

2015-2016 Budget

Clover
South Carolina



Town of Clover
Annual Budget

July 1, 2015 - June 30, 2016

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Executive Summary

FY 2015 - 2016 Budget

Notable Revenues

- Conservative budget, including modest increases in revenue projections and expenditures in most departments
- Operating millage rate of 120 mills (117.9 rollback plus 2.1 mill increase), an increase over the previous year's 116 mills
- Capital millage of 4.2 mills for 2012 General Obligation Bond (New Centre Park and Town Hall acquisition and renovation)
- Sanitation and landfill fees were combined into one Sanitation Fee of \$16, a \$1 increase over the prior year for residential customers
- No increase is planned for planning and zoning permit fees, business license fees or recreation participation fees
- Year 2 of rate increases for water and sewer
- The Enterprise Fund to reimburse the General Fund quarterly for certain shared expenses based on established ratios

Notable Expenditures

- 2.1% cost of living increase for town employees; 0.9% for salary adjustments and/or merit increases
- Increase in health insurance rates

Administrative Department

- Implement employee appraisal program, assistance program and wellness initiative
- On-line bill pay for business license and recreation fees
- Refresh town website

Development Services Department

- Computer replacement and lease purchase replacement vehicle
- Identify properties and provide support to Neighborhood Initiative Program

Fire Department

- Needs assessment for staffing
- Study purchase of new fire engine and substation location

Legislative Department

- Continuing education and new member training (election year)

Municipal Court

- Professional services of Judge Howell
- Minor renovations of Judicial Center

Police Department

- Purchase safety equipment including riot gear, traffic trailer message board and body cameras
- Lease purchase three replacement vehicles
- Complete minor building renovations including flooring

Recreation Department

- Expand Community Center programs including Gallery 120
- Complete various improvements at Clover Community, Roosevelt, and New Centre Parks
- Hire a program coordinator (new position)
- Replacement computers and new workstation
- Live Well Clover activities and programs

Streets and Sanitation Department

- Stormwater asset inventory and improvements
- Lease purchase commercial mower, dump truck and sideloader garbage truck
- Establish Major Street Repair Fund

Water and Sewer Department

- Obtain Revolving Loan Fund loan and/or CDBG for capital improvements: bar screen replacement, water meters, lift station replacement and/or line improvements
- Repair roof on the lab at the Waste Water Treatment Plant
- Complete water tank rehab project
- Update rate study

Hospitality Tax

- Main Street Landscaping Contract
- Chamber of Commerce agreement for tourism work
- New Welcome sign on S. Main Street and Median Master Plan
- Festivals funding: St. Patrick's Festival, Feis Chlobhair, Fall Festival
- Special Events: Christmas festival, BBQ Cookoff, Movies in the Park, etc.
- Final payment or renegotiate hospitality tax bond

Capital Projects

- New Centre Park Phase 2 Engineering and Construction
- Complete renovations of old Town Hall
- Improve parking lot in historic district
- Armory and Rescue Squad renovations

BUDGET SUMMARY FY 2015 - 2016 Budget

General Fund

	<u>FY 14-15</u>	<u>FY 15-16</u>
Administration	\$563,300	\$630,200
Development Services	\$149,700	\$155,400
Fire Department	\$95,800	\$120,700
Legislative	\$42,300	\$43,600
Municipal Court	\$91,400	\$99,000
Police Department	\$1,700,800	\$1,802,600
Recreation Department	\$768,400	\$791,800
Streets & Sanitation	<u>\$1,008,800</u>	<u>\$1,027,000</u>
	\$4,443,500	\$4,670,300
Transfers To		
Capital Projects		\$200,000
Enterprise Fund		\$0

Total Expenditures **\$4,870,300**

Revenues	\$4,256,700
Transfers From	
Enterprise Fund (Reimburse GF for Expenses)	\$291,600
Budgeted Fund Balance	\$322,000
Total Revenues	\$4,870,300

Enterprise Fund

	<u>FY 14-15</u>	<u>FY 15-16</u>
Water and Sewer Dept	\$2,545,450	\$2,495,100
Transfers To		
General Fund (Expense Reimbursement)		\$291,600

Total Expenditures **\$2,884,000**

Revenues	\$2,884,000
Transfers From	
General Fund	\$0
Budgeted Fund Balance (Revenue Bond)	\$0
Total Revenues	\$2,884,000

Special Revenue Funds

Hospitality Tax

Expenditures	\$190,100
Transfers To Capital Projects (New Centre Park)	\$35,000
Total Expenditures	\$225,100
Revenues	\$225,100
Transfers From	\$0
Budgeted Fund Balance	\$0
Total Revenues	\$225,100

Fire Department Supplements

Expenditures	\$86,000
Transfers To	\$0
Total Expenditures	\$86,000
Revenues	\$86,000
Transfers From	\$0
Budgeted Fund Balance	\$0
Total Revenues	\$86,000

Fire Department Recreation (1%)

Expenditures	\$16,800
Transfers To	\$0
Total Expenditures	\$16,800
Revenues	\$16,800
Transfers From	\$0
Budgeted Fund Balance	\$0
Total Revenues	\$16,800

Drug Enforcement Unit

Expenditures	\$12,510
Transfers To	\$0
Total Expenditures	\$12,510
Revenues	\$12,510
Transfers From	\$0
Budgeted Fund Balance	\$0
Total Revenues	\$12,510

Capital Projects

Expenditures	\$387,600
Transfers To	\$0
Total Expenditures	\$387,600
Revenues	\$67,100
Transfers From	\$0
General Fund (County Supplement)	\$105,000
General Fund	\$95,000
Hospitality Tax	\$35,000
Budgeted Fund Balance	\$85,500
Total Revenues	\$387,600

Total Operating Budget **\$7,859,710**

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

Total Capital Budget **\$387,600**

GENERAL FUND BUDGET

REVENUES		2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
		\$ 4,311,694	\$ 4,104,000	\$ 4,256,700
Enterprise Fund Transfer In			\$ 271,600	\$ 291,600
Budgeted Fund Balance				
	General Fund		\$ 167,900	\$ 227,000
	Capital Projects	\$ -	\$ -	\$ 95,000
	Enterprise Fund	\$ -		\$ -
TOTAL REVENUES		\$ 4,311,694	\$ 4,543,500	\$ 4,870,300

EXPENDITURES		2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
10-535	Administration Department		\$ 586,300	\$ 630,200
10-545	Development Services		\$ 149,700	\$ 155,400
10-510	Fire Department		\$ 95,800	\$ 120,700
10-520	Legislative Department		\$ 42,300	\$ 43,600
10-530	Municipal Court		\$ 91,400	\$ 99,000
10-515	Police Department		\$ 1,700,800	\$ 1,802,600
10-525	Recreation Department		\$ 768,400	\$ 791,800
10-500	Streets and Sanitation		\$ 1,008,800	\$ 1,027,000
TOTAL		\$ -	\$ 4,443,500	\$ 4,670,300

TRANSFERS		2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
	To Capital Projects from CY Revenue		\$ 100,000	\$ 105,000
	To Capital Projects from Fund Balance			\$ 95,000
	To Enterprise Fund from Fund Balance			\$ -
TOTAL		\$ -	\$ 100,000	\$ 200,000

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.

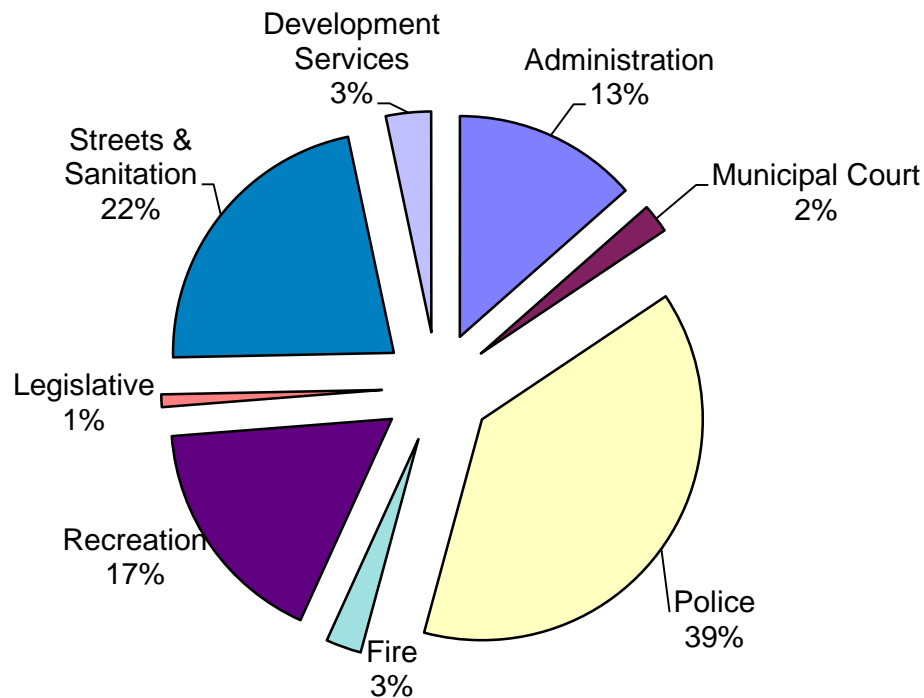
Departments

- 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.

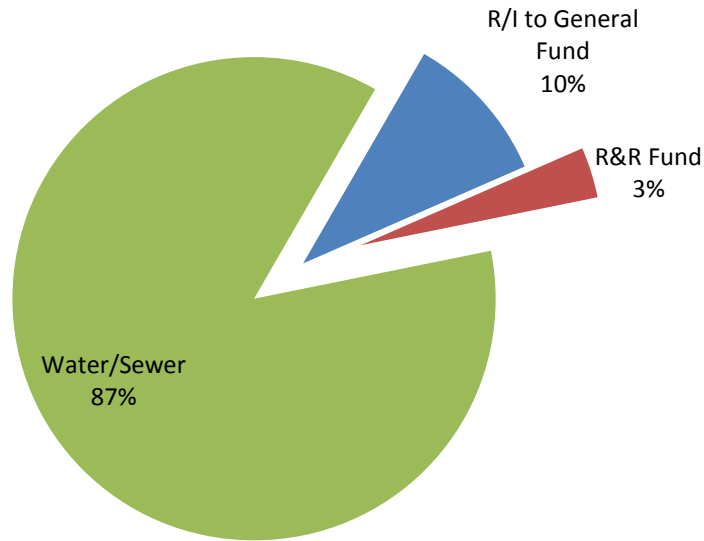
**Expenditures by Department
As a Percentage of General Fund**



ENTERPRISE FUND (WATER/SEWER BUDGET)

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

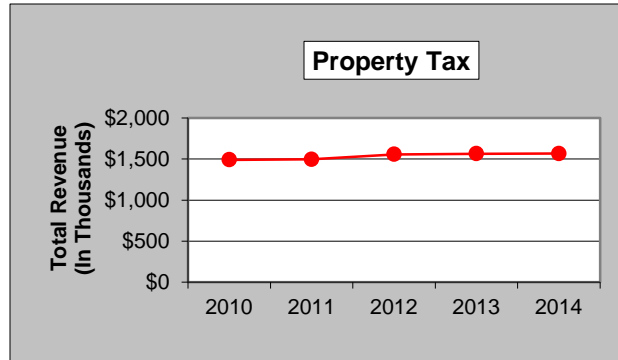
ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
10-400				
4000	Property Tax - Current	\$ 1,565,820	\$ 1,668,000	\$ 1,680,000
4002	Property Tax - Prior	\$ 94,733	\$ 65,000	\$ 75,000
4004	Vehicle Prop. Tax - Current	\$ 189,997	\$ 165,000	\$ 202,000
4006	Property Tax Penalties	\$ 11,558	\$ 10,000	\$ 10,000
4008	Garbage Revenue	\$ 278,414	\$ 236,000	\$ 227,400
4010	Landfill Revenue	\$ 186,148	\$ 185,000	\$ 180,000
4012	Court Fines	\$ 42,924	\$ 55,000	\$ 50,000
4014	Business Licenses	\$ 688,306	\$ 675,000	\$ 680,000
4015	Zoning Permit Fees	\$ 2,440	\$ 3,000	\$ 5,000
4016	Building Permits	\$ 87,067	\$ 100,000	\$ 110,000
4018	Cemetery Donations/Assess	\$ 4,100	\$ 4,000	\$ 5,000
4019	Donations	\$ 141	\$ 2,000	\$ 500
4021	Shelter Fees	\$ 1,265	\$ 720	\$ 5,000
4022	Dog Licenses	\$ 1,329	\$ 1,500	\$ 1,500
4024	Recreation Revenue	\$ 88,286	\$ 73,500	\$ 83,000
4025	Recreation Concessions	\$ 22,393	\$ 15,000	\$ 16,000
4026	Sale of Fixed Assets	\$ 5,340	\$ 5,000	\$ 18,500
4028	Interest Income	\$ 858	\$ 1,000	\$ 1,500
4030	Miscellaneous Revenues	\$ (1,014)	\$ 1,200	\$ 1,200
4033	Larne Building	\$ 13,250	\$ 12,500	\$ 14,000
4042	Recreation Supplement	\$ 204,555	\$ 200,000	\$ 210,000
4048	Grant-Recreation	\$ -	\$ 6,700	\$ -
4049	Misc Grant Revenue	\$ 28,926	\$ 6,000	\$ 8,000
4050	State Apportionment	\$ 108,537	\$ 109,900	\$ 109,900
4052	Other Revenues	\$ 48,009	\$ 10,000	\$ 25,000
4054	Franchise Fees	\$ 485,813	\$ 400,000	\$ 445,000
4056	Payment In Lieu Of Taxes	\$ 5,845	\$ 4,000	\$ 5,000
4082	Westgate Maint/YCNG	\$ 4,941	\$ 4,500	\$ 4,500
4211	St. Pat's Day Festival	\$ 6,852	\$ 10,000	\$ 8,000
4212	School Resource Officer	\$ 120,762	\$ 63,480	\$ 64,700
4215	Travel Fund	\$ 14,099	\$ 11,000	\$ 11,000
TOTAL		\$ 4,311,694	\$ 4,104,000	\$ 4,256,700

GENERAL FUND REVENUES

[4000] PROPERTY TAX – CURRENT

\$ 1,680,000

The budget anticipates a millage rate of 116 mills tax on all real and personal property within the Town of Clover. The prior year millage was 116 mills. Property taxes are assessed by the York County Tax Assessor's Office and the SC Department of Revenue. 2015 is a reassessment year and the rollback operating millage is calculated to be 113.8. The budget anticipates adoption of the rollback millage plus an additional 2.2 mills for a total of 116 mills. This equals a tax of \$116 on every \$1,000 in assessed value of real estate and personal property. State law allows a total millage increase of 4.69%, or 119.1 mills. Act 57 allows the use of "banked" growth increases. As of FYE15, the town has 5.63% of "banked" millage. The value of a mill for tax year 2015 is estimated to be \$17,326.



