

**County of Lexington
Annual Budget
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Fiscal Year 2005-06**

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COUNTY OF LEXINGTON
GENERAL FUND
Combined Programs
Appropriation Summary
Fiscal Year 2005-06
Requested Budget

Fund 1000	Personnel	Operating	Capital	Transfers	Total
101100 County Council	370,870	593,468	6,840	0	971,178
101200 County Administrator	278,454	35,180	32,288	0	345,922
101300 County Attorney	0	200,500	0	0	200,500
101400 Finance	530,504	369,411	2,988	0	902,903
101410 Procurement Services	284,327	19,858	3,813	0	307,998
101420 Central Stores	249,452	39,125	15,717	0	304,294
101500 Personnel	372,260	83,175	1,173	0	456,608
101600 Planning & GIS	457,092	45,244	10,355	0	512,691
101610 Community & Economic Development	1,308,474	214,338	6,550	0	1,529,362
101700 Treasurer	617,459	281,188	11,883	0	910,530
101800 Auditor	579,305	57,691	5,823	0	642,819
101900 Assessor	1,540,557	220,825	78,610	0	1,839,992
102000 Register of Deeds	382,271	469,499	90,390	0	942,160
102100 Information Services	1,313,855	262,500	105,062	0	1,681,417
102110 Microfilming	112,920	18,933	2,054	0	133,907
Total Administrative	8,397,800	2,910,935	373,546	0	11,682,281
111300 Building Services	1,327,382	300,518	902,597	0	2,530,497
111310 Security Services	136,055	6,810	1,200	0	144,065
111320 Code Enforcement	244,737	28,580	0	0	273,317
111400 Fleet Services	770,951	108,547	55,325	0	934,823
Total General Services	2,479,125	444,455	959,122	0	3,882,702
121100 Public Works - Administration/Engineering	651,025	75,176	42,446	0	768,647
121300 Public Works - Transportation	2,837,465	1,244,927	857,691	0	4,940,083
121400 Public Works - Stormwater Management	652,852	225,267	23,670	0	901,789
Total Public Works	4,141,342	1,545,370	923,807	0	6,610,519
131100 Public Safety - Administration	105,594	9,538	3,800	0	118,932
131101 Emergency Preparedness	111,956	30,962	5,500	0	148,418
131200 Animal Control	433,448	136,080	82,423	0	651,951
131300 Communications	1,533,224	84,431	16,900	0	1,634,555
131400 Emergency Medical Services	5,372,190	752,705	378,814	2,310	6,506,019
131500 Fire Service	4,821,957	1,520,669	1,597,325	0	7,939,951
131599 Fire Service Non-Departmental Cost	129,771	40,000	0	0	169,771
Total Public Safety	12,508,140	2,574,385	2,084,762	2,310	17,169,597
141100 Clerk of Court	735,886	385,977	16,541	0	1,138,404
141101 Clerk of Court - Family Court	445,640	142,171	10,008	0	597,819
141200 Solicitor - Eleventh Judicial Circuit	1,803,588	359,048	44,857	57,442	2,264,935
141299 Circuit Court Services	0	123,658	0	0	123,658
141300 Coroner	385,817	281,121	23,598	0	690,536
141400 Public Defender	0	392,671	0	0	392,671
141500 Probate Court	484,224	32,752	6,624	0	523,600
141600 Master-In-Equity	213,421	11,263	4,085	0	228,769
142000 Magistrate Court Services	1,675,499	331,560	14,071	0	2,021,130
149900 Other Judicial Services	0	55,193	0	0	55,193
Total Judicial	5,744,075	2,115,414	119,784	57,442	8,036,715

**COUNTY OF LEXINGTON
GENERAL FUND
Combined Programs
Appropriation Summary
Fiscal Year 2005-06
Requested Budget**

Fund 1000	Personnel	Operating	Capital	Transfers	Total
151100 Law Enforcement - Administration	1,738,685	307,038	5,000	0	2,050,723
151200 Law Enforcement - Operations	10,213,899	1,645,237	29,500	0	11,888,636
151250 Law Enforcement - School Crossing Guards	188,117	59,629	0	0	247,746
151300 Law Enforcement - Jail Operations	5,538,920	3,266,101	5,000	0	8,810,021
159900 Law Enforcement - Non-Departmental	0	0	0	584,899	584,899
Total Law Enforcement	17,679,621	5,278,005	39,500	584,899	23,582,025
161100 Legislative Delegation	15,452	7,827	1,013	0	24,292
161200 Registration & Elections	212,814	110,821	82,689	0	406,324
161300 Assessment Appeals Board	22,736	23,617	0	0	46,353
169900 Other Agencies	0	45,127	0	0	45,127
Total Boards and Commissions	251,002	187,392	83,702	0	522,096
171100 Health Department	0	91,618	0	0	91,618
171200 Social Services	0	200,317	500	0	200,817
171300 Children's Shelter	76,041	53,104	0	0	129,145
171500 Veteran's Affairs	138,985	15,645	2,948	0	157,578
171700 Museum	154,278	23,702	140	0	178,120
171800 Vector Control	76,879	22,235	3,253	0	102,367
171900 Soil & Water Conservation District	61,641	44	0	0	61,685
179900 Other Health & Human Services	0	266,035	0	0	266,035
Total Health and Human Services	507,824	672,700	6,841	0	1,187,365
Subtotal	51,708,929	15,728,656	4,591,064	644,651	72,673,300
999900 Non-Departmental	1,201,283	111,248	0	0	1,312,531
000000 Transfers To Other Funds	0	0	0	476,800	476,800
** Total Appropriations from Undesignated Funds	52,910,212	15,839,904	4,591,064	1,121,451	74,462,631
*** Total Budget Requests	52,910,212	15,839,904	4,591,064	1,121,451	74,462,631

COUNTY OF LEXINGTON
GENERAL FUND
Existing Programs
Appropriation Summary
Fiscal Year 2005-06
Requested Budget

Fund 1000	Personnel	Operating	Capital	Transfers	Total
101100 County Council	370,870	593,468	6,840	0	971,178
101200 County Administrator	278,454	35,180	32,288	0	345,922
101300 County Attorney	0	200,500	0	0	200,500
101400 Finance	530,504	369,411	2,988	0	902,903
101410 Procurement Services	284,327	19,858	3,813	0	307,998
101420 Central Stores	249,452	37,704	1,717	0	288,873
101500 Personnel	341,625	83,157	100	0	424,882
101600 Planning & GIS	418,024	45,220	9,730	0	472,974
101610 Community & Economic Development	1,308,474	214,338	6,550	0	1,529,362
101700 Treasurer	586,038	277,009	5,480	0	868,527
101800 Auditor	579,305	57,691	5,823	0	642,819
101900 Assessor	1,520,451	141,299	2,010	0	1,663,760
102000 Register of Deeds	382,271	211,449	750	0	594,470
102100 Information Services	917,811	252,450	39,942		1,210,203
102110 Microfilming	112,920	18,933	2,054	0	133,907
Total Administrative	7,880,526	2,557,667	120,085	0	10,558,278
111300 Building Services	1,038,532	287,682	818,520	0	2,144,734
111310 Security Services	136,055	6,810	1,200	0	144,065
111320 Code Enforcement	244,737	28,580	0	0	273,317
111400 Fleet Services	770,951	108,547	55,325	0	934,823
Total General Services	2,190,275	431,619	875,045	0	3,496,939
121100 Public Works - Administration/Engineering	651,025	75,176	42,446	0	768,647
121300 Public Works - Transportation	2,837,465	1,244,927	857,691	0	4,940,083
121400 Public Works - Stormwater	560,272	206,960	6,000	0	773,232
Total Public Works	4,048,762	1,527,063	906,137	0	6,481,962
131100 Public Safety - Administration	105,594	9,538	3,800	0	118,932
131101 Emergency Preparedness	111,956	30,962	5,500	0	148,418
131200 Animal Control	364,902	128,005	53,848	0	546,755
131300 Communications	1,521,040	84,431	16,900	0	1,622,371
131400 Emergency Medical Services	5,349,190	752,205	340,214	2,310	6,443,919
131500 Fire Service	4,821,957	1,520,669	1,597,325	0	7,939,951
131599 Fire Service Non-Departmental Cost	129,771	40,000	0		169,771
Total Public Safety	12,404,410	2,565,810	2,017,587	2,310	16,990,117
141100 Clerk of Court	658,075	384,366	15,122	0	1,057,563
141101 Clerk of Court - Family Court	301,293	142,091	10,008	0	453,392
141200 Solicitor - Eleventh Judicial Circuit	1,803,588	359,048	44,857	57,442	2,264,935
141299 Circuit Court Services	0	123,658	0	0	123,658
141300 Coroner	385,817	281,121	23,598	0	690,536
141400 Public Defender	0	392,671	0	0	392,671
141500 Probate Court	484,224	32,752	6,624	0	523,600
141600 Master-In-Equity	213,421	11,263	4,085	0	228,769
142000 Magistrate Court Services	1,588,686	331,240	13,576	0	1,933,502
149900 Other Judicial Services	0	55,193	0	0	55,193
Total Judicial	5,435,104	2,113,403	117,870	57,442	7,723,819

**COUNTY OF LEXINGTON
GENERAL FUND
Existing Programs
Appropriation Summary
Fiscal Year 2005-06
Requested Budget**

Fund 1000	Personnel	Operating	Capital	Transfers	Total
151100 Law Enforcement - Administration	1,738,685	307,038	5,000	0	2,050,723
151200 Law Enforcement - Operations	10,123,557	1,633,537	29,500	0	11,786,594
151250 Law Enforcement - School Crossing Guards	188,117	59,629	0	0	247,746
151300 Law Enforcement - Jail Operations	5,538,920	3,266,101	5,000	0	8,810,021
159900 Law Enforcement - Non-Departmental	0	0	0	584,899	584,899
Total Law Enforcement	17,589,279	5,266,305	39,500	584,899	23,479,983
161100 Legislative Delegation	15,452	7,827	1,013	0	24,292
161200 Registration & Elections	212,814	110,821	82,689	0	406,324
161300 Assessment Appeals Board	22,736	23,617	0	0	46,353
169900 Other Agencies	0	45,127	0	0	45,127
Total Boards and Commissions	251,002	187,392	83,702	0	522,096
171100 Health Department	0	91,618	0	0	91,618
171200 Social Services	0	200,317	500	0	200,817
171300 Children's Shelter	76,041	53,104	0	0	129,145
171500 Veteran's Affairs	137,631	15,645	2,948	0	156,224
171700 Museum	154,278	23,702	140	0	178,120
171800 Vector Control	76,879	22,235	3,253	0	102,367
171900 Soil & Water Conservation District	27,245	10,846	0	0	38,091
179900 Other Health & Human Services	0	266,035	0	0	266,035
Total Health and Human Services	472,074	683,502	6,841	0	1,162,417
Subtotal	50,271,432	15,332,761	4,166,767	644,651	70,415,611
999900 Non-Departmental	1,201,283	111,248	0	0	1,312,531
000000 Transfers To Other Funds	0	0	0	476,800	476,800
** Total Appropriations from Undesignated Funds	51,472,715	15,444,009	4,166,767	1,121,451	72,204,942
*** Total Budget Requests	51,472,715	15,444,009	4,166,767	1,121,451	72,204,942

COUNTY OF LEXINGTON

GENERAL FUND
Appropriation Summary
Fiscal Year 2005-06
Requested Budget

NEW PROGRAM

Fund 1000	Personnel	Operating	Capital	Transfers	Total
101100 County Council					0
101200 County Administrator					0
101300 County Attorney					0
101400 Finance					0
101410 Procurement Services					0
101420 Central Stores	0	1,421	14,000	0	15,421
101500 Personnel	30,635	18	1,073	0	31,726
101600 Planning & GIS	39,068	24	625	0	39,717
101610 Community & Economic Development					0
101700 Treasurer	31,421	4,179	6,403	0	42,003
101800 Auditor					0
101900 Assessor	20,106	79,526	76,600	0	176,232
102000 Register of Deeds	0	258,050	89,640	0	347,690
102100 Information Services	396,044	10,050	65,120	0	471,214
102110 Microfilming					0
Total Administrative	517,274	353,268	253,461	0	1,124,003
111300 Building Services	288,850	12,836	84,077	0	385,763
111310 Security Services					0
111320 Code Enforcement					0
111400 Fleet Services					0
Total General Services	288,850	12,836	84,077	0	385,763
121100 Public Works - Administration/Engineering					0
121300 Public Works - Transportation					0
121400 Public Works - Stormwater Management	92,580	18,307	17,670		128,557
Total Public Works	92,580	18,307	17,670	0	128,557
131100 Public Safety - Administration					0
131101 Emergency Preparedness					0
131200 Animal Control	68,546	8,075	28,575		105,196
131300 Communications	12,184	0	0		12,184
131400 Emergency Medical Services	23,000	500	38,600		62,100
131500 Fire Service					0
131599 Fire Service Non-Departmental Cost					0
Total Public Safety	103,730	8,575	67,175	0	179,480
141100 Clerk of Court	77,811	1,611	1,419		80,841
141101 Clerk of Court - Family Court	144,347	80	0		144,427
141200 Solicitor - Eleventh Judicial Circuit					0
141299 Circuit Court Services					0
141300 Coroner					0
141400 Public Defender					0
141500 Probate Court					0
141600 Master-In-Equity					0
142000 Magistrate Court Services	86,813	320	495		87,628
149900 Other Judicial Services					0
Total Judicial	308,971	2,011	1,914	0	312,896

COUNTY OF LEXINGTON

GENERAL FUND
 Appropriation Summary
 Fiscal Year 2005-06
 Requested Budget

NEW PROGRAM

Fund 1000	Personnel	Operating	Capital	Transfers	Total
151100 Law Enforcement - Administration					0
151200 Law Enforcement - Operations	90,342	11,700	0	0	102,042
151250 Law Enforcement - School Crossing Guards					0
151300 Law Enforcement - Jail Operations					0
159900 Law Enforcement - Non-Departmental					0
Total Law Enforcement	90,342	11,700	0	0	102,042
161100 Legislative Delegation					0
161200 Registration & Elections					0
161300 Assessment Appeals Board					0
169900 Other Agencies					0
Total Boards and Commissions	0	0	0	0	0
171100 Health Department					0
171200 Social Services					0
171300 Children's Shelter					0
171500 Veteran's Affairs	1,354	0	0	0	1,354
171700 Museum					0
171800 Vector Control					0
171900 Soil & Water Conservation District	34,396	(10,802)	0	0	23,594
179900 Other Health & Human Services					0
Total Health and Human Services	35,750	-10,802	0	0	24,948
Subtotal	1,437,497	395,895	424,297	0	2,257,689
999900 Non-Departmental					0
000000 Transfers To Other Funds					0
** Total Appropriations from Undesignated Funds	1,437,497	395,895	424,297	0	2,257,689
*** Total Budget Requests	1,437,497	395,895	424,297	0	2,257,689

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: General Administration
Organization: 101100 - County Council

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 11	242,598	119,366	254,155	<u>263,045</u> 254,155		
511112 FICA Cost	16,825	8,302	18,662	<u>18,662</u>	20131	
511113 State Retirement	12,008	6,000	12,893	<u>12,893</u>	20261	
511120 Insurance Fund Contribution - 11	63,360	31,680	63,360	<u>63,360</u>	63360	
511130 Workers Compensation	656	358	734	<u>734</u>	4073	
511213 SCRS - Retiree	4,610	2,176	4,678	<u>4,678</u>	0	
* Total Personnel	340,057	167,882	354,482	<u>370,870</u> 354,482		
Operating Expenses						
520100 Contracted Maintenance	394	394	470	<u>470</u>		
520300 Professional Services	1,120	0	2,801	<u>5,000</u>		
520400 Advertising & Publicity	937	283	1,000	<u>1,000</u>		
521000 Office Supplies	2,156	1,408	2,737	<u>2,737</u>		
521100 Duplicating	3,198	1,395	5,500	<u>5,500</u>		
524000 Building Insurance	208	154	323	<u>361</u>		
524201 General Tort Liability Insurance	3,741	2,213	4,538	<u>4,870</u>		
525000 Telephone	700	325	800	<u>800</u>		
525010 Long Distance Charges	33	22	50	<u>0</u>		
525020 Pagers and Cell Phones	6,368	3,264	8,800	<u>8,800</u>		
525100 Postage	1,794	906	2,000	<u>2,000</u>		
525210 Conference & Meeting Expenses	17,794	20,563	22,917	<u>20,034</u>		
525230 Subscriptions, Dues, & Books	32,188	32,012	32,300	<u>33,330</u>		
525240 Personal Mileage Reimbursement	0	0	250	<u>500</u>		
525300 Utilities - Admin. Bldg	14,330	9,456	12,500	<u>18,912</u>		
529000 Unclassified	2,542	1,144	2,327	<u>2,500</u>		
529940 Judicial Center Dedication Expenses	5,261	0	0	<u>0</u>		
* Total Operating	92,764	73,539	99,313	<u>106,814</u>		

**** Total Personnel & Operating**

432,821 241,421 453,795 461,296

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**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: General Administration
Organization: 101100 - County Council

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Agencies Appropriations						
534002 Central Midlands Regional Plan. Coun.	126,406	63,203	126,406	<u>126,406</u>		
534011 Clemson Extension Service	34,678	17,339	34,678	<u>34,678</u>		
534012 Pine Ridge Armory	3,000	3,000	3,000	<u>3,000</u>		
534013 Platt Springs Armory	3,000	3,000	3,000	<u>3,000</u>		
534014 Batesburg Armory	3,000	3,000	3,000	<u>3,000</u>		
534015 Soil and Water Conservation	36,973	18,487	36,973	<u>0</u>	Funded in General Fund	
534016 Babcock Center	15,000	7,500	15,000	<u>15,000</u>		
534017 Council on Child Abuse & Neglect	15,000	7,500	15,000	<u>22,000</u>		
534018 Sistercare, Inc.	6,000	3,000	6,000	<u>6,000</u>		
534028 Sexual Trauma Services (Rape Crisis Net.)	10,000	5,000	10,000	<u>10,000</u>		
534029 Aiken/Barnwell C.A.P.	5,000	2,500	5,000	<u>15,570</u>		
534217 Cultural Council of Richland/Lexington	40,000	20,000	40,000	<u>50,000</u>		
Greater Columbia Community Relations Council	Under	2400-181201-573109	(HUD)			
* Total Agencies Appropriations	298,057	153,529	298,057	<u> </u>		
Capital						
540000 Small Tools & Minor Equipment	1,218	949	1,122	<u>1,229</u>		
540010 Minor Software	144	506	546	<u>0</u>		
00000 All Other Equipment	3,159	1,350	23,723	<u>2,875</u>		
00000 Codification				<u>2,736</u>		
** Total Capital	4,521	2,805	25,391	<u>6,840</u>		

Additional Agencies Appropriations Request

Capital Senior Center	33,000
Midlands Education & Business Alliance	130,000
Dickerson Advocate Center	<i>25,000</i>
<i>AMERICAN RED CROSS</i>	<i>10,000</i>

***** Total Budget Appropriation** 735,399 397,755 777,243 971,178

SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Administration
Program II - N/A
Program III - N/A

Program I: Administration

Objectives:

To provide the citizens of Lexington County the highest level of service at the most economical cost. To adopt policies and enact legislative actions which protect and provide the utmost quality of life possible. Maintain the official records of the County. Provide courteous and prompt response to citizens' calls, requests, complaints and issues which require Council consideration. Prepare agenda packages containing background information for Council, staff, and press. To gather and process information needed by other departments and the public resulting from Council meetings. Maintain working relationship with all elected and appointed officials.

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Chairman	1	1		1	Unc
Vice Chairman	1	1		1	Unc
Council Member	7	1		7	Unc
Assistant to Council	1	1		1	Unc
Clerk to Council	1	1		1	Unc
Total Positions	<u>11</u>	<u>11</u>		<u>11</u>	

SECTION V. B - OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE **\$470**

This contract covers any repairs to the punch/bind machine which is used by numerous departments. It has been cost effective to maintain the contract rather than pay for service/repair calls. There is a minimum charge for a service call (\$125.00) which does not include the cost of parts. Contract amount for FY 04-05 was \$394.00.

520300 - PROFESSIONAL SERVICES **\$5,000**

Funds in this account are used for any special studies or services.

520400 - ADVERTISING & PUBLICITY **\$1,000**

These funds are used to defray the cost of publishing notices of public hearings as required by state statute.

521000 - OFFICE SUPPLIES **\$2,737**

This account is used to pay for such things as pens, paper clips, legal pads, shorthand pads, etc.

521100 - DUPLICATING **\$5,500**

Funds in this account are used for copying agenda packages, agendas and committee schedules for distribution to those on subscription list and to public at meetings, various information/correspondence to be distributed to Council members, etc.

524000 - BUILDING INSURANCE **\$361**

To cover the cost of allocated building insurance per schedule.

524201 - GENERAL TORT LIABILITY INSURANCE **\$4,870**

To cover the cost of general tort liability insurance.

525000 - TELEPHONE **\$800**

Allocated for expense of phone line 359-8103 and 359-8628 for Council's offices; (sixth and second floor). The estimated cost per line per phone is 19.95 including tax. This includes cost for relocation of lines or for additional lines.

525020 - PAGERS AND CELL PHONES **\$8,800**

Each Council member is provided a pager; Council and staff are equipped with a cell phone. This covers the monthly fees for both the pagers and phones.

9 pagers @ \$8.74 a month

\$8.00 for service + \$.40 for 5% sales tax + \$.34 for universal service fund charge

$\$8.74 \times 9 = \$78.66 \times 12 = \$943.92$

6 Nextel phones

National Shared Value 300 Plan at \$34.99 a month for service

2.50 - Detailed Billing

1.13 - Estimated Universal Service Assessment (3%)

.59 - Estimated SC 911 Tax

1.88 - Estimated SC Sales Tax (5%)

41.09 - Per Month for S. Davis, T. Cullum, J. Owens, D. Burnett, D. Black and J. Jeffcoat

$41.09 \times 6 = \$246.54 \times 12 = \$2,958.48$

**SECTION V. B. - OPERATING LINE ITEM NARRATIVES
CONTINUATION**

3 Nextel phones

National Shared Value 500 Plan at \$44.99 a month for service

2.50 - Detailed Billing

1.43 - Estimated Universal Service Assessment (3%)

.59 - Estimated SC 911 Tax

2.38 - Estimated SC Sales Tax (5%)

51.89 - Per Month for J. Carrigg, B. Keisler and B. Rucker

$51.89 \times 3 = \$155.67 \times 12 = \$1,868.04$

2 Nextel phones

Team Share 400 Plan at \$32.99 a month for service, \$1.00 a month for voice mail, \$1.00 a month for caller I.D.

2.50 - Detailed Billing

1.43 - Estimated Universal Service Assessment (3%)

.59 - Estimated SC 911 Tax

1.66 - Estimated SC Sales Tax (5%)

41.17 - Per Month for B. Derrick, D. Summers

$41.17 \times 2 = \$82.34 \times 12 = \988.08

525100 - POSTAGE

\$2,000

Covers the cost of all mailings to Council and general public.

