060] GALLERY 120 PROGRAMS

\$ 10,500

Donations and participation fees for various programs offered through Gallery 120 including summer Youth Art Camps.

[4082] WESTGATE MAINTENANCE/YCNGA

\$ 4,500

This line item includes represents the reimbursement received from York County Natural Gas for landscape maintenance services at Westgate, approximately \$327 per month under the current contract (or 75% of the monthly rate of \$436) plus any additional work.

[4211] FESTIVAL REVENUE

\$ 9,000

Include proceeds from the sale of the annual St. Patrick's Day Festival poster, notecards, and vendor fees as well as revenues from sale of tickets for rides (after reimbursement to Hospitality Tax for ride rental costs) for St. Patrick's Day and other festivals and special events.

[4212] SCHOOL RESOURCE OFFICER **\$ 68,500**

Reimbursement from the Clover School District for a School Resource Officer at Blue Eagle Academy.

[4217] ARMORY RENTAL **\$ 15,000**

Monthly rental fees for use of the Armory for the YMCA after school child care program for approximately 100 students from Bethany, Larne, and Kinard Elementary and Clover Middle Schools. Rental began August 2016.

TOTAL GENERAL FUND REVENUES **\$4,648,150**

ENTERPRISE FUND TRANSFER IN **\$ 535,200**

Reimbursement for administrative, legislative and other operational costs (\$) and \$223,000 to reduce due to/due from debt (note that \$123,000 of this amount to be used for New Centre Park utilities and will be transferred from GF to Capital Projects).

BUDGETED FUND BALANCE **\$ 274,700**

Fund Balance has been allocated to be used for the following:

- General Fund Expenses - \$224,700
 - \$93,450 to balance budget
Roll Over Funds for
 - \$20,000 for Police storage improvements
 - \$35,000 for manhole rehabilitation project
 - \$76,250 for improving parking lot and entrance at Clover Community Center
- Capital Projects - \$50,000
 - \$50,000 Armory renovations

**GENERAL FUND
ADMINISTRATION DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
10-535				
5000	Salaries	\$ 245,127	\$ 256,200	\$ 259,500
5006	Social Security	\$ 18,753	\$ 19,600	\$ 19,900
5008	Retirement	\$ 27,128	\$ 29,600	\$ 33,900
5009	Deferred Compensation Match	\$ 1,380	\$ 2,250	\$ 2,000
5010	Insurance - Health	\$ 33,901	\$ 42,000	\$ 34,000
5012	Workers Comp	\$ 1,537	\$ 1,100	\$ 1,000
5013	Health Reimbursement	\$ 9,949	\$ 6,000	\$ 18,000
5015	Employee Wellness	\$ 1,477	\$ 6,000	\$ 5,000
5016	Utilities	\$ 11,264	\$ 14,000	\$ 8,000
5017	Telephone	\$ 7,685	\$ 7,500	\$ 7,800
5018	Maintenance/Supplies	\$ 402	\$ 500	\$ 500
5020	Vehicle - Repairs	\$ -	\$ 250	\$ 250
5021	Vehicle - Routine Main	\$ 226	\$ 250	\$ 250
5022	Vehicle - Fuel	\$ 1,557	\$ 1,600	\$ 1,600
5027	Insurance - Property	\$ 2,778	\$ 3,000	\$ 2,800
5028	Insurance - Vehicle	\$ 526	\$ 550	\$ 500
5030	Insurance - Tort	\$ 953	\$ 1,000	\$ 1,500
5032	Insurance - Bond	\$ 49	\$ 100	\$ 100
5037	Uniforms & Equipment	\$ 512	\$ 500	\$ 500
5058	Bank Charges	\$ 47,418	\$ 20,000	\$ 15,000
5059	Office Supplies/Equipment	\$ 10,885	\$ 10,000	\$ 10,000
5068	Building Maintenance	\$ 4,655	\$ 6,000	\$ 6,000
5076	Advertisement	\$ 1,269	\$ 1,000	\$ 1,000
5092	Dues & Subscriptions	\$ 3,630	\$ 4,000	\$ 5,000
5094	Training/Mtgs/Travel	\$ 3,087	\$ 4,000	\$ 4,000
5098	Legal fees	\$ 15,715	\$ 18,000	\$ 18,000
5100	Auditing Fees	\$ 23,500	\$ 23,500	\$ 17,400
5106	Election Expenses	\$ 1,672	\$ -	\$ 2,000
5118	Holiday Cert/Awards/Dinner	\$ 9,376	\$ 10,000	\$ 12,000
5122	Computer Maint & Prog	\$ 38,784	\$ 35,000	\$ 37,500
5128	York Co. Council On Aging	\$ -	\$ 10,000	\$ 10,000
5130	Postage	\$ 20,786	\$ 20,000	\$ 20,000
5176	Professional Services	\$ 10,977	\$ 10,000	\$ 11,000
5201	Tax Collection Fees	\$ 3,253	\$ 3,000	\$ 3,200
5202	Equipment Lease	\$ 14,110	\$ 15,000	\$ 14,000
5204	Capital Lease	\$ 5,819	\$ 5,850	\$ 5,850
5209	Larne Delegation/UAS	\$ 290	\$ 500	\$ 500
5210	Larne Building Expenses	\$ 6,789	\$ 10,000	\$ 10,000
5215	Grant Expenses	\$ -	\$ 4,000	\$ -
5410	Capital Expenditures	\$ -	\$ 18,000	\$ 10,000
5419	Economic Development	\$ 22,092	\$ 28,000	\$ 28,000
5422	Armory Expenses	\$ -	\$ -	\$ 12,000
TOTAL		\$ 609,311	\$ 647,850	\$ 649,550

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 oversees the day-to-day operation of 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.

BUDGET GOALS

- Complete renovations to “old” Town Hall, 114 Bethel Street, and purchase emergency generator for Town Hall
- Implement employee appraisal system
- Finalize financial policies and procedures manual and fund balance policy
- Work with Greater Clover Chamber of Commerce on economic development activities
- Offer flexible payment options to customers including on-line bill payment for business license
- Refresh Town website (www.cloversc.org)
- Support Live Well Clover activities and programs
- 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	67%	33%
Treasurer	Barbara Denny	75%	25%
Town Clerk	Sherry Kempster	100%	0%
Utility Billing Clerk	Shannon Nix	25%	75%
Assistant Billing Clerk	Kimberly Veerkamp	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

- NEW TOWN HALL, 116 Bethel Street
 - Purchased in 2013; renovated and occupied in November 2014
- OLD TOWN HALL, 114 Bethel Street
 - Built in 1955
- 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 – 2015 Chevrolet Traverse, assigned to Town Administrator

BUDGET DETAIL
10-535

[5000] SALARIES	\$ 259,500
<ul style="list-style-type: none">▪ Town Clerk, Treasurer, Administrator, Utility Billing Clerk and Assistant Billing Clerk	
[5006] SOCIAL SECURITY	\$ 19,900
[5008] RETIREMENT	\$ 33,900
[5009] DEFERRED COMPENSATION MATCH	\$ 2,000
<ul style="list-style-type: none">▪ Effective January 1, 2017, Town match increased from \$500 to \$750/year for fulltime employees.	
[5010] INSURANCE – HEALTH	\$ 34,000
<ul style="list-style-type: none">▪ \$5,881 per year for employee only coverage. Includes health, dental, and basic life insurance. Plan changes include increase in deductible from \$2,500 to \$3,500 with Town covering expenses after the first \$500.	
[5012] WORKER’S COMPENSATION	\$ 1,000
[5013] HEALTH REIMBURSEMENT	\$ 18,000
<ul style="list-style-type: none">▪ Effective July 1, 2017, plan change increased deductible from \$2,500 to \$3,500 with Town covering expenses after the first \$500.	
[5015] EMPLOYEE WELLNESS	\$ 5,000
<ul style="list-style-type: none">▪ Includes wellness and safety initiatives and awards, the annual Health & Wellness Fair, and employee assistance program	
[5016] UTILITIES	\$ 8,000
<ul style="list-style-type: none">▪ This line item includes (for both Town Halls and Festival meters)<ul style="list-style-type: none">▪ Electric Duke Power▪ Water & Sewer Town of Clover▪ Sanitation Town of Clover	
[5017] TELEPHONE	\$ 7,800
<ul style="list-style-type: none">▪ Regular and long distance service; cell phone for Administrator; and repairs	

[5018] MAINTENANCE & SUPPLIES	\$ 500
▪ Includes costs for miscellaneous supplies for Town Hall	
[5020] VEHICLE – REPAIRS	\$ 250
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 250
[5022] VEHICLE – FUEL	\$ 1,600
[5027] INSURANCE – PROPERTY/LIABILITY	\$ 2,800
▪ This line item includes the insurance cost for the following buildings and their contents: both Town Halls, the Larne Building, Armory and Storage Facility	
[5028] INSURANCE –VEHICLES	\$ 500
[5030] INSURANCE - TORT	\$ 1,500
[5032] INSURANCE – BOND	\$ 100
[5037] UNIFORMS/EQUIPMENT	\$ 500
[5058] BANK CHARGES	\$ 15,000
▪ Fees charged for use of credit cards (Suntrust and SmartFusion for on-line bill pay)	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 10,000
[5068] BUILDING MAINTENANCE	\$ 6,000
▪ 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
▪ Public hearing and other meeting notices, employment ads, notices of general information and water quality reports	
[5092] DUES AND SUBSCRIPTIONS	\$ 5,000
▪ 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	\$ 4,000

[5098] LEGAL FEES	\$ 18,000
<ul style="list-style-type: none"> ▪ Billed at an hourly rate of \$210. 	
[5100] AUDITING FEES	\$ 17,400
<ul style="list-style-type: none"> ▪ Fees are split between Administration, Fire Department, and Municipal Court 	
[5106] ELECTION EXPENSE	\$ 2,000
<ul style="list-style-type: none"> ▪ Municipal elections are held in even number years. Elections are administered by York County Voter Registration and Elections. 	
[5118] HOLIDAY CERTIFICATES/DINNER/AWARDS	\$ 12,000
<ul style="list-style-type: none"> ▪ Holiday Dinner for employees, council, etc. ▪ Service Awards ▪ Holiday bonus for employees (\$100 full-time, \$50 part-time) 	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 37,500
<ul style="list-style-type: none"> ▪ Website maintenance ▪ Workstation and network maintenance contract ▪ Includes Financial Software Maintenance Plan fees for SmartFusion ▪ Software subscriptions and renewals, including Anti-virus, spam, and back-up services ▪ Minor equipment replacement, e.g. monitors and printers ▪ Time Warner internet access ▪ Website refresher 	
[5128] YORK COUNTY COUNCIL ON AGING	\$ 10,000
<ul style="list-style-type: none"> ▪ 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	\$ 20,000
<ul style="list-style-type: none"> ▪ Includes Utility billing mailing costs 	
[5176] PROFESSIONAL SERVICES	\$ 11,000
<ul style="list-style-type: none"> ▪ Newsletter 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 	

[5201] TAX COLLECTION FEE	\$ 3,200
<ul style="list-style-type: none"> ▪ Fee for York County to collect Town taxes (\$0.37 per notice plus \$0.55 for nuisance liens) 	
[5202] EQUIPMENT LEASES	\$ 14,000
<ul style="list-style-type: none"> ▪ Copier, Inserter/Folder, and Postage Machine leases 	
[5204] CAPITAL LEASE	\$ 5,850
[5209] LARNE DELEGATION/UAS	\$ 500
<ul style="list-style-type: none"> ▪ Expenses related to Ulster American Society activities and special events including Sister Cities dues 	
[5210] LARNE BUILDING EXPENSES	\$ 10,000
<ul style="list-style-type: none"> ▪ This line item includes the operational expenses related to the Larne Building including utilities and repair costs plus \$2,000 for minor improvements. 	
[5215] GRANT EXPENSES	\$ 0
[5410] CAPITAL EXPENDITURES	\$ 10,000
<ul style="list-style-type: none"> ▪ Emergency generator at Town Hall and/or computer server upgrade 	
[5419] ECONOMIC DEVELOPMENT	\$28,000
<ul style="list-style-type: none"> ▪ Industry Appreciation event ▪ Grant Programs: Façade Grant (\$7,500) and Main Street Makeover Grant (\$2,400) ▪ Economic Development Reserve Fund (\$5,000) ▪ Agreement with Greater Clover Chamber of Commerce (\$10,000 plus \$8,000 from Hospitality Tax for tourism related work) 	
[5422] ARMORY EXPENSES	\$ 12,000
<ul style="list-style-type: none"> ▪ Utility and other operating expenses. YMCA responsible for equitable share of utilities and pest control, and garbage collection. 	
TOTAL ADMINISTRATION DEPARTMENT	\$ 649,550