[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 previous experience and the rate of collection.

[4004] VEHICLE PROPERTY TAX-CURRENT

\$ 202,000

The assessed value of motor vehicles for tax year 2015 is estimated to be \$2 million, calculated based on information provided by the York County Tax Assessor's Office.

[4006] PROPERTY TAX PENALTIES

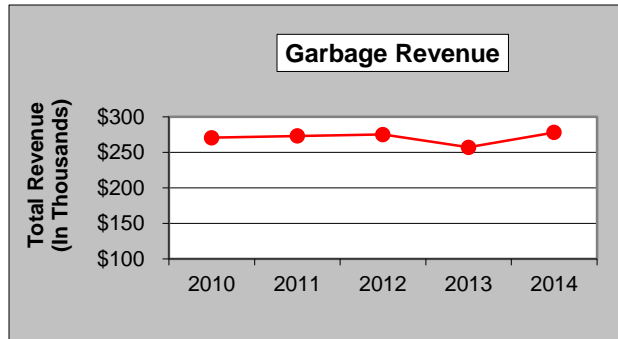
\$ 10,000

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

\$ 227,400

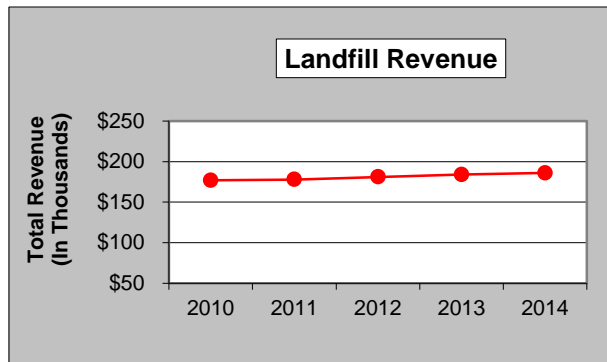
Revenue consisting of fees assessed for residential and commercial solid waste collection and disposal. Fees were increased effective July 1, 2006, to offset cost increases associated with performing the service. Effective January 1, 2015, the Town quit providing commercial dumpster services. Effective July 2015, the Landfill and Sanitation Fees were combined into one \$16/month fee, a \$1 increase from the prior year. Revenue will be shown in this line item.



[4010] LANDFILL REVENUE

\$ 180,000

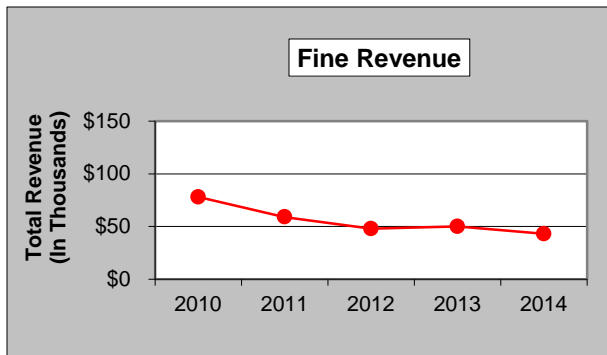
York County charges the Town of Clover by weight per load of debris deposited in the County Landfill. The Town is billed monthly based on the tonnage deposited. Effective July 2015, this fee was combined with the Sanitation fee and revenues will be shown in 4008.



[4012] COURT FINES

\$ 50,000

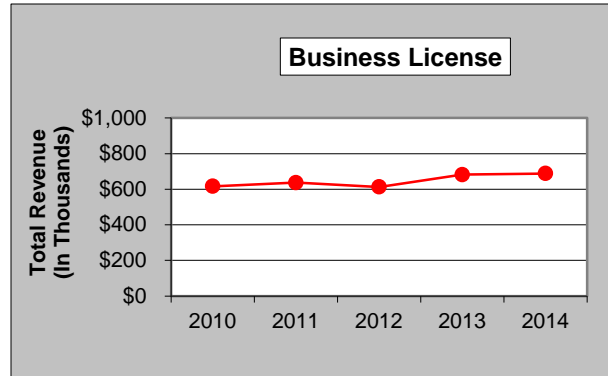
This line item represents the revenues collected through the Clover Municipal Court from traffic and criminal fines and from Code Enforcement fines. Although the number of cases has remained fairly consistent over the last few years, revenue continues to decrease due to increases in State surcharges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



[4014] BUSINESS LICENSES

\$ 680,000

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

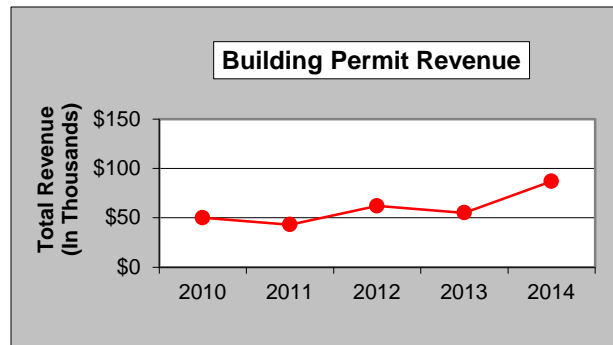
\$ 5,000

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 09-07 sets forth the current permit fees.

[4016] BUILDING PERMITS

\$ 110,000

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.



[4018] CEMETERY REVENUE

\$ 5,000

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

\$ 500

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. If not rented, the shelters are open every day on a first come, first serve basis at no charge.

[4022] DOG LICENSES

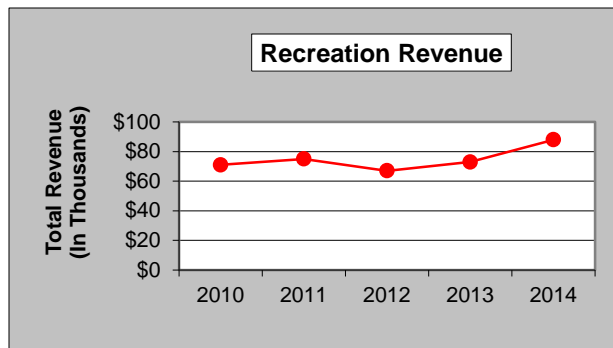
\$ 1,500

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

[4024] RECREATION REVENUE

\$ 83,000

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). It also includes sponsorship donations.



[4025] RECREATION CONCESSIONS

\$ 16,000

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

[4026] SALE OF FIXED ASSETS **\$ 18,500**

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

[4028] INTEREST INCOME **\$ 1,500**

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

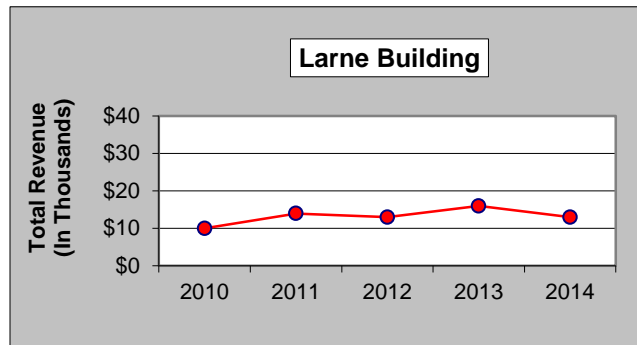
[4030] MISCELLANEOUS REVENUES **\$ 1,200**

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 the Town Ordinances and Code, Zoning and Land Development Regulations, and the Business License Ordinance
- Miscellaneous copies and fax use

[4033] LARNE BUILDING RENTAL **\$ 14,000**

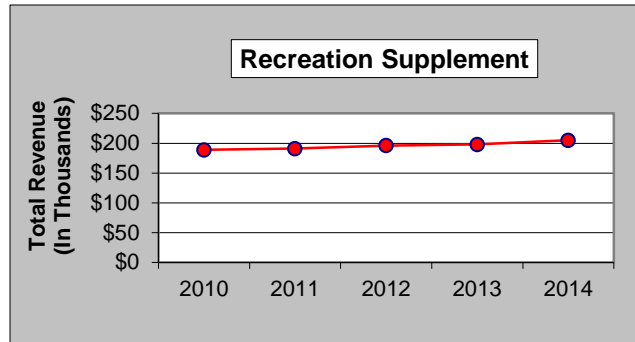
The rental rates were increased January 1, 2009, to \$300 for in-town residents and \$400 for out-of-town residents. In July 2012, rates were reduced for Monday-Thursday rentals. In addition to the rental fee, a \$150 security deposit is required but is refunded if the building is left in proper order.



[4042] RECREATION SUPPLEMENT

\$ 210,000

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



[4048] GRANT - RECREATION

\$ 0

The 2015-16 PARD grant was used in 2014-2015 to help fund the replacement of the scoreboards at Roosevelt Park.

[4049] MISCELLANEOUS GRANT REVENUE

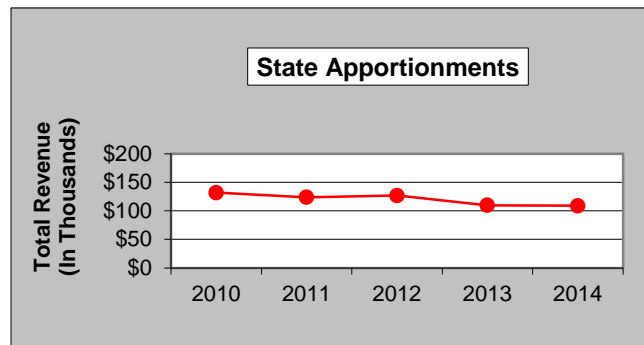
\$ 8,000

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

[4050] STATE APPORTIONMENTS

\$ 109,900

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 seventh year in a row, the Town estimates that it will receive the same amount as last year, \$109,900.

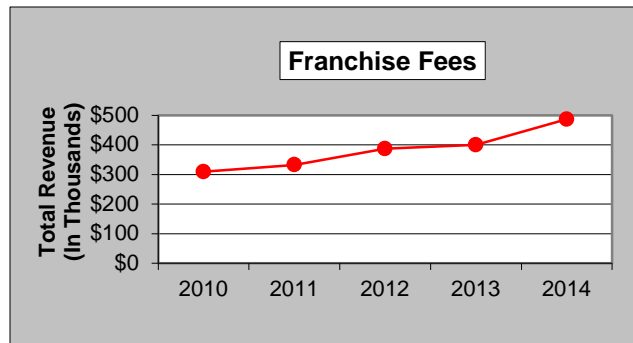
Effective FY12-13, payments for Merchant Inventory, which equals approximately \$26,700 annually, was moved to Property Tax-Current, resulting in a drop in this line item.

[4052] OTHER REVENUES \$ 25,000

This line item includes insurance claims payments, reimbursements to the Town, Accommodations Tax, liquor permit, Irish Downs administrative fees (sidewalk project), and other unanticipated revenues.

[4054] FRANCHISE FEES \$ 445,000

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 (4%).



[4056] PAYMENT IN LIEU OF TAXES \$ 5,000

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

[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] ST. PATRICK'S DAY FESTIVAL **\$ 8,000**

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).

[4212] SCHOOL RESOURCE OFFICER **\$ 64,700**

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

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

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

TOTAL GENERAL FUND REVENUES **\$4,256,700**

ENTERPRISE FUND TRANSFER IN **\$ 291,600**

Reimbursement for administrative, legislative and other operational costs.