525210 - CONFERENCE & MEETING EXPENSES

\$20,034

This account is used to cover the annual SCAC Conference; Mid-Year Conference; and refreshments for Council meetings. Nine (9) members and (1) staff person attend SCAC Annual Conference held in August.

SCAC Conference - Registration - $\$325.00 \times 10 = \$3,250.00$

Institute Registration - $\$45.00/\text{course} \times 15 = 675.00$

Housing - $\$177.10 \times 5 = \$885.50 \times 10 = 8,855.00$ (Based on 5 nights)

Mileage - $360 \times 37.5 = \$117.00 \times 10 = 1,053.00$

Meals - $\$30.00 \times 5 = \$170.00 \times 10 = 1,500.00$

SCAC Coalition - Registration - $\$120.00 = \120.00

SCAC Legislative Conference - Registration - $\$135.00$

Housing - $\$122.08 \times 3 = 366.20$

Mileage - $300 \times 37.5 = 112.50$

Meals - $\$30.00 \times 3 = 90.00$

Council Meeting Expense - 24 Meetings Per Year; $\$125.00$ Estimated Cost Per Meeting

$24 \times 125.00 = \$3,000.00$

**SECTION V. B. - OPERATING LINE ITEM NARRATIVES
CONTINUATION**

Assistant Clerk to Council to attend Clerk to Council conferences to obtain certification.

SCAC Conference - Registration - 135.00 x 2 =	\$270.00
Lodging - \$61.60 x 2 = 123.20 x 2	246.400 (Based on 2 nights)
Mileage - 320 x 37.5 = \$120.00 x 2 =	240.00
Meals - \$30.00 x 2 = \$60.00 x 2 =	120.00

There are three scheduled meetings (February, August, and October)

525230 - SUBSCRIPTIONS, DUES & BOOKS \$33,330

SCAC Annual Dues - \$28,477.46; NACO Dues estimated at \$4,500; SC Legislative Council (SC Code Supplement) \$300.00; S.C. Clerks to Council Association Dues at \$50.00

525240 - PERSONAL MILEAGE REIMBURSEMENT \$500

Covers Council members' personal mileage other than that covered under Conference and Meeting Expenses.

525300 - Utilities \$18,912

Based on first six months of FY 04/05 at \$1,576.00 x 12

529000 - Unclassified \$2,500

Funds allocated are used to frame resolutions adopted by Council and flowers or memorials for funerals.

000000 - Boards and Commissions' Banquet \$10,370

This appropriation will be used to recognize individuals who are appointed by Council who volunteer on various Boards and Commissions for the County and its citizens.

Banquet Dinner

Dinner @ \$25/Dinner (includes tax and service charge = \$	8,050
Individual tribute to service @ \$10 for 132 =	1,320
Entertainment/Setup/Decorations	750
Invitations	<u>250</u>
	\$10,370

SECTION V . C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUESTS

540000 - Small Tools & Minor Equipment \$1,229

To cover the cost to replace phones and beepers. The cost of the I-530 phone, carry holster, car charger, and desk charger including tax is $\$162.71 \times 5 = \813.55 . To cover the cost of evaluating Nextel phones for repair. The evaluation fee is $\$35.00$ per phone $\times 9$. Purchase an electric stapler at a cost of $\$100.75$ including tax.

900000 - Codification \$2,736

To cover the cost of codifying and recodifying ordinances.. To purchase 10 complete sets of the Lexington County Code through Supplement No. 3 with binders and tabs $\$1081.95$ plus estimated freight and tax $\$154.10$.

900000 - Recording System - KORG CR4 \$580

To cover the cost of replacing current recording system in Council Chambers. Due to the age of the unit (10 years plus) it has become difficult to locate replacement parts. The current system has been refurbished twice. The cost of a KORG CR4 is $\$579.39$ including tax and freight.

900000 - Roamabout R2Wireless Network \$2,295

To support vendors/representatives with laptops whom visit our county to make presentations with wireless laptops. This will work to eliminate some of the wiring to simply gain network access or access out to Internet or to the County's intranet.



February 18, 2005



Mr. William A. Brooks, Administrator
Lexington County
212 South Lake Drive
Lexington, SC 29072

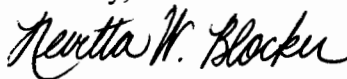
Dear Art:

As per the instructions, we have enclosed the request of Central Midlands Council of Governments for an appropriation from Lexington County to help support the FY2005-06 work program. Our request of Lexington County is \$126,406 for regional dues.

Please note that we use the dues paid by our member governments to provide grant matching and staff support for over \$10 million in federally funded programs and projects, many of which will benefit Lexington County. The estimated utilization of the funding from Lexington County is 100 percent.

As always, we appreciate the continued support of Lexington County and we look forward to working with you in FY2005-06. If you have any questions, please contact me. My email address is nwhitaker@centralmidlands.org and the telephone number is (803) 376-5390.

Sincerely,

for 
Norman Whitaker
Executive Director

Enclosure

cc Lexington County Board Members

1-8

Serving Local Governments in South Carolina's Midlands

**Central Midlands Council of Governments
Proposed Budget for FY2005-06**

		FY2004-05 Approved <u>Budget</u>
<u>Revenue Sources</u>		
Local Revenue:		
Member Governments	447,188	447,188
State Aid	81,997	81,997
Interest Income	15,000	15,000
Sale of Data & Publications	15,000	17,000
Local Revenue-Matching Federal Programs	0	57,500
Fund Balance Allocation-Building Renovations	0	100,000
Total Local Revenue	<u>559,185</u>	<u>718,685</u>
Regional Programs:		
Aging Planning and Administration	307,476	307,476
Ombudsman Program	224,211	224,211
Workforce Development Program	736,000	733,619
Transit - Section 5303	84,881	71,418
Transit - Section 5307	426,140	593,940
SC6 Corridor Study/PE	0	5,000
Federal Highway Administration	425,000	384,831
State (Rural) Highway Planning	50,000	75,000
Economic Development Administration	52,000	52,000
Community Development Block Grant - Planning	50,000	50,000
Water Quality Planning	19,000	19,000
Total Regional Programs	<u>2,374,708</u>	<u>2,516,495</u>
Grant Administration:		
Community Development Block Grants	105,000	95,000
Total Grant Administration	<u>105,000</u>	<u>95,000</u>
Local Technical Assistance	30,000	19,250
Total Operating Revenue	<u>3,068,893</u>	<u>3,349,430</u>
Pass-Through Revenue		
Aging	2,210,000	1,919,358
Workforce Development Program	4,437,697	4,437,697
Transportation	310,000	5,050,000
Total Pass-Through Revenue	<u>6,957,697</u>	<u>11,407,055</u>
Total Revenue	<u>10,026,590</u>	<u>14,756,485</u>

**Central Midlands Council of Governments
Proposed Budget for FY2005-06**

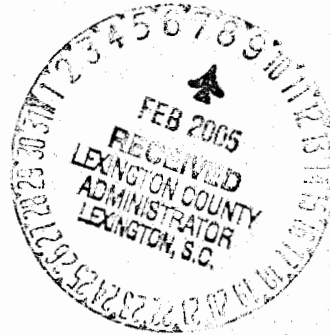
		FY2004-05 Approved Budget
<u>Expenses</u>		
Operating Expenses:		
Personnel Costs	2,252,013	1,936,150
Employee Training	87,000	84,898
Insurance, Legal, Audit	130,075	146,000
Office Operations	127,100	171,617
Transportation	100,100	98,250
Building & Equipment	97,605	121,520
Total Operating Expenses	2,793,893	2,558,435
Non Operating Expenses:		
Deferred Maintenance	10,000	10,000
Equipment	30,000	33,600
Building Renovations	0	199,000
Carpet Replacement	0	16,000
Consultants and Contracts	235,000	532,395
Total Non Operating Expenses	275,000	790,995
Pass-Through Expenses:		
Aging	2,210,000	1,919,358
Workforce Development Program	4,437,697	4,437,697
Transportation	310,000	5,050,000
Total Pass-Through Expenses	6,957,697	11,407,055
Total Expenses	10,026,590	14,756,485

COOPERATIVE EXTENSION SERVICE



gave orig to Clean for Budget - Ben

February 3, 2005



Mr. William A. Brooks
Lexington County Administrator
212 South Lake Drive
Lexington SC 29072

Re: **BUDGET REQUEST - 2005-2006**

Dear Mr. Brooks:

The Lexington County Clemson University Cooperative Extension Service is requesting the following resources for Fiscal Year 2005-2006 to insure that our staff is able to deliver the unbiased, research-based information from the University to the citizens of Lexington County. This was the intent with the signing of the Smith-Lever Act of 1914 to perpetuate the cooperative agreement between federal, state and county governments to see that their citizens were assured of receiving accurate, scientifically-based knowledge to improve the quality of their lives.

The enclosed informational packet will give you an insight to the goals and objectives of the Clemson Cooperative Extension Service and the priorities chosen for Lexington County. Based upon those priorities, the support funding requested will be used to address issues and needs in the county. You will note that, as directed by our Mission, the programmatic thrust will fall into Five Goals areas: Agrisystems Productivity and Profitability, Economic and Community Development, Environmental Conservation, Food Safety and Nutrition, and Youth Development and Families.

This year we are not requesting an increase in our appropriations from Lexington County. There is no expectation of a state mandated salary increase for the county-funded Agricultural Science Assistant II position.

Thank you for your support in the past and in the future of the Cooperative Extension Service. **We invest \$361,947 Federal and State dollars in Lexington County**, and we hope you feel that the money you spend is a wise investment as we work extremely hard in a pro active manner to be a catalyst for change for the short and long range benefit of the county.

If any of the above information needs further explanation, please call 359-8515.

Sincerely,

Kellye S. Rembert
Regional Extension Director

Attachments

cc: Dr. Fran Wolak
Mr. Bruce Rucker



1-11

605 WEST MAIN STREET, STE. 109 • LEXINGTON, SOUTH CAROLINA 29072-3557
TELEPHONE 803- 359-8515 - FAX 803- 359-4245

Clemson University Cooperative Extension Service offers its programs to people of all ages, regardless of race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, marital or family status and is an equal opportunity employer

Cooperative Extension Work in Agriculture and Homes Economics- State of South Carolina- Clemson University,
The United States Department of Agriculture and South Carolina Counties Cooperating Public Service Activities

**CLEMSON UNIVERSITY COOPERATIVE EXTENSION SERVICE
 LEXINGTON COUNTY, SOUTH CAROLINA
 APPROPRIATIONS REQUEST FOR FY 2005-2006
 SUMMARY OF REVENUE RECEIVED FROM ALL SOURCES INCLUDING
 LEXINGTON COUNTY**

1-12

<u>SOURCE</u>	A FY 03-04	B FY 04-05	C FY 05-06 REQUEST
LEXINGTON COUNTY APPROPRIATION	\$ <u>34,678.00</u>	\$ <u>34,678.00</u>	\$ _____
LEXINGTON COUNTY REQUEST	\$ <u>34,678.00</u>	\$ <u>35,100.00</u>	\$ <u>34,678.00</u>
STATE GOVERNMENT	\$ <u>415,171.00</u>	\$ <u>287,273.00</u>	\$ <u>287,273.00</u>
FEDERAL GOVERNMENT	\$ <u>100,604.00</u>	\$ <u>76,674.00</u>	\$ <u>74,674.00</u>
TOTALS	\$ <u>550,453.00</u>	\$ <u>398,625.00</u>	\$ <u>396,625.00</u>

SUBMITTED BY: Kellye Shembert

TITLE: REGIONAL EXTENSION DIRECTOR

DATE: FEBRUARY 3, 2005

LEXINGTON COUNTY, SOUTH CAROLINA
APPROPRIATIONS REQUEST FOR FY 2005-2006

AGENCY: CLEMSON UNIVERSITY COOPERATIVE EXTENSION SERVICE - Lexington County

DESCRIPTION OF AGENCY:

The Cooperative Extension Service, mandated by the Smith-Lever Act in 1914, operates under a unique agreement between local, state and federal governments and is administered by the Land Grant University in each state. The Clemson Extension Service in Lexington County is an arm of Clemson University which carries the latest research and development to county residents in fields of agriculture, home economics, 4-H, and community development.

Issue based educational programs based on the needs and interests as identified by local advisory councils are conducted by a staff of 8.3 professionals and para-professionals. These programs will enhance the management of our natural resources; foster improvement of agriculture; strengthen families as individuals and as a unit; enhance rural and community development; and develop human resources to include leadership and citizenship.

This mission recognizes the need for educational programs that contribute to consumer and producer welfare. Programs will be offered to people of all ages regardless of race, color, sex, religion, national origin or handicap.

GOALS AND OBJECTIVES:

FISCAL TEACHING EQUIVALENT
* (F.T.E.)

The 4-H and Youth Development Program

1.0

is the component of the South Carolina Cooperative Extension Service for youth between the ages of five and nineteen. Adults and youth working together on on topics of personal concern and betterment is the basic 4-H method of education. Assisting youth with current issues and helping them explore various career opportunities is a major goal of 4-H. The curriculum is aimed at improving the competency of the participant and improving their skill in coping with life situations. The opportunity to gain expertise in helping others learn and accomplish a task is of primary importance in the leadership phase of each experience. The program also provides opportunities and encourages youth to become actively involved in their community decision making process.

Every 4-H Unit is a branch classroom of Clemson University, every participant is touched by knowledge from Clemson University, and every 4-H leader is a volunteer staff member of Clemson University.

GOALS AND OBJECTIVES Continued

F.T.E's

Agricultural and Natural Resource Programming for

both urban and rural counties in South Carolina and the Nation is critical.

2.1

In Lexington County we have hired two trained permanent Agricultural Science Assistant II's for the cost of 1 FTE (Full Time Equivalent). Their job will be to handle consumer horticulture telephone calls and walk-in clientele. The goal is to release agents from the never-ending phone demands and allow them to do more pro active educational programming in commercial Agriculture.

Research based educational programs to meet the needs of Lexington County citizens are planned and implemented under the following national initiatives: Alternative Agricultural Opportunities, Competitiveness and Profitability of Agriculture, and the Conservation and Management of Natural Resources, including home and commercial horticulture.

Extension Home Economics Programs are planned and implemented to improve the knowledge and skills of homeowners and consumers. Programs address issues related to family and economic well being; improving Nutrition, Diet and Health - including subjects such as Environmental Concerns such as Food Safety and Water Quality.

1.0

Expanded Food and Nutrition a phase of Home Economics is a federally funded program directed to providing educational programs for limited resources to adults and youth on improved nutrition.

1.1

Community Development is coalition building with community leaders to address issues of the community and to seek out resources to help solve the, i.e. **Leadership Lexington County**. Task forces of volunteers are formed to multiply the effect of leadership skills development and to involve communities.

1.0

The Administrative Support Staff receive visitors, coordinate and maintain effective office procedures, establish harmonious relationships between agents and clients, assist clients, if possible, when agents are out of the office, assist agents in dissemination of information to local farmers, landowners, homeowners, and youth, implement and enforce policies and procedures set forth by the director, input and retrieve information from the Clemson University computer network for easy accessibility to agents and clients, prepare information and supporting data for meetings, maintain records' management system for office, make arrangements for meetings and conferences, serve as recorder of minutes, with responsibility for transcription and distribution to participants.

2.0

Administrative

.1

TOTAL STAFF

8.3

* 1 FTE equals approximately 230 workdays

1-14

SERVICE LEVEL INDICATORS

- 1,393 Educational Programs and activities conducted.
- 6,837 Participants completing educational programs.
- 6,958 Participants reporting increased knowledge.
- 2,096 Participants planning to adopt practices.
- 14,588 Clientele receiving information through “non-program” contacts such as telephone, office and farm visits.

(Full details are available by request through
CUMIS “Clemson University Management Information System”)

Mass media education is an important tool for us in our major metropolitan area.

- * wrote news articles for local papers based upon need and programmatic function
- * wrote monthly news article entitled “Lexington Homes” for the “Lexington County Chronicle”

Direct mail pieces:

Monthly Horticulture Newsletter - 321 recipients
“Green Sheet”

Bi-monthly Agriculture Newsletter - 211 recipients
“Crop News”

Quarterly Financial Management Newsletter - 479 recipients
“Focus On Family Matters”

Quarterly Forestry/Landowners Newsletter - 290 recipients

Periodical Agricultural, Home Economics & 4-H Mailings - 824 recipients
“Midlands Vegetable Production”
“Row Crop Production”
“Forestry/Landowners”
“Home Economics/Family Community Leaders”
“4-H & Youth”



LEXINGTON COUNTY CLEMSON EXTENSION SERVICE
Budget Request
2005-2006

Agriculture	\$ 1,339.00
Home Economics	\$ 1,520.00
4-H & Youth Development	\$ 3,726.00
Community Development	\$ 1,390.00
Administration	\$ 5,060.00
Agricultural Science Assistant II	\$ 21,643.00
TOTAL	\$ 34,678.00



**CLEMSON UNIVERSITY COOPERATIVE EXTENSION SERVICE
BUDGET OUTLINE
LEXINGTON COUNTY REQUEST
FY 2005-2006**

<u>TYPE OF EXPENSE</u>	<u>TOTAL</u>
Direct Program/Demonstration Support	\$ 7,975.00
 Agriculture & Natural Resources	 1,339.00
Agrisystems Productivity and Profitability	
Master Gardener Volunteer Program	
Commercial Horticulture	
Consumer Horticulture	
Forage Demonstration	
Row Crops	
Vegetable Crops	
Pesticide Applicator Licensing	
Livestock	
 Home Economics	 1,520.00
Food Safety & Nutrition Programs	
Food Preservation	
Healthy Family Life Styles	
Family and Community Leaders (FCL)	
 4-H Youth Development	 3,726.00
Volunteer Training & Development	
Awards Banquet	
School Enrichment Programs	
State Awards Congress	
4-H Gardening Program	
Poultry Barbecue	
4-H Equine Program	
Jr. Master Gardener	
 Community Development	 1,390.00
Leadership Lexington County	
Family and Community Education Programs	

Administration 5,060.00

- Printing Costs and Office supplies
- Office Support for Equipment Repair
- Agricultural SAT Programming, Satellite Systems
- Audio Visual Supplies
- Software and Hardware maintenance and Updates
- Professional Development
- Agent Travel

Agriculture Science Assistant II 21,643.00

TOTAL \$34,678.00

**HOME ECONOMICS
2005-2006
Budget Request**

Budget Items	2003-2004
DEMONSTRATION EQUIPMENT	\$425.00
VISUAL AIDS	\$200.00
COMPUTER PROGRAMS	\$200.00
DEMONSTRATION SUPPLIES	\$250.00
REFERENCE MATERIALS	\$300.00
PERIODICALS SUBSCRIPTION	\$145.00
TOTALS	\$ 1520.00

**4-H & YOUTH DEVELOPMENT
2005-2006
Budget Request**

Budget Items	2005-2006
4-H YOUTH EVENTS	\$ 2,000.00
4-H VOLUNTEER SUPPORT	\$ 575.00
4-H PROGRAM EQUIPMENT/SUPPLIES	\$ 500.00
4-H AWARDS	\$ 400.00
4-H MARKETING	\$ 251.00
TOTALS	\$3,726.00

**COMMUNITY DEVELOPMENT
2005-2006
Budget Request**

Budget Items	2005-2006
CHAMBER OF COMMERCE (3)	\$500.00
YOUTH LEADERSHIP LEXINGTON COUNTY MATERIALS	\$100.00
VOLUNTEER RECOGNITION	\$690.00
COMMUNITY DEVELOPMENT EDUCATIONAL PROGRAMMING	\$100.00
TOTALS	\$1390.00

**ADMINISTRATION
2005-2006
Budget Request**

Budget Items	2005-2006
OPERATIONS	\$ 2,525.00
PROFESSIONAL DEVELOPMENT	\$ 700.00
AGENT TRAVEL	\$ 1,835.00
	SUB TOTAL \$ 5,060.00
AGRICULTURAL SCIENCE ASSISTANT II	\$21,143.00
AGRICULTURAL SCIENCE ASSISTANT TRAVEL	\$ 500.00
	SUB TOTAL \$ 21,643.00
TOTALS	\$ 26,703.00

*B/L
Springdale
Pine Ridge
West Columbia*

**South Carolina Army National Guard
59th Troop Command
3528 Platt Springs Road
West Columbia, South Carolina 29170**

February 3, 2005

Lexington County Council
ATTN: Mr. William A. Brooks
212 South Lake Drive
Lexington, South Carolina 29072-3437



Re: FY 2005-2006 Fund Request

Dear Mr. Brooks:

The members of the 59th Troop Command wish to express their appreciation for the funds received last year from Lexington County. The South Carolina Army National Guard respectfully submits this request for funds for FY2005-2006. The three armories in Lexington County are: the Springdale Armory located on Platt Springs Road; the Pine Ridge Armory located on Fish Hatchery Road and the Batesburg Armory located on Armory Street. The operating cost for FY05-06 for the Springdale Armory is estimated to be \$41,000; \$45,000 for the Pine Ridge Armory and \$25,000 for the Batesburg Armory. The economic impact on the communities for these three armories for FY05-06 is estimated to be \$8,466,000.00.

As you know these armories were allocated \$3,000 last fiscal year and we are again asking for your support. In appreciation for the support rendered in the past, we have always attempted to provide access to this facility for Lexington County business at no charge. We allow many community, as well as individual activities to be held at these facilities. We have had Red Cross blood drives, police training seminars, census training classes, Airport High School functions, and marriages, to name just a few.

We appreciate the financial support provided to us by the County of Lexington. The funds received are utilized in making upgrades to the building and grounds in order to continue to provide the public, the County agencies and the soldiers that work here with a nice suitable facility.

If I can be of any further assistance, do not hesitate to call me at 806-2907.

Eddie H. Goff
EDDIE H. GOFF
Colonel, SCARNG
Deputy Commander

1-24



February 1, 2005

Mr. William Brooks
County Administrator
212 South Lake Drive
Lexington, South Carolina 29072

Dear Mr. Brooks,

This letter represents the annual budget request to Lexington County for the Babcock Center. We are requesting the same funding as we have received from the county in the past. Babcock Center is requesting \$15,000.00 to assist in providing services to county residents at our Three Fountains Work Activity Center.

Our Three Fountains program receives funding from the South Carolina Department of Disabilities and Special Needs, the United Way of the Midlands and Lexington County. Funding from the aforementioned sources provide services to 113 individuals who reside in Lexington County. In addition, Medicaid dollars are also utilized for residents of Lexington County group homes served at the program site.

The total projected budget for the Three Fountains Work Activity Center for fiscal year 2005 is \$1,113,685. This amount pays for staff assistance, vocational training, programming and transportation for the people we support. The contribution made by Lexington County continues to be critical in terms of Babcock Center providing needed services to people with disabilities and special needs residing in the county. The estimated utilization of total funding is 100 percent.