**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	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
10-545				
5000	Salaries	\$ 77,480	\$ 65,600	\$ 76,500
5006	Social Security	\$ 5,814	\$ 5,000	\$ 5,900
5008	Retirement	\$ 8,573	\$ 7,600	\$ 10,000
5009	Deferred Compensation Match	\$ -	\$ -	\$ 750
5010	Insurance - Health	\$ 9,404	\$ 12,400	\$ 11,800
5012	Workers Comp	\$ 771	\$ 600	\$ 400
5017	Telephone	\$ 2,733	\$ 2,000	\$ 2,000
5018	Maintenance & Supplies	\$ -	\$ 250	\$ 200
5020	Vehicle - Repairs	\$ 407	\$ 250	\$ 250
5021	Vehicle - Routine Main	\$ 564	\$ 500	\$ 500
5022	Vehicle - Fuel	\$ 1,719	\$ 2,500	\$ 1,250
5028	Insurance - Vehicle	\$ 998	\$ 1,000	\$ 900
5030	Insurance - Tort	\$ 361	\$ 350	\$ 600
5032	Insurance - Bond	\$ 29	\$ 50	\$ 50
5037	Uniforms & Equipment	\$ 242	\$ 400	\$ 250
5059	Office Supplies/Equipment	\$ 18	\$ 500	\$ 250
5063	Drug Testing	\$ -	\$ -	\$ -
5068	Building Maintenance	\$ -	\$ 200	\$ 200
5076	Advertisement	\$ 83	\$ 200	\$ 200
5092	Dues & Subscriptions	\$ 185	\$ 300	\$ 300
5094	Training/Mtgs/Travel	\$ 303	\$ 1,500	\$ 1,500
5102	Animal Control	\$ 92	\$ 200	\$ 100
5122	Computer Maint & Prog	\$ 2,297	\$ 1,200	\$ 1,800
5130	Postage	\$ 33	\$ 200	\$ 100
5176	Professional Services	\$ 3,412	\$ 10,000	\$ 20,000
5204	Capital Lease	\$ 6,880	\$ 6,900	\$ 6,500
5236	Planning Comm/BZA	\$ 1,023	\$ 1,000	\$ 1,000
5410	Capital Expenditures	\$ -	\$ 5,000	\$ 5,000
5501	Planning Expense	\$ 1,880	\$ 10,000	\$ 18,000
TOTAL		\$ 125,301	\$ 135,700	\$ 166,300

DEVELOPMENT SERVICES **DEPARTMENT**

SERVICE DELIVERY

The Development Services Department was created July 1, 2009. The Department is staffed by the Building Inspector and Codes Clerk.

This 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; and associated administrative work. The Department is also responsible for all safety compliance inspections for Town owned buildings.

Effective July 1, 2016, the Town contracts out Building Official services to include commercial building permits and inspections. The Town also entered into an agreement with the Catawba Regional Council of Governments for planning and zoning assistance.

Planning and zoning expenses are budgeted in Development Services.

BUDGET GOALS

- Attend required continuing education training for and seek certification for Plan Review.
- Review and change procedures and forms to improve building and zoning permit and land development processes.
- Increase code compliance 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.
- Complete 5-year update of Comprehensive Plan 2022.

DEPARTMENT DETAIL

PERSONNEL

Building Inspector

Jonathan Ramsey

Codes Clerk

Cristine Marine

SERVICES

- Zoning and Building Permits
- Yard Sale Permits
- Dog Registration
- Nuisance Abatement
- Building Code Enforcement
- Larne Building Rental

FACILITIES AND EQUIPMENT

VEHICLES

Year	Make/Model	Driver
2016	Chevrolet Colorado	Building Inspector
2010	Ford F-150	

BUDGET DETAIL
10-545

[5000] SALARIES	\$ 76,500
▪ Building Inspector and Codes Clerk	
[5006] SOCIAL SECURITY	\$ 5,900
[5008] RETIREMENT	\$ 10,000
[500] DEFERRED COMPENSATION MATCH	\$ 750
[5010] INSURANCE – HEALTH	\$ 11,800
[5012] WORKER’S COMPENSATION	\$ 400
[5017] TELEPHONE	\$ 2,000
▪ Regular office and cell phones for Building Inspector	
[5018] MAINTENANCE & SUPPLIES	\$ 200
[5020] VEHICLE – REPAIRS	\$ 250
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 500
[5022] VEHICLE – FUEL	\$ 1,250
[5028] INSURANCE –VEHICLES	\$ 900
[5030] INSURANCE - TORT	\$ 600
[5032] INSURANCE – BOND	\$ 50
[5037] UNIFORMS/EQUIPMENT	\$ 250
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 250

[5068] BUILDING MAINTENANCE	\$ 200
[5076] ADVERTISEMENT	\$ 200
<ul style="list-style-type: none"> ▪ Notices for public meetings, hearings and training for building codes and planning and zoning 	
[5092] DUES AND SUBSCRIPTIONS	\$ 300
<ul style="list-style-type: none"> ▪ Includes professional dues for BOASC and SCAPA 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,500
[5102] ANIMAL CONTROL	\$ 100
<ul style="list-style-type: none"> ▪ Dog registration. Effective May 1, 2015, York County handles animal control. 	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 1,800
[5130] POSTAGE	\$ 100
[5176] PROFESSIONAL SERVICES	\$ 20,000
<ul style="list-style-type: none"> ▪ Building inspections and plan review assistance 	
[5204] CAPITAL LEASE	\$ 6,500
<ul style="list-style-type: none"> ▪ Existing Lease: 2016 Chevrolet Colorado (3/2020) 	
[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	\$ 5,000
<ul style="list-style-type: none"> ▪ Miscellaneous 	
[5501] PLANNING EXPENSES	\$ 18,000
<ul style="list-style-type: none"> ▪ Catawba Council of Government for zoning map updates and planning support and Comprehensive Plan update 	
TOTAL DEVELOPMENT SERVICES DEPARTMENT	\$ 166,300

**GENERAL FUND
FIRE DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
10-510				
5000	Salaries	\$ -	\$ -	\$ -
5001	Volunteer Firemen	\$ 21,420	\$ 22,000	\$ 23,000
5005	Firemen/Town Employees	\$ 3,070	\$ 2,500	\$ 2,500
5006	Social Security	\$ 235	\$ 200	\$ 200
5008	Retirement	\$ 301	\$ 300	\$ 300
5010	Insurance - Health	\$ -	\$ -	\$ -
5012	Workers Comp	\$ 1,654	\$ 1,500	\$ 1,000
5016	Utilities	\$ 5,653	\$ 6,500	\$ 6,800
5017	Telephone	\$ 2,750	\$ 3,500	\$ 4,200
5018	Maintenance & Supplies	\$ 13,327	\$ 8,000	\$ 8,000
5020	Vehicle - Repairs	\$ 2,631	\$ 8,500	\$ 8,500
5021	Vehicle - Routine Main	\$ 1,944	\$ 4,000	\$ 4,000
5022	Vehicle - Fuel	\$ 4,256	\$ 5,000	\$ 4,000
5027	Insurance - Property	\$ 2,328	\$ 2,400	\$ 2,400
5028	Insurance - Vehicle	\$ 3,368	\$ 3,400	\$ 3,000
5030	Insurance - Tort	\$ 350	\$ 300	\$ 350
5033	Fire Inspections	\$ 3,970	\$ 4,000	\$ 4,000
5060	Radio Expense	\$ 1,500	\$ 1,600	\$ 1,600
5063	Drug Testing	\$ -	\$ 500	\$ 500
5068	Building Maintenance	\$ 4,029	\$ 2,000	\$ 2,500
5082	Contract Maintenance	\$ -	\$ 1,600	\$ 1,800
5092	Dues and Subscriptions	\$ 1,670	\$ 2,000	\$ 2,000
5094	Training/Mtgs/Travel	\$ 27	\$ 2,000	\$ 2,000
5100	Auditing Fees	\$ 1,000	\$ 1,000	\$ 1,000
5122	Computer Maint & Prog	\$ 2,139	\$ 2,500	\$ 2,500
5130	Postage	\$ 16	\$ 50	\$ 50
5176	Professional Services	\$ -	\$ -	\$ -
5215	Grant Expenses	\$ -	\$ 5,000	\$ 5,000
5410	Capital Expenditures	\$ 7,922	\$ 5,000	\$ 64,000
5420	Explorer Program	\$ 1,472	\$ 1,500	\$ 1,500
TOTAL		\$ 87,032	\$ 96,850	\$ 156,700

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 seven (7) 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 for a ten year term and again in 2017 for a one year term to expire on June 30, 2018. 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 York County are budgeted as Special Revenues.

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

BUDGET GOALS

- Continue to provide quality training and upgraded safety equipment
- 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 and diverse membership
- Provide leadership and training for the Explorer Program

DEPARTMENT DETAIL

PERSONNEL

The Fire Department is comprised totally of volunteers. Currently, there are 20 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	Johnny Neelands
Lieutenant	Fred Taylor
Sergeant	Scott Moses
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 – 2017 (on order)
- 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	\$ 23,000
<ul style="list-style-type: none">▪ Stipend for volunteer firemen that are not Town of Clover employees. Includes annual compensation for the Chief (\$4,000), Assistant Chief (\$2,000) and Secretary (\$1,200).	
[5005] FIRE FIGHTERS/TOWN EMPLOYEES	\$ 2,500
<ul style="list-style-type: none">▪ Stipend for volunteer firemen that are Town of Clover employees	
[5006] SOCIAL SECURITY	\$ 200
[5008] RETIREMENT	\$ 300
[5012] WORKER'S COMPENSATION	\$ 1,000
[5016] UTILITIES	\$ 6,800
<ul style="list-style-type: none">▪ Gas, electric, and water & sewer	
[5017] TELEPHONE	\$ 4,200
<ul style="list-style-type: none">▪ Regular, long distance, cell phone (Fire Chief) and I-Pad wifi	
[5018] MAINTENANCE & SUPPLIES	\$ 8,000
[5020] VEHICLE – REPAIRS	\$ 8,500
<ul style="list-style-type: none">▪ 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	\$ 4,000
<ul style="list-style-type: none">▪ Routine maintenance to the Town's three (3) fire fighting vehicles: engine, tanker, and grass truck. York County provides maintenance for their four (4) vehicles.	
[5022] VEHICLE – FUEL	\$ 4,000
[5027] INSURANCE – PROPERTY/LIABILITY	\$ 2,400

[5028] INSURANCE –VEHICLES	\$ 3,000
[5030] INSURANCE - TORT	\$ 350
[5033] FIRE INSPECTIONS	\$ 4,000
▪ Contract for fire inspections of commercial buildings	
[5060] RADIO EXPENSE	\$ 1,600
▪ Annual warranty renewal.	
[5063] DRUG TESTING	\$ 500
▪ Pre-approval screening and random testing	
[5068] BUILDING MAINTENANCE	\$ 2,500
▪ Includes costs for fire extinguisher service, pest control and generator maintenance.	
[5082] CONTRACT MAINTENANCE	\$ 1,800
▪ Forcible entry equipment maintenance	
[5092] DUES AND SUBSCRIPTIONS	\$ 2,000
▪ Includes membership to South Carolina’s Fire Chief’s Association (SCFCA) and South Carolina Firemen’s Association	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 2,000
[5100] AUDITING FEES	\$ 1,000
▪ Portion of cost of the annual audit assigned to the Fire Department	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 2,500
▪ Internet service for station and Fire House software annual maintenance fee	
[5130] POSTAGE	\$ 50
[5215] GRANT EXPENSES	\$ 5,000
▪ Grant for air packs; SCMIT to reimburse \$2,000	

[5410] CAPITAL EXPENDITURES **\$ 64,000**

- 10 sets of turn-out gear and 6 replacement radios

[5420] EXPLORER PROGRAM **\$ 1,500**

- Program was implemented in 2006. Includes costs for registration, training, uniforms and equipment for participants.