BUDGETED FUND BALANCE **\$ 322,000**

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

- General Fund Expenses - \$227,000:
 - \$203,650 to balance budget
 - \$9,350 mast arm replacement (assigned funds)
 - \$14,000 for Irish Downs Sidewalks (assigned funds)
- Capital Projects - \$95,000:
 - \$20,000 downtown parking lot
 - \$50,000 Armory renovations
 - \$25,000 Rescue Squad renovations

**GENERAL FUND
ADMINISTRATION DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
10-535				
5000	Salaries	\$ 235,342	\$ 242,000	\$ 250,000
5006	Social Security	\$ 17,903	\$ 18,500	\$ 19,100
5008	Retirement	\$ 24,849	\$ 26,400	\$ 27,700
5009	Deferred Compensation Match	\$ 1,130	\$ 1,500	\$ 1,500
5010	Insurance - Health	\$ 29,166	\$ 32,750	\$ 36,000
5012	Workers Comp	\$ 2,158	\$ 2,250	\$ 1,500
5013	Health Reimbursement	\$ 4,617	\$ 8,000	\$ 6,000
5015	Employee Wellness	\$ 1,226	\$ 2,500	\$ 6,000
5016	Utilities	\$ 8,456	\$ 8,000	\$ 14,000
5017	Telephone	\$ 6,046	\$ 6,500	\$ 7,500
5018	Maintenance/Supplies	\$ 95	\$ 500	\$ 500
5020	Vehicle - Repairs	\$ 451	\$ 250	\$ 250
5021	Vehicle - Routine Main	\$ 103	\$ 250	\$ 250
5022	Vehicle - Fuel	\$ 2,643	\$ 2,400	\$ 2,400
5027	Insurance - Property	\$ 1,341	\$ 1,550	\$ 2,650
5028	Insurance - Vehicle	\$ 548	\$ 550	\$ 550
5030	Insurance - Tort	\$ 1,296	\$ 1,000	\$ 1,000
5032	Insurance - Bond	\$ 49	\$ 100	\$ 100
5037	Uniforms & Equipment	\$ 437	\$ 500	\$ 500
5058	Bank Charges	\$ 27,139	\$ 25,000	\$ 28,000
5059	Office Supplies/Equipment	\$ 7,041	\$ 12,000	\$ 10,000
5063	Drug Testing	\$ 50	\$ -	\$ -
5068	Building Maintenance	\$ 3,886	\$ 5,000	\$ 5,000
5076	Advertisement	\$ 497	\$ 1,000	\$ 1,000
5092	Dues & Subscriptions	\$ 3,292	\$ 3,000	\$ 3,500
5094	Training/Mtgs/Travel	\$ 3,528	\$ 4,000	\$ 4,000
5098	Legal fees	\$ 14,396	\$ 10,000	\$ 10,000
5100	Auditing Fees	\$ 21,000	\$ 21,500	\$ 22,000
5106	Election Expenses	\$ 358	\$ -	\$ 1,000
5118	HolidayCert/Awards/Dinner	\$ 8,228	\$ 9,000	\$ 10,000
5122	Computer Maint & Prog	\$ 27,262	\$ 32,000	\$ 35,000
5128	York Co. Council On Aging	\$ 10,000	\$ 10,000	\$ 10,000
5130	Postage	\$ 18,674	\$ 16,000	\$ 21,000
5176	Professional Services	\$ 21,970	\$ 10,000	\$ 12,000
5201	Tax Collection Fees	\$ 2,829	\$ 2,800	\$ 2,800
5202	Equipment Lease	\$ 14,894	\$ 13,500	\$ 15,000
5204	Capital Lease	\$ -	\$ 6,500	\$ 5,900
5209	Larne Delegation/UAS	\$ 330	\$ 500	\$ 500
5210	Larne Building Expenses	\$ 7,849	\$ 10,000	\$ 10,000
5215	Grant Expenses	\$ -	\$ 4,000	\$ 4,000
5410	Capital Expenditures	\$ 2,144	\$ 12,000	\$ 12,000
5419	Economic Development	\$ 8,380	\$ 23,000	\$ 30,000
TOTAL		\$ 541,603	\$ 586,300	\$ 630,200

ADMINISTRATION DEPARTMENT

SERVICE DELIVERY

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

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

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

BUDGET GOALS

- Complete renovations to “old” Town Hall, 114 Bethel Street, and replace drive through window at new Town Hall
- Implement employee appraisal system, assistance program, and wellness initiative
- Create new small grant for dilapidated commercial property
- 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 and recreation fees
- Refresh Town website (www.cloversc.org)
- Support Live Well Clover activities and programs including Farmer’s Market
- 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	Shannon Nix	100%	0%
Utility Billing Clerk	Debbie Lark	25%	75%
Assistant Billing Clerk	Kim Laney	0%	100%

**New distribution effective FY14-15*

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	\$ 250,000
<ul style="list-style-type: none">▪ Town Clerk, Treasurer, Administrator, Utility Billing Clerk and Assistant Billing Clerk	
[5006] SOCIAL SECURITY	\$ 19,100
[5008] RETIREMENT	\$ 27,700
[5009] DEFERRED COMPENSATION MATCH	\$ 1,500
<ul style="list-style-type: none">▪ Town match 1:1 up to \$500 (\$250 for part-time employees) for 401k program	
[5010] INSURANCE – HEALTH	\$ 36,000
<ul style="list-style-type: none">▪ \$5,630 per year for employee only coverage; \$18,254.40 for full family. Includes health, dental, and basic life insurance.	
[5012] WORKER’S COMPENSATION	\$ 1,500
[5013] HEALTH REIMBURSEMENT	\$ 6,000
[5015] EMPLOYEE WELLNESS	\$ 6,000
<ul style="list-style-type: none">▪ Includes wellness and safety initiatives and awards, the annual Health & Wellness Fair, and employee assistance program	
[5016] UTILITIES	\$ 14,000
<ul style="list-style-type: none">▪ This line item includes (for both Town Halls, Festival and Armory)<ul style="list-style-type: none">▪ Electric Duke Power▪ Water & Sewer Town of Clover▪ Sanitation Town of Clover	
[5017] TELEPHONE	\$ 7,500
<ul style="list-style-type: none">▪ Regular and long distance service; cell phones for Administrator and Town Hall; and repairs	
[5018] MAINTENANCE & SUPPLIES	\$ 500
<ul style="list-style-type: none">▪ Includes costs for miscellaneous supplies for Town Hall	

[5020] VEHICLE – REPAIRS	\$ 250
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 250
[5022] VEHICLE – FUEL	\$ 2,400
[5027] INSURANCE – PROPERTY/LIABILITY	\$ 2,650
<ul style="list-style-type: none"> ▪ 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	\$ 550
[5030] INSURANCE - TORT	\$ 1,000
[5032] INSURANCE – BOND	\$ 100
[5037] UNIFORMS/EQUIPMENT	\$ 500
[5058] BANK CHARGES	\$ 28,000
<ul style="list-style-type: none"> ▪ Fees charged for use of credit cards (Suntrust and SmartFusion for on-line bill pay) 	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 10,000
[5068] BUILDING MAINTENANCE	\$ 5,000
<ul style="list-style-type: none"> ▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs for Town Hall, e.g. HVAC, plumbing, and electrical 	
[5076] ADVERTISEMENT	\$ 1,000
<ul style="list-style-type: none"> ▪ Public hearing and other meeting notices, employment ads, notices of general information and water quality reports 	
[5092] DUES AND SUBSCRIPTIONS	\$ 3,500
<ul style="list-style-type: none"> ▪ Includes professional dues (Rotary, MASC, etc.), Chamber dues, newspaper subscription, York County Day participation, post office box rental, ASCAP, and YMCA membership match. 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 4,000
[5098] LEGAL FEES	\$ 10,000
<ul style="list-style-type: none"> ▪ Billed at an hourly rate of \$150. 	

[5100] AUDITING FEES **\$ 22,000**

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

[5106] ELECTION EXPENSE **\$ 1,000**

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

[5118] HOLIDAY CERTIFICATES/DINNER/AWARDS **\$ 10,000**

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

[5122] COMPUTER MAINTENANCE & PROGRAMS **\$ 35,000**

- 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**

- 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 **\$ 21,000**

- Includes Utility billing mailing costs

[5176] PROFESSIONAL SERVICES **\$ 12,000**

- 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	\$ 2,800
<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	\$ 15,000
<ul style="list-style-type: none"> ▪ Copier, Inserter/Folder, and Postage Machine leases 	
[5204] CAPITAL LEASE	\$ 5,900
[5209] LARNE DELEGATION/UAS	\$ 500
<ul style="list-style-type: none"> ▪ Expenses related to Ulster American Society activities and special events including Young Artist/Author competitions, Irish Heritage Appreciation Month, and 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	\$4,000
<ul style="list-style-type: none"> ▪ PalmettoPride grant 	
[5410] CAPITAL EXPENDITURES	\$ 12,000
<ul style="list-style-type: none"> ▪ Includes replacement of drive-thru window mechanism and purchase of AED 	
[5419] ECONOMIC DEVELOPMENT	\$30,000
<ul style="list-style-type: none"> ▪ Industry Appreciation event ▪ Grant Programs: Façade Grant – up to five (5) \$2,000 grants, and a new small grant program ▪ Seed funds for Development Corporation (\$5,000) ▪ Agreement with Greater Clover Chamber of Commerce (\$10,000 plus \$8,000 from Hospitality Tax for tourism related work) 	
TOTAL ADMINISTRATION DEPARTMENT	\$ 630,200

**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	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
10-545				
5000	Salaries	\$ 76,614	\$ 88,700	\$ 88,000
5006	Social Security	\$ 5,415	\$ 6,700	\$ 6,700
5008	Retirement	\$ 8,129	\$ 9,700	\$ 9,700
5009	Deferred Compensation Match	\$ -	\$ 500	\$ -
5010	Insurance - Health	\$ 10,073	\$ 10,700	\$ 11,400
5012	Workers Comp	\$ 1,195	\$ 1,250	\$ 1,000
5017	Telephone	\$ 2,702	\$ 2,500	\$ 2,600
5018	Maintenance & Supplies	\$ 41	\$ 350	\$ 250
5020	Vehicle - Repairs	\$ 1,742	\$ 2,000	\$ 500
5021	Vehicle - Routine Main	\$ 217	\$ 400	\$ 500
5022	Vehicle - Fuel	\$ 3,403	\$ 3,500	\$ 3,800
5027	Insurance - Property	\$ -	\$ -	\$ -
5028	Insurance - Vehicle	\$ 1,177	\$ 1,150	\$ 1,100
5030	Insurance - Tort	\$ 900	\$ 600	\$ 450
5032	Insurance - Bond	\$ 29	\$ 50	\$ 50
5037	Uniforms & Equipment	\$ 528	\$ 600	\$ 700
5059	Office Supplies/Equipment	\$ 414	\$ 500	\$ 500
5063	Drug Testing	\$ 50	\$ -	\$ -
5068	Building Maintenance	\$ -	\$ 200	\$ 200
5076	Advertisement	\$ 411	\$ 500	\$ 500
5092	Dues & Subscriptions	\$ 210	\$ 750	\$ 300
5094	Training/Mtgs/Travel	\$ 1,277	\$ 1,200	\$ 1,200
5102	Animal Control	\$ 275	\$ 500	\$ 200
5122	Computer Maint & Prog	\$ 1,585	\$ 1,100	\$ 2,700
5130	Postage	\$ 25	\$ 250	\$ 250
5176	Professional Services	\$ 2,055	\$ 2,000	\$ 2,000
5204	Capital Lease	\$ 5,164	\$ -	\$ 6,800
5236	Planning Comm/BZA	\$ 186	\$ 1,000	\$ 1,000
5410	Capital Expenditures	\$ -	\$ 8,000	\$ 3,000
5501	Planning Expense	\$ 28,767	\$ 5,000	\$ 10,000
TOTAL		\$ 152,584	\$ 149,700	\$ 155,400

DEVELOPMENT SERVICES **DEPARTMENT**

SERVICE DELIVERY

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

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

Planning and zoning expenses are budgeted in Development Services.

BUDGET GOALS

- Attend training and seek certification/licensure from the State for Building Official.
- Review and update existing policies and procedures.
- Recommend passage of the International Property Maintenance code as part of the Town of Clover environmental and nuisance ordinance.
- 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.
- Identify properties and provide support to Neighborhood Initiative Program
- Purchase replacement vehicle and computer

DEPARTMENT DETAIL

PERSONNEL

Building Official	CJ Dover
Codes Clerk	Cristine Marine
Nuisance Officer	Luke Caldwell

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	Mileage
1997*	Ford F-150	Building Official	151,367
2010	Ford F-150	Nuisance Officer	45,450

*To be replaced.

BUDGET DETAIL
10-545

[5000] SALARIES	\$ 88,000
▪ Building Official, Codes Clerk, and Nuisance Officer (Permanent PT)	
[5006] SOCIAL SECURITY	\$ 6,700
[5008] RETIREMENT	\$ 9,700
[500] DEFERRED COMPENSATION MATCH	\$ 0
[5010] INSURANCE – HEALTH	\$ 11,400
[5012] WORKER’S COMPENSATION	\$ 1,000
[5017] TELEPHONE	\$ 2,600
▪ Regular office and cell phones for Building Official and Nuisance Officer	
[5018] MAINTENANCE & SUPPLIES	\$ 250
[5020] VEHICLE – REPAIRS	\$ 500
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 500
[5022] VEHICLE – FUEL	\$ 3,800
[5027] INSURANCE – PROPERTY	\$ 0
[5028] INSURANCE –VEHICLES	\$ 1,100
[5030] INSURANCE - TORT	\$ 450
[5032] INSURANCE – BOND	\$ 50
[5037] UNIFORMS/EQUIPMENT	\$ 700
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 500

[5068] BUILDING MAINTENANCE	\$ 200
[5076] ADVERTISEMENT	\$ 500
<ul style="list-style-type: none"> ▪ Notices for public meetings, hearings and training for building codes and planning and zoning 	
[5092] DUES AND SUBSCRIPTIONS	\$ 300
<ul style="list-style-type: none"> ▪ Includes professional dues for BOASC, SCAHFM, SCACCA, SCPMGIA, CCEA and SCAPA 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,200
[5102] ANIMAL CONTROL	\$ 200
<ul style="list-style-type: none"> ▪ Dog registration. Effective May 1, 2015, York County handles animal control. 	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 2,700
<ul style="list-style-type: none"> ▪ Replace nuisance officer computer. 	
[5130] POSTAGE	\$ 250
[5176] PROFESSIONAL SERVICES	\$ 2,000
<ul style="list-style-type: none"> ▪ Building code inspection and plan review assistance 	
[5204] CAPITAL LEASE	\$ 6,800
<ul style="list-style-type: none"> ▪ Replace 1997 vehicle/truck 	
[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	\$ 3,000
<ul style="list-style-type: none"> ▪ Miscellaneous 	
[5501] PLANNING EXPENSES	\$ 10,000
<ul style="list-style-type: none"> ▪ Catawba Council of Government for zoning map updates and planning support 	
TOTAL DEVELOPMENT SERVICES DEPARTMENT	\$ 155,400