Sincerely,

Judith E. Johnson, Ed.D.
Executive Director

*Bridging the Gap
for People with Lifelong Disabilities*

1-25

Three Fountains WAC Projected 2005-2006

(Based on Current Operations 1/30/05)

ANNUAL

REVENUES

UNITED WAY	48,816
LEXINGTON COUNTY	15,000
SCDDSN (ALLOCATED)	1,049,869

TOTAL REVENUE **\$1,113,685**

SALARIES

ADMINISTRATION	35,610
HOME SERVICES	17,796
DIRECT CARE	610,612

TOTAL SALARIES **\$664,019**

BENEFITS

FICA	48,585
UNEMPLOYMENT	6,351
WORKMEN'S COMP.	63,148
HEALTH INSURANCE	54,330
PENSION	6,473
DENTAL	-
DISABILITY INSURANCE	1,133

TOTAL BENEFITS **\$180,019**

OTHER DIRECT EXPENSES

TRAVEL & MEALS	1,692
POSTAGE & PRINTING	2,436
TELEPHONE	3,504
FOOD	388
DENTAL	286
MEDICAL	2,684
LEASED EQUIPMENT	108
PROGRAM SUPPLIES	1,038
ELECTRICITY	11,394
WATER	1,806
EXTERMINATING	960
TRASH REMOVAL	1,178
MAINT. SUPPLIES	566
H'HOLD SUPPLIES	4,444
CONT. SERVICES	1,294
FURNIT. & FURNISH.	476
MAINT. CONTRACTS	450
FEES & LICENSES (Prop. Tax)	2,803
SEMINARS & TRAINING	16
PROP. INSURANCE	2,932

TOTAL OTHER EXP'S. **\$40,455**

Three Fountains WAC Projected 2005-2006

(Based on Current Operations 1/30/05)

ANNUAL

DEPRECIATION

DEPREC. BLD IMPROV.	3,252
DEPREC. BUILDING	6,558
DEPREC. EQUIPMENT	1,104
DEPREC. FURNITURE	200

TOTAL DEPRECIATION **\$11,114**

TOTAL DIRECT EXPENSES **\$895,607**

ALLOCATIONS

ADMINISTRATION	109,240
TRANSPORTATION	48,618
MAINTENANCE	9,176
VOCATIONAL SER.	51,044

TOTAL ALLOC. EXP. **\$218,078**

TOTAL EXPENSES **\$1,113,685**

NET INCOME **\$0**

February 18, 2005

Mr. William A. Brooks
County Administrator
212 South Lake Drive
Lexington, South Carolina 29072

Re: FY 2005-2006 Annual Budget

Dear Mr. Brooks:

Enclosed is the annual budget request for Prevent Child Abuse South Carolina (PCASC) for the FY 2005-2006. The requested amount is \$22,000 to support our Parent Aide Program and the Parent Education Parent Support (PEPS) program activities in Lexington County.

According to South Carolina Department of Social Service (SCDSS) records, between October 1, 2002 and September 30, 2003, the Lexington County Department of Social Services (LCDSS) received 1,079 reports of child abuse and neglect. After investigations, LCDSS determined that 289 of these cases were "founded" for abuse or neglect. Based on the average 1.7 children per household, this correlates to 491 children. Because of the problem of underreporting, the actual number may be as much as three times higher.

The Parent Aide Program consists of trained individuals who provide intensive in-home visits to parents who are experiencing difficulties in their parenting roles, in need of supportive assistance and are at a high-risk of abuse and/or neglect. Parent Aides work one-on-one with families to promote healthy, appropriate and stable family functioning, therefore reducing the risk and incidence of child abuse and neglect. Most families in the program are referred to Parent Aide by county DSS offices. Additionally, schools, faith groups and other agencies refer about 25% of the families. Families typically remain in the program for 12 months, however some families may stay longer.

The Parent Aide program has worked for several years to protect children and strengthen families in Lexington County. Most of these families have experienced some type of abuse and neglect and were referred by the Lexington County Department of Social Services. During 2004, forty-two (42) Lexington County families (59 adults, and 90 children) either entered or completed the Parent Aide program. On average just over 20 Lexington County families were served each month. Parent Aides provided 2,350 hours of service to Lexington County families. The average cost of 12 months of Parent Aide services/family is \$3,553 or \$31.20 per hour of service. The children of parents who successfully complete the program are able to live in stable and safer homes with their parents and thus avoid foster care.

Board of Directors

Denise Barker, MA*
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Pat Lawter
Vernon McCurry
Dawn Mercer
Elise Moore
Marty Phalen
David Yezbak

**Executive Committee*



When compared to the \$30,000 - \$35,000 per year/per child cost of foster care, the Parent Aide program is an investment that provides tremendous taxpayer savings.

The Parent Education Parent Support (PEPS) program is also offered to parents in Lexington County. PEPS is a 12-week course for adults who are experiencing difficulties in their parenting role. Thirty-four (34) Lexington County parents completed the course in 2004. The goals of the program are to help parents increase their knowledge of positive parenting techniques, increase formal and informal support systems and increase positive attitudes about parenting and about themselves. In a non-judgmental setting, parents work through their own issues with the support, acceptance and understanding of other parents. Participant parents maybe self-referred, referred by the Department of Social Services, local schools, community health clinics, attorneys, or Family Court. Trained volunteers teach PEPS classes and report weekly to the PEPS Coordinator.

Three PEPS courses are scheduled for Lexington County in 2005. The Lexington Baptist Church and the St. Simon & St. Jude Episcopal Church have both offered meeting space. Collaboration with faith-based groups helps us minimize costs and helps maintain our focus on providing high-quality services to needy parents.

Thank you for considering our 2005-2006 budget request. We appreciate your continued support of Prevent Child Abuse South Carolina and look forward to working with you in the future to protect children and strengthen families.

In Partnership,



Paul Teeple
Midlands Director

Enclosures



Prevent Child Abuse South Carolina
 Total Funding Sources for Parent Aide & PEPS Programs
 County of Lexington Budget Request

1. Total Funding Sources Anticipated

Revenue	Proposed Program Budget 2005 - 2006
United Way of The Midlands Investment	79,000
Other United Way Investments	21,000
Contributions	8,559
Government Fees & Grants	258,700
Lexington County Grants	22,000
Non-Government Fees & Grants	5,600
Program Services Fees / Income	3,300
Special Events	-
Investments	-
Other Income: (please list)	-
In-Kind Support	12,000
Total Program Revenue	410,159

2. Estimated Utilization of Total Funding

Expense	Proposed Program Budget 2005 - 2006
Direct Program Salaries & Benefits	292,638
Lexington County - Direct Program Salaries & Benefits	19,221
Professional Fee	9,981
Telephone, Postage, Shipping, Printing	6,406
Equipment Computers	8,449
Travel, Training, Conference	24,037
Lexington County - Travel	2,779
Occupancy	26,955
Other Program Expenses - Insurance	2,195
Other Program Expenses - Depreciation	8,593
Donated Items For Clients	8,905
Total Program Expenses	410,159

Program Participant Data Form

Organization Name: Prevent Child Abuse South Carolina
 Program Name: Parent Education Parent Support (PEPS)

34 Parents	40 Parents
36 Classes	36 classes

2004 (FY 2003-2004)		Number of People	
Gender	Male	Female	
	16	18	
Race/Ethnicity	African America	19	
	Asian		
	Hispanic		
	Caucasian	15	
	Other		
Geographic Area Served	Fairfield		
	Lexington	34	
	Newberry		
	Richland		

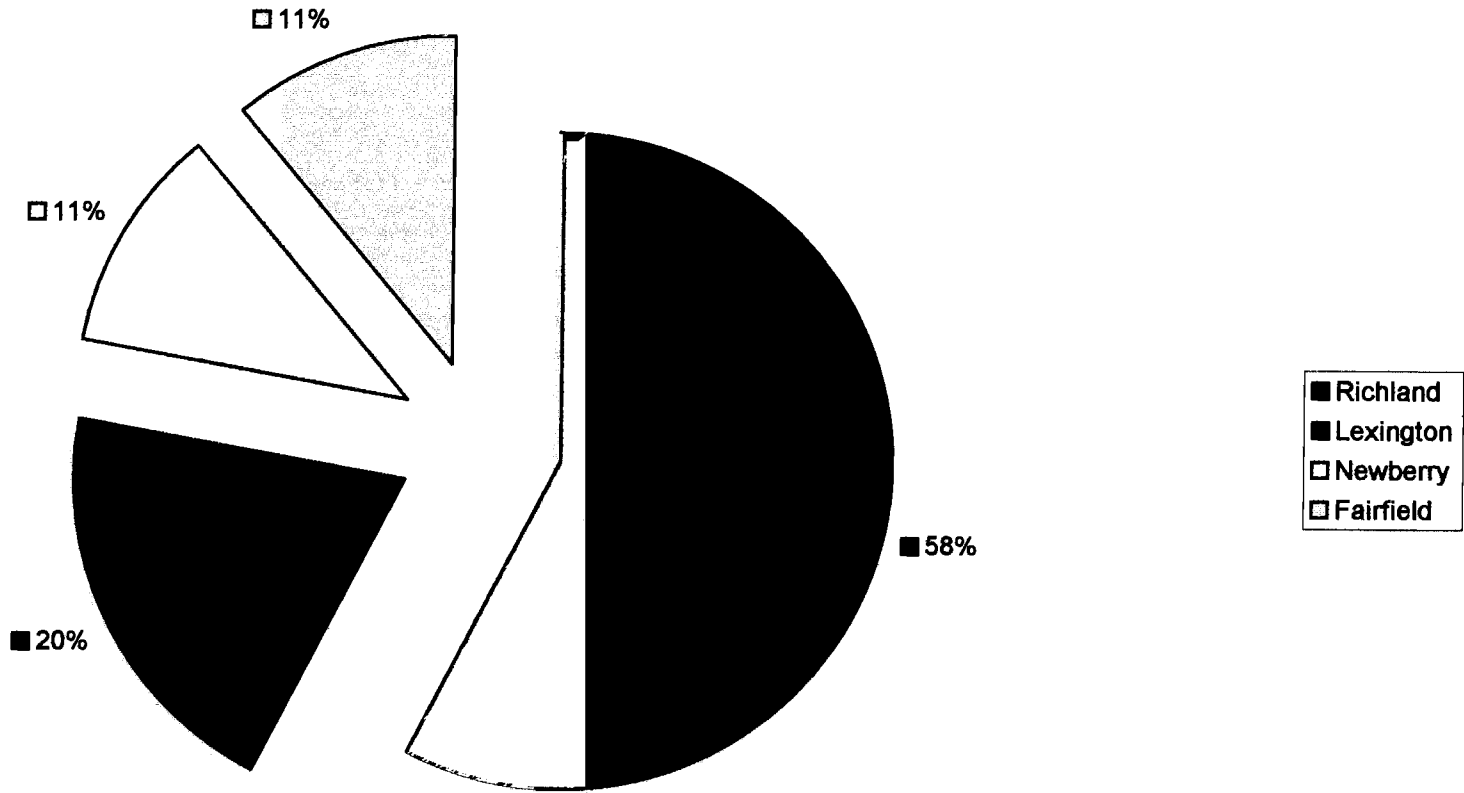
Program Participant Data Form

Organization Name: Prevent Child Abuse South Carolina
 Program Name: Parent Aide Program

149 Adults and Children	182 Adults and Children
2350 hours of services	2680 hours of service

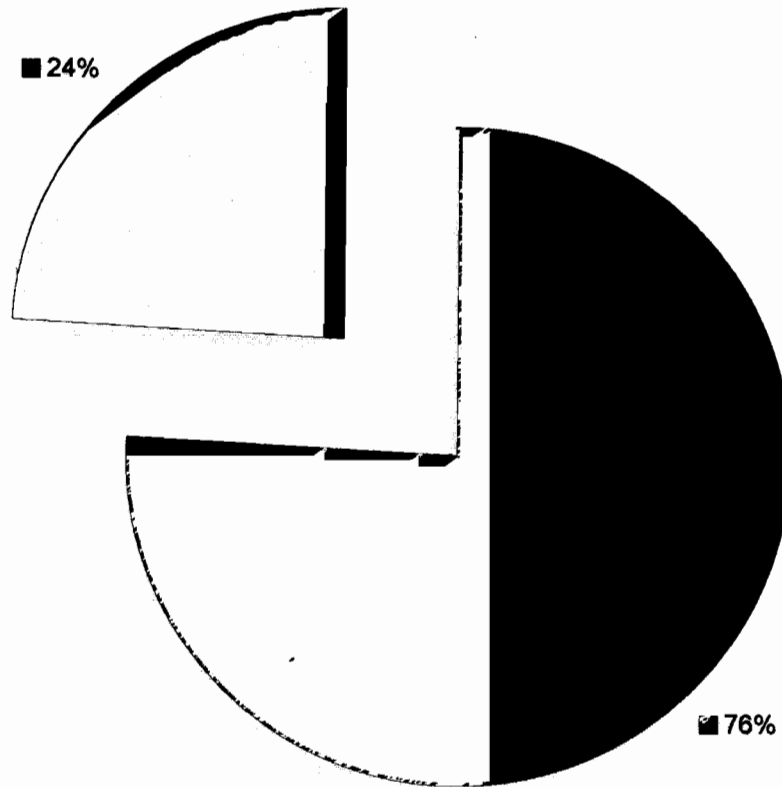
2001 (FY 2003-2004)	Number of People	
	Male	Female
Gender	67	82
Race/Ethnicity	African America	10 Families
	Asian	
	Hispanic	1 Family
	Caucasian	31 Families
	Other	
Geographic Area Served	Fairfield	
	Lexington	42 Families
	Newberry	
	Richland	

Parent Aide Families Served



1-33

PEPS Participants



■ Richland
■ Lexington

1-34



Sistercare

PO Box 1029

Columbia, SC 29202

803 926-0505

Fax 803 794-0098

February 4, 2005

Mr. William A. Brooks, County Administrator
County of Lexington
212 South Lake Drive
Lexington, SC 29072



Dear Mr. Brooks:

Enclosed please find Sistercare's \$6,000 request to the County of Lexington for the fiscal year 2005-2006 budget. Funding this request will assist Sistercare in providing emergency shelter and essential services for Lexington County domestic violence victims. Lexington County battered women and their children receive admissions priority at Sistercare's two Lexington County emergency shelters, even though our agency serves four other counties.

Sistercare's emergency shelter program provides a comprehensive continuum of services, free of charge, to help prevent further violence to County battered women and their children and to stop the intergenerational perpetuation of violence.

The County of Lexington's financial support is necessary to ensure the provision of emergency shelter for Lexington County battered women and their children who are in imminent danger from domestic violence. Sistercare's board of directors will appreciate the County of Lexington's continued support.

Sincerely,

Nancy Barton
Executive Director
ld
Enclosure



1-35

1.) **Total funding sources anticipated for Sistercare in FY 2005-2006 are as follows:**

FUND I - General Operations

Contributions	347,000
Board Fund Raisers	108,000
United Ways	133,738
Private Foundations	186,500
State Funds	397,848
Local Government Funds	40,700
County of Lexington	6,000
Federal Grants	618,807
Investment Income	11,000
Other Income	0
Reserve	30,000

Subtotal \$1,879,593

FUND II - Capital

Capital Endowment	140,000
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Subtotal 140,000

TOTAL **\$2,019,593**

2.1) **Estimated utilization of total funding anticipated for Sistercare in FY 2005-2006 is:**

Fund I - General Operations

Salaries	1,200,835
Health/Retirement Benefits	209,684
Payroll Taxes	106,727
Professional Fees	31,825
Supplies	53,000
Telephone and Postage	36,600
Occupancy	141,816
Equipment and Maintenance	9,500
Printing and Publications	10,400
Travel	56,600
Assistance of Clients	5,000
Membership Dues and Fund Raiser Expenses	11,250
Insurance	6,356

Subtotal \$1,879,593

FUND II - Capital

Counseling and Administration Building	125,000
Equipment	15,000

Subtotal \$140,000

TOTAL **\$2,019,593**

2.2) Estimated utilization of Lexington County funding FY 2005-2006.

Funding from Lexington County will be used to help operate Sistercare's two Lexington County emergency shelters for battered women and their children.

3.) Service level indicators for 2004 were:

<u>Sistercare Programs</u>	<u>a. Total Number of Domestic Violence Victims Served by Sistercare</u>	<u>b. Lexington County Residents Served by Sistercare</u>
Emergency Shelter and Essential Services, including Counseling	649 battered women and their children sheltered	181 Lexington County battered women and their children were sheltered for an average of 28 days and provided with essential services
Crisis Line (24 Hours a Day)	8,219 calls answered	2,223 Lexington County domestic violence victims responded to with information, referral, or crisis counseling
Court Advocacy, Follow Up, Community Counseling Support Groups, and Hospital Crisis Intervention	3,168 domestic violence victims received support services	1,406 Lexington County domestic violence victims living in the community received support services, such as individual counseling, group counseling, court advocacy, and follow up
Community Education Services	10,209 persons received information about domestic violence	4,538 persons in Lexington County learned about domestic violence and Sistercare's services

February 18, 2005

Mr. William A. Brooks
County Administrator
212 South Lake Drive
Lexington, SC 29072



Dear Mr. Brooks,

On behalf of Sexual Trauma Services of the Midlands (STS), I would like to thank the Lexington County Council for their past support as well as submit our request for funding for the upcoming year. STS persists in providing quality and essential services to the residents of Lexington, Newberry and Richland counties. We ask that you continue funding STS for the fiscal year of 2005-2006 in the amount of \$10,000.

We are please to report that two additional Lexington County School Districts have been cleared to receive our education program offerings. We will be piloting selected curriculum in Lexington District One and have received full approval to offer presentations in Lexington/Richland Five. Our community education program delivered information to 2,876 persons, more than double 2003 and tripled from 2002. As in the past, the requested amount will continue to support basic services for survivors of sexual assault and their family members. These services include:

- 24-hour crisis intervention,
- hospital accompaniment,
- legal advocacy,
- individual and group counseling, and,
- community education to schools and civic organizations.

Enclosed is our approved 2004-2005 agency budget, list of our Board of Directors and the table showing the number of persons served in 2002, 2003, and 2004. If you need further information regarding this request, please do not hesitate to call me at 252-8393.

Once again, thank you for your past support of Sexual Trauma Services of the Midlands. Your willingness to fund this work has ensured that those in need of these services are able to find the assistance they seek.

Sincerely,

Carol M. Wyatt M.Ed., LISW
Executive Director
Enclosures

200 i greene street
suite d
columbia, sc
29205

1-38

no. 803.252.8393
fx. 803-252.0814

Persons Serviced in the Years 2004, 2003, & 2002

PROGRAM	Lexington	Newberry	Richland	Other	Total
Victim Advocacy	280	41	529	225	1,075
Group Services	58	7	137	190	392
Community Education	2,876	220	3,817	122	7,035
TOTAL					8,502

PROGRAM	Lexington	Newberry	Richland	Other	Total
Victim Advocacy	298	39	670	263	1,270
Group Services	55	-	170	17	242
Community Education	1,250	116	4,700	213	6,279
TOTAL	1,603	155	5,540	493	7,791

- In Richland County, 153 of these were 17 and under and 23 were under 12.
- In Lexington County 64 were 17 and under.

PROGRAM	Lexington	Newberry	Richland	Other	Total
Victim Advocacy	257	31	516	182	986
Group Services	42	-	48	14	104
Community Education	776	207	2,939	227	4,149
TOTAL	1,075	238	3,503	423	5,239

2001 greene street
 suite d
 columbia, sc
 29205

1-39

no. 803.252.8393
 fx. 803-252.0814

SEXUAL TRAUMA SERVICES OF THE MIDLANDS
2004-2005 Board of Directors

Chair	Secretary - Treasurer
<p align="center">Janet E. Heuer Vice President Corporate Education First Citizens Bank of SC P.O. Box 29 Columbia, SC 29202 (W) 803-733-3626 (F) 803-312-8815 (H) 803-787-0740 janet.heuer@firstcitizenonline.com</p>	<p align="center">Shirley Kuiper 310 Skipperling Lane West Columbia, SC 29169 (H) 803-794-3161 (F) 803-794-3161 (Tree House) 828-625-9430 skuiper@bellsouth.net</p>
At Large Member	At Large Member
<p align="center">Ellen M. Moore Director of Business and Community Relations USC-Moore School of Business 1705 College St. Columbia, SC 29208 (W) 803-777-2910 (H) 803-779-7676 emoore@moore.sc.edu</p>	<p align="center">David Wilson Deputy Chief, Richland Co Sheriff's Department Post Office Box 143 Columbia, SC 29223 (W) 803-576-3133 dwilson@rcsd.net</p>
<p align="center">Nancy K. Cornette Human Resources Professional 2809 Heyward St. Columbia, SC 29205 (H) 803-748-7134 nancycornette@yahoo.com</p>	<p align="center">Janet Hill Dupree Retail Advertising Manager, The State 109 Turkey Pointe Circle Columbia, SC 29223 (W) 803-771-8650 (F) 803-771-8680 (H) 803-462-1857 jhill@thestate.com hill7740@bellsouth.net</p>
<p align="center">Sewell Gelberd Owner, Logan Raye Salon & Spa 801 Gervais St. Columbia, SC 29201 (W) 803-929-1130 (H) 803-799-4137 (F) 803-929-1945 sgelberd@loganraye.com</p>	<p align="center">John Jeffcoat Banker, Regions Bank 300 Bradford Lane Columbia, SC 29223 (W) 803-865-9255 (H) 803-865-2240 (F) 803-865-1498 Johnson.Jeffcoat@regions.com</p>
<p align="center">Kaye Jones Operations Manager II Colonial Life & Accident Insurance Co. 1380 Railfence Dr. Columbia, SC 29212 (W) 803-213-7458 (F) 803-213-7243 (H) 803-749-7801 KCJones@unum.com</p>	<p align="center">Harris Pastides VP for Research & Health Sciences University of South Carolina 110 Osborne Administration Building Columbia, SC 29208 (W) 803-777-5458 (H) 803-419-4500 pastides@sc.edu Asst: Pam Pope</p>
<p align="center">Randal M. Senn Chief Information Officer SCANA Services SCANA Corporation 1426 Main Street Columbia, SC 29201 (W) 803-217-9447 (H) 803-356-6958 rsenn@scana.com Asst: Sharon Goff 217-9645</p>	<p align="center">Helen Tate Assistant Professor of Communication Chair of the Dept. of Communication & Theater Columbia College 1301 Columbia College Dr. Columbia, SC 29203 (W) 803-786-3661 (H) 803-865-0406 htate@colacoll.edu</p>