TOTAL FIRE DEPARTMENT **\$ 156,700**

**GENERAL FUND
LEGISLATIVE DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
10-520				
5000	Council Salaries	\$ 22,250	\$ 22,000	\$ 22,000
5006	Social Security	\$ 1,702	\$ 1,700	\$ 1,700
5012	Workers Compensation	\$ 392	\$ 500	\$ 300
5030	Insurance - Tort	\$ 7,512	\$ 8,500	\$ 9,400
5032	Insurance - Bond	\$ 68	\$ 100	\$ 100
5037	Uniforms & Equipment	\$ 145	\$ 200	\$ 200
5059	Office Supplies/Equipment	\$ 633	\$ 500	\$ 500
5076	Advertisement	\$ 89	\$ 500	\$ 500
5092	Dues and Subscriptions	\$ 3,188	\$ 3,000	\$ 3,200
5094	Training/Mtgs/Travel	\$ 7,507	\$ 7,000	\$ 7,700
5122	Computer Maint & Prog	\$ -	\$ 300	\$ 300
TOTAL		\$ 43,486	\$ 44,300	\$ 45,900

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 25% (effective FY14-15).

BUDGET GOALS

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

DEPARTMENT DETAIL

PERSONNEL

Mayor	Donnie Grice
Mayor Pro Tem	Wes Spurrier
Council Members	Ann Harvey
	Greg Holmes
	Teresa Hurst
	Amy Moses
	Debbie Williams

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
[5012] WORKERS COMPENSATION	\$ 300
[5030] INSURANCE – TORT	\$ 9,400
[5032] INSURANCE – BOND	\$ 100
[5037] UNIFORMS & EQUIPMENT	\$ 200
[5059] OFFICE SUPPIES/EQUIPMENT	\$ 500
▪ Includes interior decorations of Council Chambers (Hall of Fame letters & seal on back wall)	
[5076] ADVERTISEMENT	\$ 500
▪ Notice for public hearings, special meetings and functions	
[5092] DUES AND SUBSCRIPTIONS	\$ 3,200
▪ Includes MASC Annual Dues	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 7,700
▪ MASC Meetings	
▪ Chamber of Commerce and various local, County, State, and special issue meetings and events	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 300
▪ Office 365 (for email)	
TOTAL LEGISLATIVE DEPARTMENT	\$ 45,900

**All line items include expenses associated with the Water/Sewer Fund. 25% of these expenses will be reimbursed to the General Fund by the Water/Sewer Fund.*

**GENERAL FUND
MUNICIPAL COURT**

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
10-530				
5000	Salaries	\$ 39,994	\$ 41,000	\$ 46,000
5006	Social Security	\$ 3,060	\$ 3,150	\$ 3,500
5008	Retirement	\$ 4,426	\$ 4,750	\$ 6,000
5009	Deferred Compensation Match	\$ 720	\$ 750	\$ 750
5010	Insurance - Health	\$ 5,749	\$ 6,200	\$ 5,900
5012	Workers Comp	\$ 104	\$ 100	\$ 100
5016	Utilities	\$ 1,564	\$ 1,700	\$ 1,600
5017	Telephone	\$ 3,487	\$ 3,500	\$ 3,500
5018	Maint/Supplies	\$ 17	\$ 100	\$ 100
5027	Insurance - Property	\$ 72	\$ 100	\$ 100
5030	Insurance - Tort	\$ 178	\$ 150	\$ 300
5032	Insurance - Bond	\$ 10	\$ 50	\$ 50
5059	Office Supplies/Equipment	\$ 871	\$ 1,200	\$ 2,500
5064	Indigent Defense	\$ 11,220	\$ 15,000	\$ 19,100
5068	Building Maintenance	\$ 2,931	\$ 1,500	\$ 1,500
5092	Dues And Subscriptions	\$ 115	\$ 200	\$ 200
5094	Training/Mtgs/Travel	\$ 772	\$ 1,000	\$ 1,500
5100	Auditing Fees	\$ 1,500	\$ 1,500	\$ 1,500
5122	Computer Maint & Prog	\$ 6,062	\$ 5,550	\$ 6,000
5130	Postage	\$ 434	\$ 600	\$ 600
5142	Jury Fees	\$ 156	\$ 1,000	\$ 1,000
5176	Professional Services	\$ 25,842	\$ 26,000	\$ 26,500
TOTAL		\$ 109,284	\$ 115,100	\$ 128,300

MUNICIPAL COURT

SERVICE DELIVERY

The Municipal Court is responsible for the adjudication of traffic, criminal and code enforcement violations. The Town contacts with York County for the part-time services of Judge Melvin Howell, a York County Magistrate. The contract is effective until terminated. The Clerk of Court is charged with handling all of the administrative duties of the court.

Court was held at the York County Magistrate's Office but has moved to the Larne Building while the Magistrate's office is being remodeled. The "old" Town Hall is planned to be renovated to be used for court operations.

BUDGET GOALS

- Move operations to "old" Town Hall
- Continue efficient operation of the Court
- Continue education and training efforts
- Keep current on Statewide Computer systems

DEPARTMENT DETAIL

PERSONNEL

Judge	Melvin Howell
Clerk of Court	Vacant

FACILITIES AND EQUIPMENT

- JUDICIAL BUILDING, 110 Bethel Street
 - This facility was upgraded in FY05-06 to accommodate Municipal Court operations and minor improvements were completed in 2016

BUDGET DETAIL
10-530

[5000] SALARIES	\$ 46,000
▪ Clerk of Court	
[5006] SOCIAL SECURITY	\$ 3,500
[5008] RETIREMENT	\$ 6,000
[5009] DEFFERRED COMPENSATION MATCH	\$ 750
[5010] INSURANCE – HEALTH	\$ 5,900
[5012] WORKER’S COMPENSATION	\$ 100
[5016] UTILITIES	\$ 1,600
[5017] TELEPHONE	\$ 3,500
▪ Regular and long distance service for phone and modem/fax and cell phone	
[5018] MAINTENANCE & SUPPLIES	\$ 100
[5027] INSURANCE – PROPERTY	\$ 100
[5030] INSURANCE - TORT	\$ 300
[5032] INSURANCE – BOND	\$ 50
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 2,500
[5064] INDIGENT DEFENSE	\$ 19,100
▪ Agreement with York County based on 2016 case numbers	
[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.	
▪ Minor renovations to building including carpet and paint	
[5092] DUES AND SUBSCRIPTIONS	\$ 200
▪ Municipal Court Association	

[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,500
[5100] AUDITING FEES	\$ 1,500
▪ Special services are required for court financials	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 6,000
[5130] POSTAGE	\$ 600
[5142] JURY FEES	\$ 1,000
▪ Jurors are paid \$12 per diem	
[5176] PROFESSIONAL SERVICES	\$ 26,500
▪ Judge Howell's (Magistrate) contract	
TOTAL MUNICIPAL COURT	\$ 128,300

**GENERAL FUND
POLICE DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
10-515				
5000	Salaries/Police Officer	\$ 834,403	\$ 861,500	\$ 874,500
5001	Salaries/Dispatchers	\$ 159,412	\$ 140,000	\$ 147,500
5004	Overtime	\$ 11,544	\$ 12,000	\$ 15,000
5006	Social Security	\$ 76,401	\$ 76,700	\$ 79,500
5008	Retirement	\$ 132,692	\$ 135,900	\$ 154,200
5009	Deferred Compensation Match	\$ 5,955	\$ 9,000	\$ 10,000
5010	Insurance - Health	\$ 125,542	\$ 154,800	\$ 147,000
5011	Insurance - Legal	\$ -	\$ -	\$ 8,500
5012	Workers Comp	\$ 30,650	\$ 26,000	\$ 22,600
5016	Utilities	\$ 9,914	\$ 10,000	\$ 10,000
5017	Telephone	\$ 24,989	\$ 23,000	\$ 28,000
5018	Maint/Supplies	\$ 1,309	\$ 1,000	\$ 1,000
5020	Vehicle - Repairs	\$ 13,846	\$ 8,000	\$ 10,000
5021	Vehicle - Routine Maint	\$ 11,261	\$ 12,000	\$ 10,000
5022	Vehicle - Fuel	\$ 34,028	\$ 40,000	\$ 38,000
5027	Insurance - Property	\$ 1,644	\$ 1,650	\$ 1,700
5028	Insurance-Vehicle	\$ 19,747	\$ 18,550	\$ 14,500
5030	Insurance - Tort	\$ 17,107	\$ 14,700	\$ 20,900
5032	Insurance - Bond	\$ 234	\$ 250	\$ 250
5037	Uniforms & Equipment	\$ 20,268	\$ 28,000	\$ 25,000
5039	Community Relations	\$ 2,023	\$ 2,000	\$ 2,000
5051	Reserve Officer Program	\$ 7,756	\$ 15,000	\$ 12,000
5059	Office Supplies/Equipment	\$ 7,056	\$ 8,000	\$ 10,000
5060	Radio Expense	\$ 4,797	\$ 5,000	\$ 5,000
5062	Jail Expense	\$ 34,103	\$ 50,000	\$ 35,000
5063	Drug Testing	\$ 1,678	\$ 1,200	\$ 1,500
5068	Building Maintenance	\$ 12,258	\$ 10,000	\$ 12,000
5070	NCIC	\$ 1,482	\$ 2,600	\$ 650
5076	Advertisement	\$ -	\$ 200	\$ -
5092	Dues And Subscriptions	\$ 2,977	\$ 3,000	\$ 4,000
5094	Training/Mtgs/Travel	\$ 3,073	\$ 5,000	\$ 10,000
5122	Computer Maint & Prog	\$ 32,083	\$ 35,000	\$ 38,000
5130	Postage	\$ (86)	\$ 150	\$ 100
5199	K-9 Unit Program	\$ 2,142	\$ 2,000	\$ 2,000
5202	Equipment Leases	\$ 2,453	\$ 2,600	\$ 3,300
5204	Capital Leases	\$ 94,874	\$ 108,400	\$ 128,600
5215	Grant Expenses	\$ 40,438	\$ 4,000	\$ 10,000
5410	Capital Expenditures	\$ 193,255	\$ 20,000	\$ 28,000
TOTAL		\$ 1,973,308	\$ 1,847,200	\$ 1,920,300

POLICE DEPARTMENT

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 - 6PM and 6PM - 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 three new programs: the Reserve Officer Program, the K-9 Unit and Bike Patrol. 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 Evo, a fully trained drug dog. The Bike Patrol is used mostly during special events like festivals. The Chaplain Program was added in 2012. A School Resource Officer position was created in 2013 to serve Blue Eagle Academy.

In 2013, the Town of Clover Police Department joined the County-wide Forensic Service Unit (FSU). Participation in this program allows for cost sharing which will provide for 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 charitable events and participating in school programs.

BUDGET GOALS

- Salary and benefit improvements to improve recruitment and retention of officers including additional liability insurance and compensation adjustments
- Additional mifi hotspots for e-ticket system and other technology initiatives
- Lease purchase three replacement patrol vehicles and trailer for traffic cones
- Purchase safety equipment including body cameras
- Complete minor building renovations for records storage

DEPARTMENT DETAIL

PERSONNEL

POLICE OFFICERS

Chief of Police	Randy C. Grice
Captain	David Dover
Lieutenant	Frankie Sadler, Community Relations Logan McGarity, Detective
Sergeant	Kenneth Blackwood Michael Nivens Aaron Snelson (K-9 Unit) Mitch Wilson
Detective	Andrew Dover
Detective/FSU	Vacant
DEU Officer	William Baird
School Resource Officer	Tracy Reid
Patrol Officers	Thomas Barnette Justin Curtice Blake Farmer Andrew Grigg Spencer McNeely John Pannell Lee Polson Charles Randell

*20 Sworn Officers

CERTIFIED POLICE DISPATCHERS

Ev Amick	Belinda Chambers
Randy Dills	Amanda Kitts

POLICE CHAPLAIN
Wayne Polk Ray Morrison
James Martin

ADMINISTRATIVE ASSISTANT
Pat Dover

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, secured evidence room and two storage closets. The Building Official also has an office on the first floor.
- Upstairs includes office space for Chief, Captain, Lieutenant and Detective, break area and meeting space.