**GENERAL FUND
FIRE DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
10-510				
5001	Salaries	\$ -	\$ -	\$ -
5001	Volunteer Firemen	\$ 19,000	\$ 23,000	\$ 22,000
5005	Firemen/Town Employees	\$ 1,620	\$ 2,000	\$ 2,200
5006	Social Security	\$ 124	\$ 150	\$ 200
5008	Retirement	\$ 123	\$ 200	\$ 300
5010	Insurance - Health	\$ -	\$ -	\$ -
5012	Workers Comp	\$ 2,348	\$ 2,500	\$ 1,650
5016	Utilities	\$ 5,346	\$ 5,800	\$ 5,500
5017	Telephone	\$ 1,942	\$ 2,000	\$ 3,500
5018	Maintenance & Supplies	\$ 4,658	\$ 10,000	\$ 8,000
5020	Vehicle - Repairs	\$ 2,883	\$ 6,500	\$ 6,500
5021	Vehicle - Routine Main	\$ 2,520	\$ 4,000	\$ 4,000
5022	Vehicle - Fuel	\$ 7,836	\$ 6,000	\$ 6,000
5027	Insurance - Property	\$ 1,239	\$ 1,300	\$ 2,500
5028	Insurance - Vehicle	\$ 3,431	\$ 3,800	\$ 3,800
5030	Insurance - Tort	\$ 351	\$ 400	\$ 400
5033	Fire Inspections	\$ 3,780	\$ 5,000	\$ 5,000
5060	Radio Expense	\$ 1,500	\$ 1,600	\$ 1,600
5063	Drug Testing	\$ -	\$ 500	\$ 500
5068	Building Maintenance	\$ 1,283	\$ 1,500	\$ 1,500
5082	Contract Maintenance	\$ 416	\$ 800	\$ 800
5092	Dues and Subscriptions	\$ 1,469	\$ 1,700	\$ 2,000
5094	Training/Mtgs/Travel	\$ 645	\$ 1,000	\$ 1,000
5100	Auditing Fees	\$ 1,000	\$ 1,000	\$ 1,000
5122	Computer Maint & Prog	\$ 1,984	\$ 2,500	\$ 2,200
5130	Postage	\$ 12	\$ 50	\$ 50
5176	Professional Services	\$ 330	\$ 1,000	\$ 10,000
5215	Grant Expenses	\$ -	\$ 4,000	\$ 5,000
5410	Capital Expenditures	\$ -	\$ 6,000	\$ 22,000
5420	Explorer Program	\$ 1,339	\$ 1,500	\$ 1,500
TOTAL		\$ 67,179	\$ 95,800	\$ 120,700

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

The Town and York County entered into a Fire Service Agreement in 1983. The Agreement was renewed in 2007 and ends on June 30, 2017. 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 Town of 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
- Perform needs assessment on staffing (full-time firefighters)
- Study purchase of new fire engine and substation location

DEPARTMENT DETAIL

PERSONNEL

The Fire Department is comprised totally of volunteers. Currently, there are 25 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	John Whitley
Secretary	Alvin Droughty

SERVICES

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

FACILITIES

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

EQUIPMENT

TOWN OWNED

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

YORK COUNTY OWNED

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

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

BUDGET DETAIL
10-510

[5001] VOLUNTEER FIRE FIGHTERS	\$ 22,000
<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	\$ 2,300
<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	\$ 1,650
[5016] UTILITIES	\$ 5,500
<ul style="list-style-type: none">▪ Gas, electric, and water & sewer	
[5017] TELEPHONE	\$ 3,500
<ul style="list-style-type: none">▪ Regular, long distance and cell phone (Fire Chief)	
[5018] MAINTENANCE & SUPPLIES	\$ 8,000
[5020] VEHICLE – REPAIRS	\$ 6,500
<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	\$ 6,000
[5027] INSURANCE – PROPERTY/LIABILITY	\$ 2,500

[5028] INSURANCE –VEHICLES	\$ 3,800
[5030] INSURANCE - TORT	\$ 400
[5033] FIRE INSPECTIONS	\$ 5,000
▪ 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	\$ 1,500
▪ Includes costs for fire extinguisher service, pest control and generator maintenance.	
[5082] CONTRACT MAINTENANCE	\$ 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	\$ 1,000
[5100] AUDITING FEES	\$ 1,000
▪ Portion of cost of the annual audit assigned to the Fire Department	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 2,200
▪ Internet service and Fire House software annual maintenance fee	
[5130] POSTAGE	\$ 50
[5176] PROFESSIONAL SERVICES	\$ 10,000
▪ Grant writing assistance and staffing needs assessment	

[5215] GRANT EXPENSES **\$ 5,000**

- Grant for air bags and bottle replacement; SCMIT to reimburse \$2,000

[5410] CAPITAL EXPENDITURES **\$ 22,000**

- Air bag and bottle replacement and three (3) walkie talkies

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

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

TOTAL FIRE DEPARTMENT **\$ 120,700**

**GENERAL FUND
LEGISLATIVE DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
10-520				
5000	Council Salaries	\$ 22,000	\$ 22,000	\$ 22,000
5006	Social Security	\$ 1,683	\$ 1,700	\$ 1,700
5012	Workers Compensation	\$ 476	\$ 500	\$ 400
5030	Insurance - Tort	\$ 7,659	\$ 8,250	\$ 8,600
5032	Insurance - Bond	\$ 68	\$ 50	\$ 50
5037	Uniforms & Equipment	\$ -	\$ 300	\$ 250
5059	Office Supplies/Equipment	\$ 131	\$ 1,500	\$ 300
5076	Advertisement	\$ 168	\$ 300	\$ 300
5092	Dues and Subscriptions	\$ 2,855	\$ 3,200	\$ 3,000
5094	Training/Mtgs/Travel	\$ 7,304	\$ 4,500	\$ 7,000
5410	Capital Expenditures	\$ 9,195	\$ -	\$ -
TOTAL		\$ 51,539	\$ 42,300	\$ 43,600

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	Jay Dover
Council Members	Ann Harvey
	Todd Blanton
	Wes Spurrier
	Granita Boyd
	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	\$ 400
[5030] INSURANCE – TORT	\$ 8,600
[5032] INSURANCE – BOND	\$ 50
[5037] UNIFORMS & EQUIPMENT	\$ 250
[5059] OFFICE SUPPIES/EQUIPMENT	\$ 300
▪ Includes interior decorations of Council Chambers (Hall of Fame letters & seal on back wall)	
[5076] ADVERTISEMENT	\$ 300
▪ Notice for public hearings, special meetings and functions	
[5092] DUES AND SUBSCRIPTIONS	\$ 3,000
▪ Includes MASC Annual Dues	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 7,000
▪ MASC Annual Meeting	
▪ Special functions hosted by Council including, attendance at various local, County, State, and special issue meetings	
[5410] CAPITAL EXPENDITURES	\$ 0
TOTAL LEGISLATIVE DEPARTMENT	\$ 43,600

**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	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
10-530				
5000	Salaries	\$ 37,811	\$ 39,100	\$ 40,000
5006	Social Security	\$ 2,893	\$ 3,000	\$ 3,000
5008	Retirement	\$ 4,012	\$ 4,300	\$ 4,400
5009	Deferred Compensation Match	\$ 260	\$ 500	\$ 500
5010	Insurance - Health	\$ 4,848	\$ 5,350	\$ 5,700
5012	Workers Comp	\$ 189	\$ 250	\$ 150
5016	Utilities	\$ 1,161	\$ 1,200	\$ 1,300
5017	Telephone	\$ 2,758	\$ 3,200	\$ 3,390
5018	Maint/Supplies	\$ -	\$ 200	\$ 200
5027	Insurance - Property	\$ 68	\$ 100	\$ 100
5030	Insurance - Tort	\$ 300	\$ 200	\$ 210
5032	Insurance - Bond	\$ 10	\$ 50	\$ 50
5059	Office Supplies/Equipment	\$ 1,637	\$ 1,000	\$ 1,000
5068	Building Maintenance	\$ 1,817	\$ 1,400	\$ 3,800
5092	Dues And Subscriptions	\$ 165	\$ 200	\$ 200
5094	Training/Mtgs/Travel	\$ 838	\$ 1,500	\$ 1,000
5100	Auditing Fees	\$ 1,500	\$ 1,500	\$ 1,500
5122	Computer Maint & Prog	\$ 1,629	\$ 1,400	\$ 5,000
5130	Postage	\$ 492	\$ 600	\$ 700
5142	Jury Fees	\$ 428	\$ 750	\$ 1,000
5176	Professional Services	\$ 25,650	\$ 25,600	\$ 25,800
5410	Capital Expenditures	\$ -	\$ -	\$ -
TOTAL		\$ 88,466	\$ 91,400	\$ 99,000

MUNICIPAL COURT

SERVICE DELIVERY

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

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

BUDGET GOALS

- Continue efficient operation of the Court
- Continue education and training efforts
- Keep current on Statewide Computer systems
- Minor renovations to Judicial Building

DEPARTMENT DETAIL

PERSONNEL

Judge	Melvin Howell
Clerk of Court/ Associate Judge	RachelAnne Fleming

FACILITIES AND EQUIPMENT

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

BUDGET DETAIL
10-530

[5000] SALARIES	\$ 40,000
▪ Clerk of Court	
[5006] SOCIAL SECURITY	\$ 3,000
[5008] RETIREMENT	\$ 4,400
[5009] DEFFERRED COMPENSATION MATCH	\$ 500
[5010] INSURANCE – HEALTH	\$ 5,700
[5012] WORKER’S COMPENSATION	\$ 150
[5016] UTILITIES	\$ 1,300
[5017] TELEPHONE	\$ 3,390
▪ Regular and long distance service for phone and modem/fax; cell phone for Associate Judge	
[5018] MAINTENANCE & SUPPLIES	\$ 200
[5027] INSURANCE – PROPERTY	\$ 100
[5030] INSURANCE - TORT	\$ 210
[5032] INSURANCE – BOND	\$ 50
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 1,000
[5068] BUILDING MAINTENANCE	\$ 3,800
▪ 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
▪ Summary Court Judge Association and Municipal Court Association	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,000

<ul style="list-style-type: none"> ▪ Including Summary Court Judge Association Training and Municipal Court Association costs 	
[5100] AUDITING FEES	\$ 1,500
<ul style="list-style-type: none"> ▪ Special services are required for court financials 	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 1,500
[5130] POSTAGE	\$ 700
[5142] JURY FEES	\$ 1,000
<ul style="list-style-type: none"> ▪ Jurors are paid \$12 per diem 	
[5176] PROFESSIONAL SERVICES	\$ 25,800
<ul style="list-style-type: none"> ▪ Judge Howell's (Magistrate) contract 	
[5410] CAPITAL EXPENDITURES	\$ 0
TOTAL MUNICIPAL COURT	\$ 99,000

**GENERAL FUND
POLICE DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
10-515				
5000	Salaries/Police Officer	\$ 747,866	\$ 769,000	\$ 805,000
5001	Salaries/Dispatchers	\$ 157,395	\$ 143,500	\$ 150,000
5004	Overtime	\$ 11,849	\$ 20,000	\$ 10,000
5006	Social Security	\$ 69,959	\$ 71,300	\$ 73,600
5008	Retirement	\$ 113,696	\$ 117,600	\$ 125,500
5009	Deferred Compensation Match	\$ 2,845	\$ 3,500	\$ 3,500
5010	Insurance - Health	\$ 101,888	\$ 123,100	\$ 136,000
5012	Workers Comp	\$ 30,287	\$ 34,000	\$ 30,000
5014	Unemployment Compensation	\$ -	\$ -	\$ -
5016	Utilities	\$ 9,885	\$ 10,000	\$ 10,000
5017	Telephone	\$ 21,228	\$ 23,100	\$ 23,000
5018	Maint/Supplies	\$ (384)	\$ 1,000	\$ 1,000
5020	Vehicle - Repairs	\$ 24,803	\$ 8,000	\$ 8,000
5021	Vehicle - Routine Maint	\$ 17,163	\$ 12,000	\$ 12,000
5022	Vehicle - Fuel	\$ 54,852	\$ 53,000	\$ 52,000
5027	Insurance - Property	\$ 1,436	\$ 1,450	\$ 1,650
5028	Insurance-Vehicle	\$ 17,164	\$ 20,050	\$ 22,850
5030	Insurance - Tort	\$ 19,027	\$ 19,150	\$ 19,550
5032	Insurance - Bond	\$ 234	\$ 250	\$ 250
5037	Uniforms & Equipment	\$ 23,291	\$ 28,000	\$ 28,000
5039	Community Relations	\$ 1,572	\$ 1,800	\$ 2,000
5051	Reserve Officer Program	\$ 15,925	\$ 15,000	\$ 15,000
5059	Office Supplies/Equipment	\$ 5,920	\$ 8,000	\$ 8,000
5060	Radio Expense	\$ 4,616	\$ 5,000	\$ 5,000
5062	Jail Expense	\$ 46,024	\$ 56,500	\$ 50,000
5063	Drug Testing	\$ 1,194	\$ 1,200	\$ 1,200
5065	School Resource	\$ 137,734	\$ -	\$ -
5068	Building Maintenance	\$ 10,636	\$ 7,000	\$ 16,000
5070	NCIC	\$ 3,822	\$ 2,600	\$ 2,600
5076	Advertisement	\$ -	\$ 200	\$ 200
5092	Dues And Subscriptions	\$ 695	\$ 2,000	\$ 3,000
5094	Training/Mtgs/Travel	\$ 11,143	\$ 5,500	\$ 5,500
5122	Computer Maint & Prog	\$ 36,307	\$ 28,500	\$ 35,000
5130	Postage	\$ 89	\$ 200	\$ 100
5199	K-9 Unit Program	\$ 1,363	\$ 1,500	\$ 1,500
5202	Equipment Leases	\$ 3,124	\$ 2,600	\$ 2,600
5204	Capital Leases	\$ 67,572	\$ 99,200	\$ 95,000
5215	Grant Expenses	\$ 29,032	\$ 4,000	\$ 8,000
5410	Capital Expenditures	\$ 140,353	\$ 2,000	\$ 40,000
TOTAL		\$ 1,941,605	\$ 1,700,800	\$ 1,802,600