1-40

Sexual Trauma Services of the Midlands

Revenues	05-06 Budget Projected	04-05 Budget	03-04 Budget	Budget Variance (05-06 less 04-05)
Contributions	\$22,528	\$69,742	\$45,000	(\$47,214)
Lexington County	\$10,000	\$10,000	\$10,000	\$0
Lex Med Center	\$25,000	\$25,000	\$25,000	\$0
Newberry County	\$5,000	\$5,000	\$5,000	\$0
City of Columbia	\$7,000	\$5,400	\$5,600	\$1,600
Richland County	\$11,312	\$11,312	\$0	\$0
Richland County: CVF		\$0	\$15,000	\$0
DHEC	\$95,743	\$95,743	\$95,958	\$0
VOCA	\$225,792	\$156,019	\$153,280	\$69,773
United Way of Mid.	\$21,199	\$21,199	\$20,000	\$0
Special Events:	\$23,000	\$18,500	\$12,500	\$4,500
<i>Hopelights</i>	\$6,000			
<i>Trustus</i>	\$5,000			
<i>Golf Tournament</i>	\$10,000			
<i>Other Special Events</i>	\$2,000			
Program Service Fees	\$500	\$1,000	\$1,000	(\$500)
Interest Income	\$500	\$1,000	\$1,000	(\$500)
Corp & Other Major Donors	\$5,000	\$5,000	\$2,000	\$0
Other Funding:	\$26,250	Other Funding: \$31,795	Other Funding: \$30,000	(\$5,545)
BCBS	\$10,000	BCBS	\$10,000	
Trinity Cathedral	\$3,000	Trinity	\$3,000	
St. Martin's-in-the-fields	\$2,250	St. Martin's	\$2,250	
Target	\$1,000	Sam's Club	\$1,000	
New Morning Foundation	\$10,000	New Morning	\$10,000	
		Carry over NCCDVN	\$5,545	
Total Revenue	\$478,824	\$456,710	\$421,338	\$22,114

Sexual Trauma Services of the Midlands

Expenses	05-06 Projected Budget	04-05 Budget	03-04 Budget	Budget Variance (05-06 Less 04-05)
Salaries	\$282,349	\$284,455	\$258,118	(2,106.05)
Payroll Taxes	\$22,824	\$20,700	\$20,423	2,123.86
Employee Benefits	\$45,720	\$42,525	\$30,040	3,194.65
Occupancy	\$38,000	\$38,000	\$37,154	0.00
Telecommunications	\$7,000	\$6,000	\$7,000	1,000.00
Postage	\$3,000	\$2,500	\$5,000	500.00
Office Supplies	\$6,900	\$6,500	\$7,700	400.00
Office Equipment (Depreciation)	\$1,000	\$1,000	\$2,146	0.00
Fundraising	\$11,020	\$2,800		8,220.00
STS Publications	\$2,100	\$1,400		700.00
Education & Promotion	\$2,500	\$1,500	\$8,500	1,000.00
General Insurance	\$5,100	\$4,400	\$4,600	700.00
Prof. Memberships	\$1,400	\$1,200	\$2,500	200.00
Repairs & Maintenance	\$4,800	\$4,800	\$4,100	0.00
Copier Lease	\$3,182			3,181.80
Employee Direct Service Mileage	\$2,200	\$2,000	\$4,000	200.00
Employee Operational Mileage	\$900	\$700		200.00
Professional Dev.	\$3,000	\$2,700	\$4,000	300.00
Agency Sponsored Meetings	\$1,000	\$500	\$2,000	500.00
Contract Services	\$24,030	\$24,030	\$20,757	0.00
CPA Services	\$4,500	\$4,200	\$4,200	300.00
Miscellaneous	\$1,600	\$1,600	\$1,800	0.00
Assist. Survivors	\$1,700	\$2,000	\$1,500	(300.00)
Volunteer Program	\$3,000	\$2,000		1,000.00
Total Expenses	\$478,824	\$457,510	\$425,538	21,314.26

7-42

AIKEN/BARNWELL/LEXINGTON COMMUNITY ACTION COMMISSION, INC.

GEORGE A. ANDERSON
EXECUTIVE DIRECTOR

JAMES C. MILLEDGE
CHAIRMAN OF THE BOARD



P.O. BOX 2066
AIKEN, SOUTH CAROLINA 29802
(803) 648-6836
FAX (803) 649-1588

February 14, 2005

Mr. William A. Brooks, County Administrator
County of Lexington
212 South Lake Drive
Lexington, South Carolina 29072

Dear Mr. Brooks:

The following information is provided in response to your letter of January 24, 2005 concerning budget requests. Our Agency is very appreciative of the past funding that has been provided by Council which supports our programmatic activities directed to the needy and disadvantaged citizens in Lexington county.

Pursuant to our funding request, we provide the following information:

1. We anticipate the receipt of approximately six million five hundred thousand dollars in total funding;
2. Attachment #1, Projected Funding for 2005, details anticipated funding for the three-county areas (Aiken, Barnwell and Lexington counties);
3. The enclosed Program Overview (Attachment #2) provides information about the services provided in all counties during 2004. Additionally, we have enclosed an Agency brochure.

We are requesting funding from Lexington County in the amount of \$15,570. In the past, Lexington county funding has enabled our Agency to provide housing and emergency services to customers in Lexington County with no interruption in service for the last several years. We have excellent working relationships with other Lexington county service entities and this coordination has assisted in our avoiding duplication of service.

The need for assistance in Lexington and in the other counties that we serve has continued to steadily increase with fewer resources from which to draw. Lexington County funding has been utilized to supplement and to offset gaps in other funding by providing our Lexington office with necessary customer application supplies, office maintenance and temporary staffing as needed.

PROGRAM AREAS:

1-43

CENTRAL OFFICES LOCATED AT
291 BEAUFORT STREET, NE

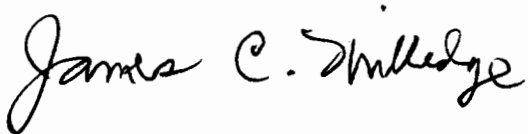
INDIRECT COST • WORKFORCE INVESTMENT ACT • COMMUNITY SERVICES BLOCK GRANT
WEATHERIZATION • HEAD START • RETIRED SENIOR & VOLUNTEER • ENERGY ASSISTANCE
WELFARE TO WORK • FOSTER GRANDPARENT



Mr. William A. Brooks
February 14, 2005
Page 2

We would be more than happy to appear before Council to give a brief overview of our work and services in Lexington County and to present our request. Again, thank you for the courtesies extended. Please feel free to call with any questions.

Sincerely,

A handwritten signature in black ink that reads "James C. Milledge". The signature is written in a cursive style with a prominent initial "J" and a dot above the "i" in "Milledge".

James C. Milledge
Chairman of the Board

cc: George A. Anderson, CAC

Encl.

1-44

54-1

COST CATEGORIES	CSBG	FGP/RSVP	HEADSTART	WIA	ENERGY PROGRAMS
Salaries	251,159.00	120,225.00	1,107,261.00	288,534.00	107,993.00
In-kind					
Fringe Benefit	91,938.00	39,719.00	365,121.00	106,717.00	34,055.00
Data Processing		3,503.00			
Travel	11,000.00	11,398.00	10,000.00	28,320.00	18,902.00
Space Costs	7,005.00	5,165.00	47,681.00	38,002.00	3,473.00
Utilities	6,807.00	2,128.00	33,008.00	6,050.00	6,288.00
Maintenance/Repairs	6,624.00	150.00	15,000.00	2,400.00	2,370.00
Consumable Supplies	10,607.00	10,898.00	4,000.00	6,960.00	5,498.00
Postage	2,802.00	1,522.00	2,275.00	380.00	978.00
Publishing/Printing		375.00	425.00	14,820.00	508.00
Telephone	20,400.00	4,828.00	10,899.00		5,422.00
Dues/Subscriptions			1,000.00		
Insurance/Bonding	1,450.00	544.00	26,755.00		895.00
Meetings/Conferences	398.00				
Client Assistance	244,674.00	370,129.00	84,000.00	417,733.00	1,146,852.00
Technical Assistance		175.00	26,820.00		4,898.00
Other	75,327.00	53,062.00	126,756.00	312,637.00	22,554.00
Motor Vehicle Repairs			35,000.00		1,828.00
Janitorial Service		637.00	17,000.00		629.00
Equipment Rental					
Equipment Purchase		705.00			18,568.00
In-Kind- Other		74,094.00	580,926.00		
TOTAL	730,191.00	699,257.00	2,493,927.00	1,222,553.00	1,381,711.00

Aiken/Barnwell/Lexington Community Action Agency, Inc.

Aiken County Office	Barnwell County Office	Lexington County Office
291 Beaufort St	Litchfield Apt. Complex	650 Knox Abbott Drive
Aiken, SC 29801	Barnwell, SC 29812	Cayce, SC 29033
(803) 648-6836	(803) 259-3145	(803) 794-6778

Programmatic Overview- FY 2004

Aiken/Barnwell/Lexington Community Action Commission, Inc. is a private, non-profit community based organization operating programs and services in Aiken, Barnwell, and Lexington counties. Services and activities are directed to low-income disadvantaged persons across the age spectrum, from infants to the elderly. Eligibility for services does vary among programs, but generally requires that recipients be income eligible, based on poverty guidelines, in addition to meeting other "program criteria".

Community Services Block Grant (CSBG) Projects-Programmatic activities conducted under the CSBG Program include the following projects: Housing/Family Case Management Services, General Emergency Assistance and Energy-Related Assistance.

Under the Housing/Family Case Management Project, families are assisted to secure needed housing or to stabilize their housing and help them maintain permanent housing. Families enrolled in this project must agree to be case-managed. Services include assisting with housing needs, information and referral, counseling and the development of a case management plan allowing the family to take measures which will enhance their self-sufficiency. During the 2004 program year a total of 453 persons benefited from this project. **In Lexington County 195 persons (65 families) were enrolled and received assistance through the Housing/Family Case Management Project.** In Aiken County 198 persons (66 families) and 60 persons (20 families) in Barnwell County were enrolled.

A total of seven hundred twenty-six (726) families received assistance through the General Emergency Assistance Project during 2004. Emergency intervention for households provides a "safety net" for families facing very difficult circumstances. Assistance was provided to families who faced a crisis or emergency which had occurred within 30 days from the date of application. **In Lexington County 840 persons (336 families) benefited under GEAP;** in Aiken 303 families were served and in Barnwell 87 families were served.

Direct Energy Assistance – Enrollment for Direct Energy Assistance was conducted in March of 2004. Eligible households received a one-time payment for the year to go toward household energy costs. **In Lexington County 606 households received assistance of which 181(30%) were elderly and 127(21%) were disabled households;** 511 households in Aiken and 127 in Barnwell County were assisted for a three county total of 1,244 households for 2004.

Emergency Heating Assistance – Intervention was provided to households facing the threat of termination of their heating service or help was provided in purchasing fuel for families without funds to fill their fuel tank. **In Lexington County 372 families (930 persons) found relief from energy related heating emergencies during the winter of 2004.** In Aiken County 407 families were served and 145 families received Emergency Heating Assistance in Barnwell County.

Emergency Cooling Assistance- The Emergency Cooling activity is intended to help families facing an energy-related crisis during the summer months. Households must be income eligible, determined by total household income received during the past 30 day period. Assistance can be used to help to prevent termination of electric service or in the case of medical necessity, the purchase of a room air conditioner. **In Lexington County, 276 families were served during the 2004 summer program activity benefiting 690 persons.** Service in Aiken County totaled 358 families, while in Barnwell County 80 families were served.

Weatherization- Weatherization services are designed to address the energy conservation needs of the most vulnerable in our communities; low-income households including the elderly and disabled persons. Many of these households spend in excess of 50% of their limited incomes to meet the steadily rising cost of energy. The primary goal of the Weatherization Project is the conservation of energy through such measures as weather stripping, insulation, and other low-cost measures. **In Lexington County forty-seven (47) families received Weatherization services in 2004 with forty (40) of these representing either an elderly or a disabled household.** Total services for the year reached 296 families, benefiting 444 persons in Aiken, Allendale, Bamberg, Barnwell, Lexington, Calhoun, Hampton, Richland, and Greenville counties.

Head Start-The Agency's Head Start Program provided early childhood education services to pre-school children and their families. The program provides a comprehensive approach by providing educational, social, health, nutrition and parent activities to the families enrolled. During the 2004 year a total of 435 students were enrolled representing 357 families in the two county area, Aiken and Barnwell.

Foster Grandparent Project-The Foster Grandparent Project (FGP) offers seniors, aged 60 and over, volunteer opportunities at sites where children with special needs are found. Foster grandparent volunteers currently provide services in local schools, Head Start Centers, Child care centers, and recreational centers. FGP volunteers provide a one-on-one relationship with the child. In return for their service, volunteers receive a modest tax-free stipend, transportation allowance, hot meals and an annual physical exam. Counties served include, Aiken, Barnwell, Edgefield and Allendale Counties.

Workforce Investment Act (WIA)-The thrust of this employment and training program is to provide eligible dislocated workers with intensive case management and related supportive services. The program allows flexibility and identifies barriers to employment. Participants may receive training to upgrade skills, to obtain a GED or high school diploma, or to get job-specific training, depending on the assessed needs of the individual. Services are provided for Aiken, Allendale, Bamberg, Barnwell, Calhoun and Orangeburg Counties.

Retired and Senior Volunteer Program (RSVP)- RSVP matches the assets of persons aged 55 and over with the needs in Aiken, Barnwell and Edgefield counties. RSVP volunteers serve where they want and when they want. Examples of volunteer areas are public offices, environmental issues, health facilities, SPCA, schools, faith-related programs, etc. The community in return receives an efficient, cost-effective program that responds to its problems.



Cultural Council of RICHLAND & LEXINGTON COUNTIES

1728 Gervais Street
Columbia, SC 29201
(803) 799-3115
Fax (803) 252-2787

February 18, 2005

Mr. William A. Brooks
County Administrator of Lexington County
212 South Lake Drive
Lexington, SC 29072

RE: FY 2005-2006 REQUEST FOR FUNDING

Dear Mr. Brooks:

Please accept the enclosed proposal as our request for \$50,000 in funding from the Lexington County General fund. Your support is vital to the continuing efforts of the Cultural Council in developing and supporting the arts in Lexington County.

The Cultural Council continues to expand their efforts to increase arts activities in Lexington County. The Council allocated \$4,960 of the Lexington County General funds towards completion of the Lexington County Courthouse public art piece, a gazebo, already funded in part by the Cultural Council. The Council allocated \$500 of the funds to the Town of Lexington, which matched locally raised money for the completion of Phase II of the Main Street Mural project. In addition, our Quarterly Grant program placed \$14,540 into the arts in Lexington County. The Council also awarded "major grants" of \$11,775 each to the Lexington County Museum and the LCAA/Village Square Theatre. In November, the Council again welcomed the opportunity to coordinate the art show for the successful "Taste of Lexington." The show featured work from Lexington School District 1 students and 13 area artists.

Through the Art in Business program, the Council has previewed Lexington County artists by exposing them to over 3,000 Midlands area employees. Please review the attached Service Level Indicators for a comprehensive list of our Lexington County endeavors.

Your continued support will impact our efforts to continue expanding the many cultural and artistic offerings in the Midlands. The Cultural Council is sincerely grateful for your past support and your consideration of our submitted proposal for fiscal year 2005-2006.

Sincerely,

Charles T. Cole, Jr.
Chairman of the Board

Lexington County General Fund Request Application

Total Anticipated Fund Sources FY 2005-2006

Cultural Development Fund Drive	\$ 302,470
Earned/Program Services	95,000
Lexington County General Fund	50,000
City of Columbia Hospitality Tax	50,000
Richland County Accommodations	25,000
SC Arts Commission Grants	13,500
Memberships	3,000
Art in Business	<u>5,000</u>
TOTAL	\$543,970

Estimated Utilization of Total Funding

Cultural Development Fund Allocations	\$ 302,470
Administrative / Operating Expenses	132,500
Programs and Services	74,000
Cultural Council Quarterly Grants	<u>35,000</u>
TOTAL	\$543,970

1-50

Lexington Grants and Allocations FY 04-05				
Applicant Name	Project Title	Request	Amount Awarded	DATE
Lexington Festivals, Inc.	Lexington FunFest	\$ 1,000.00	\$ 1,000.00	Aug '04
Columbia Community Concert Band	Columbia Community Concert Band Operations, which performed in public venues in Lexington County	\$ 1,000.00	\$ 750.00	Aug '04
Dutch Fork Choral Society	Develop Professional Marketing Materials which were distributed to the Lake Murray Visitor's Bureau and other Lexington County locations	\$ 1,000.00	\$ 500.00	Aug '04
		\$ 3,000.00	\$ 2,250.00	
Crooked Creek Art League	CCAL Annual Juried Show	\$ 1,000.00	\$ 1,000.00	Nov '04
The River Alliance	Columbia's Longest Days, involving an outside amphitheater in Lexington and the Lexington County Museum	\$ 1,000.00	\$ 1,000.00	Nov '04
Lexington County School District 3	Improving Literacy Through the Arts	\$ 1,000.00	\$ 1,000.00	Nov '04
Lexington Elementary School	Mini-Jazz Festival and Cajun Story-Telling	\$ 1,000.00	\$ 1,000.00	Nov '04
		\$ 4,000.00	\$ 4,000.00	
	TOTAL FY04-05	\$7,000.00	\$6,250.00	
	ALLOCATIONS			
	Organization			
	Village Square Theatre		\$11,775.00	
	Lexington County Museum		\$11,775.00	
	Remaining Funds for Lexington Grants		\$14,375.00	
	TOTAL Monies Spent in Lexington County		\$29,800.00	
	*3rd & 4th Quarter grants have not yet been decided and allocated			

Service Level Indicators

This has been a meaningful year for the Cultural Council. With a refocused mission and redeveloped organizational profile, a strategic planning process is underway. Our new website with interactive arts calendar is now online to keep our citizens informed and active in community artistic events. Our donor benefit program has been refined and expanded to provide more visibility for the arts in the community. Further, anyone who contributes at the \$35 and above level receives a Cultural Benefits Card, which can be used to receive special discounts and incentives from 34 participating organizations. This provides a way to increase the audience of our member groups while saying "Thank You" to our donors.

With increased membership, a restructured Quarterly Grant program and strategic partnerships in place with many civic and corporate groups, the future is looking bright for the Cultural Council and the arts in the Midlands. The Cultural Council has expanded their efforts in the past year to be more active in Lexington County. Your continued support will impact our efforts to continue expanding the many cultural and artistic offerings in the Midlands.

The Cultural Council grants major funds to the Lexington County Museum and Village Square Theatre through allocations of the annual Cultural Development Fund Drive. In addition, we have more than 25 arts organizations and individual artists in Lexington County under our umbrella. As part of the Cultural Council's granted funds from Lexington County, we sub-grant \$20,000 a year back to Lexington arts organizations, schools and artists. Attached is a list of grant recipients for Lexington County for the fiscal year 04-05.

The Cultural Council worked with the Greater Lexington Chamber of Commerce and the Town of Lexington in coordinating the successful "Taste of Lexington" art show. Held in the old Sessions Department Store building on Main Street, the show featured work from Lexington School District 3 students and 13 area artists, many of whom are Lexington residents.

The Cultural Council is expanding their activities in Lexington County and is excited about more to come. The Council is especially grateful to Lexington County for their continued support. Without the help of local governing bodies the Cultural Council could not continue to enrich the lives of the residents of the Midlands.

- Lexington Festivals, Inc. – Lexington FunFest
- Columbia Community Concert Band – Columbia Community Concert Band Operations, which performed in public venues in Lexington County
- Dutch Fork Choral Society – Develop Professional Marketing Materials which were distributed to the Lake Murray Visitor’s Bureau and other Lexington County locations
- The River Alliance – Columbia’s Longest Days, involving an outside amphitheater in Lexington and the Lexington County Museum
- Lexington County School District 3 – Improving Literacy Through the Arts
- Crooked Creek Art League – CCAL Juried Show
- Lexington Elementary School – Mini-Jazz Festival and Cajun Story-Telling



February 16, 2005

Mr. William A. Brooks
Lexington County Administrator
212 South Lake Drive
Lexington, South Carolina 29072

Dear Art:

The Cultural Council of Richland and Lexington Counties has been very supportive of the Greater Lexington Chamber of Commerce and the community of Lexington. The Council coordinated the Art Show for the second year in a row for the Taste of Lexington, which was held in the Sessions Department Store on Main Street in Lexington in the fall of 2004. They were responsible for obtaining local artists, setting up displays, coordinating the children's art show, and promoting and selling art objects. The Council will be involved in the Taste of Lexington, which will be held October 29, 2005. Additionally, the Council has assisted the county by providing funds to Lexington County School District Three's "Improving Literacy Through the Arts" program, the Crooked Creek Art League's Juried Show and Lexington Elementary "Mini-Jazz Festival and Cajun Story-Telling."

We support the Cultural Council's request for monies from the Lexington County General Fund. Their presence in Lexington County is good for the community and the cultural activities that they provide improve the quality of life for our citizens and visitors.

Sincerely,

Pandra Lemrow
President/CEO

1-53

MAYOR
T. Randall Halfacre

MAYOR PRO-TEM
Hazel Leggett-Tyndall

COUNCIL
Constance Caractor Flemming
Kathy Maness
Ted Stambolitis
Richard D. Thompson

TOWN OF LEXINGTON

111 Maiden Lane



TOWN ADMINISTRATOR
L.C. GREENE

MAILING ADDRESS
Post Office Box 397
Lexington, SC 29071

INFORMATION
803-359-4164
www.lexsc.com

FAX
803-359-4460

January 17, 2005

Mr. William A. Brooks
County Administrator of Lexington County
212 South Lake Drive
Lexington, South Carolina 29072

RE: Letter of Support – 2005-2006 Funding Request of the Cultural Council of Richland and Lexington Counties

Dear Mr. Brooks:

On behalf of the Town of Lexington, it is my pleasure to present you with this letter of support for the Cultural Council of Richland and Lexington Counties' FY 2005-2006 request for funding. The Council has been doing extensive work with the Town of Lexington and in the previous year has provided fiscal and technical assistance support of the following events:

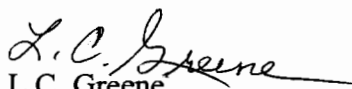
- 2003 and 2004 Concerts in the Park Series from May through October
- 2003 and 2004 Taste of Lexington
- Main Street Mural Project Featuring the Roof Harmon House
- 2004 African-American History Month Jarvis Brothers' Concert Event

The Town is also working with the Council on additional projects for this coming year, such as the 2005 Concerts in the Park Series and other cultural events and activities that will increase tourism and highlight the history of our community.

I strongly encourage the Lexington County Council to favorably consider the Cultural Council's FY 2005-2006 request for funding. Their support has been invaluable and the need for continued support of cultural activities in our area is imperative.

If you have any questions, please feel free to contact me at (803) 951-4633.

Sincerely,


L.C. Greene
Town Administrator

1-54



Capital Senior Center
at Maxcy Gregg Park

Feb. 17, 2005

Board of Directors

Preston Winkler
President

Judy Baskins
Vice President

John Thorne
Treasurer

Dr. Milton Kimpson
Secretary

Eldon Armstrong

Debbie Bower

Jo Bradford

Durham Carter

George Durban

Dot Mathias

Ramon Gil

Roni Klemick

Rabbi Sanford Marcus

Dave Sennema

Lisa Sisk

Christopher Tomlinson

Leshia Utsey

Tony Wise

William A. Brooks
County Administrator
212 South Lake Drive
Lexington SC 29072

RE: Request for funding from Lexington County.