POLICE VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>
46*	05	Ford Truck	Training
47*	03	Ford Crown Vic (unmarked)	Detective
50*	08	Ford Crown Vic	Out of Svc
53*	08	Ford Crown Vic	Out of Svc
54	09	Chevy Tahoe	Lieutenant
55	09	Chevy Tahoe	Lt/Detective
56	11	Ford Crown Vic	Training
57	11	Ford Crown Vic	SRO
58	11	Ford Crown Vic	Patrol
59	12	Dodge Charger	Patrol
60	13	Chevrolet Tahoe	Captain
61	13	Dodge Ram Quad	FSU
62	14	Dodge Charger	Patrol
63	14	Dodge Charger	Patrol
64	14	Dodge Charger	Patrol
65	14	Dodge Charger	Patrol
66	15	Dodge Charger	Patrol
67	15	Dodge Charger	Patrol
68	15	Chevy Tahoe	Chief
69	16	Dodge Charger	Patrol
70	16	Dodge Charger	Patrol
71	16	Ford Explorer	DEU
72	16	Ford Explorer	Detective
3 replacement vehicles budgeted for 2017-2018			

*Surplus to be disposed of.

BUDGET DETAIL
10-515

[5000] SALARIES/POLICE OFFICERS	\$ 874,500
▪ Twenty (20) sworn officers, including SRO, and administrative assistant	
[5001] SALARIES/DISPATCHERS	\$ 147,500
▪ Four (4) certified dispatchers and back up dispatchers	
[5004] OVERTIME	\$ 15,000
[5006] SOCIAL SECURITY	\$ 79,500
[5008] RETIREMENT	\$ 154,200
[5009] DEFERRED COMPENSATION MATCH	\$ 10,000
[5010] INSURANCE – HEALTH	\$ 147,000
[5011] INSURANCE – LEGAL	\$ 8,500
[5012] WORKER’S COMPENSATION	\$ 22,600
[5016] UTILITIES	\$ 10,000
[5017] TELEPHONE	\$ 28,000
▪ HARDLINES	
▪ (4) Hard lines - incoming and outgoing calls, including 911	
▪ (1) Hard line (T-1) for the National Crime Information Computer (NCIC)	
▪ (1) Datamaster line for Breathalyzer	
▪ (1) Fax phone line	
▪ T-1 Line (AT&T SLED)	
▪ MOBILE PHONES	
▪ Chief, Captain, Detective, DEU, FSU, SRO	
▪ VERIZON AIR CARDS (3) and MIFI HOTSPOTS (8)	
[5018] MAINTENANCE & SUPPLIES	\$ 1,000

[5020] VEHICLE – REPAIRS	\$ 10,000
<ul style="list-style-type: none"> ▪ 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	\$ 38,000
[5027] INSURANCE – PROPERTY	\$ 1,700
[5028] INSURANCE –VEHICLES	\$ 14,500
[5030] INSURANCE - TORT	\$ 20,900
[5032] INSURANCE – BOND	\$ 250
[5037] UNIFORMS AND EQUIPMENT	\$ 25,000
<ul style="list-style-type: none"> ▪ New and replacement uniforms purchased for officers and dispatchers ▪ Standard equipment for officers, e.g. belts and training bullets 	
[5039] COMMUNITY RELATIONS	\$ 2,000
<ul style="list-style-type: none"> ▪ Includes special community events like the Roosevelt Community Back-to-School Bash ▪ Town-sponsored events include Clover Santa, Halloween Alley, and Bike Rodeo 	
[5051] RESERVE OFFICER PROGRAM	\$ 12,000
<ul style="list-style-type: none"> ▪ Expenses include radios and other equipment. 	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 10,000
[5060] RADIO EXPENSE	\$ 5,000
<ul style="list-style-type: none"> ▪ Contract with Motorola 	
[5062] JAIL EXPENSE	\$ 35,000
<ul style="list-style-type: none"> ▪ The York County Detention Center charges \$47.88 per day per prisoner 	
[5063] DRUG TESTING	\$ 1,500

[5068] BUILDING MAINTENANCE **\$ 12,000**

- 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 **\$ 650**

- 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 [5017]; ALEN in Dues [5092]

[5076] ADVERTISEMENT **\$ 0**

[5092] DUES AND SUBSCRIPTIONS **\$ 4,000**

- Includes YMCA membership, SC Chief's Association, International Association of Chief's of Police (IACP), SC Code of Laws updates, ALEN, Leads OnLine, etc.

[5094] TRAINING, MEETINGS, AND TRAVEL **\$ 10,000**

[5122] COMPUTER MAINTENANCE & PROGRAMS **\$ 38,000**

- Includes maintenance contract for computer aided dispatch and report writing software (\$12,500) as well as general IT support and software purchases

[5130] POSTAGE **\$ 100**

[5199] K-9 UNIT PROGRAM **\$ 2,000**

- Includes food, housing and veterinarian care for drug dog program.

[5202] EQUIPMENT LEASES **\$ 3,300**

- Copier lease

[5204] CAPITAL LEASES **\$ 128,600**

- Existing leases:
 - Three vehicles (pay off 1/2018)
 - Three vehicles (pay off 1/2019)
 - Three vehicles (pay off 3/2020)
 - Three vehicles (pay off 6/2021)
- New Leases:
 - Three replacement patrol vehicles

[5215] GRANT EXPENSE **\$ 10,000**

- SCMIT and SCMIRF Grants for vests and body cameras

[5410] CAPITAL EXPENDITURE **\$ 28,000**

- Record storage improvements

TOTAL POLICE DEPARTMENT **\$ 1,920,300**

**GENERAL FUND
RECREATION DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
10-525				
5000	Salaries	\$ 253,520	\$ 283,300	\$ 313,700
5002	Labor	\$ 10,420	\$ 10,000	\$ 10,000
5006	Social Security	\$ 19,329	\$ 22,500	\$ 24,800
5008	Retirement	\$ 27,207	\$ 33,400	\$ 42,200
5009	Deferred Compensation Match	\$ 810	\$ 2,250	\$ 1,500
5010	Insurance - Health	\$ 35,924	\$ 37,200	\$ 41,200
5012	Workers Comp	\$ 4,223	\$ 3,500	\$ 3,400
5014	Unemployment Compensation	\$ 90	\$ 5,000	\$ -
5016	Utilities	\$ 58,471	\$ 61,000	\$ 70,000
5017	Telephone	\$ 11,805	\$ 12,000	\$ 12,500
5018	Maintenance & Supplies	\$ 33,499	\$ 45,000	\$ 45,000
5020	Vehicle - Repairs	\$ 2,097	\$ 1,500	\$ 1,500
5021	Vehicle - Routine Main	\$ 824	\$ 1,500	\$ 1,000
5022	Vehicle - Fuel	\$ 4,180	\$ 6,000	\$ 5,000
5027	Insurance - Property	\$ 1,950	\$ 2,000	\$ 2,000
5028	Insurance - Vehicle	\$ 4,618	\$ 4,500	\$ 3,400
5030	Insurance - Tort	\$ 1,381	\$ 1,200	\$ 2,400
5032	Insurance - Bond	\$ 78	\$ 100	\$ 100
5034	Facility Rental	\$ 4,790	\$ 7,000	\$ 2,500
5037	Uniforms & Equipment	\$ 1,742	\$ 2,000	\$ 2,000
5059	Office Supplies/Equipment	\$ 1,754	\$ 2,000	\$ 2,500
5063	Drug Testing	\$ 251	\$ -	\$ 100
5068	Building Maintenance	\$ 6,402	\$ 6,000	\$ 6,000
5076	Advertisement	\$ 786	\$ 2,000	\$ 2,000
5088	Umpires, Referee, Concession	\$ 45,948	\$ 48,000	\$ 50,000
5089	Recreation Supplies	\$ 60,606	\$ 50,000	\$ 65,000
5092	Dues & Subscriptions	\$ 2,757	\$ 2,700	\$ 1,500
5094	Training/Mtgs/Travel	\$ 4,476	\$ 5,000	\$ 5,000
5096	Concession Expenses	\$ -	\$ 10,000	\$ 13,000
5122	Computer Maint & Prog	\$ 14,295	\$ 14,000	\$ 13,000
5130	Postage	\$ 291	\$ 500	\$ 300
5137	Recreation Trips	\$ 8,993	\$ 10,000	\$ -
5141	Community Center Programs	\$ 407	\$ 500	\$ 500
5143	Gallery 120	\$ -	\$ 3,000	\$ 10,500
5176	Professional Services	\$ 1,368	\$ 2,000	\$ 2,000
5202	Equipment Leases	\$ 3,596	\$ 4,000	\$ 3,500
5204	Capital Leases	\$ 18,046	\$ 26,500	\$ 26,700
5211	St. Patrick's Day Festival	\$ 1,124	\$ 1,000	\$ 1,200
5215	Grant Expenses	\$ 995	\$ 8,900	\$ 6,000
5410	Capital Expenditures	\$ 68,078	\$ 15,000	\$ 5,000
5412	Park Upgrades	\$ 8,300	\$ 76,250	\$ 120,000
5416	Live Well Clover	\$ 3,709	\$ 8,000	\$ 5,000
TOTAL		\$ 729,140	\$ 836,300	\$ 923,000
TRANSFER TO CAPITAL		\$ 103,365	\$ 92,500	\$ 87,500

RECREATION DEPARTMENT

SERVICE DELIVERY

The Town of Clover Recreation Department is charged with providing recreational services and organized sports to residents living in and outside the Town of Clover. The Town utilizes recreation fields located at Clover Community, Roosevelt and New Centre Parks, and other locations in and outside of the town limits.

The Town currently offers extracurricular activities in youth baseball, soccer, basketball and softball and adult softball, basketball, soccer and kick ball. All participants are required to pay a participation fee.

The Department also maintains the Town's parks and those used for our programs. Staff helps with Larne Building maintenance and downtown beautification. The Recreation Department organizes the Town's annual St. Patrick's Day Festival and a variety of other special events and education opportunities. They also assist other groups with community events.

In July 2010, the Recreation Department moved to the Clover Community Center, 120 Bethel Street. This building is used to host a variety of community education and enrichment programs. In 2014, Gallery 120 opened in the common area of the Community Center and provides space for showcasing the work of local artists.

BUDGET GOALS

- Create opportunities for sports tourism through tournaments and special programs
- Replace E-Trak with new registration and facility software
- Create policies addressing use of Recreation facilities and Town resources, e.g. special events and facility rental policies
- Provide administrative support for Gallery 120 and help organize special programs including an expanded summer youth art program
- Support Live Well Clover activities and programs
- Purchase equipment trailer
- Maintain, improve and expand existing Town facilities including parking lot improvements at Clover Community Center and New Centre Park Phase 2

DEPARTMENT DETAIL

PERSONNEL

Director	Joe Ross
Park Superintendent	Scott Moses
Assistant Park Superintendent	Brett Wilson
Program Coordinators	Josh McCarter Colby Parnell
Special Events Coordinator	Amy Gonzalez
Administrative Assistant (Permanent P-T, 25 hrs/week)	Taylor Rose
Park Assistant	Dee Holland
Park Assistants (Permanent P-T, 25 hrs/week)	Bradley McAninch (student)
Recreation Assistants (Permanent P-T, generally 25 hrs/week but hours vary per season)	Chris Miller Joey Vahle Josh Harris (student)
Seasonal Labor	As needed

SERVICES

Sport	Season	League
Youth Soccer	Fall & Spring	Co-Ed
Youth Baseball	Fall & Spring	Co-Ed
Youth Softball	Fall & Spring	Girls
Youth Basketball	Winter	Co-Ed, Boys, Girls
Adult Softball	Summer	Co-Ed
Adult Kickball	Summer	Co-Ed
Adult Soccer	Summer	Co-Ed
Horseshoe Tournaments	Mar - Oct	

Other programs and leagues are offered from time to time as interest and resources allow.