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 Sammie, 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

- Improve communications with community groups and local businesses
- Lease purchase three replacement vehicles (plus DEU vehicle)
- Purchase safety equipment including riot gear, traffic trailer message board and body cameras
- Complete minor building renovations including flooring

DEPARTMENT DETAIL

PERSONNEL

POLICE OFFICERS

Chief of Police	Randy C. Grice
Captain	David Dover
Lieutenant	Frankie Sadler, Community Relations Tanner Davis, Detective
Sergeant	Kenneth Blackwood Nick Harris Michael Nivens Mitch Wilson
Detective	Andrew Dover
Detective/FSU	Cheryl Gregory
DEU Officer	Logan McGarity
K-9 Unit	Ronnie Snelson
School Resource Officer	Phillip Hawkins
Patrol Officers	Steven Daves Holy Douangmala Spencer McNeely Charles Neelands Jerry Polson Charles Randell Tracy Reid

CERTIFIED POLICE DISPATCHERS

Ev Amick	Belinda Chambers
Randy Dills	Belinda Spence

POLICE CHAPLAIN

Wayne Polk Ray Morrison
James Martin

ADMINISTRATIVE ASSISTANT

Wayne Polk

FACILITIES AND EQUIPMENT

POLICE DEPARTMENT

- Building dates back to 1925; completely renovated in 2004; minor renovations completed in 2010 included relocating dispatch to safer, more secure area.
- Downstairs includes public restrooms, dispatch center, prisoner intake, Breathalyzer, 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>	<u>Mileage</u>
45	98	Chevy Tahoe	Training	143,300
46*	05	Ford Truck	DEU	141,850
47*	03	Ford Crown Vic (unmarked)	Detective	126,200
48*	08	Ford Crown Vic	Patrol	-
50	08	Ford Crown Vic	Patrol	-
51*	08	Ford Crown Vic	Patrol	-
53	08	Ford Crown Vic	Patrol	12,300
54	09	Chevy Tahoe		102,800
55	09	Chevy Tahoe	Detective	53,700
56	11	Ford Crown Vic	Patrol	63,900
57	11	Ford Crown Vic	Patrol	61,700
58	11	Ford Crown Vic	Patrol	73,400
59	12	Dodge Charger	Patrol	30,300
60	13	Chevrolet Tahoe	Captain	26,300
61	13	Dodge Ram Quad	FSU	33,600
62	14	Dodge Charger	SRO	9,000
63	14	Dodge Charger	Patrol	8,600
64	14	Dodge Charger	Patrol	12,400
65	14	Dodge Charger	Patrol	12,200
66		Dodge Charger	Patrol	8,400
67		Dodge Charger	Patrol	7,200
68		Chevy Tahoe	Chief	14,900

*Four vehicles will be replaced this budget year; #46 to be replaced with DEU funds. Vehicles that are operable with low maintenance costs may be kept for use by the Reserve Officer Program. #50 and #53 are planned to be sold as surplus.
 – Faulty odometers

BUDGET DETAIL
10-515

[5000] SALARIES/POLICE OFFICERS	\$ 805,000
▪ Twenty (20) sworn officers, including SRO, and administrative assistant	
[5001] SALARIES/DISPATCHERS	\$ 150,000
▪ Four (4) certified dispatchers and back up dispatchers	
[5004] OVERTIME	\$ 10,000
[5006] SOCIAL SECURITY	\$ 73,600
[5008] RETIREMENT	\$ 125,550
[5009] DEFERRED COMPENSATION MATCH	\$ 3,500
[5010] INSURANCE – HEALTH	\$ 136,000
[5012] WORKER’S COMPENSATION	\$ 30,000
[5014] UNEMPLOYMENT COMPENSATION	\$ 0
[5016] UTILITIES	\$ 10,000
[5017] TELEPHONE	\$ 23,000
▪ 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)	
[5018] MAINTENANCE & SUPPLIES	\$ 1,000

[5020] VEHICLE – REPAIRS	\$ 8,000
<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	\$ 12,000
<ul style="list-style-type: none"> ▪ Routine services include brake replacement, transmission service, coolant system, tune-ups, tires and other services. 	
[5022] VEHICLE – FUEL	\$ 52,000
[5027] INSURANCE – PROPERTY	\$ 1,650
[5028] INSURANCE –VEHICLES	\$ 28,850
[5030] INSURANCE - TORT	\$ 19,550
[5032] INSURANCE – BOND	\$ 250
[5037] UNIFORMS AND EQUIPMENT	\$ 28,000
<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	\$ 15,000
<ul style="list-style-type: none"> ▪ Expenses include radios and other equipment. 	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 8,000
[5060] RADIO EXPENSE	\$ 5,000
<ul style="list-style-type: none"> ▪ Contract with Motorola 	
[5062] JAIL EXPENSE	\$ 50,000
<ul style="list-style-type: none"> ▪ The York County Detention Center charges \$47.88 per day per prisoner 	
[5063] DRUG TESTING	\$ 1,200

[5065] SCHOOL RESOURCE OFFICER	\$ 0
<ul style="list-style-type: none"> ▪ All expenses include in specific line items. School reimbursement in Revenues. 	
[5068] BUILDING MAINTENANCE	\$ 16,000
<ul style="list-style-type: none"> ▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs, e.g. HVAC, plumbing, and electrical, and supplies. ▪ Minor renovations to building including flooring 	
[5070] NCIC	\$ 2,600
<ul style="list-style-type: none"> ▪ NCIC stands for the National Crime Information Center. Authorization and access to the NCIC is provided by the South Carolina Law Enforcement Division (SLED). The NCIC provides the Town instant access to drivers' license records, criminal records, BOLOs (Be On The Lookout) alerts, and weather reports. ▪ T-1 line and air card expenses in Telephone [5017] 	
[5076] ADVERTISEMENT	\$ 200
<ul style="list-style-type: none"> ▪ Includes employment ads and notice of Police Department events. 	
[5092] DUES AND SUBSCRIPTIONS	\$ 3,000
<ul style="list-style-type: none"> ▪ Includes YMCA membership, SC Chief's Association, International Association of Chief's of Police (IACP), SC Code of Laws updates, Leads OnLine, etc. 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 5,500
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 35,000
<ul style="list-style-type: none"> ▪ 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	\$ 1,500
<ul style="list-style-type: none"> ▪ Includes food, housing and veterinarian care for Sammie the drug dog 	
[5202] EQUIPMENT LEASES	\$ 2,600
<ul style="list-style-type: none"> ▪ Copier lease 	

[5204] CAPITAL LEASES **\$ 95,000**

- Existing leases:
 - One patrol car (pay off 2/2016)
 - One officer vehicle and one FSU vehicle (pay off 1/2017)
 - Three vehicles (pay off 1/2018)
 - Three vehicles (pay off 1/2019)
- New Leases:
 - Three replacement vehicles (plus DEU vehicle, see DEU Fund)

[5215] GRANT EXPENSE **\$ 8,000**

- SCMIT and SCMIRF Grants for vests, body cameras and riot gear

[5410] CAPITAL EXPENDITURE **\$ 40,000**

- Riot gear and traffic trailer battery and message board

TOTAL POLICE DEPARTMENT **\$ 1,802,600**

**GENERAL FUND
RECREATION DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
10-525				
5000	Salaries	\$ 254,346	\$ 273,000	\$ 294,300
5002	Labor	\$ 6,607	\$ 8,500	\$ 8,500
5006	Social Security	\$ 19,651	\$ 21,500	\$ 23,100
5008	Retirement	\$ 24,949	\$ 29,700	\$ 30,400
5009	Deferred Compensation Match	\$ 130	\$ 500	\$ 750
5010	Insurance - Health	\$ 28,676	\$ 37,500	\$ 44,000
5012	Workers Comp	\$ 4,533	\$ 5,000	\$ 4,500
5014	Unemployment Compensation	\$ 360	\$ -	\$ -
5016	Utilities	\$ 49,796	\$ 58,000	\$ 55,000
5017	Telephone	\$ 10,058	\$ 10,500	\$ 12,600
5018	Maintenance & Supplies	\$ 28,535	\$ 45,000	\$ 40,000
5020	Vehicle - Repairs	\$ 2,583	\$ 1,800	\$ 3,000
5021	Vehicle - Routine Main	\$ 545	\$ 1,500	\$ 1,500
5022	Vehicle - Fuel	\$ 9,465	\$ 8,500	\$ 8,500
5027	Insurance - Property	\$ 1,528	\$ 1,850	\$ 1,950
5028	Insurance - Vehicle	\$ 4,473	\$ 4,850	\$ 4,800
5030	Insurance - Tort	\$ 1,487	\$ 1,500	\$ 1,650
5032	Insurance - Bond	\$ 78	\$ 100	\$ 100
5034	Facility Rental	\$ 6,589	\$ 9,000	\$ 8,000
5037	Uniforms & Equipment	\$ 870	\$ 1,000	\$ 2,000
5059	Office Supplies/Equipment	\$ 1,209	\$ 1,500	\$ 2,000
5063	Drug Testing	\$ 251	\$ -	\$ -
5068	Building Maintenance	\$ 7,944	\$ 6,000	\$ 6,000
5076	Advertisement	\$ 428	\$ 2,000	\$ 2,000
5088	Umpires, Referee, Etc.	\$ 39,318	\$ 36,500	\$ 38,000
5089	Recreation Supplies	\$ 61,235	\$ 55,000	\$ 58,000
5092	Dues & Subscriptions	\$ 1,631	\$ 1,200	\$ 1,700
5094	Training/Mtgs/Travel	\$ 2,434	\$ 4,000	\$ 4,500
5122	Computer Maint & Prog	\$ 13,327	\$ 9,350	\$ 17,500
5130	Postage	\$ 479	\$ 500	\$ 500
5137	Recreation Trips	\$ 13,293	\$ 11,000	\$ 10,000
5141	Community Center Programs	\$ 184	\$ 1,000	\$ 1,000
5176	Professional Services	\$ 280	\$ 1,500	\$ 1,500
5202	Equipment Leases	\$ 5,027	\$ 5,000	\$ 5,000
5204	Capital Leases	\$ 20,999	\$ 9,650	\$ 17,950
5211	St. Patrick's Day Festival	\$ 1,451	\$ 1,500	\$ 1,500
5215	Grant Expenses	\$ -	\$ 8,400	\$ -
5410	Capital Expenditures	\$ 10,855	\$ 42,000	\$ 18,500
5412	Park Upgrades	\$ 45,139	\$ 50,000	\$ 52,500
5416	Live Well Clover	\$ -	\$ 3,000	\$ 9,000
TOTAL		\$ 680,743	\$ 768,400	\$ 791,800
TRANSFER TO CAPITAL			\$ 100,000	\$ 105,000

RECREATION DEPARTMENT

SERVICE DELIVERY

The Town of Clover Recreation Department is charged with providing recreational services and group sports to residents in and outside the Town of Clover. The Town utilizes recreation fields located at Clover Community, 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 and kick ball. All participants in each sport are required to pay a participation fee. Effective in FY12-13, fees for youth activities which use paid umpires and referees increased from \$40 to \$50.

The Department also maintains the grounds at each park area used by the Town to provide these programs, including those not owned by the Town. 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, an art gallery was opened in the common area of the Community Center.

BUDGET GOALS

- Continue to provide quality recreation programs for citizens
- Improve and expand recreation opportunities
- Plan and host special education and enrichment programs at the Community Center
- Create policies addressing use of Recreation facilities and Town resources, e.g. special events and facility rental policies
- Hire an additional program coordinator
- Replace three computers and add new workstation
- Assist in the operation of the art gallery
- Support Live Well Clover activities and programs
- Maintain, improve and expand existing Town facilities including renovations at the Clover Community Park Tower

DEPARTMENT DETAIL

PERSONNEL

Director	Greg Holmes
Park Superintendent	Scott Moses
Assistant Park Superintendent	Brett Wilson
Program Coordinators	Josh McCarter Colby Parnell
Special Events Coordinator	Amy Gonzalez
Park Assistant	Gene Henson
Assistant Program Coordinators (Permanent P-T)	Megan Hullett Thomas Wilson
Recreation Assistant (Temporary P-T)	Taylor Gipson

SERVICES

Sport	Season	League	Age	Facility
Youth Soccer	Fall & Spring	Co-Ed	4-17	CCP, Griggs Road, Blue Eagle Academy, New Centre
Youth Baseball – Dixie Youth Sanctioned	Spring	Co-Ed	3-4 Pre-K T-ball	CCP, Roosevelt, Clover Optimist, Larne, Kinard, and Griggs Road
			5-6 T-ball	
			7-8 Machine Pitch	
			9-10 Minors	
			11-12 Majors	
Fall Baseball – Not Sanctioned	Fall		6-7 Machine Pitch	CCP, Roosevelt, Tega Cay
			8-9 Minors	
			10-11 Majors	
Adult Softball	Summer	Co-Ed	15+	CCP

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

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 functions such as Planning Commission and Economic Development Board 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 (under construction)
- 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
 - Seasonal concession stand with restrooms
- **OPTIMIST CLUB**
- Owned by Optimist Club but maintained year round by the Town
 - Available for use by Town at no charge
 - One full-size baseball field
- **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>	<u>Mileage</u>
96*	Ford Explorer	P-T Employees	
97	Ford F-150	P-T Employees	65,512
98	Dodge Ram	P-T Employees	89,509
07	Chev Trail Blazer	Special Events Coord	126,402
08	Ford F-250	Park Superintendent	43,380
09	Ford Explorer	Director	31,788
10	Ford F-250	Asst Park Superintendent	44,455
12	Ford F-150	Program Coordinator	5,464
12	Ford F-150	Program Coordinator	7,528
94	Ford Backhoe		

*Surplus to be auctioned.