Summary Description of Organization: The Capital Senior Center is a nonprofit, multi-purpose senior activity center. The Center is a 501(c)3 registered with the South Carolina Secretary of State. Its mission is to provide the Midland's seniors with the means to maintain and enhance a healthy and active lifestyle. Strategies for implementing this objective include a fitness gym in the facility, exercise classes, continuing education opportunities, health and wellness seminars, weekly congregate dining, community outreach and collaboration with retirement and senior residence facilities.

Funding request: The Capital Senior Center requests \$33,000, 14% of local government's allocation to the Center's annual budget.

Funding Sources: The Center operates on a mix of donations, membership fees, facility rentals and local government funding. Presently 65% of our total budget is provided by local government. Attached is 2004/2005 fiscal year budget.

Service Indicators: The Center's membership is divided into two categories, members and participants. Members pay dues and participants utilize the facility through clubs and partnering organizations. Member and participant total is 1455 individuals. Annual visits totaled from gym use, class attendance, dining, meetings and special events are approximately 46,000 per year. The member/participant demographics is 14% Lexington County, 85% Richland County and 1% other. Members must be at least 50 years old.

1-55



Capital Senior Center

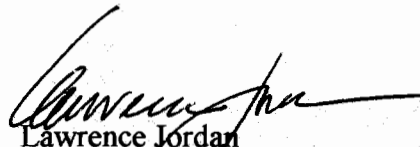
at Maxcy Gregg Park

Utilization of Funding: The requested funding will be used to support and implement the following programs and activities developed to meet the needs of the senior community. The following are existing programs:

1. 10 different exercise class/disciplines
2. 4 different types of dance instruction
3. 3 different health related workshops on diabetes management, digestion and care givers support groups
4. Watercolor/art classes
5. Quilting classes
6. 3 different social activities occurring on a weekly basis.

The following are projected programs pending funding:

1. Hometown tours
2. Workshops on nutrition
3. Lecture series with guest lecturers from the University.


Lawrence Jordan
Executive Director

Attachments

1-56

(A)

Internal Revenue Service

Date: February 10, 2005

CAPITAL SENIOR CENTER INC
1650 PARK CIR
COLUMBIA SC 29201-4136

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Patricia Sims #31-04345
Customer Service Representative
Toll Free Telephone Number:
8:30 a.m. to 5:30 p.m. ET
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
57-0773691

Dear Sir or Madam:

This is in response to your request of February 10, 2005, regarding your organization's tax-exempt status.

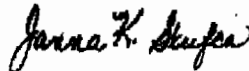
In October 1984 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services

1-57

State of South Carolina
Office of the Secretary of State
The Honorable Mark Hammond

1205 PENDLETON STREET, SUITE 525
COLUMBIA, SC 29201

Information
(803) 734-2170
www.scsos.com

Business Filings
(803) 734-2158

P.O. BOX 11350
COLUMBIA, SC 29211

Boards/Commissions
(803) 734-2119

Notaries
(803) 734-2512



06/23/2004

Ms. Nathalie Gregg
Executive Director
Capital Senior Center, Inc.
1650 Park Circle
Columbia, SC 29202

Registration Number: 3143
Expiration Date: 07/01/2005

Dear Ms. Nathalie Gregg:

Thank you for your application for registration as a charitable Organization.

This letter acknowledges that your Organization is duly registered in accordance with the provisions of the South Carolina Solicitation of Charitable Funds Act. Your registration will expire on **July 1, 2005**.

If you have questions or need assistance, please contact **my Charities Staff at (803) 734-1790**.

Sincerely,

Carolyn J. Hatcher
Director, Public Charities Division

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Capital Senior Center

		Revised Budget
		2004-2005
Revenues		
1	Contributions: Unrestricted	\$ 2,000.00
	Members	\$ -
	Other	\$ -
2	Organization :Unrestricted	\$ 3,000.00
	Restricted:Facility Management	\$ -
3	Memberships-New	\$ 5,000.00
4	Memberships-Renewed	\$ 20,000.00
5	Memberships-Scholarships	\$ -
6	Scholarship	\$ 1,000.00
7	Grants	\$ 3,000.00
8	Fundraising/Special Event/Golden Fund	\$ 8,000.00
9	I Care	\$ -
10	Richland County	\$ 201,500.00
11	City of Columbia	\$ 35,000.00
12	Program Fees	\$ 45,000.00
13	Big Band Dance	\$ 5,000.00
14	Friday Night Dances	\$ 15,000.00
15	Food Sales Income	\$ 4,000.00
	Lunches	\$ -
	Inkind:Lunches	\$ -
16	Rentals	\$ 16,000.00
17	Investment Income	\$ -
18	Interest Income	\$ -
19	Other Income	\$ -
20	Capital Sr. Center Income	\$ 363,500.00
21	Travel Fees	\$ 3,500.00
22	Travel Income	\$ 3,500.00
23	Bingo Admissions	\$ 300.00
24	Bingo Cards	\$ 1,500.00
25	Bingo Income	\$ 1,800.00
26	Total Revenues	\$ 368,800.00
		Revised Budget
		2004-2005
Expenses		
27	Salaries & Wages	\$ 92,800.00
28	Health Insurance	\$ 6,000.00
29	Retirement	\$ 6,580.00
30	FICA Employer	\$ 5,754.00
31	Medicare Employer	\$ 1,356.00
32	Unemployment Insurance	\$ 420.00
33	Workers Comp. Insurance	\$ 640.00
34	Grant Expense: Diabetes Grant	\$ -
35	Grant Expense: First Citizens	\$ 500.00
36	Grant Expense: American Cancer	\$ 1,000.00

Capital Senior Center

37	Scholarship	\$ -
38	Accounting Services	\$ 12,000.00
39	Auditing Services	\$ 5,500.00
40	Program Instructions	\$ 25,000.00
41	Program Expense	\$ 10,000.00
42	Food Sales Expense	\$ 3,500.00
	Lunches: Expense	\$ -
	InKind Lunches	\$ -
43	Rental Linens/Linens Expense	\$ 500.00
44	Rental Expense: Cleaning/Other	\$ 1,250.00
45	Other Contract Payments	\$ 5,000.00
46	Consulting Fees (IT)	\$ 10,000.00
47	Contract Janitorial	\$ 40,000.00
48	Contract Maintenance(Copier)	\$ 1,200.00
49	Building Security	\$ 5,000.00
50	Bldg & Grounds Expense	\$ 6,000.00
51	Bldg Contract Maintenance	\$ 3,200.00
52	Bldg & Bldg Equip Ins.	\$ 13,000.00
53	Equipment Maint & Rental	\$ 9,000.00
54	Copier Rental	\$ 10,800.00
55	Telephone	\$ 7,500.00
56	Computer Maintenance	\$ 4,000.00
57	Internet Expense	\$ 1,800.00
58	Postage	\$ 5,000.00
59	Electricity & Gas	\$ 28,000.00
60	Water & Sewer	\$ 1,500.00
61	Office Supplies	\$ 4,000.00
62	Office Equipment	\$ 1,000.00
63	Public Relations Other)	\$ 200.00
64	Public Relations: Meals Expense	\$ 200.00
65	Public Relations: Volunteer expense	\$ 500.00
66	Printing	\$ 1,000.00
67	Photography & Video	\$ 150.00
68	Subscriptions	\$ 150.00
69	Newsletter	\$ 5,000.00
70	Employee Travel	\$ 500.00
71	Committee & Board Meeting	\$ 500.00
72	Big Band Dances	\$ 5,000.00
73	Friday Night Dances	\$ 15,000.00
		Revised Budget
		2004-2005
74	Fundraising/Special Events	\$ 1,500.00
75	Gifts and Flowers	\$ 300.00
76	Training & Conferences	\$ 1,000.00
77	D&O Insurance	\$ 1,500.00
78	Membership Dues	\$ 1,000.00
79	Interest Expense-Capital Line	\$ -
80	Other Expense	\$ 1,450.00
81	Bank Maintenance Fee	\$ 250.00
82	Interest Expense	\$ -

Capital Senior Center

83	Capital Senior Center Expense	\$ 364,000.00
84	Travel Program	\$ 3,000.00
85	Travel Fees	\$ 3,000.00
86	Supplies-Bingo	\$ -
87	Bingo Tax	\$ 300.00
88	Bingo Prizes	\$ 1,500.00
89	Bingo Expenses	\$ 1,800.00
90	Total Expenses	\$ 368,800.00
91	Net Income	\$ -

1-61



February 18, 2005



William A. Brooks
Lexington County Council
212 South Lake Drive
Lexington, SC 29072

Mr. Brooks:

I appreciate your invitation to submit the Midlands Education and Business Alliance (MEBA) budget request for this year. MEBA is both an educational and economic development initiative which serves numerous Lexington, Richland and Fairfield County businesses, nine school districts, and seven two- and four-year colleges. Business and education leaders in the Midlands are working together through MEBA to help close the workforce gap in our area. The involvement of major employers throughout the region confirms that the continuation of MEBA's services is needed now more than ever.

Local and federal governments have made initial commitments to increase the effectiveness of education and career development programs that bring new energy and vitality to the workforce. Unless those commitments are continued and sustained, the foundations of progress established in recent years will quickly be eroded. To ensure that MEBA's effective educational and economic development initiative continues, **the Board of the Midlands Education and Business Alliance requests that Lexington County consider a contribution of \$130,000 beginning in 2005 with a commitment for at least three years.** This requested amount reflects Lexington County's proportionate share of the annual operating budget that we are seeking county councils to fund. With this support, MEBA will continue the implementation of practices that strengthen the relationship between industry, education and tomorrow's workforce.

As you know, the Midlands is at a crossroads and faces the on-going challenge of providing a high quality, skilled and flexible labor force to fill current and future jobs. We must invest in workforce development in order to build a qualified labor pool. MEBA has the structure in place to foster this development. MEBA successfully addresses this challenge by collaborating with businesses, communities and educational systems to promote and support high academic standards as well as successful teaching and learning experiences that prepare learners for life and work. For more than five years, MEBA has helped produce a more competitive workforce and managed successful initiatives that enhance awareness of career opportunities.

HEADQUARTERS

Lexington School District Four | 607 East Fifth Street | Swansea, SC 29160 | T 803.252.2895 | F 803.568.1020

ASSOCIATED OFFICES

Greater Columbia Chamber of Commerce | 930 Richland Street | Columbia, SC 29201 | T 803.733.1119 | F 803.733.1149
Midlands Technical College | Post Office Box 2408 | Columbia, SC 29202 | T 803.822.3776 | F 803.822.3779

www.mebasc.com

1-62

Lexington County is one of the fastest growing areas in the Southeast. This growth is attractive to new and innovative companies that are looking for an educated and productive workforce. While these opportunities are exciting, our current realities may limit our ability for growth. The challenge is that too few of our young people are preparing for higher paying skilled jobs. Consider the facts for South Carolina as reported by the Governor's Workforce Education Task Force in the Pathways to Prosperity report:

- 20% of our jobs require a four-year degree, while 28% of our high school students are preparing to earn a baccalaureate degree;
- 65% of our jobs in South Carolina require a two-year degree and technical skills, yet only 32% of our high school students are preparing to attend a technical college; and
- 40% of high school students in South Carolina fail to complete high school or lack the skills needed for employment.

As a leader in the Midlands, you are well aware of how these facts affect our community. Hospitals struggle to fill nursing and medical technician jobs. Manufacturers toil to find applicants with basic skills. When Siemens needed to fill 500 advanced manufacturing jobs, 900 people applied but only 43 passed qualification requirements for entry-level employment. This workforce gap results in a devastating social and economic cost to our state.

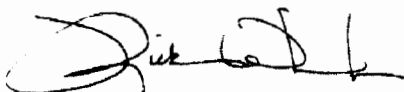
- Per capita income in South Carolina trails the national average by 18% and the gap is widening according to The Palmetto Institute. South Carolina's per capita income is significantly behind every neighboring state.
- The impact of closing the per capita income gap would be to add \$1.1 billion in state income tax revenue, money the state can invest in education, economic development, and critical services.

Our model (which was used as the basis for the Education and Economic Development Act) will not only continue to improve student achievement and success, but it will also remain a key step forward in supporting the local, state, and regional economies.

Lexington County's greatest resource is its people. Students in schools right now are the engineers, executives and knowledge workers of the future. The better job we do of educating and training our students today, the more prosperous our county and state will be tomorrow. We are beginning to see the fruits of our labor, but there is much left to be done. With continued funding, the Midlands Education and Business Alliance will remain the catalyst that provides the framework and infrastructure necessary for our workforce to be competitive in the global economic arena.

I have included all of the informational items as outlined in your letter within this packet and would appreciate the opportunity to share more information about this much needed initiative. We would be glad to make a presentation to County Council. If you should have any comments or questions, please feel free to contact me at (803) 822-1680.

Sincerely,



Rick Wheeler, Chair, Board of Directors
Midlands Education and Business Alliance

1-63



REQUESTED SUPPORT FROM CITY/COUNTY COUNCILS

	# Students Served	% Students Served	% of Budget	Requested Support	Notes
TOTAL BUDGET			\$628,125		
City of Columbia	52,191	54.4	\$341,700	\$175,000	Total cost divided in 2 (City/County)
Richland County				\$170,000	
Lexington County	40,658	42	\$263,812	\$130,000	
Fairfield County	3,475	3.6	\$22,613	\$20,000	

SUPPORT PROVIDED TO SCHOOL DISTRICTS 1998-2004

1-64

	Lexington 1	Lexington 2	Lexington 3	Lexington 4	Lexington 5	Richland 1	Richland 2	Fairfield	DJJ
School To Work (STW) Distributed Funds	\$152,799	\$97,997	\$26,043	\$48,530	\$108,852	\$228,743	\$121,963	\$68,652	\$53,376
Tech-Prep Grant	\$18,299	\$11,739	\$4,970	\$5,576	\$16,320	\$31,700	\$17,858	\$6,983	\$6,407
TOTAL SUPPORT	\$171,098.00	\$109,736.00	\$31,013.00	\$54,106.00	\$125,172.00	\$260,443.00	\$139,821.00	\$75,635.00	\$59,783.00



Revenue and Expenses FY 2003-2004 through Projected 2005-2006

Budget to serve 151 secondary schools (96,000 students) in Richland, Lexington, and Fairfield Counties

REVENUE	2003-2004	2004-2005	Projected 2005-2006	NARRATIVE
Federal Tech Prep	\$162,000	\$123,369	\$130,000	In-Kind: Business and agency in-kind contributions average \$300,000 per year. This includes facility use, personnel and contributions targeting specific activities.
Federal School-To-Work	\$429,036	\$0	\$0	
State School-To-Work	\$34,537	\$34,537	\$34,537	
TOTAL	\$625,573	\$157,906	\$164,537	
EXPENSES	2003-2004	2004-2005	Projected 2005-2006	NARRATIVE
PERSONNEL				
Salaries: Executive Director Education & Community Coordinator Workforce Development/Career Specialist Community Development Coordinator Professional Development Coordinator Marketing & Communications Coordinator Administrative Assistant	\$307,367	\$313,513	\$316,138	In-Kind: Greater Columbia Chamber of Commerce contributes one part-time business professional at an executive level.
Fringes	\$90,059	\$91,862	\$92,362	
TOTAL PERSONNEL	\$397,426	\$405,375	\$408,500	
INDIRECT COST (3.00%)	\$13,711	\$12,500	\$12,500	
PROGRAM DEVELOPMENT				
Includes development, production and distribution of career awareness and exploration videos, guides, and brochures. Marketing materials to promote civic education and workforce development to students, parents, educators, and business alliances	\$96,636	\$96,725	\$96,725	Resources developed such as: <ul style="list-style-type: none"> • <i>Your Child Is Job # 1</i>, a career seminar for parents • Automotive, Construction, Healthcare, Business, Manufacturing, Arts & Humanities, Hospitality & Tourism brochures • Building Your Career Piece by Piece Training Guide & Video • Volunteer Guide (Health Careers) • Speakers Guide for Teachers • Newspapers in Education

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EXPENSES	2003-2004	2004-2005	Projected 2005-2006	NARRATIVE
EDUCATOR DEVELOPMENT				
Includes eight (8) free <i>graduate credit courses</i> , four (4) annual <i>workshops</i> and <i>seminars</i> , five (5) <i>field studies</i> for educators	\$49,100	\$55,000	\$48,000	Courses are designed to place educators on the job site, to infuse career guidance into all classes, and to train teachers in contextual teaching and learning.
WorkKeys Assessments for 5,000 students tested including KeyTrain to nine (9) school districts	\$0	\$3,000	\$10,000	Currently forty-one (19) local businesses are using WorkKeys. 2002-2003 funds purchased software with maintenance assumed by districts.
COMMUNITY DEVELOPMENT / DROPOUT PREVENTION				
Includes transitional materials for at-risk students and leading development of proposed <i>Middle College High School</i> in support of <i>Dropout Taskforce</i> Initiative.	\$12,000	\$12,000	\$12,000	The Middle College High School initiative continues to seek special grants for dropout prevention to become self-sustaining (\$6,000). The Dropout Taskforce was formed in 2005 to address the percentage of students dropping out of school (\$6,000).
OFFICE EXPENSES				
Rent, telephone, office supplies, postage, equipment, supplies for all business alliance meetings	\$21,400	\$22,000	\$22,000	In-Kind: Donations of office space from Greater Columbia Chamber of Commerce, Midlands Technical College, West Metro Chamber of Commerce, Lexington School District Four.
TRAVEL – OUT-OF-STATE				
Economic Development - Superintendents	\$17,000	\$0	\$0	Four area superintendents traveled with business and higher education representatives on economic development trip to Germany. As a result of the trip, a plan was developed and adopted by MEBA. Implementation has begun immediately.
Presentations by professional staff at national conferences	\$4,400	\$4,500	\$4,500	
TRAVEL – IN-STATE				
Travel by staff of seven within Midlands	\$12,400	\$12,400	\$12,400	
Travel to attend required State Department of Education meetings	\$1,500	\$1,500	\$1,500	
TOTAL PROGRAM & MANAGEMENT EXPENSES	\$214,436	\$207,125	\$207,125	
TOTAL EXPENDITURES	\$625,573	\$625,000	\$628,125	
TOTAL REVENUE LESS TOTAL EXPENDITURES	\$0	(\$467,094)	(\$463,588)	

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MEBA Foundation established in 2003 to diversify funding for sustainability of the Alliance.

Initial efforts with the business community have secured three-year commitments of \$103,000 per year to date.



Service

Level

Indicators



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INITIATIVES & ACTIVITIES: *At a Glance*

BUSINESSES

- ❖ **7 Business Alliances that support 16 clusters of study:** Arts & Humanities, Business Management & Information Systems, Engineering & Industrial Technologies, Health Science & Human Services, and Manufacturing and Industrial Maintenance Public Services.
- ❖ **Alliances with over 200 business partners**
- ❖ **Your Child Is Job #1** – MEBA offers this program to companies' employees to help parents to assist their child in the leaning process and ultimately their career endeavors.
- ❖ **Teacher Field Studies** – Businesses have the opportunity to express their needs and requirements for workforce needs to teachers.

EDUCATORS

- ❖ **Teachers in the Workplace** – Teachers spend 40 hours in industry based upon their area of expertise in an effort to better relate the world of work to their students.
- ❖ **Teacher Field Studies** – Teachers spend a day in the workplace learning about a specific cluster. Training is offered six times per year.
- ❖ **Teacher Institutes** – A series of professional development activities that inform teachers of the latest business and industry needs and practices.
- ❖ **Teacher Seminars and Workshops** – Various professional development activities to help connect education to careers.
- ❖ **Teacher Shadowing** – Teachers spend a day in industry observing work place practices.
- ❖ **Graduate Courses** – Courses are offered for both graduate credit and recertification requirements.

PARENTS

- ❖ **Your Child Is Job #1** – MEBA presents career awareness information to assist parents in their child's career decision making process.
- ❖ **Newspapers In Education Series** – MEBA sponsors career awareness information pages in *The State Newspaper* during the school year. In addition, MEBA provides newspapers in classrooms for learning.

COMMUNITY

- ❖ **Workforce Development** – MEBA works with its partners to develop materials that contain local career information. Resources are a valuable tool in educating parents, students and educators on career opportunities. Information as it relates to current occupational trends is disseminated to students, parents, teachers, community groups and partners.
- ❖ Provides services to nine school districts that includes 152 schools serving over 96,000 students.
- ❖ Serves and partners with local postsecondary institutions that include: University of South Carolina, Benedict College, Allen University, Midlands Technical College, Columbia College and South University.
- ❖ Participate in career fairs throughout the school year.