FACILITIES AND EQUIPMENT

➤ CLOVER COMMUNITY CENTER

- 120 Bethel St; renovations completed in July 2010
- Recreation administrative staff, activity space and Council Chambers
- SC Horseshoe Pitching Association Hall of Fame and Gallery 120
- Space also used for variety of town and community meetings

➤ CLOVER COMMUNITY PARK (the “COMPLEX” or CCP)

- Maintenance office headquarters
- Two full-size lighted baseball/softball fields
- SC Horseshoe Pitching Association approved lighted horseshoe park with 16 pits
- Lighted walking trail (~1 mile) with fitness circuit
- 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 and restrooms
- Playground
- 9 hole disk golf

➤ 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

➤ NEW CENTRE PARK

- Three lighted soccer fields, one unlit field
- Seasonal concession stand with restrooms
- Trails around pond and connecting to Clover Community Park

➤ OPTIMIST CLUB

- Baseball Field owned by Optimist Club but maintained year round by the Town
- Available for use by Town at no charge

➤ 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
- Playground and lighted walking trail

➤ GRIGGS ROAD ELEMENTARY

- Fields are maintained by Town during Youth Baseball season; available for use at no charge
- Playground

VEHICLES

<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>
07	Chev Trail Blazer	Special Events Coordinator
08	Ford F-250	Assistant Park Superintendent
09	Ford Explorer	Director
10	Ford F-250	Park Assistants
12	Ford F-150	Program Coordinator
12	Ford F-150	Program Coordinator
16	Ford F-250	Park Superintendent
94	Ford Backhoe	
16	Skid Steer	

*Surplus to be auctioned.

BUDGET DETAIL
10-525

[5000] SALARIES	\$ 313,700
▪ Full-time and part-time permanent employees	
[5002] LABOR	\$ 10,000
▪ Seasonal positions; concession moved to 5088 on January 1, 2014	
[5006] SOCIAL SECURITY	\$ 24,800
[5008] RETIREMENT	\$ 42,400
[5009] DEFERRED COMPENSATION MATCH	\$ 1,500
[5010] INSURANCE - HEALTH	\$ 41,200
[5012] WORKERS COMPENSATION	\$ 3,400
[5014] UNEMPLOYMENT COMPENSATION	\$ 0
[5016] UTILITIES	\$ 70,000
▪ Electricity, field lights, water and sewer at each of the Town-owned facilities	
[5017] TELEPHONE	\$ 12,500
[5018] MAINTENANCE & SUPPLIES	\$ 45,000
▪ Equipment and supplies needed to maintain recreation facilities.	
[5020] VEHICLE REPAIR	\$ 1,500
[5021] VEHICLE – ROUTINE MAINTAINANCE	\$ 1,000
[5022] VEHICLE FUEL	\$ 5,000
[5027] INSURANCE –PROPERTY	\$ 2,000
[5028] INSURANCE -VEHICLES	\$ 3,400
[5030] INSURANCE-TORT	\$ 2,400
[5032] INSURANCE - BOND	\$ 100

[5034] FACILITY RENTAL	\$ 2,500
▪ Clover School District Gymnasium and Employees and Porta-jons.	
[5037] UNIFORMS & EQUIPMENT	\$ 2,000
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 2,500
[5063] DRUG TESTING	\$ 100
[5068] BUILDING MAINTENANCE	\$ 6,000
▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs.	
[5076] ADVERTISEMENT	\$ 2,000
▪ For registration and social media promotions	
[5088] UMPIRES, REFEREES, INSTRUCTORS, CONCESSIONS	\$ 50,000
▪ Baseball, basketball, soccer, softball, and basketball	
▪ Sanctioned umpires for Minor & Major League Baseball and ASA Youth Softball	
[5089] RECREATION SUPPLIES	\$ 65,000
▪ Includes league uniforms and equipment and supplies purchased through fund raising activities	
[5092] DUES AND SUBSCRIPTIONS	\$ 1,500
▪ SC Parks & Recreation Association Fee, ASA Softball Sanction Fees, NRPA, and SC Festival and Event Association	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 5,000
▪ SC Park & Recreation Convention, SC Festivals and Events Conference	
[5096] CONCESSION EXPENSES	\$ 13,000
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 13,000
▪ Includes maintenance agreement for E-Trak and new software system	
[5130] POSTAGE	\$ 300
[5137] RECREATION TRIPS	\$ 0

[5141] COMMUNITY CENTER PROGRAMS	\$ 500
▪ Regular programs to educate and enrich citizens, e.g. personal safety, finance, etc.	
[5143] GALLERY 120	\$ 10,500
▪ Signs, youth and adult programs, etc.	
[5176] PROFESSIONAL SERVICES	\$ 2,000
▪ Coach training and background checks	
[5202] EQUIPMENT LEASES	\$ 3,500
[5204] CAPITAL LEASES	\$ 26,700
▪ Existing Leases: Mower (2/2018); 2016 F-250 and Mower (3/2020), Skid Steer (3/2022)	
[5211] ST. PATRICK'S DAY FESTIVAL	\$ 1,200
[5215] GRANT EXPENSES	\$ 6,000
▪ Eat Smart Move More York County grant for trails	
[5410] CAPITAL EXPENDITURES	\$ 5,000
▪ Equipment trailer	
[5412] PARK UPGRADES	\$ 120,000
▪ Improve parking lot and entrance at Community Center (\$90,000), walking trail lights at Clover Community Park and parking improvements at Roosevelt and New Centre Park. Includes \$76,250 from prior year fund balance.	
[5416] LIVE WELL CLOVER	\$ 5,000
▪ Programs and promotions for active living including community events such as Mayor's Ride, Couch to 5K, Fit for Fall Challenge, etc.	

TOTAL RECREATION DEPARTMENT	\$ 923,000
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TRANSFER TO CAPITAL PROJECTS (New Centre Park)	\$87,500
▪ 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.	

**GENERAL FUND
STREETS AND SANITATION DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
10-500				
5000	Salaries	\$ 309,796	\$ 317,500	\$ 326,600
5006	Social Security	\$ 23,699	\$ 24,300	\$ 25,000
5008	Retirement	\$ 34,287	\$ 36,700	\$ 42,700
5009	Deferred Compensation Match	\$ 1,145	\$ 3,000	\$ 3,000
5010	Insurance - Health	\$ 50,802	\$ 55,700	\$ 53,000
5012	Workers Comp	\$ 13,261	\$ 10,700	\$ 8,000
5016	Utilities	\$ 87,062	\$ 80,000	\$ 80,000
5017	Telephone	\$ 3,401	\$ 3,500	\$ 3,500
5018	Maintenance & Supplies	\$ 18,323	\$ 22,500	\$ 25,000
5020	Vehicle-Repairs	\$ 16,205	\$ 15,000	\$ 17,500
5021	Vehicle - Routine Main.	\$ 14,125	\$ 15,000	\$ 15,000
5022	Vehicle - Fuel	\$ 19,374	\$ 25,000	\$ 25,000
5027	Insurance - Property	\$ 566	\$ 650	\$ 750
5028	Insurance - Vehicle	\$ 8,411	\$ 8,500	\$ 11,000
5030	Insurance - Tort	\$ 1,929	\$ 1,650	\$ 2,750
5032	Insurance - Bond	\$ 88	\$ 100	\$ 100
5034	Uniforms Rental	\$ 2,120	\$ 2,000	\$ 2,000
5037	Uniforms & Equipment	\$ 858	\$ 1,000	\$ 1,000
5040	Waste Management	\$ 2,666	\$ 3,800	\$ 3,600
5042	Landfill Fees	\$ 92,016	\$ 82,000	\$ 93,000
5045	Curbside Recycling	\$ 29,196	\$ 35,000	\$ 50,000
5059	Office Supplies/Equipment	\$ 14	\$ 250	\$ 250
5063	Drug Testing	\$ 318	\$ 500	\$ 500
5068	Building Maintenance	\$ 4,094	\$ 10,000	\$ 10,000
5076	Advertisement	\$ -	\$ 300	\$ -
5082	Contract Maintenance	\$ 5,384	\$ 10,000	\$ 10,000
5092	Dues and Subscriptions	\$ 373	\$ 500	\$ 500
5094	Training/Mtgs/Travel	\$ 320	\$ 1,000	\$ 1,000
5122	Computer Maint & Prog	\$ 436	\$ 4,000	\$ 1,000
5130	Postage	\$ 11	\$ 50	\$ 50
5176	Professional Services	\$ 1,125	\$ 10,000	\$ 10,000
5181	Stormwater Repair	\$ 27,438	\$ 35,000	\$ 60,000
5204	Capital Lease	\$ 114,935	\$ 101,200	\$ 126,700
5206	Pedestrian Improvements	\$ -	\$ 10,000	\$ 10,000
5210	Street Repair - Minor	\$ 1,509	\$ 5,000	\$ 5,000
5212	Street Repair - Major	\$ 4,475	\$ 140,000	\$ 110,000
5215	Grant Expense	\$ 4,002	\$ 4,000	\$ 4,000
5345	Irish Downs Sidewalks	\$ 22,400	\$ -	\$ -
5410	Capital Expenditures	\$ 336,935	\$ 30,000	\$ 50,000
5475	Cemetery Expenses	\$ 17,674	\$ 20,000	\$ 20,000
TOTAL		\$ 1,270,773	\$ 1,125,400	\$ 1,207,500

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. Stormwater maintenance is also included in this department.

Effective January 1, 2015, the Town no longer provides garbage collection services to commercial property.

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

- Purchase additional garbage and recycling bins to meet demand
- Contribute to Major Street Repair Fund and begin planning for Quinn Rd and Eagle Creek resurfacing
- Complete Manhole Rehabilitation project
- Improve storage at Armory and purchase broom for tractor
- Lease purchase rear loader

DEPARTMENT DETAIL

PERSONNEL

Director	Mark Geouge
Streets & Sanitation Supervisor	Mike Carpenter
Truck Driver	Bill Jefferis
Laborers	Michael Whitesides Justin Messer Donny Ramsey Jeff Usery
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
- CLOVER ARMORY GARAGE, 310 Memorial Drive
 - Acquired in May 2013
 - Garage area used for vehicle and equipment storage

SANITATION VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Gas/Diesel</u>
	17	Heil Sideloader Garbage Truck	Diesel
1	07	Heil Rear Loader	Diesel
2	96	Ford L-8000 Garbage Truck/Packer (spare)	Diesel
3	10	Mack Sideloader Garbage Truck	Diesel
	14	Chevrolet Silverado	Gas
		Street Sweeper	

STREETS VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Gas/Diesel</u>
5	01	International Dump Truck w/ Box Bed	Diesel
7	03	International Dump Truck w/ Box Bed	Diesel
6	06	Ford F-450 Dump Truck	Diesel
9	11	Ford F-450 Dump Truck	Diesel
		Aerial Lift Truck (Bucket truck)	
		ATV Gator	

STORMWATER VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Gas/Diesel</u>
	08	Ford F-150 (supervisor)	Gas
	07	Mini Excavator	
	14	Freightliner Vacuum Truck	

BUDGET DETAIL
10-500

[5000] SALARIES	\$ 326,600
[5006] SOCIAL SECURITY	\$ 25,000
[5008] RETIREMENT	\$ 42,700
[5009] DEFERRED COMPENSATION MATCH	\$ 3,000
[5010] INSURANCE – HEALTH	\$ 53,000
[5012] WORKER’S COMPENSATION	\$ 8,000
[5016] UTILITIES	\$ 80,000
▪ Includes public works facilities and street lighting throughout the Town	
[5017] TELEPHONE	\$ 3,500
▪ Mobile phones (Streets & Sanitation Supervisor and Stormwater Supervisor). Regular phone and fax service budgeted in Water/Sewer Department.	
[5018] MAINTENANCE & SUPPLIES	\$ 25,000
▪ Includes paving & repair materials: stone, gravel, asphalt, concrete; rakes, shovels, pitchforks, etc.; and street signs and street sign posts and caps	
[5020] VEHICLE – REPAIRS	\$ 17,500
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 15,000
[5022] VEHICLE – FUEL	\$ 25,000
[5027] INSURANCE – PROPERTY	\$ 750
[5028] INSURANCE –VEHICLES	\$ 11,000
[5030] INSURANCE - TORT	\$ 2,750
[5032] INSURANCE – BOND	\$ 100
[5034] UNIFORM RENTALS	\$ 2,000
▪ Uniform pants and shirts are provided for each employee	