BUDGET DETAIL
10-525

[5000] SALARIES	\$ 294,300
▪ Full-time and part-time permanent employees; includes one new F-T Program Coordinator	
[5002] LABOR	\$ 8,500
▪ Seasonal positions; concession moved to 5088 on January 1, 2014	
[5006] SOCIAL SECURITY	\$ 23,100
[5008] RETIREMENT	\$ 30,400
[5009] DEFERRED COMPENSATION MATCH	\$ 750
[5010] INSURANCE - HEALTH	\$ 44,000
[5012] WORKERS COMPENSATION	\$ 4,500
▪ Includes employees, referees/umpires and seasonal contractors	
[5016] UTILITIES	\$ 55,000
▪ Electricity, field lights, water and sewer at each of the Town-owned facilities	
[5017] TELEPHONE	\$ 12,600
[5018] MAINTENANCE & SUPPLIES	\$ 40,000
▪ Includes equipment and supplies needed to maintain recreation facilities, including building and field maintenance.	
[5020] VEHICLE REPAIR	\$ 3,000
[5021] VEHICLE – ROUTINE MAINTAINANCE	\$ 1,500
[5022] VEHICLE FUEL	\$ 8,500
[5027] INSURANCE –PROPERTY	\$ 1,950
[5028] INSURANCE -VEHICLES	\$ 4,800
[5030] INSURANCE-TORT	\$ 1,650

[5032] INSURANCE - BOND	\$ 100
[5034] FACILITY RENTAL	\$ 8,000
<ul style="list-style-type: none"> ▪ Bus rental for Senior trips, Clover School District Gymnasium and Employees, and Porta-jons. 	
[5037] UNIFORMS & EQUIPMENT	\$ 2,000
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 2,000
[5068] BUILDING MAINTENANCE	\$ 6,000
<ul style="list-style-type: none"> ▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs. 	
[5076] ADVERTISEMENT	\$ 2,000
[5088] UMPIRES, REFEREES, INSTRUCTORS, ETC.	\$ 38,000
<ul style="list-style-type: none"> ▪ Baseball, basketball, soccer, softball, adult softball and adult basketball ▪ Sanctioned umpires for Minor & Major League Baseball and ASA Youth Softball 	
[5089] RECREATION SUPPLIES	\$ 58,000
<ul style="list-style-type: none"> ▪ Includes league uniforms and equipment and supplies purchased through fund raising activities 	
[5092] DUES AND SUBSCRIPTIONS	\$ 1,700
<ul style="list-style-type: none"> ▪ S.C. Parks & Recreation Association Fee, ASA Softball Sanction Fees, Little League, and SC Festival and Event Association 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 4,500
<ul style="list-style-type: none"> ▪ SC Park & Recreation Convention, SC Festivals and Events Conference, Little League and ASA Softball travel expenses 	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 17,500
<ul style="list-style-type: none"> ▪ Includes maintenance agreement for E-Trak ▪ Three computers to be replaced and add one new workstation 	
[5130] POSTAGE	\$ 500
[5137] RECREATION TRIPS	\$ 10,000

- Senior citizen trips

[5141] COMMUNITY CENTER PROGRAMS **\$ 1,000**

- Regular programs to educate and enrich citizens, e.g. personal safety, finance, etc.
- Gallery 120 expenses

[5176] PROFESSIONAL SERVICES **\$ 1,500**

- Coach training and background checks

[5202] EQUIPMENT LEASES **\$ 5,000**

[5204] CAPITAL LEASES **\$ 17,950**

- Existing Leases: Two 2012 F-150 trucks (2/2016); Mower (2/2018)
- New Leases: Replacement work truck and commercial mower

[5211] ST. PATRICK'S DAY FESTIVAL **\$ 1,500**

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

- FY15-16 PARC grant used in FY14-15 to replace scoreboard at Roosevelt

[5410] CAPITAL EXPENDITURES **\$ 18,500**

- Renovate Clover Community Park Tower/Office space; AED's for Clover Community Center and one park; and gator with grooming equipment

[5412] PARK UPGRADES **\$ 52,500**

- Develop trail and parks signs for all parks; replace entrance signs at Clover Community, New Centre and Roosevelt Parks; repair paved walking trail at Complex

[5416] LIVE WELL CLOVER **\$ 9,000**

- Programs and promotions for active living including Farmer's Market and community events such as Mayor's Ride, Couch to 5K, Fit for Fall Challenge, etc.

TOTAL RECREATION DEPARTMENT **\$ 791,800**

TRANSFER TO CAPITAL PROJECTS (New Centre Park) **\$105,000**

- 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	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
10-500				
5000	Salaries	\$ 301,243	\$ 306,400	\$ 314,000
5006	Social Security	\$ 22,619	\$ 23,400	\$ 24,000
5008	Retirement	\$ 29,481	\$ 33,400	\$ 34,700
5009	Deferred Compensation Match	\$ 810	\$ 1,500	\$ 1,500
5010	Insurance - Health	\$ 42,036	\$ 48,150	\$ 51,000
5012	Workers Comp	\$ 15,395	\$ 16,650	\$ 13,500
5016	Utilities	\$ 84,994	\$ 80,000	\$ 80,000
5017	Telephone	\$ 3,294	\$ 3,500	\$ 3,500
5018	Maintenance & Supplies	\$ 16,142	\$ 25,000	\$ 25,000
5020	Vehicle-Repairs	\$ 17,197	\$ 15,000	\$ 15,000
5021	Vehicle - Routine Main.	\$ 11,512	\$ 12,000	\$ 10,000
5022	Vehicle - Fuel	\$ 36,714	\$ 35,000	\$ 32,000
5027	Insurance - Property	\$ 528	\$ 450	\$ 500
5028	Insurance - Vehicle	\$ 8,500	\$ 7,400	\$ 9,500
5030	Insurance - Tort	\$ 2,416	\$ 2,450	\$ 2,300
5032	Insurance - Bond	\$ 88	\$ 100	\$ 100
5034	Uniforms Rental	\$ 1,784	\$ 2,000	\$ 2,000
5037	Uniforms & Equipment	\$ 333	\$ 1,000	\$ 1,000
5040	Waste Management	\$ 145,263	\$ 85,000	\$ 2,000
5042	Landfill Fees	\$ 80,723	\$ 78,000	\$ 82,000
5045	Curbside Recycling	\$ 35,029	\$ 50,000	\$ 40,000
5059	Office Supplies/Equipment	\$ -	\$ 250	\$ 250
5063	Drug Testing	\$ 785	\$ 850	\$ 800
5068	Building Maintenance	\$ 3,386	\$ 5,000	\$ 5,000
5076	Advertising	\$ 144	\$ 300	\$ 300
5082	Contract Maintenance	\$ 6,742	\$ 10,000	\$ 10,000
5092	Dues and Subscriptions	\$ 373	\$ 300	\$ 400
5094	Training/Mtgs/Travel	\$ 305	\$ 1,000	\$ 1,000
5122	Computer Maint & Prog	\$ 3,970	\$ 5,000	\$ 3,700
5130	Postage	\$ 4	\$ 100	\$ 50
5176	Professional Services	\$ 3,719	\$ 10,000	\$ 10,000
5181	Stormwater Repair	\$ 3,793	\$ 25,000	\$ 25,000
5204	Capital Lease	\$ 52,900	\$ 52,100	\$ 100,400
5206	Pedestrian Improvements	\$ -	\$ 5,000	\$ 10,000
5210	Street Repair - Minor	\$ 373	\$ 5,000	\$ 5,000
5212	Street Repair - Major	\$ -	\$ -	\$ 50,000
5215	Grant Expense	\$ 4,269	\$ 4,000	\$ 4,000
5345	Irish Downs Sidewalks	\$ 16,800	\$ 21,000	\$ 14,000
5410	Capital Expenditures	\$ 280,393	\$ 17,500	\$ 23,500
5475	Cemetery Expenses	\$ 15,589	\$ 20,000	\$ 20,000
TOTAL		\$ 1,249,646	\$ 1,008,800	\$ 1,027,000

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

- Continue providing timely and efficient collection of solid waste, recycling and yard debris
- Continue beautification efforts in the downtown area including replacement of damaged mast arm pole
- Oversee contract for Main Street (end cap) and Welcome Sign landscaping and for cemetery landscaping and improvements
- Purchase additional garbage and recycling bins to meet demand
- Work with SCDOT on pedestrian improvements and street repair and maintenance activities
- Evaluate Duke Energy's new street light replacement program; study alternatives that will ensure complementary lighting in the historic business district
- Evaluate options for recycling service
- Complete inventory and assessment of stormwater facilities and road signs on Town-owned roads
- Review stormwater policies and procedures; update as needed
- Lease purchase commercial mower, dump truck, and sideloader garbage truck
- Establish Major Street Repair Fund

DEPARTMENT DETAIL

PERSONNEL

Director	Mark Geouge
Streets & Sanitation Supervisor	Mike Carpenter
Truck Driver	Mark Burton
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>	<u>Mileage</u>
1	07	Heil Rear Loader	Diesel	64,500
2	96	Ford L-8000 Garbage Truck/Packer (spare)	Diesel	95,500
3	10	Mack Sideloader Garbage Truck	Diesel	44,700
	04	Chevrolet Silverado	Gas	60,000

STREETS VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Gas/Diesel</u>	<u>Mileage</u>
5	01	International Dump Truck w/ Box Bed	Diesel	29,000
7	03	International Dump Truck w/ Box Bed	Diesel	36,000
6	06	Ford F-450 Dump Truck	Diesel	78,500
9	11	Ford F-450 Dump Truck	Diesel	46,000
23	00	Chevy 1500 Truck (spare)	Gas	102,500

STORMWATER VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Gas/Diesel</u>	<u>Mileage</u>
9*	95	Ford F-450 Dump Truck	Diesel	85,000
	08	Ford F-150 (supervisor)	Gas	68,000
	07	Mini Excavator		1,600
	14	Freightliner Vacuum Truck		2,100

*Surplus to be disposed.

BUDGET DETAIL
10-500

[5000] SALARIES	\$ 314,000
[5006] SOCIAL SECURITY	\$ 24,000
[5008] RETIREMENT	\$ 34,700
[5009] DEFERRED COMPENSATION MATCH	\$ 1,500
[5010] INSURANCE – HEALTH	\$ 51,000
[5012] WORKER’S COMPENSATION	\$ 13,500
[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	\$ 15,000
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 10,000
[5022] VEHICLE – FUEL	\$ 32,000
[5027] INSURANCE – PROPERTY	\$ 500
[5028] INSURANCE –VEHICLES	\$ 9,500
[5030] INSURANCE - TORT	\$ 2,300
[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	\$ 2,000
<ul style="list-style-type: none"> ▪ Fees for Town dumpsters (all departments) 	
[5042] LANDFILL FEES	\$ 82,000
[5045] CURBSIDE RECYCLING	\$ 40,000
<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	\$ 800
<ul style="list-style-type: none"> ▪ Includes annual fee from testing company. 	
[5068] BUILDING MAINTENANCE	\$ 5,000
<ul style="list-style-type: none"> ▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs, e.g. HVAC, plumbing, etc. 	
[5076] ADVERTISEMENT	\$ 300
<ul style="list-style-type: none"> ▪ Required annual DHEC notice, Spring Clean week and litter programs. 	
[5082] CONTRACT MAINTENANCE	\$ 10,000
<ul style="list-style-type: none"> ▪ Landscaping services for Westgate Industrial Park Maintenance (\$436/month with York County Natural Gas Authority reimbursement for 75%) ▪ Main Street landscaping funded by Hospitality Tax 	
[5092] DUES AND SUBSCRIPTIONS	\$ 400
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,000
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 3,700
[5130] POSTAGE	\$ 50

[5176] PROFESSIONAL SERVICES	\$ 10,000
<ul style="list-style-type: none"> ▪ Engineering and survey services related to road (including C-Fund work) and stormwater improvements 	
[5181] STORMWATER REPAIR	\$ 25,000
<ul style="list-style-type: none"> ▪ Includes phase 2 of the manhole rehabilitation project 	
[5204] CAPITAL LEASES	\$ 100,400
<ul style="list-style-type: none"> ▪ Existing: Tractor (pay off 1/2017); PW Director truck* (1/2018) and vacuum truck* (6/2021); chipper and mower (1/2019) [*costs split with Water/Sewer] ▪ New: Commercial mower, dump truck, and sideloader 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	\$ 50,000
<ul style="list-style-type: none"> ▪ Funds to be used or reserved for Town-owned streets or as matching funds for other major street or sidewalk repairs 	
[5215] GRANT EXPENSE	\$ 4,000
<ul style="list-style-type: none"> ▪ Grant for safety equipment; SCMIT to reimburse \$2,000 	
[5345] IRISH DOWNS SIDEWALKS	\$ 14,000
<ul style="list-style-type: none"> ▪ Reimbursement from performance bond proceeds for installation of sidewalks in phase 2 of Irish Downs 	
[5410] CAPITAL EXPENDITURES	\$ 23,500
<ul style="list-style-type: none"> ▪ Includes additional garbage and recycling bins (\$8,000) and replacement of damaged mast arm pole (insurance reimbursement received May 2015) 	
[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	\$ 1,027,000

ENTERPRISE FUND REVENUE

ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
20-400				
4013	Credit Card Revenue	\$ -	\$ 10,000	\$ 11,000
4026	Sale of Assets	\$ 2,939	\$ 1,000	\$ 2,800
4028	Interest Income	\$ 314	\$ 350	\$ 400
4030	Misc. Revenue	\$ 2,876	\$ 5,000	\$ 4,000
4038	Set Off Debt	\$ 3,217	\$ 5,000	\$ 3,000
4047	Grants Water Dept	\$ -	\$ -	\$ -
4049	Grants Sewer Dept	\$ -	\$ 2,000	\$ 2,000
4100	Service Connection Fee	\$ 55,720	\$ 50,000	\$ 50,000
4102	Water Revenue	\$ 1,264,245	\$ 1,379,450	\$ 1,405,000
4104	New Water Installation	\$ 8,492	\$ 12,000	\$ 16,000
4108	Late Fees	\$ 52,531	\$ 60,000	\$ 58,000
4110	Sewer Revenue	\$ 1,165,545	\$ 1,269,000	\$ 1,295,000
4112	New Sewer Installation	\$ 600	\$ 4,000	\$ 4,000
4113	Pretreatment Fees	\$ 4,644	\$ 1,500	\$ 4,000
4114	Interest Inc-Bond	\$ 256	\$ 250	\$ 200
4115	Transfer Fee	\$ 1,875	\$ 1,500	\$ 1,500
4116	SC DHEC Fee	\$ 26,111	\$ 26,000	\$ 27,100
TOTAL		\$ 2,589,365	\$ 2,827,050	\$ 2,884,000

BUDGETED FUND BALANCE		\$ -	\$ -
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ENTERPRISE FUND REVENUES (WATER/SEWER)

[4013] CREDIT CARD REVENUE	\$ 11,000
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Credit card transaction fees for on-line bill pay.