Agency Totals

Category	Total Served
School Districts	9
Schools	152
Students	96,000
Alliance Business Partners	200
Presentations, Activities & Events (individuals reached in service area: June 2004 – February 2005)	14,977
Teacher Institutes	76
Staff Development	404
Materials Distributed	27,175

Lexington County Services

Category	Total Served
Presentations, Activities & Events (individuals reached in Lexington County: June 2004 – February 2005)	1,676
Teacher Institutes	36
Staff Development	122
Materials Distributed	4,948



Activities and Events in Lexington County

Date	Activity/Event	#'s Reached Lex. One	Target Audience
10/12/2004	Health Medical Career Day held at Midlands Technical College, Airport Campus	98	students, educators
11/4/2004	Lexington Middle School Annual career Fair	400	students, educators
11/29/2004	Lexington One Adult Education "Building Your Career" seminar and parent information	20	GED students
12/7/2004	Lexington School District One, Lexington Technology Center	12	students, educators
1/5/2005	Lexington School District One, White Knoll Middle School "Employer Needs and Expectations"	30	students, educators
1/31/2005	Lexington School District One, White Knoll Middle School "Cost of Living"	30	students, educators
1/31/2005	Lexington School District One, White Knoll Elementary School, Career Day	60	students, educators
Totals Reached in Lexington School District One		650	

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Date	Activity/Event	#'s Reached Lex. Two	Target Audience
9/16/2004	Rick Wheeler and Kaye Shaw met with the Lexington School District Two Board of Trustees	30	Board Members
10/12/2004	Health Medical Career Day held at Midlands Technical College, Airport Campus	55	students, educators
10/27/2004	Brookland Cayce High School, "Your Cost of Living" for senior class English students	40	students, educators
11/15/2004	Lakeview Learning Center, "Building Your Career" seminar and parent information	10	students
12/6/2004	Congaree Elementary School "Career Interview" on student morning news program	500	students
1/11/2005	Lexington School District Two, Brookland Cayce High School	30	students
Total Reached in Lexington School District Two		665	

Date	Activity/Event	#'s Reached Lex. Three	Target Audience
10/12/2004	Health Medical Career Day held at Midlands Technical College, Airport Campus	2	students
11/12/2004	Lexington Medical Center Career Day	80	students
Total Reached in Lexington School District Three		82	

Date	Activity/Event	#'s Reached Lex. Four	Target Audience
9/15/2004	Swansea High School Parent Conference Night, Career Information	100	parents, students
10/12/2004	Health Medical Career Day held at Midlands Technical College, Airport Campus	25	students, educators
11/15/2004	Lakeview Learning Center, "Building Your Career" seminar and parent information	10	students
12/2/2004	Swansea High School - Job Skills 101	85	parents, students
Totals Reached in Lexington School District Four		220	

Date	Activity/Event	#'s Reached Lex/Rich Five	Target Audience
10/12/2004	Health Medical Career Day held at Midlands Technical College, Airport Campus	59	students, educators
Total Reached in Lexington Richland District Five		59	

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Teacher Institutes June 2004 – February 2005

Career Development Facilitators		
Chirallan Clark	Mid-Carolina AHEC	Business
Julie McFarland	Lexington School District One	Lex 1
Larry Rabon	Lexington School District Four	Lex 4
Amie Barton	Swansea High School	Lex 4
Diane Harrill	Swansea High School	Lex 4

Career Awareness For Middle and High School Educators		
Alvin Clark Batten	Airport High School	Lex 2
Brenda Smith	Airport High School	Lex 2
Charlotte Moore	Irmo Middle School	Lex 5
Karen Calvert	Midlands Technical College	MTC
Barbara Thomson Melton	Pine Ridge Middle	Lex 2
Margaret Reese	retired teacher	retired

Career Education for Elementary and Middle School Educators		
Linda Michalski	Congaree Elementary	Lex 2
Lisa Hightower	Congaree Elementary	Lex 2
Natalie Carter	Lake Murray Elementary	Lex 5
Theresa Baker	Midlands Technical College	MTC

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Teachers in the Workplace		
Bernie Adkins	Brookland Cayce High	Lex 2
Brandy Farrell	Busbee Middle	Lex 2
Bridgette Goff	SC Youth Challenge	SCYCA
Carolyn Pumphrey	Lexington High	Lex 1
G. W. Matthews	Lexington Technology Center	Lex 1
Kim Harmon Parsons	Brookland Cayce High	Lex 2
Marcia Seawright	Swansea High	Lex 4
Marty Mack	Swansea High	Lex 4
Mary Susan Williamson	Brookland Cayce High	Lex 2
Theresa Baker	Midlands Technical College	MTC
Career Development Facilitator Course		
Theresa Baker	Midlands Technical College	MTC
Jane Brailsford	Lexington District One	Lex 1
Karen Calvert	Midlands Tech Talent Search	MTC
Becky Carter	Lexington Richland Five	Lex 5
Leigh Hilton	The SEFA Group, Inc.	business
Betty Kendrick	White Knoll High	Lex 1
Kay Wright Rush	Lexington One	Lex 1
Heidi Schull	White Knoll High	Lex 1
Pat Thornley	White Knoll High	Lex 1
Nancy Verburg	Lexington District One	Lex 1
Margaret (Marti)Ann Weaver	Midlands Tech Talent Search	MTC

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Staff Development Activities – Lexington One

First Name	Last Name	Organization Name	Title/Subject Taught	Organization	Activity
Wayne	Brazell	Lexington District One		L 1	Business Matters, December 8, 2004
Wayne	Brazell	Lexington School District One		L 1	MEBA Orientation, August 27, 2004
Dena	Creel	Lexington High School		L 1	Business Matters, December 8, 2004
Chuck	Farmer	Gilbert Middle School		L 1	Business Matters, December 8, 2004
Nina	Howard	White Knoll High School		L 1	Automotive Field Study, November 10, 2004
Nina	Howard	White Knoll High School		L 1	Transportation/Logistics Field Study, October 28, 2004
Allison	Johnson	Lexington Technology Center		L 1	Business Matters, December 8, 2004
Allison	Johnson	Lexington Technology Center		L 1	Construction Tour of Homes Field Study, Sept. 15, 2004
Allison	Johnson	Lexington Technology Center		L 1	Health Medical Field Study, January 26, 2005
Allison	Johnson	Lexington Technology Center		L 1	Transportation/Logistics Field Study, October 28, 2004
Josie	Koch	White Knoll High School		L 1	Business Matters, December 8, 2004
Patty	Logan	White Knoll High School		L 1	Business Matters, December 8, 2004
Julie	McFarland	Lexington District One	Substitute Teacher	L 1	BMISA Uptown Field Study, December 1, 2004
Julie	McFarland	Lexington District One	Substitute Teacher	L 1	Business Matters, December 8, 2004
Julie	McFarland	Lexington School District One		L 1	Career Development Facilitator Course
Ami	Overcash	Lexington School District One		L 1	Construction Tour of Homes Field Study, Sept. 15, 2004
Daniel	Powell	Gilbert High School		L 1	Business Matters, December 8, 2004
Robbie	Randall	Pelion Middle School		L 1	Business Matters, December 8, 2004
Robbie	Randall	Pelion Middle School		L 1	Transportation/Logistics Field Study, October 28, 2004
Crissy	Roddy	Gilbert Middle School		L 1	Business Matters, December 8, 2004
Clyde	Sanders	White Knoll High School		L 1	Construction Tour of Homes Field Study, Sept. 15, 2004
Clyde	Sanders	White Knoll High School		L 1	Health Medical Field Study, January 26, 2005
Clyde	Sanders	White Knoll High School		L 1	Transportation/Logistics Field Study, October 28, 2004
Julie	Schmidt	Gilbert High School		L 1	Business Matters, December 8, 2004
Donna	Shealy	Lexington School District One		L 1	MEBA Orientation, August 27, 2004
Carroll	Shenk	Lexington District One		L 1	Business Matters, December 8, 2004
Robin	Simmons	Lexington District One		L 1	Business Matters, December 8, 2004
Robin	Simmons	Lexington School District One		L 1	MEBA Orientation, August 27, 2004
Meredith	Thomas	Pelion Middle School	Guidance Counselor	L 1	BMISA Uptown Field Study, December 1, 2004

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Nancy	Verburg	Lexington School District One	School to Careers Coord.	L 1	MEBA Orientation, August 27, 2004
Karen	Woodward	Lexington School District One	Superintendent	L 1	MEBA Orientation, August 27, 2004
April	Worley	Pelion High School		L 1	Automotive Field Study, November 10, 2004

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Staff Development Activities – Lexington Two

First Name	Last Name	Organization Name	Title/Subject Taught	Organization	Activity
Barry	Bolen	Lexington School District Two		L 2	MEBA Orientation, August 27, 2004
Sarah Jane	Byars	Brookland Cayce High School		L 2	Automotive Field Study, November 10, 2004
Rick	Counts	Airport High School		L 2	Health Medical Field Study, January 26, 2005
Kay	Gossett	Lexington School District Two		L 2	MEBA Orientation, August 27, 2004
Tom	Greer	Airport High School		L 2	Construction Tour of Homes Field Study, Sept. 15, 2004
Tom	Greer	Airport High School		L 2	Transportation/Logistics Field Study, October 28, 2004
Caroline	James	Airport High School		L 2	Transportation/Logistics Field Study, October 28, 2004
Debbie	Manos	Brookland Cayce High School	STW	L 2	Automotive Field Study, November 10, 2004
Debbie	Manos	Brookland Cayce High School	STW	L 2	BMISA Uptown Field Study, December 1, 2004
Debbie	Manos	Brookland Cayce High School	STW	L 2	Construction Tour of Homes Field Study, Sept. 15, 2004
Debbie	Manos	Brookland Cayce High School	STW	L 2	Health Medical Field Study, January 26, 2005
Debbie	Manos	Brookland Cayce High School	STW	L 2	MEBA Orientation, August 27, 2004
Debbie	Manos	Brookland Cayce High School	STW	L 2	Transportation/Logistics Field Study, October 28, 2004
Mona	Myers	Airport High School	Job Placement Facilitator	L 2	Automotive Field Study, November 10, 2004
Mona	Myers	Airport High School	Job Placement Facilitator	L 2	BMISA Uptown Field Study, December 1, 2004
Mona	Myers	Airport High School	Job Placement Facilitator	L 2	Business Matters, December 8, 2004
Mona	Myers	Airport High School	Job Placement Facilitator	L 2	Construction Tour of Homes Field Study, Sept. 15, 2004
Mona	Myers	Airport High School	Job Placement Facilitator	L 2	MEBA Orientation, August 27, 2004
Mona	Myers	Airport High School	Job Placement Facilitator	L 2	Transportation/Logistics Field Study, October 28, 2004
Virginia	Outlaw	Lexington School District Two		L 2	Automotive Field Study, November 10, 2004
Virginia	Outlaw	Lexington School District Two		L 2	MEBA Orientation, August 27, 2004
Julie	Stanton	Airport High School	Career Counselor	L 2	Automotive Field Study, November 10, 2004
Julie	Stanton	Airport High School	Career Counselor	L 2	BMISA Uptown Field Study, December 1, 2004
Julie	Stanton	Airport High School	Career Counselor	L 2	Construction Tour of Homes Field Study, Sept. 15, 2004
Julie	Stanton	Airport High School	Career Counselor	L 2	Transportation/Logistics Field Study, October 28, 2004
IA	Williams	Airport High School	Guidance	L 2	BMISA Uptown Field Study, December 1, 2004
Mary Susan	Williamson	Brookland Cayce High School		L 2	MEBA Orientation, August 27, 2004

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Staff Development Activities – Lexington Three

First Name	Last Name	Organization Name	Organization	Activity
Walter	Hallman	Lexington School District Three	L 3	MEBA Orientation, August 27, 2004
Pat	Padgett	Batesburg Leesville High School	L 3	MEBA Orientation, August 27, 2004
Tom	Sparks	Lexington School District Three	L 3	MEBA Orientation, August 27, 2004

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Staff Development Activities – Lexington Four

First Name	Last Name	Organization Name	Title/Subject Taught	Organization	Activity
Amie	Barton	Swansea High School	English	L 4	BMISA Uptown Field Study, December 1, 2004
Amie	Barton	Swansea High School	English	L 4	Business Matters, December 8, 2004
Amie	Barton	Swansea High School	English	L 4	Career Development Facilitator Course
Amie	Barton	Swansea High School	English	L 4	Construction Tour of Homes Field Study, Sept. 15, 2004
Mary	Felder-Rice	Swansea High School	English	L 4	MEBA Orientation, August 27, 2004
Diane	Harrill	Swansea High School	STW	L 4	BMISA Uptown Field Study, December 1, 2004
Diane	Harrill	Swansea High School	STW	L 4	Business Matters, December 8, 2004
Diane	Harrill	Swansea High School	STW	L 4	Career Development Facilitator Course
Diane	Harrill	Swansea High School	STW	L 4	Construction Tour of Homes Field Study, Sept. 15, 2004
Diane	Harrill	Swansea High School	STW	L 4	Health Medical Field Study, January 26, 2005
Diane	Harrill	Swansea High School	STW	L 4	MEBA Orientation, August 27, 2004
Diane	Harrill	Swansea High School	STW	L 4	Transportation/Logistics Field Study, October 28, 2004
Ryan	Martin	Swansea High School	Student	L 4	Construction Tour of Homes Field Study, Sept. 15, 2004
Larry	Rabon	Lexington Four District Office	Dir. Of Special Projects	L 4	BMISA Uptown Field Study, December 1, 2004
Larry	Rabon	Lexington Four District Office	Dir. Of Special Projects	L 4	Business Matters, December 8, 2004
Larry	Rabon	Lexington Four District Office	Dir. Of Special Projects	L 4	Construction Tour of Homes Field Study, Sept. 15, 2004
Larry	Rabon	Lexington Four District Office	Dir. Of Special Projects	L 4	Health Medical Field Study, January 26, 2005
Larry	Rabon	Lexington Four District Office	Dir. Of Special Projects	L 4	Transportation/Logistics Field Study, October 28, 2004
Larry	Rabon	Lexington School District Four		L 4	Career Development Facilitator Course
Sharon	Rogers	Swansea High School	Guidance	L 4	Business Matters, December 8, 2004
Pam	Scheller	Swansea High School	Business Ed	L 4	BMISA Uptown Field Study, December 1, 2004
Pam	Scheller	Swansea High School	Business Ed	L 4	Business Matters, December 8, 2004
Pam	Scheller	Swansea High School	Business Ed	L 4	MEBA Orientation, August 27, 2004
Stephen	Styles	Swansea High School		L 4	Construction Tour of Homes Field Study, Sept. 15, 2004

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Staff Development Activities – Lexington Five

First Name	Last Name	Organization Name	Title/Subject Taught	Organization	Activity
Ray	Boland	Irmo High School		L 5	MEBA Orientation, August 27, 2004
Becky	Carter	Irmo High School		L 5	Construction Tour of Homes Field Study, Sept. 15, 2004
Becky	Carter	Irmo High School		L 5	Health Medical Field Study, January 26, 2005
Becky	Carter	Irmo High School		L 5	MEBA Orientation, August 27, 2004
Becky	Carter	Irmo High School		L 5	Transportation/Logistics Field Study, October 28, 2004
Luke	Clamp	Irmo High School		L 5	Automotive Field Study, November 10, 2004
Luke	Clamp	Irmo High School		L 5	Construction Tour of Homes Field Study, Sept. 15, 2004
Luke	Clamp	Irmo High School		L 5	Health Medical Field Study, January 26, 2005
Luke	Clamp	Irmo High School		L 5	Transportation/Logistics Field Study, October 28, 2004
Avis	Cunningham	Irmo High School		L 5	Automotive Field Study, November 10, 2004
Avis	Cunningham	Irmo High School		L 5	Construction Tour of Homes Field Study, Sept. 15, 2004
Avis	Cunningham	Irmo High School		L 5	Health Medical Field Study, January 26, 2005
Avis	Cunningham	Irmo High School		L 5	Transportation/Logistics Field Study, October 28, 2004
Laura	Dilworth	Dutch Fork High School		L 5	Health Medical Field Study, January 26, 2005
Sandra	Dodd	Irmo High School		L 5	Health Medical Field Study, January 26, 2005
Jo Anne	Gadson	Irmo High School	Counselor	L 5	Health Medical Field Study, January 26, 2005
Kim	Gilbert	Irmo High School	Guidance Counselor	L 5	Automotive Field Study, November 10, 2004
Kim	Gilbert	Irmo High School	Guidance Counselor	L 5	BMISA Uptown Field Study, December 1, 2004
Jeannie	Hart	Irmo High School		L 5	Transportation/Logistics Field Study, October 28, 2004
Monica	Harvin	Dutch Fork High School	Guidance Counselor	L 5	BMISA Uptown Field Study, December 1, 2004
Sandy	Hawkins	Dutch Fork High School		L 5	Business Matters, December 8, 2004
Mary	Jacobs	Irmo High School		L 5	Health Medical Field Study, January 26, 2005
Wayne	Jones	Irmo High School	Guidance Counselor	L 5	BMISA Uptown Field Study, December 1, 2004
Wayne	Jones	Irmo High School	Guidance Counselor	L 5	Health Medical Field Study, January 26, 2005
Libbie	Jones	Irmo High School		L 5	Transportation/Logistics Field Study, October 28, 2004

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Alison	Kolb	Dutch Fork High School		L 5	Business Matters, December 8, 2004
Robin	Lowman	Dutch Fork High School		L 5	Business Matters, December 8, 2004
Marci	McAlister	Irmo High School	Guidance Counselor	L 5	Automotive Field Study, November 10, 2004
Marci	McAlister	Irmo High School	Guidance Counselor	L 5	BMISA Uptown Field Study, December 1, 2004
Marci	McAlister	Irmo High School	Guidance Counselor	L 5	Health Medical Field Study, January 26, 2005
Laurie	Putnam	Dutch Fork High School	resource teacher	L 5	Automotive Field Study, November 10, 2004
Laurie	Putnam	Dutch Fork High School	resource teacher	L 5	BMISA Uptown Field Study, December 1, 2004
Laurie	Putnam	Dutch Fork High School	resource teacher	L 5	Health Medical Field Study, January 26, 2005
Laurie	Putnam	Dutch Fork High School	resource teacher	L 5	Transportation/Logistics Field Study, October 28, 2004
David	Symonds	Irmo High School		L 5	Automotive Field Study, November 10, 2004
Donna	Wright	Irmo Elementary School	Counselor	L 5	Business Matters, December 8, 2004

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Materials Distributed – Lexington One

Date	District / Business	Who Received the Material/Location	#	Brochures/Booklets	#	CD's/ Videos	Total Wholesale Value	Notes
8/25/2004	L 1	Gilbert - Natasha	1	Job Skills Book			15.00	
8/25/2004	L 1	Gilbert - Natasha			1	Job Skills (video)	3.50	
8/25/2004	L 1	Gilbert - Natasha			1	Job Skills (CD)	3.25	
8/31/2004	L 1	Nancy Verburg, DO	50	sets of 9 Career Pathways to Success (26.28)			1,314.00	to be placed in Guidance offices, STW Coords., Media Center
9/13/2004	L 1	Alternative Learning Center, Lori Calhoun	1	USA Today Newspapers			1,000.00	delivered 50 papers twice
9/13/2004	L 1	White Knoll High, Carol Vadasz	1	USA Today Newspapers			1,000.00	delivered 50 papers twice
9/24/2004	L 1	Equal Access committee	1	set of Career Pathways to Success (26.28)			26.28	Equal Access Committee meeting
10/13/2004	L 1	Lexington Tech Center - V. Bishop	1	Job Skills Book			15.00	
10/13/2004	L 1	Lexington Tech Center - V. Bishop	1	Job Skills Video			3.50	
10/13/2004	L 1	Lexington Tech Center - V. Bishop	50	Healthcare brochures			22.50	
11/4/2004	L 1	Lexington Middle School	150	American Careers Magazines			390.00	Career Day
11/4/2004	L 1	Lexington Middle School	100	Pathways to Success			25.00	Career Day
11/4/2004	L 1	Lexington Middle School	100	Because I'm a Nurse			40.00	Career Day
11/4/2004	L 1	Lexington Middle School	75	Nursing brochure			33.75	Career Day
11/4/2004	L 1	Lexington Middle School	20	Manufacturing brochures			8.00	Career Day
11/4/2004	L 1	Lexington Middle School	30	Automotive brochures			12.00	Career Day
11/4/2004	L 1	Lexington Middle School	400	Pencils			80.00	Career Day
11/4/2004	L 1	Lexington Middle School	30	Arts brochures			12.00	Career Day
11/23/2004	L 1	Nancy Verburg	25	Volunteer Books			50.00	
11/29/2004	L 1	Adult Education	20	Copies from Building Your Career booklets			5.00	
11/29/2004	L 1	Adult Education	20	Pencils			4.00	
11/29/2004	L 1	Adult Education	20	Construction brochures			10.00	
11/29/2004	L 1	Adult Education	20	Arts brochures			8.00	
11/29/2004	L 1	Adult Education	20	Automotive brochures			8.00	

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11/29/2004	L 1	Adult Education	20	Healthcare brochures		9.00	
1/19/2005	L 1	Gilbert High - Paul Shealy	25	Business Management and Information Systems Brochure		10.00	
1/19/2005	L 1	White Knoll High - Tina White	50	Arts brochures		20.00	
1/24/2005	L 1	Lexington HS - Dena Creel	100	Manufacturing brochures		40.00	
1/24/2005	L 1	Lexington HS - Dena Creel	100	Automotive brochures		40.00	
1/24/2005	L 1	Lexington HS - Dena Creel	250	Healthcare brochures		112.50	
1/24/2005	L 1	Lexington HS - Dena Creel	250	Business Management and Information Systems Brochure		100.00	
1/24/2005	L 1	Lexington HS - Dena Creel	250	Arts brochures		100.00	
1/24/2005	L 1	Lexington HS - Dena Creel	250	Construction brochures		125.00	
2/1/2005	L 1	White Knoll Middle - Tollison	50	Healthcare brochures		22.50	
2/1/2005	L 1	White Knoll Middle - Tollison	50	Art brochure		20.00	
2/1/2005	L 1	White Knoll Middle - Tollison	50	Construction brochures		25.00	
2/1/2005	L 1	White Knoll Middle - Tollison	50	Automotive brochures		20.00	
2/1/2005	L 1	White Knoll Middle - Tollison	50	Manufacturing brochures		20.00	
2/1/2005	L 1	White Knoll Middle - Tollison	50	Business Management and Information Systems Brochure		20.00	
						4,772.78	Notes

Materials Distributed – Lexington Two

Date	District / Business	Who Received the Material/Location	#	Brochures/Booklets	Total Wholesale Value	Notes
8/18/2004	L 2	Lexington District 2 Office	50	Automotive brochures	20.00	
8/18/2004	L 2	Lexington District 2 Office	50	Construction brochures	25.00	
8/18/2004	L 2	Lexington District 2 Office	34	Manufacturing brochures	13.60	
8/20/2004	L 2	Virginia Outlaw, DO	36	sets of 9 Career Pathways to Success (26.28)	946.08	six sets to each six middle and high schools for use in career labs and counseling centers
8/24/2004	L 2	Busbee Middle - C. Gates	10	Workforce 11x17 posters	5.00	
8/24/2004	L 2	Busbee Middle - C. Gates	5	Workforce large posters	5.00	
8/30/2004	L 2	Richard Lundy, BC High	25	Construction Pathways to Success (.68)	17.00	to be used in the Construction Classrooms
9/13/2004	L 2	Bookland Cayce High, Martha Zion	1	USA Today Newspapers	1,000.00	delivered 50 papers twice
9/13/2004	L 2	Airport High, Patricia Shealy	1	USA Today Newspapers	1,000.00	delivered 50 papers twice
11/15/2004	L 2	Adult Ed at Lakeview Learning Center	5	Pencils	1.00	Adult Education classes
11/15/2004	L 2	Adult Ed at Lakeview Learning Center	5	Copies from Building Your Career booklets	1.25	Adult Education classes
					3,033.93	

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Materials Distributed – Lexington Three