[5037] UNIFORMS AND EQUIPMENT	\$ 1,000
<ul style="list-style-type: none"> ▪ Work t-shirts and boots are provided for each employee 	
[5040] WASTE MANAGEMENT	\$ 3,600
<ul style="list-style-type: none"> ▪ Fees for Town dumpsters (all departments) 	
[5042] LANDFILL FEES	\$ 93,000
[5045] CURBSIDE RECYCLING	\$ 50,000
<ul style="list-style-type: none"> ▪ The City of York provides curbside recycling one day a week per household, except in The Oaks. The Town pays the City of York 40% of the total cost of the program which includes a portion of the lease payment for the new truck. 	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 250
[5063] DRUG TESTING/DOT PHYSICALS	\$ 500
<ul style="list-style-type: none"> ▪ Includes annual fee from testing company. 	
[5068] BUILDING MAINTENANCE	\$ 10,000
<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, etc. 	
[5076] ADVERTISEMENT	\$ 0
<ul style="list-style-type: none"> ▪ Required annual DHEC notice. 	
[5082] CONTRACT MAINTENANCE	\$ 10,000
<ul style="list-style-type: none"> ▪ Landscaping services for Westgate Industrial Park Maintenance (\$436/month with York County Natural Gas Authority reimbursement for 75%) ▪ Town clock at Centennial Park 	
[5092] DUES AND SUBSCRIPTIONS	\$ 500
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,000
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 1,000
[5130] POSTAGE	\$ 50

[5176] PROFESSIONAL SERVICES	\$ 10,000
<ul style="list-style-type: none"> ▪ Engineering, survey and testing services related to road (including C-Fund work) and stormwater improvements 	
[5181] STORMWATER REPAIR	\$ 60,000
<ul style="list-style-type: none"> ▪ Includes routine maintenance and rehabilitation of manholes contributing to I&I 	
[5204] CAPITAL LEASES	\$ 126,700
<ul style="list-style-type: none"> ▪ Existing: PW Director truck* (1/2018), chipper and mower (1/2019); commercial mower and dump truck (3/2020); vacuum truck* (6/2021); and side loader garbage truck (3/2024) [*costs split with Water/Sewer] ▪ New: Rear loader Garbage Truck 	
[5206] PEDESTRIAN IMPROVEMENTS	\$ 10,000
<ul style="list-style-type: none"> ▪ Minor sidewalk repair and pedestrian improvements 	
[5210] STREET REPAIR - MINOR	\$ 5,000
<ul style="list-style-type: none"> ▪ Minor repairs of Town-owned streets, e.g. pot holes, cracks, etc. 	
[5212] STREET REPAIR - MAJOR	\$ 110,000
<ul style="list-style-type: none"> ▪ Funds to be reserved for Town-owned streets or as matching funds for other major street or sidewalk repairs. Quinn Rd and Eagle Creek are priority projects. 	
[5215] GRANT EXPENSE	\$ 4,000
<ul style="list-style-type: none"> ▪ Grant for safety equipment; SCMIT to reimburse \$2,000 	
[5410] CAPITAL EXPENDITURES	\$ 50,000
<ul style="list-style-type: none"> ▪ Includes additional garbage and recycling bins (\$10,000), tractor broom and storage at Armory. 	
[5475] CEMETERY EXPENSES	\$ 20,000
<ul style="list-style-type: none"> ▪ Landscape maintenance contract (\$1,320 per month); Cemetery Management Software; and miscellaneous improvements 	
TOTAL STREETS & SANITATION DEPARTMENT	\$ 1,207,500

ENTERPRISE FUND REVENUE

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
20-400				
4013	Credit Card Revenue	\$ 8,832	\$ 12,000	\$ 500
4026	Sale of Assets	\$ -	\$ 5,000	\$ 2,500
4028	Interest Income	\$ 890	\$ 1,000	\$ 1,200
4030	Misc. Revenue	\$ 12,023	\$ 5,000	\$ 8,000
4038	Set Off Debt	\$ 3,377	\$ 3,000	\$ 3,000
4047	Grants Water Dept	\$ 104,000	\$ 151,200	\$ -
4049	Grants Sewer Dept	\$ 2,000	\$ 2,000	\$ 920,800
4100	Service Connection Fee	\$ 59,240	\$ 55,000	\$ 60,000
4102	Water Revenue	\$ 1,510,137	\$ 1,520,000	\$ 1,685,000
4104	New Water Installation	\$ 10,464	\$ 15,000	\$ 15,000
4108	Late Fees	\$ 61,633	\$ 59,000	\$ 65,000
4110	Sewer Revenue	\$ 1,418,106	\$ 1,425,000	\$ 1,500,000
4112	New Sewer Installation	\$ 4,400	\$ 4,000	\$ 4,000
4113	Pretreatment Fees	\$ 6,156	\$ 4,000	\$ 4,000
4114	Interest Inc-Bond	\$ 150	\$ 200	\$ 100
4115	Transfer Fee	\$ 1,600	\$ 1,500	\$ 1,200
4116	SC DHEC Fee	\$ 27,902	\$ 27,500	\$ 28,500
TOTAL		\$ 3,230,910	\$ 3,290,400	\$ 4,298,800
BUDGETED FUND BALANCE		\$ -	\$ -	\$ -

ENTERPRISE FUND REVENUES (WATER/SEWER)

[4013] CREDIT CARD REVENUE	\$ 500
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Credit card transaction fees for on-line bill pay (after bank fees).

[4026] SALE OF ASSETS	\$ 2,500
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For the sale of capital assets, such as vehicles and equipment, and other items.

[4028] INTEREST INCOME	\$ 1,200
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This line item represents the interest earned on the water/sewer accounts – operating, capital projects and SC Local Government Investment Pool.

[4030] MISCELLANEOUS REVENUE	\$ 8,000
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This line item includes the revenue collected from the sale of hydrant water to contractors and raw sewage dumping fees.

[4038] SET OFF DEBT	\$ 3,000
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The Town has contracted with the Municipal Association to collect delinquent revenues from accounts with unpaid balances.

[4047] GRANTS WATER	\$ 0
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[4049] GRANTS SEWER	\$ 920,800
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Community Development Block Grant for lift station replacement; State Revolving Fund for improvements at WWTP and sewer line at Guinn St; and SCMIT grant for safety equipment.

[4100] SERVICE CONNECTION FEES	\$ 60,000
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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.

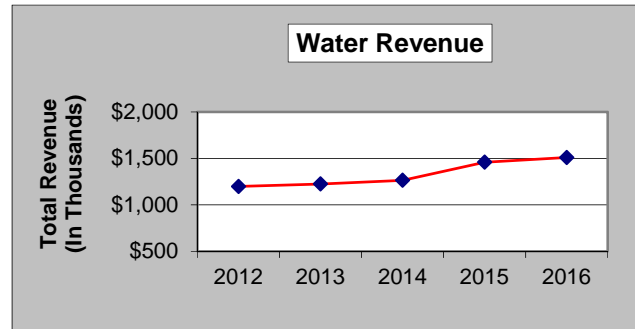
[4102] WATER REVENUE

\$ 1,685,000

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 prior year experience and anticipated growth; no rate increase proposed for FY17-18.

Rate Increases since 2002:

- FY10-11 - 4%, in response to 3.7% rate increase by the City of Gastonia.
- FY11-12 - 3%, in response to 3% increase by the City of Gastonia and to increased operational expenses.
- FY14-15 – Rate restructure and increase to base and volume rates (based on 2014 Rate Study)
- FY15-16 – Year 2 base and volume rate increases based on 2014 Rate Study
- FY16-17 – Year 3 base and volume rate increases based on 2014 Rate Study (offset 2% increase from Two Rivers)



[4104] NEW WATER INSTALLATION

\$ 15,000

The Meter Charge and Installation fee collected for new water service connections. If a developer installs his own lines, the installation fee is waived. Fire service fees are included in this line item also.

[4108] LATE FEES

\$ 65,000

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

[4110] SEWER REVENUE

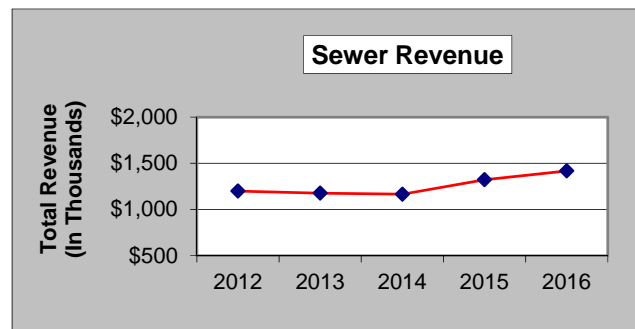
\$ 1,500,000

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.

Rate Increases since 2002:

- FY10-11 - 4%, in response to 3.7% rate increase by the City of Gastonia.
- FY11-12 - 8%, in response to 8% increase by the City of Gastonia and to increased operational expenses.
- FY14-15 – Rate restructure and increase to base and volume rates (based on 2014 Rate Study)
- FY15-16 – Year 2 base and volume rate increases based on 2014 Rate Study
- FY16-17 – Year 3 base and volume rate increases based on 2014 Rate Study (offset 2% increase from Two Rivers)



[4112] NEW SEWER INSTALLATION **\$ 4,000**

The installation fee collected for new sewer service connections and based on the connection size. If a developer installs his own lines, the installation fee is waived.

[4113] PRETREATMENT FEES **\$ 4,000**

Fees associated with the Town's pretreatment program for the industrial discharge of wastewater.

[4114] BOND INTEREST **\$ 100**

[4115] TRANSFER FEE **\$ 1,200**

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 **\$ 28,500**

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

TOTAL ENTERPRISE FUND REVENUES **\$4,298,800**

BUDGETED FUND BALANCE **\$ 0**

**ENTERPRISE FUND
WATER/SEWER DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
20-555				
5000	Salaries	\$ 187,968	\$ 215,000	\$ 216,800
5006	Social Security	\$ 14,380	\$ 16,500	\$ 16,600
5008	Retirement	\$ 20,833	\$ 24,900	\$ 28,300
5009	Deferred Compensation Match	\$ 500	\$ 750	\$ 1,500
5010	Insurance - Health	\$ 29,225	\$ 38,000	\$ 35,300
5012	Workers Comp	\$ 3,457	\$ 2,900	\$ 3,000
5016	Utilities	\$ 99,495	\$ 92,000	\$ 95,000
5017	Telephone	\$ 30,968	\$ 35,000	\$ 36,000
5018	Maintenance & Supplies	\$ 166,402	\$ 75,000	\$ 75,000
5020	Vehicle-Repairs	\$ 4,938	\$ 5,000	\$ 7,500
5021	Vehicle-Routine Main	\$ 4,490	\$ 5,000	\$ 5,000
5022	Vehicle - Fuel	\$ 12,134	\$ 15,000	\$ 15,000
5027	Insurance - Property	\$ 1,728	\$ 1,800	\$ 1,800
5028	Insurance - Vehicle	\$ 5,385	\$ 5,000	\$ 4,000
5030	Insurance - Tort	\$ 660	\$ 600	\$ 1,250
5032	Insurance - Bond	\$ 49	\$ 100	\$ 100
5034	Uniform Rental	\$ 1,921	\$ 2,200	\$ 2,000
5037	Uniforms & Equipment	\$ 565	\$ 1,000	\$ 1,200
5038	Bad Debts	\$ 18,818	\$ 15,000	\$ 15,000
5059	Office Supplies/Equipment	\$ 1,035	\$ 1,200	\$ 1,500
5063	Drug Testing	\$ 262	\$ 500	\$ 500
5068	Building Maintenance	\$ 4,166	\$ 12,500	\$ 12,500
5076	Advertisement	\$ 1,334	\$ 650	\$ 650
5082	Contract Maintenance	\$ 12,659	\$ 15,000	\$ 16,000
5092	Dues & Subscriptions	\$ 614	\$ 1,000	\$ 1,000
5094	Training/Mtgs/Travel	\$ 120	\$ 1,500	\$ 2,000
5122	Computer Maint & Prog	\$ 3,552	\$ 3,200	\$ 3,600
5130	Postage	\$ 25	\$ 50	\$ 50
5176	Professional Services	\$ 3,137	\$ 24,000	\$ 30,000
5204	Capital Lease	\$ 9,671	\$ 17,350	\$ 40,200
5210	Lab Testing	\$ 19,222	\$ 20,000	\$ 20,000
5212	DHEC Fee	\$ 12,166	\$ 11,500	\$ 12,400
5215	Grant Expenses	\$ 4,302	\$ 5,000	\$ 4,000
5409	CDBG-Grant Expenses	\$ 970	\$ 50,000	\$ 475,000
5410	Capital Expenditures	\$ 55,896	\$ 90,000	\$ 90,000
5413	Debt Payment	\$ 331,243	\$ 357,500	\$ 357,100
5415	Revolving Loan Fund	\$ 1,500	\$ 149,000	\$ 453,000
5445	Meter Purchase	\$ 24,518	\$ 25,000	\$ 25,000
5450	Water Purchase	\$ 639,949	\$ 640,000	\$ 700,000
5460	Sewer Purchase	\$ 865,116	\$ 840,000	\$ 800,000
5470	Monitoring & Surcharges	\$ 16,806	\$ 20,000	\$ 20,000
TOTAL		\$ 2,612,179	\$ 2,835,700	\$ 3,624,850
Transfer to General Fund		\$ 291,600	\$ 316,450	\$ 312,200