[4026] SALE OF ASSETS	\$ 2,800
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For the sale of capital assets, such as vehicles and equipment, and other items.

[4028] INTEREST INCOME	\$ 400
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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	\$ 4,000
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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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Although not budgeted, the Town anticipates receiving a forgivable loan for water tank rehab.

[4049] GRANTS SEWER	\$ 2,000
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SCMIT grant for safety equipment. Staff also anticipates applying for CDBG grant.

[4100] SERVICE CONNECTION FEES	\$ 50,000
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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.

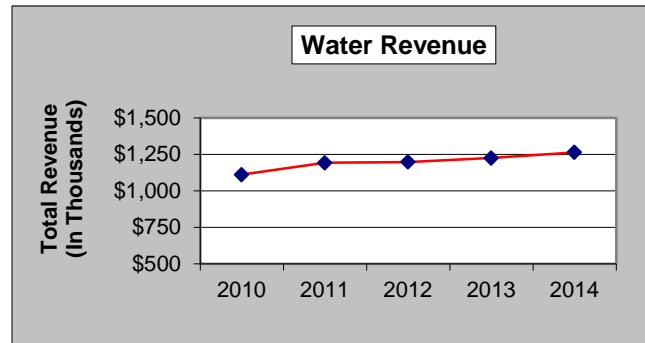
[4102] WATER REVENUE

\$ 1,405,000

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, anticipated growth and rate increase

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



[4104] NEW WATER INSTALLATION

\$ 16,000

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

\$ 58,000

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

[4110] SEWER REVENUE

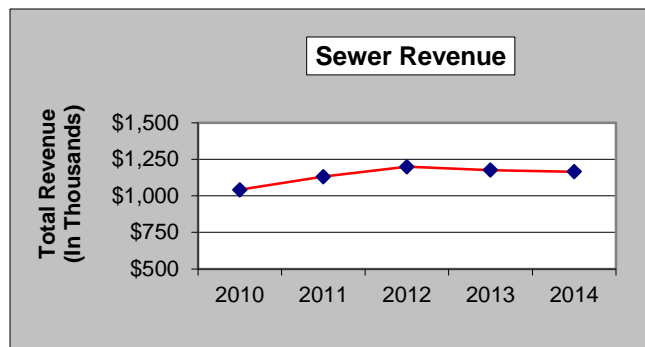
\$ 1,295,000

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



[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 **\$ 200**

[4115] TRANSFER FEE **\$ 1,500**

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

[4116] SC DHEC FEE **\$ 27,100**

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

TOTAL ENTERPRISE FUND REVENUES	\$2,884,000
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BUDGETED FUND BALANCE **\$ 0**

Effective FY 12-13, Water and Sewer Capacity Fees are transferred to the Water/Sewer Project Account so as to build up a projects fund for future use on projects that expand and/or preserve the system's capacity. Council approved an increase in Capacity Fees on June 9, 2014. The FY15 account balance is \$309,300. For FY 15-16, the Water Capacity fee revenue is expected to be \$45,000 and the Sewer Capacity Fee to be \$66,900 for a total of \$111,900.

The FY 15-16 Budget anticipates revenues to exceed expenditures by \$97,300. These funds will be used to create a Replacement and Rehabilitation (R&R) Fund for future projects.

**ENTERPRISE FUND
WATER/SEWER DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
20-555				
5000	Salaries	\$ 198,167	\$ 204,800	\$ 212,300
5006	Social Security	\$ 15,160	\$ 15,700	\$ 16,200
5008	Retirement	\$ 21,029	\$ 22,300	\$ 23,500
5009	Deferred Compensation Match	\$ 500	\$ 500	\$ 500
5010	Insurance - Health	\$ 29,086	\$ 32,100	\$ 34,000
5012	Workers Comp	\$ 4,587	\$ 3,800	\$ 3,450
5016	Utilities	\$ 97,855	\$ 90,000	\$ 90,000
5017	Telephone	\$ 29,772	\$ 28,000	\$ 35,000
5018	Maintenance & Supplies	\$ 63,230	\$ 68,000	\$ 75,000
5020	Vehicle-Repairs	\$ 1,574	\$ 5,000	\$ 5,000
5021	Vehicle-Routine Main	\$ 4,509	\$ 5,000	\$ 5,000
5022	Vehicle - Fuel	\$ 27,401	\$ 25,000	\$ 25,000
5027	Insurance - Property	\$ 1,215	\$ 1,250	\$ 1,700
5028	Insurance - Vehicle	\$ 6,273	\$ 6,500	\$ 5,900
5030	Insurance - Tort	\$ 647	\$ 700	\$ 750
5032	Insurance - Bond	\$ 49	\$ 100	\$ 100
5034	Uniform Rental	\$ 2,134	\$ 2,200	\$ 2,200
5037	Uniforms & Equipment	\$ 665	\$ 1,000	\$ 1,000
5038	Bad Debts	\$ 9,071	\$ 15,000	\$ 15,000
5059	Office Supplies/Equipment	\$ 1,108	\$ 1,000	\$ 1,200
5063	Drug Testing	\$ 151	\$ 500	\$ 500
5068	Building Maintenance	\$ 906	\$ 10,000	\$ 5,000
5076	Advertisement	\$ 478	\$ 500	\$ 500
5082	Contract Maintenance	\$ 14,263	\$ 15,000	\$ 15,000
5092	Dues & Subscriptions	\$ 474	\$ 500	\$ 1,000
5094	Training/Mtgs/Travel	\$ -	\$ 1,000	\$ 1,000
5122	Computer Maint & Prog	\$ 3,161	\$ 5,000	\$ 3,200
5130	Postage	\$ 54	\$ 50	\$ 50
5176	Professional Services	\$ 51,813	\$ 10,000	\$ 36,000
5204	Capital Lease	*	\$ 18,000	\$ 23,200
5210	Lab Testing	\$ 18,030	\$ 15,000	\$ 20,000
5212	DHEC Fee	\$ 11,537	\$ 11,000	\$ 11,500
5215	Grant Expenses	\$ -	\$ 10,000	\$ 5,000
5409	CDBG-Grant Expenses	\$ -	\$ 3,000	\$ 3,000
5410	Capital Expenditures	\$ 1,902	\$ 190,300	\$ 95,000
5413	Debt Payment	\$ 331,453	\$ 357,650	\$ 357,350
5415	Revolving Loan Fund	\$ -	\$ -	\$ -
5445	Meter Purchase	\$ 20,753	\$ 20,000	\$ 25,000
5450	Water Purchase	\$ 601,581	\$ 550,000	\$ 600,000
5460	Sewer Purchase	\$ 898,072	\$ 780,000	\$ 720,000
5470	Monitoring & Surcharges	\$ 10,596	\$ 20,000	\$ 20,000
TOTAL		\$ 2,479,256	\$ 2,545,450	\$ 2,495,100
Transfer to General Fund		\$ 161,375	\$ 271,600	\$ 291,600

WATER AND SEWER DEPARTMENT

SERVICE DELIVERY

The Water and Sewer Department is responsible for the consistent 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

- Upgrade and improve existing lines in accordance with Water/Sewer Master Plan
- Maintain existing facilities and equipment housing
- Purchase equipment necessary to perform services including equipment for vac truck (SCMIT grant)
- Apply for low interest loan for capital projects and to CDBG to replace the Hillcrest and Cloverbrook lift stations
- Comply with terms of 2012 consent order with Two Rivers Utilities
- Repair roof on the lab at the Waste Water Treatment Plant
- Replace several major meters
- Review and update rate study and pretreatment plan

DEPARTMENT DETAIL

PERSONNEL

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

SERVICES

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

FACILITIES AND EQUIPMENT

- PUBLIC WORKS YARD, 300 Smith Street
 - Includes office space and garage bays, storage and maintenance sheds, and gas pumps
 - Also serves as office for Streets and Sanitation Department
- CALABASH PUMP STATION AND LAB
 - Required DHEC testing performed here
 - Receive wastewater, pre-treat, and pump to Gastonia
- LIFT STATIONS (38 units)

WATER VEHICLES

<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>	<u>Mileage</u>
08	Ford F-250	Maintenance	96,000
00	International Dump Truck		12,100
12	Ford F-250	Supervisor	29,800
13	Ford F-150	Meter Reader	30,000
14	Chevrolet 1500	Public Works Director	6,500

SEWER VEHICLES

<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>	<u>Mileage</u>
05	Chevrolet 1500	Supervisor	69,000
07	Ford Ranger	Meter Technician	100,500
08	Ford F-250 service truck	Laborer	79,000
12	Ford F-250 service truck	Laborer	16,500

OTHER EQUIPMENT

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

BUDGET DETAIL
20-555

[5000] SALARIES	\$ 212,300
[5006] SOCIAL SECURITY	\$ 16,200
[5008] RETIREMENT	\$ 23,500
[5009] DEFERRED COMPENSATION MATCH	\$ 500
[5010] INSURANCE – HEALTH	\$ 34,000
[5012] WORKER’S COMPENSATION	\$ 3,450
[5016] UTILITIES	\$ 90,000
▪ Town lot, Calabash Pump Station & Lab, Lift Stations	
[5017] TELEPHONE	\$ 35,000
▪ 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	\$ 5,000
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 5,000
[5022] VEHICLE – FUEL	\$ 25,000
[5027] INSURANCE – PROPERTY/LIABILITY	\$ 1,700
[5028] INSURANCE –VEHICLES	\$ 5,900
[5030] INSURANCE – TORT	\$ 750
[5032] INSURANCE – BOND	\$ 100
[5034] UNIFORM RENTALS	\$ 2,200
▪ All employees in the Water/Sewer Department are supplied with rental uniforms	

[5037] UNIFORMS AND EQUIPMENT	\$ 1,000
▪ 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	\$ 1,200
[5063] DRUG TESTING	\$ 500
[5068] BUILDING MAINTENANCE	\$ 5,000
▪ Includes funding for pest control and miscellaneous repairs and upgrades	
[5076] ADVERTISEMENT	\$ 500
[5082] CONTRACT MAINTENANCE	\$ 15,000
▪ 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	\$ 1,000
▪ Once per year safety training provided by Pipeline Supply – (2) employees	
▪ SC Public Works Convention	
▪ OSHA Training	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 3,200
▪ Routine maintenance and contract for Significant Digits	
[5130] POSTAGE	\$ 50
[5176] PROFESSIONAL SERVICES	\$ 36,000
▪ Joel Wood engineering services for specific projects; Utility Location services (PUPS); and rate study update	

[5204] CAPITAL LEASES	\$ 23,200
<ul style="list-style-type: none"> ▪ Existing: two maintenance vehicles (pay off 2/2016); meter reader truck (pay off 1/2017); light tower (pay off 1/2018) ▪ New: replacement truck 	
[5210] LAB TESTING	\$ 20,000
<ul style="list-style-type: none"> ▪ DHEC and pretreatment program testing 	
[5212] DHEC FEE (WATER/SEWER PERMITS)	\$ 11,500
<ul style="list-style-type: none"> ▪ Required DHEC permits 	
[5215] GRANT EXPENSES	\$ 5,000
<ul style="list-style-type: none"> ▪ Grant for vac truck nozzle; reimbursement by SCMIT of \$2,000 	
[5409] CDBG-GRANT EXPENSES	\$ 3,000
<ul style="list-style-type: none"> ▪ Preliminary engineering and other grant preparation work to replace Hillcrest and Cloverbrook Lift Stations 	
[5410] CAPITAL EXPENDITURES	\$ 95,000
<ul style="list-style-type: none"> ▪ Miscellaneous pumps and equipment; valve for vac truck; and repair/replacement of roof at lab at Calabash WWTP 	
[5413] DEBT SERVICE PAYMENT	\$ 357,350
<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	\$ 0
<ul style="list-style-type: none"> ▪ Rehabilitation of Johnson Street and Old North Main Street water tanks expected to be funded. 	
[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	\$ 600,000
<ul style="list-style-type: none"> ▪ Rate increase from Two Rivers Utilities not anticipated. 	

[5460] SEWER PURCHASE **\$ 720,000**

- Rate increase from Two Rivers Utilities not anticipated.