Date	District / Business	Who Received the Material/Location	#	Brochures/Booklets	#	CD's/ Videos	Total Wholesale Value	Notes
9/13/2004	L 3	B-L Middle, Jessica Denise	1	USA Today Newspapers			1,000.00	delivered 50 papers twice
9/13/2004	L 3	B-L High, Joyce Robertson	1	USA Today Newspapers			1,000.00	delivered 50 papers twice
11/12/2004	L 3	Lexington Medical Center Career Day	80	Bags			33.60	Career Day at Lexington Medical Center
11/12/2004	L 3	Lexington Medical Center Career Day	80	Pencils			16.00	Career Day at Lexington Medical Center
11/12/2004	L 3	Lexington Medical Center Career Day	80	Pathways to Success			20.00	Career Day at Lexington Medical Center
11/16/2004	L 3	Batesburg Leeville High - T. Fellers	1	Career Fair How to Guide			3.50	
11/16/2004	L 3	Batesburg Leeville High - T. Fellers	25	Automotive brochures			10.00	
11/16/2004	L 3	Batesburg Leeville High - T. Fellers	25	Arts Brochures			10.00	
11/16/2004	L 3	Batesburg Leeville High - T. Fellers	25	Business Management and Information Systems brochure			10.00	
11/16/2004	L 3	Batesburg Leeville High - T. Fellers	25	Construction brochures			12.50	
11/16/2004	L 3	Batesburg Leeville High - T. Fellers	25	Healthcare brochures			11.25	
11/16/2004	L 3	Batesburg Leeville High - T. Fellers	25	Manufacturing Brochures			10.00	
1/29/2005	L 3	Batesburg Leeville Middle & High School	75	American Careers Magazines			195.00	materials delivered
1/29/2005	L 3	Batesburg Leeville Middle & High School	75	Arts brochures			35.60	materials delivered
1/29/2005	L 3	Batesburg Leeville Middle & High School	75	Automotive brochures			35.60	materials delivered
1/29/2005	L 3	Batesburg Leeville Middle & High School	75	Healthcare brochures			40.05	materials delivered
1/29/2005	L 3	Batesburg Leeville Middle & High School	75	Construction brochures			35.60	materials delivered
1/29/2005	L 3	Batesburg Leeville Middle & High School	75	Pencils			15.00	materials delivered
2/1/2005	L 3	Batesburg Leeville HS - S. Burton	200	Healthcare brochures			90.00	
2/1/2005	L 3	Batesburg Leeville HS - S. Burton	2	Job Skills Book			30.00	
2/1/2005	L 3	Batesburg Leeville HS - S. Burton	2	Health Care Volunteer Opportunities Guide			12.00	
2/1/2005	L 3	Batesburg Leeville HS - S. Burton	2	Career Fair How to Guide			7.00	
2/1/2005	L 3	Batesburg Leeville HS - S. Burton			2	Job Skills	6.50	

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					(CD)		
2/9/2005	L 3	B-L Middle, Walter Hallman	50	SCOIS Cluster foldout		0.00	Career Fair
2/9/2005	L 3	B-L Middle, Walter Hallman	50	SCOIS Cluster salary sheet		0.00	Career Fair
2/9/2005	L 3	B-L Middle, Walter Hallman	350	National Career Cluster brochures (25 each)		0.00	Career Fair
						2,639.20	

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Materials Distributed -- Lexington Four

Date	District / Business	Who Received the Material/Location	#	Brochures/Booklets	#	CD's / Videos	Total Wholesale Value	Notes
9/13/2004	L 4	Sandhills Middle, Christy Brown	1	USA Today Newspapers			1,000.00	delivered 50 papers twice
9/13/2004	L 4	Swansea High, Mary Felder Rice	1	USA Today Newspapers			1,000.00	delivered 50 papers twice
9/15/2004	L 4	Diane Harrill, Swansea High	25	Construction Pathways to Success (.68)			17.00	Construction classroom set
10/27/2004	L 4	Swansea High - Amie Barton	1	Job Skills book			15.00	
10/27/2004	L 4	Swansea High - Amie Barton			1	Job Skills (Video)	3.50	
11/15/2004	L 4	Adult Ed at Lakeview Learning Center	5	Pencils			1.00	Adult Education classes
11/15/2004	L 4	Adult Ed at Lakeview Learning Center	5	Copies from Building Your Career booklets			1.25	Adult Education classes
11/29/2004	L 4	Swansea High - Marty Mack	25	Automotive brochures			10.00	
11/29/2004	L 4	Swansea High - Marty Mack	25	Construction brochures			12.50	
11/29/2004	L 4	Swansea High - Marty Mack	25	Healthcare brochures			11.25	
11/29/2004	L 4	Swansea High - Marty Mack	25	Manufacturing brochures			10.00	
							2,081.50	

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Materials Delivered – Lexington Five

Date	District / Business	Who Received the Material/Location	#	Brochures/Booklets	Total Wholesale Value	Notes
9/13/2004	L 5	Irmo Middle, Joe Cioffi	1	USA Today Newspapers	1,000.00	paper delivered 50 papers twice
9/13/2004	L 5	Irmo High, Ray Canady	1	USA Today Newspapers	1,000.00	paper delivered 50 papers twice
9/24/2004	L 5	Equal Access committee	1	set of Career Pathways to Success (26.28)	26.28	Equal Access Committee meeting
12/3/2004	L 5	Jim Taylor	50	set of Career Pathways to Success (26.28)	1,314.00	materials delivered
12/3/2004	L 5	Jim Taylor	50	Manufacturing brochures	20.00	materials delivered
12/3/2004	L 5	Jim Taylor	50	Arts brochures	20.00	materials delivered
12/3/2004	L 5	Jim Taylor	50	Healthcare brochures	22.50	materials delivered
12/3/2004	L 5	Jim Taylor	50	Automotive brochures	20.00	materials delivered
12/3/2004	L 5	Jim Taylor	50	Business Management and Information Systems brochure	20.00	materials delivered
12/3/2004	L 5	Jim Taylor	50	Construction brochures	25.00	materials delivered
					3,467.78	

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A place where healing begins.

February 22, 2005

Mr. William A. Brooks, County Administrator
County of Lexington
212 South Lake Drive
Lexington, SC 29072

Dear Mr. Brooks:

Dickerson Center for Children appreciates the opportunity to seek funding from Lexington County. As a 501©3, we have to seek a diversity of funding to work with sexually and/or physically abused children. FY 2004, 75% of the children we saw for all services were from Lexington County. All of our counseling/therapy clients, for 193 sessions, were from our county. We have a multidisciplinary team that includes all law enforcement in the county.

We do receive fee for services from: SOVA (State Office of Victim's Assistance), Medicaid through DSS, a small federal matching grant through DSS (which is renewed annually with no guarantees of continuance), a ladies' fundraiser group, Lexington Medical Center, contributions from various sources, including a recent donation of \$10,000 from Blue Cross Blue Shield. Most monies are for services, but not operations. I have included our 2005 budget which will be approximately the same for FY 2006, but hopefully with the addition of Lexington County funding. We are celebrating our 10th anniversary this year with a goal of expanding our services in the community, especially our counseling services. We are not able to meet that demand currently.

We are asking the County for \$25,000 for operating expenses. The breakdown is as follows:

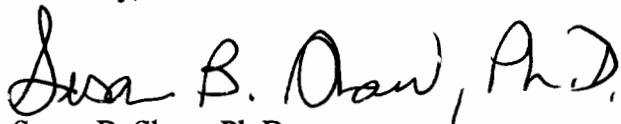
Rent	\$6000
Telephone	\$3700
Accounting	\$2800
Other Occupancy expenses (Janitorial, Pest Control, Maintenance, Utilities)	\$8000
Insurances	\$2800
Lab expenses	\$1700
Total	----- \$25,000

1615 Augusta Road
West Columbia
South Carolina 29169
P (803) 791-1511
F (803) 791-1572

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DCC serves a vital function in our community with our services for sexually and/or physically abused children. We appreciate the support of Lexington County in helping us to provide excellent services. Please do not hesitate to call if any of our information needs clarification.

Sincerely,

A handwritten signature in cursive script that reads "Susan B. Shaw, Ph.D.".

Susan B. Shaw, Ph.D.
Executive Director

DICKERSON CTR FOR CHILDREN YEARLY STATISTICS

DATE: FISCAL 2003/2004

MEDICAL PROTOCOL		FORENSIC			THERAPY		
AGE	PROT		# SEEN	UNITS	NEW	# SEEN	UNITS
0-5 YRS	49						
6-10 YRS	24	JILL SMITH	100	198	13	24	41
11-15 YRS	11	MONICA WRIGHT	21	42	2	14	25.50
16-18 YRS	1	BARBARA HARTT				18	31
		BARBARA GIBSON	25	50			
RACE		FELICITY COSTIN-MYERS			29	121	168.50
CAUCASIAN	61	CHRISTINA DERRICK			5	15	25.5
AFR.-AMER.	23	RUTH IGLESIAS	31	60.5			
HISPANIC		JEMME STEWART			1	1	2
OTHER	1						
SEX							
MALE	11						
FEMALE	74						
COUNTY		COUNTY					
AIKEN	1						
BARNWELL	4	9					
CHESTER	8	12					
EDGEFIELD	10	10					
LAURENS	1						
LEXINGTON	46	97					
MCCORMICK	1	1					
ORANGEBURG	2	1					
SALUDA	2	3					
YORK	10	44					
TOTAL	85	177	177	350.50	50	193	293.50
		VOLUNTEERS					
		NURSES	83.25				
		BOARD	58				
		OTHER	93.5				
TOTAL			234.75				

TOTAL NUMBER OF CHILDREN SEEN = 455

75% from Lexington County

336/455 - All therapy is Lexington County

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**DICKERSON CENTER FOR CHILDREN
2005 BUDGET**

**BUDGET
FY 2005**

FY 2006

INCOME

Therapy/Forensics	67,000.00
Exam Reimbursements	18,000.00
Fund Raisers	60,000.00
Contributions/Mem.	10,000.00
United Way	10,000.00
Federal Grant	45,000.00
Other	500.00
Court Reimbursement	2,500.00
Bank Interest	<u>2,000.00</u>
TOTAL	215,000.00

25,000
Lexington County
Council

EXPENSES

* Insurance	2,800.00	
* Lab Expenses	1,700.00	
* Legal Accounting	3,100.00	2800.00
Payroll/Withholding		
Federal Grant	77,000.00	
Salaries	51,000.00	
Contract Services	36,000.00	
* Other Occupancy Expenses	8,000.00	Janitorial Pest Control Maintenance Utilities
Printing	500.00	
Postage	1,000.00	
Supplies (Med., Off., Therp.)	800.00	
Professional Expenses		
Training/Dues	3,000.00	
Court Reimbursement	2,200.00	
* Rent	6,000.00	
Petty Cash/Mis.	1,500.00	
Other Expenses/Staff Devel.	1,000.00	
* Telephone	3,700.00	
Computer Consultant	500.00	
Other Operating Expenses (Fed. Grant)	<u>8,700.00</u>	
TOTAL	208,500.00	

* Request for Lex Co. Funding 1-93 25,000.00
F406

Qdata
Profit & Loss
 July 2003 through June 2004

	Jul '03 - Jun 04
Income	
Other Sources-checking-bank int	5.00
4000 · CONTRIBUTIONS	
4001 · Dr. Reynolds	250.00
4002 · United Way	9,027.77
4030 · Memorials	
4032 B · Janice O. Price	20.00
4032 C · Peggy Ashley	50.00
4043 · Nicholson	25.00
Total 4030 · Memorials	95.00
4050 · Churches	
4051 · Mt. Tabor	140.00
4052 · Emmanuel Lutheran Church	222.35
4053 · Union Church	100.00
Total 4050 · Churches	462.35
4060 · ORGS.,CLUBS, BUSI	
4060 a · Lady Shasta	100.00
4061 · Bi lo	1,017.06
4064 · Fun(d)raisers	49,368.20
4065 · Alliance	1,000.00
4066 · Dam Walk	0.00
4071 · Tour Of Homes	500.00
4074 · AARP	27.00
4076 · Woman's Club	681.00
4078 · Worth the Wait	150.00
4079 · Irmo Opt. Club	300.00
4092 · Belk	80.00
4094 · chevron	113.66
4098 · W. C. Police Dept.	25.00
Total 4060 · ORGS.,CLUBS, BUSI	53,361.92
4080 · INDIVIDUALS	
4081-A · moore	500.00
4082 · Herndon	100.00
4082-A · Johnson	100.00
4083a · fields	200.00
4087-a · Rev. Borg.	20.00
4090 · Michael Durant	250.00
4091 · Shawn Graham	150.00
4093 · S. Teer	150.00
4095 · Trudy Seybt	20.00
4096 · Jeanne Cook	1,000.00
4097 · Amy Abbott	500.00
4080 · INDIVIDUALS - Other	1,000.00
Total 4080 · INDIVIDUALS	3,990.00
Total 4000 · CONTRIBUTIONS	67,187.04
4200 · DSS GRANT	42,346.00
4300 · MEDICAID-PROGRAM SERVICES	
4301 · M - Smith	6,210.00
4303 · M - Hartt	360.00
4307 · M - Dr. Reynolds	2,354.06
4309 · M - Felicity Costin-Myers	2,760.00
4310 · M - Barbara W. Gibson	800.00
4311 · M - Monica K. Wright	1,490.00
4312 · M - Christina M. Derrick	120.00
4313 · M - Rugh Iglesias	2,120.00
Total 4300 · MEDICAID-PROGRAM SERVICES	16,214.06

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Qdata
Profit & Loss
 July 2003 through June 2004

	Jul '03 - Jun 04
4400 · SOVA-PROGRAM SERVICES	
4401 · S - Smith	6,255.00
4403 · S - Hartt	840.00
4406 · S - Roof	138.00
4407 · S - Dr. Reynolds	12,920.00
4408 · S - Baker	20.00
4409 · S - Felicity Costin-Myers	9,013.50
4410 · S - Barbara W. Gibson	2,520.00
4411 · S - Monica K. Wright	1,905.00
4412 · S - Christina M. Derrick	804.00
4413 · S - Jemme B. Stewart	150.00
Total 4400 · SOVA-PROGRAM SERVICES	34,563.50
4500 · OTHER PROGRAM SERVICES	
4501 · Smith	4,175.00
4502 · Baker	-85.00
4503 · Hartt	204.00
4506 · Roof	400.00
4507 · Dr. Reynolds	818.42
4509 · Felicity Costin-Myers	2,584.16
4510 · Barbara W. Gibson	902.00
4511 · Monica K. Wright	920.00
4512 · Christina M. Derrick	106.00
4513 · Ruth A. Iglesias	200.00
4514 · Jemme B. Stewart	120.00
Total 4500 · OTHER PROGRAM SERVICES	10,344.58
4600 · COURT	2,815.00
4900 · INTEREST INCOME	3,976.36
4950 · MISCELLANEOUS INCOME	472.80
Total Income	177,924.34
Expense	
void	0.00
6000 · SALARIES	
6001 · Coeyman	8,863.50
6002 · Reynolds	18,480.00
6004 · Ruth A. Iglesias	3,573.32
Total 6000 · SALARIES	30,916.82
6005 · PAYROLL TAXES	6,588.11
6010 · DSS SALARIES	59,010.56
6020 · EMPLOYEE BENEFITS	14,102.00
6100 · OFFICE SUPPLIES	1,793.99
6110 · MED./CLIN.SUPLS.	
6111 · LAB EXPS.	1,948.60
6110 · MED./CLIN.SUPLS. - Other	191.12
Total 6110 · MED./CLIN.SUPLS.	2,139.72
6120 · PRINTING	0.00
6150 · POSTAGE	737.80
6200 · INSURANCE	
6202 · Dir. & Officers	1,044.00
6205 · Worker's Comp	590.00
6206 · Cincinnati #1	417.00
Total 6200 · INSURANCE	2,051.00
6300 · Professional dues and licenses	633.00
6350 · TRAVEL/EMPLOYEE MILEAGE	2,493.10
6400 · Confer registration / training	1,397.17
6600 · RENT	5,900.00
6810 · Utilities and other occupancy	3,664.45
6620 · UTILITIES dont use	4,614.68
6650 · TELEPHONE and INTERNET	3,664.93
6700 · RENTAL & MAINTENANCE	361.01
6750 · CPA FEES	3,045.00

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12:41 PM
02/22/06
Accrual Basis

Qdata
Profit & Loss
July 2003 through June 2004

	Jul '03 - Jun 04
6760 · OTHER PROFESSIONAL FEES	
6762 Court Dr. Reynolds	1,975.00
6764 Court Mileage Roof	0.00
6765 · Baker	8,098.75
6767 · Hartt	496.80
6769 · Smith	15,680.00
6770 · Barbara W. Gibson	2,970.00
6771 · Felicity Costin-Myers	8,957.98
6772 · court - smith	630.00
6773 · Monica K. Wright	1,975.00
6775 · Christina M. Derrick	630.00
6778 · Jemme B. Stewart	90.00
Total 6760 · OTHER PROFESSIONAL FEES	41,503.53
6900 · MISCELLANEOUS	3,224.63
6950 · Depreciation expense	2,290.28
6999 · Uncategorized Expenses	0.00
Total Expense	190,131.78
Net Income	-12,207.44

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American Red Cross

Central South Carolina Chapter

2751 Bull Street / PO Box 91
Columbia, SC 29202-0091
(803) 540-1242
Toll Free: (800) 922-4469
Fax: (803) 540-1235

Fairfield Service Center

117 East Washington
Winnsboro, SC 29180
(803) 635-5779
Fax: (803) 635-6554

Tri-County Service Center

1155 North Guignard Suite #2
Sumter, SC 29150
(803) 775-2363
Fax: (803) 775-7916

March 9, 2005

Bruce E. Rucker
Chairman, Lexington County Council
212 South Lake Drive
Lexington, SC 29072

Dear Chairman Rucker and the County Council,

Disasters can and do happen every day. **Your American Red Cross of Central South Carolina** responds to a disaster or emergency every single day of the year. Fiscal year 04-05 has been an unusual one for our organization in that we faced the unprecedented onslaught of hurricanes this fall and then the devastating impact of the tsunami in southern Asia and east Africa in December. Meanwhile, while these disasters made the front-page news, our community continued to face disasters every single day. They may have been smaller in scale, but just as devastating to the families who were affected.

Herein enclosed please find our official request for financial support for Fiscal Year 05-06 (July 1-June30). We are requesting \$10,000 from Lexington County for our Local Disaster Relief Fund. All Local Disaster Relief funds will be used for assistance to, and relief efforts for, disaster victims. As of January 31st (seven months into this fiscal year) we have already spent **\$103,715.06 on direct financial assistance to disaster victims. \$15,678.56 of this was for assistance to disaster victims in Lexington County.**

I look forward again to the opportunity to speak to the Council about our request. I will follow up in the near future to coordinate with the Council's schedule for an appointment to address the Council, at the Council's convenience.

Sincerely,

Genevieve Sullivan
Chief Development Officer



Together, we can save a life

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SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: General Administration
Organization: 101200 - County Administrator

Object Expenditure Code Classification	BUDGET					
	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 2.0878	175,579	83,234	179,255	<u>223,713</u>		
510200 Overtime	102	0	0	<u>0</u>		
511112 FICA Cost	11,268	4,088	13,324	<u>17,114</u>		
511113 State Retirement	2,107	284	614	<u>13,830</u>		
511114 Police Retirement -Tim James				<u>4,719</u>		
511120 Insurance Fund Contribution - 2.0878	12,026	6,013	12,026	<u>17,786</u>		
511130 Workers Compensation	475	249	524	<u>2,021</u>		
511213 SCRS - Retiree	9,927	5,417	11,595	<u>0</u>		
* Total Personnel	211,484	99,285	217,338	<u>279,183</u>		
Operating Expenses						
520100 Contracted maintenance	0	500	500	<u>500</u>		
520300 Professional Services	95	0	220	<u>300</u>		
521000 Office Supplies	795	439	780	<u>1,200</u>		
521100 Duplicating	843	612	1,200	<u>1,500</u>		
522200 Small Equipment Repairs & Maintenance	12	0	200	<u>300</u>		
522300 Vehicle Repairs & Maintenance	441	6	250	<u>1,500</u>		
524000 Building Insurance	40	30	63	<u>183</u>		
524100 Vehicle Insurance - 1	1,050	265	543	<u>1,194</u>		
524201 General Tort Liability Insurance	445	255	522	<u>1,072</u>		
524202 Surety Bonds	0	0	400	<u>672</u>		
525000 Telephone	1,518	779	1,887	<u>1,500</u>		
525010 Long Distance Charges	112	46	300	<u>0</u>		
525020 Pagers and Cell Phones	1,833	833	2,400	<u>2,440</u>		
525030 800 MHz Radio Charges	297	0	0	<u>0</u>		
525031 800 MHz Maintenance Charges	182	0	0	<u>0</u>		
525100 Postage	139	19	500	<u>800</u>		
525210 Conference & Meeting Expenses	2,595	1,996	5,820	<u>10,000</u>		
525230 Subscriptions, Dues, & Books	337	341	475	<u>500</u>		
525240 Personal Mileage Reimbursement	12	0	0	<u>0</u>		
525300 Utilities - Admin. Bldg	2,786	4,797	2,500	<u>9,519</u>		
525400 Gas, Fuel, & Oil	626	77	600	<u>1,500</u>		
529000 Unclassified	149	194	250	<u>500</u>		
* Total Operating	14,307	11,189	19,410	<u>35,180</u>		
** Total Personnel & Operating	225,791	110,474	236,748	<u>314,363</u>		
Capital						
540000 Small Tools & Minor Equipment	145	70	70	<u>0</u>		
All Other Equipment	762	0	0	<u>0</u>		
540010 (1) minor software				<u>420</u>		
(1) computer				<u>1,103</u>		
(1) replacement monitor				<u>194</u>		
(1) camera /digital				<u>565</u>		
(1) Car/SUV 4-wheel				<u>30,000</u>		
** Total Capital	907	70	70	<u>32,282</u>		
*** Total Budget Appropriation	226,698	110,544	236,818	<u>346,645</u>		

SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Administration
Program II -
Program III -

Objectives:

To work with administration in gathering information as needed for County Council. To achieve and maintain a high standard of accuracy, completeness, and timeliness regarding the County's affairs. To assist and advise County Council. To provide to the public friendly and efficient services.

Program I: Administration

The Council/Administrator form of government was selected pursuant to a referendum held in December 1975, and ratified in August 11, 1976. The County Administrator oversees the entire operation of the County under the direction of the policies set by County Council. The county administrator serves at the pleasure of County Council. The Assistant to the County Administrator works with the Administration, the Finance Director and Council in carrying out the duties of the office.

Administrator:

The County Administrator carries out the policies of Lexington County as directed by County Council. Pursuant to Title 4, Section 4-9-630 of the South Carolina Code which delineates the powers and duties of the administrator, the administrator shall,

- (1) serve as the chief administrative officer of the County government;
- (2) execute the policies, directives and legislative actions of council;
- (3) direct and coordinate operational agencies and administrative activities of County government;
- (4) prepare an annual operating and capital improvement budget for submission to County Council and, to make such reports, estimates and statistics as necessary;
- (5) supervises the expenditure of appropriated funds;
- (6) prepare annual, monthly and other reports for council on finances and administrative activities of the County;
- (7) be responsible for the administration of County personnel policies including salary and classification plans approved by Council;
- (8) be responsible for employment and discharge of personnel subject to provisions of subsection (7) of § 4-9-30 and the appropriation of funds for that purpose by the Council; and,
- (9) perform such other duties as may be required by the Council.

Assistant to the County Administrator:

Assists the County Administrator with the daily operation of the department which includes scheduling and coordinating meetings, answering and handling telephone inquiries, assist in preparation of the annual department budget, process annual purchase requisitions, handle check requisitions as necessary, do employee recognition letters and schedule appearances at Council meetings, open and process mail, send and respond to e-mail requests and problems, respond to correspondence under the approval of the Administrator, and manage general office duties as assigned.