WATER AND SEWER DEPARTMENT

SERVICE DELIVERY

The Water and Sewer Department is responsible for the reliable delivery 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 billing. 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

- Replace the Hillcrest and Cloverbrook lift stations with CDBG funds
- Improve Calabash WWTP and replace sewer line with SRF funds
- Negotiate renewal of agreement with Two Rivers Utilities (or new service provider) and participate in Flushing Project
- Replace several major meters
- Develop and implement Inflow & Infiltration testing using smoke machine
- Review and update rate study and pretreatment plan
- Establish guidelines and project goals for Replacement & Rehabilitation Fund and Capacity Fee Fund and strategy to reimburse General Fund from prior year debt

DEPARTMENT DETAIL

PERSONNEL

Director	Mark Geouge
Water Supervisor	Kenneth Jackson
Plant Operator	David Windburn
Water/Sewer Maintenance	Marc Cohen
Wastewater Plant Laborer	Jeff Mansir
Meter Reader	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
- New development plan review

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 (WWTP)
 - Required DHEC testing performed here
 - Receive wastewater, pre-treat, and pump to Two Rivers Utilities (TRU)
- LIFT STATIONS (38 units)

WATER VEHICLES

<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>
00	International Dump Truck	
12	Ford F-250	Supervisor
13	Ford F-150	Meter Reader
14	Chevrolet 1500	Public Works Director

SEWER VEHICLES

<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>
05	Chevrolet 1500	Laborer
07	Ford Ranger	Meter Technician
12	Ford F-250 service truck	Spare
16	Ford F-150	Supervisor

OTHER EQUIPMENT

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

*Surplus to be sold.

BUDGET DETAIL
20-555

[5000] SALARIES	\$ 216,800
[5006] SOCIAL SECURITY	\$ 16,600
[5008] RETIREMENT	\$ 28,300
[5009] DEFERRED COMPENSATION MATCH	\$ 1,500
[5010] INSURANCE – HEALTH	\$ 35,300
[5012] WORKER’S COMPENSATION	\$ 3,000
[5016] UTILITIES	\$ 95,000
▪ Town lot, Calabash Pump Station & Lab, Lift Stations	
[5017] TELEPHONE	\$ 36,000
▪ 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	\$ 75,000
[5020] VEHICLE – REPAIRS	\$ 7,500
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 5,000
[5022] VEHICLE – FUEL	\$ 15,000
[5027] INSURANCE – PROPERTY/LIABILITY	\$ 1,800
[5028] INSURANCE –VEHICLES	\$ 4,000
[5030] INSURANCE – TORT	\$ 1,250
[5032] INSURANCE – BOND	\$ 100
[5034] UNIFORM RENTALS	\$ 2,000
▪ All employees in the Water/Sewer Department are supplied with rental uniforms	

[5037] UNIFORMS AND EQUIPMENT	\$ 1,200
▪ Work t-shirts and boots are provided for each employee	
[5038] BAD DEBTS	\$ 15,000
▪ This line item represents the uncollected water/sewer bills.	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 1,500
[5063] DRUG TESTING	\$ 500
[5068] BUILDING MAINTENANCE	\$ 12,500
▪ Includes funding for pest control and miscellaneous repairs and upgrades	
[5076] ADVERTISEMENT	\$ 650
[5082] CONTRACT MAINTENANCE	\$ 16,000
▪ Hydrant testing services and Jack Moore/Water Tank Valves maintenance contracts	
[5092] DUES AND SUBSCRIPTIONS	\$ 1,000
▪ SC DHEC Water/Sewer Licenses required for staff; SC Rural Water Association; SC Backflow Prevention Association; and American Water Works Association	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 2,000
▪ Once per year safety training provided by Pipeline Supply – (2) employees	
▪ SC Public Works Convention	
▪ OSHA Training	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 3,600
▪ Routine maintenance and contract for Significant Digits	
[5130] POSTAGE	\$ 50
[5176] PROFESSIONAL SERVICES	\$ 30,000
▪ Joel Wood engineering services for specific projects; Utility Location services (PUPS); Pretreatment Plan review	

[5204] CAPITAL LEASES	\$ 40,200
<ul style="list-style-type: none"> ▪ Existing: Light tower (1/2018); Truck (3/2020); Truck (6/2021) ▪ New: Backhoe and Truck 	
[5210] LAB TESTING	\$ 20,000
<ul style="list-style-type: none"> ▪ DHEC and pretreatment program testing 	
[5212] DHEC FEE (WATER/SEWER PERMITS)	\$ 12,400
<ul style="list-style-type: none"> ▪ Required DHEC permits 	
[5215] GRANT EXPENSES	\$ 4,000
<ul style="list-style-type: none"> ▪ SCMIT Public Works grant (\$2,000) with Town match 	
[5409] CDBG-GRANT EXPENSES	\$ 475,000
<ul style="list-style-type: none"> ▪ Replace Hillcrest and Cloverbrook Lift Stations. 	
[5410] CAPITAL EXPENDITURES	\$ 90,000
<ul style="list-style-type: none"> ▪ Miscellaneous pumps and equipment 	
[5413] DEBT SERVICE PAYMENT	\$ 357,100
<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. Pay off 12-1-2027. 	
[5415] REVOLVING LOAN FUND	\$ 453,000
<ul style="list-style-type: none"> ▪ Improvements to EQ Basin and replace bar screen at Calabash WWTP and repair sewer line at Guinn St 	
[5445] METER PURCHASE	\$ 25,000
<ul style="list-style-type: none"> ▪ Includes commercial, residential and industrial meters for replacement and for new construction. 	
[5450] WATER PURCHASE	\$ 700,000
[5460] SEWER PURCHASE	\$ 800,000

[5470] MONITORING AND SURCHARGES

\$ 20,000

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

TOTAL WATER/SEWER DEPARTMENT

\$ 3,624,850

TRANSFER TO GENERAL FUND

\$ 535,200

- The Enterprise Fund will reimburse the General Fund for expenses related to the operation of the water and sewer utility in the amount of \$312,200. 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.
- In prior years, the Enterprise Fund was not able to make all of the reimbursement payments. The following table shows the payments due to the General Fund as of FYE17:

FY12	\$72,600.00
FY13	\$148,650.00
FY14	\$201,718.74
FY15	\$0
FY16	\$0
FY17	\$0
	<hr/>
	\$422,968.74

- FY 17-18 budget includes transfer of \$223,000 from Enterprise Fund to the General Fund to reduce the due to/due from liability from \$422,968.74 to \$199,968.74.

REPLACEMENT AND REHABILITATION FUND

\$ 138,750

- Funds to be set aside for capital improvements, grant matches, etc.
- Balance as of:

FY16	\$ 97,301
FY17	\$235,590

WATER & SEWER PROJECT FUND (CAPACITY FEE)

\$ 343,600

- Funds to be set aside for capital improvements, grant matches, etc.
- Balance as of:

FY16	\$370,121.76
FY17	\$928,940.00 est

**SPECIAL REVENUE FUND
HOSPITALITY TAX**

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
50-400				
4028	Interest Income	\$ 263	100	100
4052	Other Revenues	\$ -	5,000	10,000
4055	Hospitality Tax	\$ 257,077	230,000	245,000
Budgeted Fund Balance				
			35,000	240,000
TOTAL		257,340	270,100	495,100

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
50-500				
5004	Overtime	\$ 5,647	\$ 10,100	\$ 7,800
5059	Office Supplies/Equipment	\$ 790	\$ 5,000	\$ -
5076	Advertisement	\$ 1,040	\$ 2,000	\$ 1,500
5082	Contract Maintenance	\$ 17,133	\$ 18,000	\$ 18,000
5176	Professional Services	\$ 9,164	\$ 10,000	\$ 12,500
5190	Festivals	\$ 14,537	\$ 30,000	\$ 50,000
5191	Special Events	\$ 7,540	\$ 15,000	\$ 15,000
5410	Capital Expenditures	\$ -	\$ 15,000	\$ -
5413	Debt Service	\$ 401,651	\$ 130,000	\$ 150,300
Contribution to Fund Balance		\$ -	\$ -	\$ -
TOTAL		\$ 457,502	\$ 235,100	\$ 255,100

TRANSFERS	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
To Cap Proj from CY Revenue	\$ 35,000	\$ 35,000	\$ 240,000
TOTAL	\$ 35,000	\$ 35,000	\$ 240,000

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:

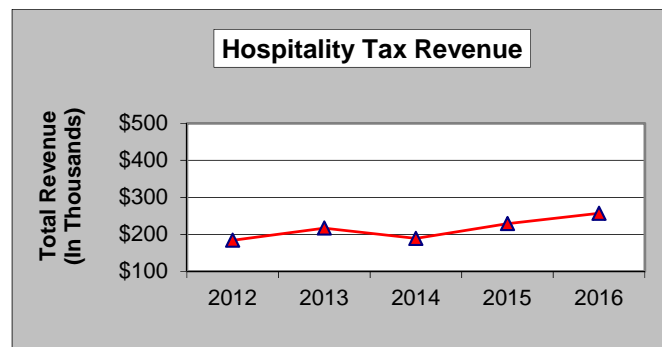
- (1) tourism-related buildings including, but not limited to, civic centers, coliseums, and aquariums;
- (2) tourism-related cultural, recreational, or historic facilities;
- (3) beach access and renourishment;
- (4) highways, roads, streets, and bridges providing access to tourist destinations;
- (5) 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 such as listed above including police, fire protection, emergency medical services, and emergency-preparedness operations directly attendant to those facilities.

Revenues generated from ride ticket sales shall be used to offset the Hospitality Tax expense to provide the amusement rides. Revenues in excess of the actual expense go to General Fund Festival Revenue (10-400-4211).

BUDGET GOALS

- Financial assistance for New Centre Park Phase 2 construction
- St. Patrick's Festival (20th Annual) and development of a new BBQ cookoff/music event to replace Butts and Bluegrass
- Contract for services with the Chamber of Commerce



BUDGET DETAIL
50-500

[5004] OVERTIME	\$ 7,800
▪ Police and Recreation Department overtime for festivals and special events	
[5059] OFFICE SUPPLIES	\$ 0
[5076] ADVERTISEMENT	\$ 1,500
▪ For local and regional tourism publications like Visitor's Guide & Western Watch	
[5082] CONTRACT MAINTENANCE	\$ 18,000
▪ Maintenance contract for end caps and Welcome signs	
[5176] PROFESSIONAL SERVICES	\$ 12,500
▪ Greater Clover Chamber of Commerce for visitors' center and tourism promotion, including annual Christmas Parade management (\$8,000)	
[5190] FESTIVALS	\$ 50,000
▪ St. Patrick's Festival (20 th anniversary), Feis Chlobhair (Chamber to take over in 2019), Fall Festival and Auto Show, and BBQ Cookoff/music event	
[5191] SPECIAL EVENTS	\$ 15,000
▪ Miscellaneous special events including, Movies in the Park (\$5,400); seasonal events (\$4,400) like Pumpkin Carving, Easter Egg Hunt, and Christmas; grand opening event for NCP amphitheater (\$5,000); tournaments and other special events	
[5410] CAPITAL EXPENDITURES	\$ 0
[5413] DEBT SERVICE	\$ 150,300
▪ Series 2016 Bond for \$1,873,000 for New Centre Phase 2 (BB&T @ 2.42%, 20 years)	
TOTAL HOSPITALITY TAX	\$ 255,100
TRANSFER TO CAPITAL PROJECTS (New Centre Park)	\$ 240,000
▪ From accumulated Fund Balance for Phase 2 construction.	