[5470] MONITORING AND SURCHARGES **\$ 20,000**

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

TOTAL WATER/SEWER DEPARTMENT **\$ 2,495,100**

TRANSFER TO GENERAL FUND **\$291,600**

- The Enterprise Fund will reimburse the General Fund for expenses related to the operation of the water and sewer utility. Previously, expenses were budgeted in both funds. Expenses include salary and salary related for the Town Administrator, Treasurer and Public Works Director, and operational costs such as office supplies. Percentage distributions were reviewed and adjusted as needed for each line item that had previously been split between the funds.
- 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 FYE15:

FY12	\$72,600.00
FY13	\$148,650.00
FY14	\$161,375.00
FY15	<u>\$0</u>
	\$382,625.00

**SPECIAL REVENUE FUND
HOSPITALITY TAX**

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
50-400				
4028	Interest Income	\$ 60	50	100
4052	Other Revenues	\$ -	650	5,000
4055	Hospitality Tax	\$ 188,958	215,000	220,000
Budgeted Fund Balance				
			-	-
TOTAL		189,018	215,700	225,100

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
50-500				
5004	Overtime	\$ 8,300	\$ 10,000	\$ 12,000
5018	Office Supplies/Equipment		\$ 300	\$ 5,000
5076	Advertisement	\$ 1,590	\$ 2,000	\$ 2,000
5082	Contract Maintenance	\$ 11,681	\$ 18,000	\$ 16,000
5176	Professional Services	\$ 6,485	\$ 9,000	\$ 10,000
5190	Festivals	\$ 8,340	\$ 20,000	\$ 35,000
5191	Special Events	\$ 11,482	\$ 15,000	\$ 15,000
5410	Capital Expenditures	\$ -	\$ -	\$ 20,100
5413	Debt Service	\$ 75,556	\$ 75,750	\$ 75,000
Contribution to Fund Balance		\$ 30,584	\$ 30,650	\$ -
TOTAL		\$ 154,018	\$ 180,700	\$ 190,100

TRANSFERS	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
To Cap Proj from CY Revenue	\$ 35,000	\$ 35,000	\$ 35,000
TOTAL	\$ 35,000	\$ 35,000	\$ 35,000

HOSPITALITY TAX

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

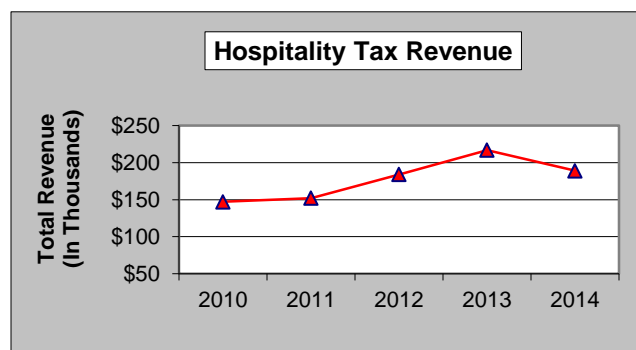
Hospitality Tax expenditures are restricted by State law. Tax proceeds can fund:

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

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

BUDGET GOALS

- Landscape maintenance contract for end caps and Welcome signs
- Funding for St. Patrick's Festival, Feis Chlobhair and Fall Festival and Auto Show and other special events
- Contract for services with the Chamber of Commerce
- Final payment or renegotiation of Hospitality Tax Revenue Bond



BUDGET DETAIL
50-500

[5004] OVERTIME	\$ 12,000
▪ Police and Recreation Department overtime for festivals and special events	
[5018] OFFICE SUPPLIES	\$ 5,000
▪ Christmas decorations	
[5076] ADVERTISEMENT	\$ 2,000
▪ For local and regional tourism publications like Visitor's Guide & Western Watch	
[5082] CONTRACT MAINTENANCE	\$ 16,000
▪ Maintenance contract for end caps and Welcome signs	
[5176] PROFESSIONAL SERVICES	\$ 10,000
▪ Greater Clover Chamber of Commerce for visitors center and tourism promotion, including annual Christmas Parade management (\$8,000)	
[5190] FESTIVALS	\$ 35,000
▪ St. Patrick's Festival (\$14,000), Feis Chlobhair (\$14,000), Fall Festival and Auto Show (Jaycees \$4,000), and Christmas events (\$3,000)	
[5191] SPECIAL EVENTS	\$ 15,000
▪ Miscellaneous special events including BBQ Cookoff (\$2,000), Movies in the Park (\$5,400), seasonal events like Pumpkin Carving and Easter Egg Hunt, Farmer's Market, tournaments and other special events	
[5410] CAPITAL EXPENDITURES	\$ 20,100
▪ Welcome sign on S. Main Street and median master plan	
[5413] DEBT SERVICE	\$75,000
▪ To repay \$600,000 revenue bond for New Centre Park. Balloon payment of \$364,940 due March 2016. Budget assumes extension and/or renegotiation.	
TOTAL HOSPITALITY TAX	\$ 190,100
TRANSFER TO CAPITAL PROJECTS (New Centre Park)	\$35,000
▪ For payment to Clover School District for property purchase.	

**SPECIAL REVENUE FUND
FIRE DEPARTMENT SUPPLEMENTS**

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
40-400				
4019	Donations	\$ 3,939	\$ 5,000	\$ 5,000
4028	Interest	\$ 1,621	\$ 1,500	\$ 1,500
4070	County Supplement	\$ 29,927	\$ 30,000	\$ 29,500
4080	Pool Fill	\$ 51,790	\$ 50,000	\$ 50,000
Budgeted Fund Balance			\$ -	
TOTAL		\$ 87,277	\$ 86,500	\$ 86,000

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
40-510				
5018	Maintenance & Supplies	\$ -	\$ 5,500	\$ 5,000
5021	Contributions	\$ 100	\$ 5,000	\$ 5,000
5037	Uniforms & Equipment	\$ -	\$ 8,000	\$ 8,000
5059	Office Supplies/Equipment	\$ 116	\$ 1,000	\$ 1,000
5092	Dues/Subscriptions	\$ 100	\$ 1,800	\$ 2,000
5094	Training/Mtgs/Travel	\$ -	\$ 1,000	\$ 1,000
5320	Vehicle Expense	\$ -	\$ 5,500	\$ 5,000
5400	Equipment Repair	\$ -	\$ 3,000	\$ 3,000
5402	Supplies	\$ -	\$ 400	\$ 1,000
5410	Capital Expenditures	\$ -	\$ 5,300	\$ 5,000
Contribution to Fund Balance			\$ 50,000	\$ 50,000
TOTAL		\$ 316	\$ 86,500	\$ 86,000

FIRE DEPARTMENT SUPPLEMENTS

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

BUDGET GOALS

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

BUDGET DETAIL **40-510**

[5018] MAINTENANCE & SUPPLIES	\$ 5,000
[5021] CONTRIBUTIONS	\$ 5,000
[5037] UNIFORMS & EQUIPMENT	\$ 8,000
[5059] OFFICE SUPPLIES/EQUIPMENT	\$ 1,000
[5092] DUES AND SUBSCRIPTIONS	\$ 2,000
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,000
[5320] VEHICLE EXPENSE	\$5,000
[5400] EQUIPMENT REPAIR	\$ 3,000
[5402] SUPPLIES	\$ 1,000
[5410] CAPITAL EXPENDITURES	\$ 5,000
CONTRIBUTION TO FUND BALANCE	\$50,000
▪ Reserved for future capital expenditure to replace major equipment	
TOTAL FIRE DEPARTMENT SUPPLEMENTS	\$ 86,000

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

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
40-444				
4028	Interest	\$ 26	\$ 50	\$ 50
4202	1% Revenue	\$ 15,690	\$ 14,750	\$ 16,750
TOTAL		\$ 15,716	\$ 14,800	\$ 16,800

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
40-595				
5037	Uniforms & Svc Awards	\$ 15,393	\$ 1,000	\$ 1,000
5059	Office Supplies	\$ -	\$ 100	\$ 200
5094	Training/Mtgs/Travel	\$ 3,840	\$ 3,500	\$ 5,000
5400	Equipment Repair	\$ 2,200	\$ -	\$ -
5402	Supplies	\$ 2,399	\$ 1,500	\$ 1,500
5410	Capital Expenditures	\$ -	\$ -	\$ -
5502	Firemen's Recreation	\$ 4,361	\$ 8,700	\$ 9,100
Contribution to Fund Balance				
TOTAL		\$ 28,193	\$ 14,800	\$ 16,800

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. These categories are retirement and insurance, training and education, and recruitment and retention.

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

BUDGET GOALS

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

BUDGET DETAIL **40-595**

[5037] UNIFORMS & SERVICE AWARDS	\$ 1,000
[5059] OFFICE SUPPLIES	\$ 200
[5094] TRAINING/MEETINGS/TRAVEL	\$ 5,000
[5402] SUPPLIES	\$ 1,500
[5410] CAPITAL EXPENDITURES	\$ 0
[5502] FIREMEN’S RECREATION	\$9,100
TOTAL FIRE DEPARTMENT RECREATION	\$ 16,800

**SPECIAL REVENUE FUND
DRUG ENFORCEMENT UNIT**

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
70-400				
4026	Sale of Fixed Asset	\$ -	\$ -	\$ 2,500
4028	Interest	\$ 3	\$ 10	\$ 10
4146	York Cty-DEU < 1000	\$ 2,254	\$ 1,500	\$ 2,500
4147	York Cty-DEU > 1000	\$ 2,117	\$ 2,500	\$ 7,500
Budgeted Fund Balance			\$ -	
TOTAL		\$ 4,374	\$ 4,010	\$ 12,510

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
70-515				
5050	Drug Fund Expense	\$ 1,985	\$ 4,010	\$ 4,510
5204	Capital Lease	\$ -	\$ -	\$ 8,000
Contribution to Fund Balance		\$ 2,389		
TOTAL		\$ 4,374	\$ 4,010	\$ 12,510

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	\$ 4,510
▪ Supplies, equipment, etc. that improve drug enforcement and prosecution efforts	
[5204] CAPITAL LEASE	\$ 8,000
▪ Replacement truck	
TOTAL DRUG ENFORCEMENT UNIT	\$ 12,510

CAPITAL PROJECTS BUDGET

ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
60-400				
80-4000	Property Tax		\$ 65,100	\$ 65,100
4019	Donations	\$ 2,831	\$ 2,000	\$ 1,300
4028	Interest	\$ 263	\$ 500	\$ 200
4030	Misc Revenue	\$ -	\$ 1,000	\$ 500
4049	Misc Grant Revenue	\$ -	\$ -	\$ -
4300	Bond Proceeds	\$ -	\$ -	\$ -
650-5200	General Fund Transfer In	\$ 103,365	\$ 100,000	\$ 200,000
650-5202	Hospitality Tax Transfer In	\$ 35,000	\$ 35,000	\$ 35,000
Budgeted Fund Balance		\$ 45,000	\$ 166,000	\$ 85,500
TOTAL		\$ 186,459	\$ 369,600	\$ 387,600

ACCOUNT NUMBER	BUDGET ITEM	2013-2014 ACTUAL	2014-2015 BUDGET	2015-2016 BUDGET
60-535				
5413	Debt Service to CSD	\$ 35,000	\$ 35,000	\$ 35,000
5420	Town Hall Project	\$ 76,648	\$ 150,000	\$ 26,500
5421	Downtown Parking	\$ 29,000	\$ 16,000	\$ 36,000
5425	Recreation-New Centre Park	\$ 62,687	\$ 68,500	\$ 150,000
XXXX	Armory Renovations	\$ -	\$ -	\$ 50,000
XXXX	Rescue Squad Renovations	\$ -	\$ -	\$ 25,000
Contribution to Fund Balance (NCP)			\$ 35,000	\$ -
80-535-5413	Bond Payment	\$ 65,068	\$ 65,100	\$ 65,100
TOTAL		\$ 268,403	\$ 369,600	\$ 387,600

CAPITAL PROJECTS BUDGET

Rescue Squad Renovations

Based on the assumption that the Town would have acquired the Rescue Squad Building in FYE15 for \$50,000, the budget anticipated using \$25,000 from General Fund Fund Balance this year to renovate the building. The purchase, however, has not yet been finalized.

Town Hall Project

Town Hall opened in the newly building at 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 and Development Services.

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). The \$16,000 that was set aside to improve the parking lot in FYE15 was not enough to complete the project. This budget adds \$20,000 for General Fund Fund Balance to 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. This budget anticipates spending funds from General Fund Fund Balance to renovate both buildings.

New Centre Park

The Town has obtained all the land needed to construct New Centre Park on Clinton/Memorial Drive. The payment to the Clover School District is \$35,000/yr for 10 years. The Town acquired fill dirt from the York School District and hauling was completed July 2010. The construction contract for Phase 1 with Beam Construction was completed in June 2013 and New Centre opened for play in September 2013.

The FY15-16 budget includes the 9th of 10 payments to the Clover School District completion of construction drawings for Phase 2 (amenities to be determined), and beginning construction (which will likely spill over into FY16-17). The annual York County Supplement (\$105,000); fund balance from the prior year; and a transfer from Hospitality Tax (\$35,000) are the major funding sources. The Town plans to seek a County Hospitality Tax grant for Phase 2 construction. The Town may, during the renegotiation of the Hospitality Tax Bond, borrow additional funds.

BUDGET DETAIL
60-535

[5413] DEBT SERVICE	\$ 35,000
▪ Clover School District payment; 9 th of 10 payments	
[5419] RESCUE SQUAD PROJECT	\$ 25,000
▪ Budget assumed purchase would be completed in FYE15 and includes only renovation expenses	
[5420] TOWN HALL PROJECT	\$ 26,500
▪ Renovation costs for 114 Bethel Street	
[5421] DOWNTOWN PARKING	\$ 36,000
▪ Upgrade parking lot in Historic District	
[5422] ARMORY RENOVATIONS	\$ 50,000
▪ Includes \$25,000 for replacing garage doors and \$25,000 for renovations to main building including entrances and bathrooms	
[5425] NEW CENTRE PARK	\$ 150,000
▪ Engineering and 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	

TOTAL CAPITAL PROJECTS	\$ 387,600
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