**SPECIAL REVENUE FUND
FIRE DEPARTMENT SUPPLEMENTS**

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
40-400				
4019	Donations	\$ 7,242	\$ 5,000	\$ 5,000
4028	Interest	\$ 3,767	\$ 2,000	\$ 200
4070	County Supplement	\$ 30,976	\$ 32,000	\$ 32,000
4080	Pool Fill	\$ 64,835	\$ 50,000	\$ 50,000
Budgeted Fund Balance		\$ -	\$ -	\$ -
TOTAL		\$ 106,820	\$ 89,000	\$ 87,200

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
40-510				
5018	Maintenance & Supplies	\$ -	\$ 5,000	\$ 5,000
5021	Contributions	\$ 250	\$ 2,000	\$ 1,000
5037	Uniforms & Equipment	\$ 4,606	\$ 8,000	\$ 8,000
5059	Office Supplies/Equipment	\$ 2,779	\$ 1,000	\$ 3,000
5092	Dues/Subscriptions	\$ -	\$ 2,000	\$ 2,000
5094	Training/Mtgs/Travel	\$ -	\$ 1,000	\$ 1,000
5320	Vehicle Expense	\$ -	\$ 5,000	\$ -
5400	Equipment Repair	\$ -	\$ 3,000	\$ 3,000
5402	Supplies	\$ -	\$ 1,000	\$ 1,000
5410	Capital Expenditures	\$ 35,431	\$ 5,000	\$ 25,000
Contribution to Fund Balance		\$ -	\$ 56,000	\$ 38,200
TOTAL		\$ 43,066	\$ 89,000	\$ 87,200

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 fill pools as fundraiser for major equipment replacement
- Continue to provide quality training to personnel
- Continue to maintain all equipment

BUDGET DETAIL **40-510**

[5018] MAINTENANCE & SUPPLIES	\$ 5,000
[5021] CONTRIBUTIONS	\$ 1,000
[5037] UNIFORMS & EQUIPMENT	\$ 8,000
[5059] OFFICE SUPPLIES/EQUIPMENT	\$ 3,000
[5092] DUES AND SUBSCRIPTIONS	\$ 2,000
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,000
[5320] VEHICLE EXPENSE	\$ 0
[5400] EQUIPMENT REPAIR	\$ 3,000
[5402] SUPPLIES	\$ 1,000
[5410] CAPITAL EXPENDITURES	\$ 25,000
CONTRIBUTION TO FUND BALANCE	\$38,200
▪ Reserved for future capital expenditure to replace major equipment	
TOTAL FIRE DEPARTMENT SUPPLEMENTS	\$ 87,200

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

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
40-444				
4028	Interest	\$ 17	\$ 50	\$ 50
4202	1% Revenue	\$ 17,884	\$ 18,450	\$ 19,950
TOTAL		\$ 17,901	\$ 18,500	\$ 20,000

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
40-595				
5037	Uniforms & Svc Awards	\$ 3,088	\$ 2,000	\$ 2,000
5059	Office Supplies	\$ -	\$ 200	\$ 200
5094	Training/Mtgs/Travel	\$ 3,855	\$ 5,000	\$ 5,000
5400	Equipment Repair	\$ -	\$ -	\$ -
5402	Supplies	\$ -	\$ 500	\$ 1,000
5410	Capital Expenditures	\$ -	\$ -	\$ -
5502	Firemen's Recreation	\$ 3,228	\$ 10,800	\$ 11,800
Contribution to Fund Balance		\$ 7,730	\$ -	\$ -
TOTAL		\$ 17,901	\$ 18,500	\$ 20,000

FIRE DEPARTMENT RECREATION 1%

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: 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**

[5037] UNIFORMS & SERVICE AWARDS	\$ 2,000
[5059] OFFICE SUPPLIES	\$ 200
[5094] TRAINING/MEETINGS/TRAVEL	\$ 5,000
[5402] SUPPLIES	\$ 1,000
[5410] CAPITAL EXPENDITURES	\$ 0
[5502] FIREMEN’S RECREATION	\$11,800
TOTAL FIRE DEPARTMENT RECREATION	\$ 20,000

**SPECIAL REVENUE FUND
DRUG ENFORCEMENT UNIT**

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
70-400				
4026	Sale of Fixed Asset	\$ -	\$ -	\$ -
4028	Interest	\$ 8	\$ 10	\$ 10
4146	York Cty-DEU < 1000	\$ 5,003	\$ 2,500	\$ 5,000
4147	York Cty-DEU > 1000	\$ 3,771	\$ 7,500	\$ 5,000
4145	Equitable Sharing	\$ 2,084	\$ -	\$ -
Budgeted Fund Balance				
TOTAL		\$ 10,866	\$ 10,010	\$ 10,010

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
70-515				
5050	Drug Fund Expense	\$ 1,699	\$ 1,660	\$ 2,510
5204	Capital Lease	\$ 8,339	\$ 8,350	\$ 7,500
Contribution to Fund Balance				
TOTAL		\$ 10,038	\$ 10,010	\$ 10,010

DRUG ENFORCEMENT UNIT

The York County Multi-Jurisdictional Drug Enforcement Unit was formally created in 1998. This Unit is comprised of officers from the York County Sheriff's Office, the police departments of the municipalities of York, Rock Hill, Clover, Fort Mill and Tega Cay, and Winthrop University; and representatives from the Solicitor's Office. The unit has the following responsibilities:

- To disrupt the illicit drug traffic in the State of South Carolina, the York County area, and adjacent regions, to include adjoining states;
- To gather and compile intelligence data relating to trafficking in narcotics and dangerous drugs;
- To conduct undercover operations when appropriate and engage in other traditional methods of investigation in order to effectively prosecute drug law violations in the courts with appropriate jurisdiction;
- To cooperate with state and federal law enforcement agencies in the investigation, arrest, and prosecution of upper level drug dealers;
- To enforce the law related to money laundering and organized crime activities;
- To target and enforce vice related crimes; such as, gambling, solicitation/prostitution, alcohol related crimes like underage drinking, etc.;
- To enforce all state laws anywhere in York County, all county ordinances in any unincorporated portion of York County, and any municipal ordinance of any municipality in York County while the officer is located in that municipality;
- To conduct any other law enforcement investigation or activity as authorized by the commanders and the Unit Governing Board.

Assets seized are shared equitably among the participating agencies and in accordance with applicable law. Seizures are divided into two revenue categories: >\$1,000 and <\$1,000. Expenditures are restricted by mutual agreement.

BUDGET GOALS

- Continue to participate in the DEU and reduce drug related crime.

BUDGET DETAIL **70-515**

[5050] DRUG FUND EXPENSE	\$ 2,510
▪ Supplies, equipment, etc. that improve drug enforcement and prosecution efforts	
[5204] CAPITAL LEASE	\$ 7,500
▪ Truck (payoff 3/2020)	
TOTAL DRUG ENFORCEMENT UNIT	\$ 10,010

CAPITAL PROJECTS BUDGET

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
80-400				
4000	Property Tax	\$ 73,319	\$ 65,100	\$ 73,000
4028	Interest	\$ 24	\$ -	\$ -
60-400				
4019	Donations	\$ -	\$ 1,000	\$ -
4028	Interest	\$ 352	\$ 500	\$ -
4030	Misc Revenue	\$ -	\$ 500	\$ -
4049	Misc Grant Revenue	\$ -	\$ -	\$ -
4300	Bond Proceeds	\$ -	\$ 1,609,200	\$ -
60-650-5200	General Fund Transfer In	\$ 103,365	\$ 131,500	\$ 260,500
60-650-5202	Hospitality Tax Transfer In	\$ 35,000	\$ 35,000	\$ 240,000
Budgeted Fund Balance		\$ 70,000	\$ 487,500	\$ 2,016,500
TOTAL		\$ 282,060	\$ 2,330,300	\$ 2,590,000

ACCOUNT NUMBER	BUDGET ITEM	2015-2016 ACTUAL	2016-2017 BUDGET	2017-2018 BUDGET
60-535				
5413	Debt Service to CSD	\$ 35,000	\$ 35,000	\$ -
5419	Rescue Squad Project	\$ -	\$ -	\$ -
5420	Town Hall Project	\$ -	\$ 26,500	\$ 26,500
5421	Downtown Parking	\$ 553	\$ 50,000	\$ 50,000
5422	Armory Renovations	\$ 24,627	\$ 50,000	\$ 85,000
5425	New Centre Park	\$ 43,479	\$ 2,103,700	\$ 2,355,500
Contribution to Fund Balance (NCP)		\$ 8,276	\$ -	\$ 7,900
80-535-5413	Bond Payment	\$ 65,067	\$ 65,100	\$ 65,100
TOTAL		\$ 177,002	\$ 2,330,300	\$ 2,590,000

CAPITAL PROJECTS BUDGET

Town Hall Project

Town Hall moved into 116 Bethel Street on November 3, 2014. This budget anticipates using the remaining fund balance of the original amount approved by Council in FYE14 to renovate and retrofit the old Town Hall at 114 Bethel Street for use by the Municipal Court.

Downtown Parking

The Town purchased a parking lot in the Historic District (the lot behind the buildings along Main Street from Larne Building to Curves). This budget anticipates using \$50,000 that has already been set aside for the project so that the lot can be improved consistent with the Historic District's character. Planned improvements include resurfacing, re-striping, and landscaping.

Armory Renovations

The State donated the South Carolina National Guard Amory at 310 Memorial Drive to the Town in May 2013. The main building and garage are currently being used by Streets & Sanitation, Recreation, Police and Water/Sewer Departments for storage of vehicles and equipment. The Clover YMCA began using the gym and several other rooms for their after school program in August 2016. This budget anticipates spending \$35,000 on renovations to the garage and \$50,000 to the main building's entrances and bathrooms.

New Centre Park

The Town has obtained all the land needed to construct New Centre Park on Clinton/Memorial Drive with the final payment to the Clover School District made last fiscal year. The construction contract for Phase 1 with Beam Construction was completed in June 2013 and New Centre opened for play in September 2013.

This budget includes funding for construction of Phase 2 of the park which will include parking, bathrooms, splash pad and amphitheater. The annual York County Supplement (\$87,500); Hospitality Tax Revenue Bond proceeds and fund balance from the prior year (\$1,905,000); and transfers from Hospitality Tax (\$240,000) and Water/Sewer Fund (\$123,000) are the major funding sources.

BUDGET DETAIL
60-535

[5413] DEBT SERVICE	\$ 0
[5419] RESCUE SQUAD PROJECT	\$ 0
[5420] TOWN HALL PROJECT	\$ 26,500
▪ Renovation costs for 114 Bethel Street	
[5421] DOWNTOWN PARKING	\$ 50,000
▪ Upgrade parking lot in Historic District	
[5422] ARMORY RENOVATIONS	\$ 85,000
▪ Includes renovations to main building including entrances and bathrooms (\$50,000) and garage improvements (\$35,000)	
[5425] NEW CENTRE PARK	\$ 2,355,500
▪ Construction of Phase 2	
CONTRIBUTION TO FUND BALANCE	\$ 0
▪ Reserved for future capital expenditure at New Centre Park	

80-535

[5413] DEBT SERVICE	\$ 65,100
▪ General Obligation Bond to be repaid with up to 4.2 mills capital millage; payoff June 30, 2027.	
[5425] NEW CENTRE PARK R/I	\$ 7,900
▪ Capital millage collected during first couple of years was not enough to make debt service payment so funds were borrowed from Capital Projects/NCP account; total due is approximately \$59,480 which will likely be paid off by FYE18 from capital millage proceeds	

TOTAL CAPITAL PROJECTS	\$ 2,590,000
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