Also, acts as Ombudsman for Lexington County, does all photography for presentations, resolutions, and recognitions, maintains PowerPoint presentations for special events, and handles special projects as assigned.

SERVICE LEVELS

Service Level Indicators:

	<u>Estimated</u> FY 2003-04	<u>Actual</u> FY 2004-05	<u>Projected</u> FY 2005-06
Council meetings - twice a month/ except July, Aug, Sept. summer mos.& holidays.	20	23	20
Attend meetings with Municipalities	5	5	5
Hold staff meeting every Wednesday	50	37	40
Meetings with Personnel Director on Personnel Issues		40	40
Process Dept. Purchase Orders	59	67	65
Process Dept. Blanket Orders	10	8	8
Process Check Requests as needed	51	14	25
Approve & sign purchase orders	1,075	1,075	1,075
Approve & sign trip requests	1,512	1,650	1,600
Approve & sign ABTs	650	600	600
Approve & sign attorney invoices	24	24	24
Sign contracts as approved by Council	30	30	30
Sign Plats from Planning	11	11	12
Review & approve time cards	5	14	5
Performance Evaluations (Dept. Heads)	13	13	9
Review & Discuss Dept Hd. Monthly Reports	15	15	15
Serve on Board of Central Midlands Regional Address Civic Groups	5	8	10
Attend new constructions & campus plan meetings and oversee projects	60	56	0
Attend Administration Bldg renovation mtgs	10	18	4
Attend Bid Openings & Mandatory Bid Mtgs	5	4	5
Attend Conferences	4	10	10
Meetings with business leaders		40	40
Telephone calls/business, citizen complaints, etc.		200	300

* some figures are estimated

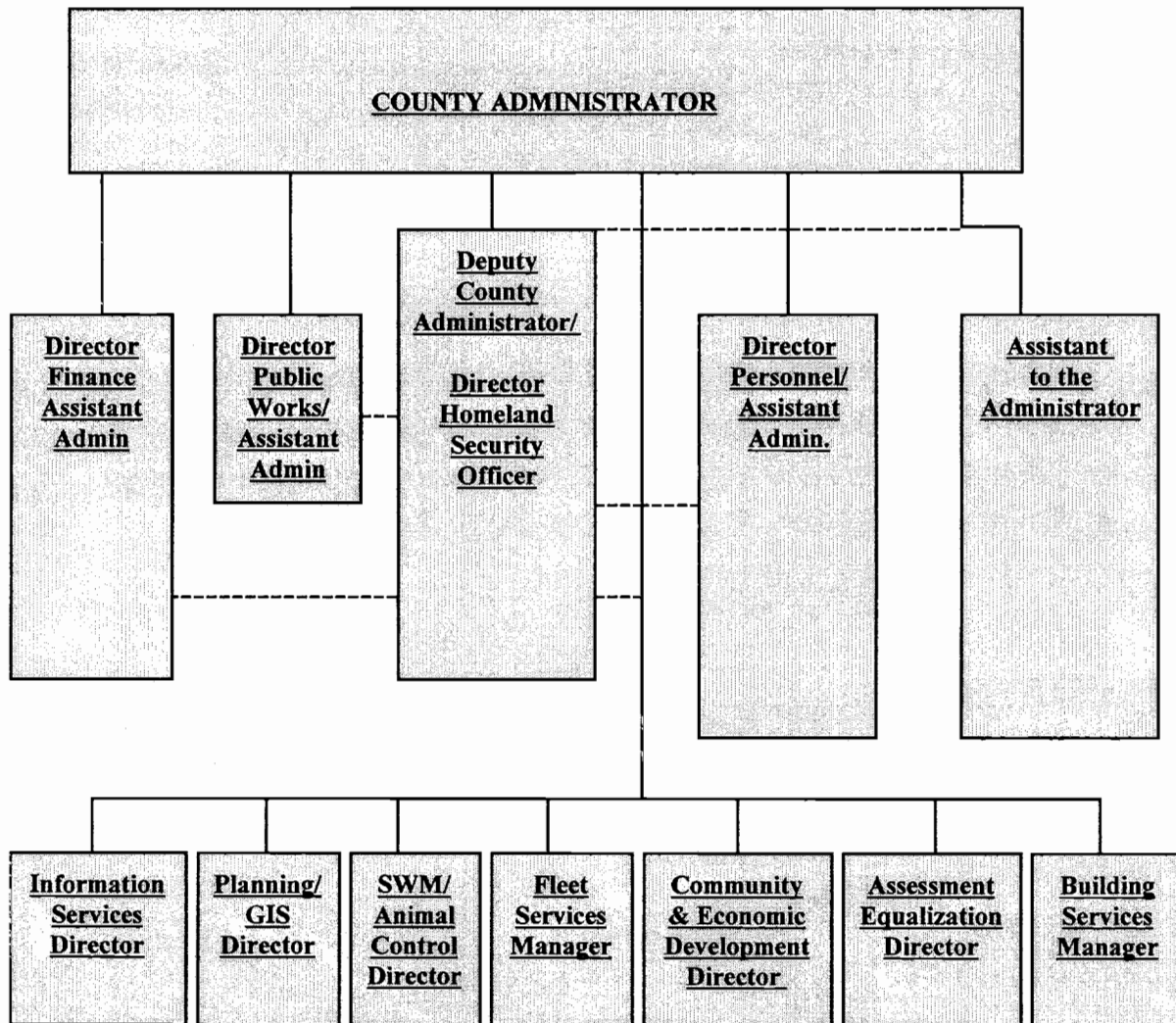
SECTION V. A. - LISTING OF POSITIONS

Current Staffing Level:

Full Time Equivalent

<u>Job Title</u>	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Grade</u>
Administrator	1	1		1	Unc
Deputy Admin.	1	1		1	Unc
Assistant	<u>1</u>	<u>1</u>		<u>1</u>	15
Total Positions	<u>3</u>	<u>3</u>		<u>3</u>	

Organizational Flow Chart



SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE **\$500**

GBC Shredder Model 3260X maintenance warranty expires July 31, 2005. Maintenance agreement needed for upkeep and any repairs. One repair call could be in excess of the maintenance agreement.

520300 - PROFESSIONAL SERVICES **\$300**

Performance questionnaires sent to The Archer Company on job reclassifications for department heads and/or employees. The cost is estimated at \$100 for each questionnaire reviewed. These PQs are charges to the Administrator for department heads.

521000 - OFFICE SUPPLIES **\$1,200**

Paper, stationary, toner for printer, printing of envelopes, pens, forms, etc. Already spent approximately \$440 in last six months with two staff. With the addition of a Deputy Administrator estimate increase in supplies by 1/3.

521100 - DUPLICATING **\$1,500**

Administration estimated at 30,000 copies @ \$.05 cents

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$300**

To cover charges for equipment repairs cost as necessary

522300 - VEHICLE REPAIRS & MAINTENANCE **\$1,500**

To cover repairs and upkeep on the 1999 Crown Victoria being used by Administration offices and any repairs needed for new vehicle requested for Deputy Administrator

524000 - BUILDING INSURANCE **\$183**

Increased from last FY

524100 - VEHICLE INSURANCE -1 **\$1,194**

Insurance for two cars @\$597 each: 1999 Crown Victoria used at the Administration Building as needed and insurance on new car for Deputy Administrator

524201 - GENERAL TORT LIABILITY INSURANCE **\$1,072**

Premium has increased and also to cover additional person

524202 - SURETY BONDS **672**

Increase from FY04-05 and additional person covered

525000 - TELEPHONES **\$1,500**

Six telephone lines @ \$19.95/month (tax included) = 1,436.40

525020 - PAGERS AND CELL PHONES **\$2,440**

The County Administrator and the Finance Director/Assistant Administrator maintain pagers 24-hours, seven days a week to be available for all emergencies. The Administrator also has dispatch service. Both pagers are on state contract rate.

SECTION V. B. - OPERATING LINE ITEM NARRATIVES cont'd.

1 - Pagers - total cost estimated @ \$568

**Art Brooks #698-0456 &
Dispatch service # 1-800-226-3465 @ \$24.49 mo. =\$293.88
Tim James #698-0901 & 1-800-712-7310 @ \$14.04 mo =\$168.48
Larry Porth, Finance Director #698-6255 @ \$8.74 mo = \$104.88**

2 - Cellular Phone - total cost estimated @ \$1,872

Administrator, Deputy Administrator/Homeland Security, Finance Director/Assistant Administrator have mobile phones, Nextel & beepers . Assistant to Administrator has Nextel direct contact cell phone.

Nextel - #513-5340 -Administrator = \$480
\$40 per month estimate to cover any overages. = \$480
Nextel - #513-5341 - Assistant to Administrator = \$240
\$20a month = \$240.
Nextel - #309-0140 - Deputy Administrator =\$480
\$40 per month estimate to cover any overages. = \$480
Nextel - #513-1287 - Finance Director = 480
\$40 per month estimated to cover any overage = \$480
Verizon - #920-4180 - Finance Director/Assistant Administrator = \$192
Mobile \$16.00 estimated at \$16 to cover any overages = \$192

525100 - POSTAGE \$800

Mailings include once a month, general correspondence to citizens and businesses. Postage is \$.37 plus any certified mail cost. With the addition of the Deputy Administrator this should cover any additional postage used or increases.

525210 - CONFERENCE/MEETING EXPENSES \$10,000

The County & Deputy Administrator attend several planned conferences throughout South Carolina which are listed below. Also allowances are made for procurement card charges for meetings, other training courses and unexpected trips. Listed are known conferences:

SCAC Mid-Year Conf. - Cost \$190.x 2 = \$380
The County & Deputy Administrator attends the SCAC Mid-Year conference, usually held in Columbia in February. This conference focuses on legislative activities.
SCAC Annual Conference - Cost \$1,450 x2 = \$2,900
Has been held in Hilton Head in July or August of each year. With travel mileage, hotel expense, courses, registration, ext. The cost last year was \$1,424.
SCARC - (SC Assoc. Of Regional Councils) - Cost \$150 x 2 = \$300
Held in Myrtle Beach last year. Hotel paid for by SCAC. Cost to County is mileage and per diem for food and gas. Estimated at \$150.
SCAC Annual Workers' Comp Trust - \$170 x 2 = \$340
Held in Hilton Head by SCAC at no cost to the County for accommodations. Cost involves per diem and mileage.
SCCCMA - Winter Meeting Cost \$625 x 2 = 1,250
The South Carolina City/County, Managers Association winter conference which is attended by the administrator held in January each year. This is an association of city and county managers across the state. This fosters better cooperation between cities and counties and generally focuses on legislation of mutual interest. Conference is usually held in Charleston.
SCCCMA - Summer Meeting - Cost approx \$900 x 2 = \$1,800
The South Carolina City/County Manager Association summer conference held at Myrtle Beach each year. Similar to the winter meeting.

SECTION V. B. - OPERATING LINE ITEM NARRATIVES cont'd.

Local Government. Courses - \$45

The Administrator attends various Local Government Institutes courses locally. Only has one more course to graduate.

United Way - Cost \$160

United Way of the Midlands has an annual meeting @ a cost of \$60 and then awards breakfast meetings for the key people in the campaign @ \$10 for each person. Usually 6-10 people attend. Lexington County has been and is the Pace Setter each year for the United Way campaign.

Travel Expenses for Death Penalty Cases - Estimated Cost of \$300

Intercity Visit - April 2002 - Cost \$1200

Annual visits are planned to visit different areas to learn how other cities are handling growth.

Lessons in Leadership Classes - \$300

This is one seminar taken last year and probably will be offered again this fiscal year.

Other courses for Administrative Assistance for training as they come available - estimated costs \$300

525230 - SUBSCRIPTION/DUES \$500

Dues & Subs.= \$300 plus additional \$200 for any books or subscriptions not listed below or for unexpected price increases

Dues:	SCCCMA	65
	SCMAS	25
Subs:	The State Newspaper	90
	Dispatch News	23
	Chapin Times	20
	The Chronicle	22
	The New Irmo News	22
	The Twin City News	21
	Lake Edition	12
		<u>\$300</u>

525300 - UTILITIES \$9,519

Used approximately \$4,800 for 6 mos. The additional amount should cover the increase requested by SCE&G. Moved to new location and anticipate utilities being higher - more square footage. Project usage if \$9,519

525400 - GAS, FUEL, & OIL \$1,500

To supply fuel for 1999 Crown Vic for use as needed for Administrator, Finance, Personnel, and Deputy Administrator in requested new car..

529000 - UNCLASSIFIED \$500

Funds are used for settling small claims, and other unexpected expenses not budgeted.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

5400010 - Minor Software and required License \$420

To cover the Adobe government Photoshop Elements UE license and software editing software.

- 1) 54016351HS - ADOBE GOVT - GOVT PHOTOSHOP ELEMENTS 3.0 UE \$63.03 software
- 1) 29230121DG - ADOBE GOVT - GOVT PHOTOSHOP ELEMENTS 3.0 UE \$10.69 licence
- 1) Office XPro - includes Word, MS Excel, MS PowerPoint, MS Publisher - \$315

Council wants presentations shown at meeting so the public can view pictures of employees being recognized, etc. while be presented. The photo editing software is used for all types of editing on pictures taken at Council meetings when Resolutions are presented from Council members, employee recognitions, employees of the quarter, and shining star employees. Also pictures taken at special events such as ground breaking, open house ceremonies, dedication ceremonies, and any other special occasion that require pictures to be taken. At present there is no editing feature on the computer except the explorer editing which does not have features that enhances or corrects red eye and other needed editing features.

5A5001- (1) Replacement Computer \$1,103

Current Compaq computer is not holding up. The CD ROM and the C Drive have failed and it appears the monitor will be next to go. (Replace County #23438)

Requesting new computer state contract function #3 as described in recommended specification sheet from IS dated January 19, 2005 (P IV 3.0GHz/1M cache, 800 MHz FSB with standard memory, storage, network card, DVD/CD-RW, 64MB graphic card w/o monitor; to include keypad and scroll mouse (Dell GS280 - \$1,103 including tax), to replace old County #23438 in order to have the storage space and capability to burn CDs for presentations, make duplicates for recipients, Council members, etc.

Currently cannot store all pictures on computer due to storage space. Need to store digital pictures on computer in order to be able to burn CDs for presentations, and ease of finding and editing pictures, etc. Council wants presentation shown at meetings as presentations are being made which requires a better quality of picture to be taken, larger storage capacity, larger memory functions, and to be able to burn picture on a CD to be used in the presentations and to give a copy to Council members as requested.

5A5002 - (1) Replacement Monitor \$194

Current monitor, according to the IS director, appears to be failing as has the computer. A 19" Monitor is requested to replace County #23431. The larger monitor will make viewing spreadsheets easier and much easier on the eyes.

Spreadsheet format is used in keeping records of the Airport payments, parking lot payments from County and state employees, budget records, blanket purchase orders payment, etc.

5A5003 - (1) Replacement Digital Camera \$565

Requesting replacement digital camera for old Sony digital camera (County #22919) now being used only used. This is re recommended camera from IS that is on state contract.

The old camera uses only the 3 ½ floppy discs and the quality of the resolution on the pictures is low and does not allow for a good quality picture to be taken, printed or reproduced.

5A5004 - New Car \$30,000

SUV vehicle type needed for Deputy County Administrator, new employee for the Administration office. The SUV type is requested since he will be dealing with Public Safety Homeland Security matters and may need the capability of the 4-wheel drive, and other equipment that is provided with the SUV vehicle.

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: General Administration
Organization: 101300 - County Attorney

				<i>BUDGET</i>		
Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
* Total Personnel	0	0	0			
Operating Expenses						
520500 Legal Services	131,594	101,900	175,000	<u>200,000</u>		
525210 Conference & Meeting Expense	0	0	500	<u>500</u>		
* Total Operating	131,594	101,900	175,500			
** Total Personnel & Operating	131,594	101,900	175,500	<u>200,500</u>		
Capital						
** Total Capital	0	0	0			

***** Total Budget Appropriation** 131,594 101,900 175,500 _____

SECTION III - PROGRAM OVERVIEW

Summary of Programs:

- Program I - Professional Services
- Program II -
- Program III -

Program I: Administration

Objective:

The county attorney funds are used for professional services by all departments of the county for general legal advice, labor, personnel issues and lawsuits.

County attorney attends council meeting, does research for council matters, reviews procedure issues on property sales, makes calls regarding county issues, reviews pending legislation in order to write General Assembly, reviews new lawsuits against county, reviews resolutions as needed, and keeps Council and County Administrator aware of any pending issues.

The labor attorney handles personnel matters such as OSHA fines and issues, SHAC charges, reviews US Supreme Court decisions related to personnel matters, makes telephone calls on matters related to personnel matters through the Director of Personnel, reviews harassment and grievance matters related to the County, etc.

We are using Nicholson, Davis, Frawley Anderson & Ayer for general legal matters related to County issues and the Malone and Thompson law firm for labor attorney issues.

Program II:

Objectives:

Program III:

Objectives:

SERVICE LEVELS

Service Level Indicators:

	<u>Estimated FY 2003-04</u>	<u>Actual FY 2004-05</u>	<u>Projected FY 2005-06</u>
1. Advises Administration/County Council	*		
2. Attends Council meeting	21	21	21
3. Advises on Economic Development matters	*		
4. Advises on Planning & Development issues	*		
5. Advises on Procurement issues	*		
6. Advises on Assessment issues	*		
7. Advises on Public Works issues	*		
8. Advises on Animal Control issues	*		
9. Advises on Tax Matters	*		
10. Advises on Property issues	*		
11. Advises on Courthouse Properties issues	*		
12. Advises on Personnel issues	*		
13. Advises on Convention Center matters	*		
14. Represents the County in General & Labor Lawsuits	15	15	15
15. Represents the County in Tax Sale Lawsuits	4	5	5
16. Represents and advises on SHAC lawsuits	7	9	12
17. Advises on labor & employment matters	*		
18. Insurance Reserve Fund Lawsuits		19	25

* **totals cannot be determined**

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520300 - PROFESSIONAL SERVICES \$200,000

Approximately \$90,500 (6 mos) has been disbursed from July 2004 through December 2004 for Nicholson, Frawley, Davis, Anderson & Ayers firm; and approximately \$9,000 (6mos) has been disbursed for the same time period for the Malone and Thompson law firm labor attorneys. The above amounts seem to indicate that we will be short in the Professional Services line-item for FY04-05 in the approximate amount of \$25,000.

Every year we run very close on the Professional Services line-item and have had to transfer funds to coverage shortages. With the increase in lawsuits, Insurance Reserve claim lawsuits, and labor issues for staff, I anticipate that legal fees need to be increased in the FY05-06 budget to the estimated amount of \$200,000 to cover all Professional Services. Any overage not disbursed would then be transferred back to the General Fund.

525210 - CONFERENCE & MEETING EXPENSE \$500

To cover travel expenses

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: General Administration
Organization: 101400 - Finance

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	<i>BUDGET</i>		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 8.9	396,266	190,359	411,635	413,888		
510200 Overtime	48	0	0	0		
511112 FICA Cost	28,846	13,409	30,071	31,662		
511113 State Retirement	24,822	11,942	25,663	31,869		
511120 Insurance Fund Contribution - 9	51,334	25,667	51,334	51,840		
511130 Workers Compensation	1,074	570	1,183	1,245		
511213 SCRS - Retiree	2,326	1,097	2,364	0		
* Total Personnel	504,716	243,044	522,250	530,504		
Operating Expenses						
520200 Contracted Services	215,552	88,981	203,998	221,327		
520300 Professional Services	34,730	31,391	32,341	33,447		
520702 Technical Currency & Support	55,686	0	61,255	67,381		
520800 Outside Printing	7,358	7,430	7,450	7,550		
521000 Office Supplies	3,163	918	2,145	2,145		
521100 Duplicating	1,887	830	2,050	2,050		
521200 Operating Supplies	2,206	3,695	4,108	4,070		
522200 Small Equipment Repairs & Maintenance	1,430	1,818	1,814	0		
524000 Building Insurance	127	94	197	258		
524201 General Tort Liability Insurance	672	407	833	894		
524202 Surety Bonds	0	0	400	64		
525000 Telephone	1,490	847	1,500	2,057		
525010 Long Distance Charges	69	30	150	0		
525100 Postage	6,182	3,146	6,200	6,624		
525110 Other Parcel Delivery Service	44	48	50	50		
525210 Conference & Meeting Expenses	3,585	3,815	5,350	6,775		
525230 Subscriptions, Dues, & Books	854	667	1,084	1,134		
525240 Personal Mileage Reimbursement	0	20	25	25		
525300 Utilities - Admin. Bldg	8,742	6,803	11,500	13,560		
* Total Operating	343,777	150,940	342,450	369,411		
** Total Personnel & Operating	848,493	393,984	864,700	899,915		
Capital						
540000 Small Tools & Minor Equipment	403	74	500	500		
540010 Minor Software	0	0	314	1,548		
All Other Equipment	8,481	277	19,683			
(1) Scanner w/software				940		
** Total Capital	8,884	351	20,497	2,988		
*** Total Budget Appropriation	857,377	394,335	885,197	902,903		

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SECTION IA

COUNTY OF LEXINGTON Existing Departmental Program Request Fiscal Year - 2005-06

Fund # 1000 Fund Title: General Fund
 Organization # 101400 Organization Title: Finance

Object Expenditure Code Classification	Program #1 Program Title: Admin/Fin Rpt	Program #2 Accts Payable	Program #3 EMS	Program #4 Payroll	Total 2005-06 Requested
Personnel	(4)	(2)		(3)	
510100 Salaries - 9	252,344	58,498		103,046	413,888
511112 FICA Cost	19,304	4,475		7,883	31,662
511113 State Retirement	19,430	4,504		7,935	31,869
511120 Insurance Fund Contribution - 9	23,040	11,520		17,280	51,840
511130 Workers Compensation	759	176		310	1,245
* Total Personnel	314,877	79,173	0	136,454	530,504
Operating Expenses					
520100 Contracted Maintenance					0
520200 Contracted Services			221,327		221,327
520300 Professional Services	33,447				33,447
520702 Technical Currency & Surport	67,381				67,381
520800 Outside Printing Costs	7,550				7,550
521000 Office Supplies	815	615		715	2,145
521100 Duplicating	680	910	100	360	2,050
521200 Operating Supplies		2,130		1,940	4,070
524000 Building Insurance	65	65	64	64	258
524201 General Tort Liability Insurance	681	89	21	103	894
524202 Surety Bonds	24	16		24	64
525000 Telephone	915	228	228	686	2,057
525100 Postage	50	5,899	25	650	6,624
525110 Other Parcel Delivery Service	50				50
525210 Conference & Meeting Expenses	6,775				6,775
525230 Subscriptions, Dues, & Books	1,134				1,134
525240 Personal Mileage Reimbursement	25				25
525300 Utilities - Admin.	3,390	3,390	3,390	3,390	13,560
* Total Operating	122,982	13,342	225,155	7,932	369,411
** Total Personnel & Operating	437,859	92,515	225,155	144,386	899,915
** Total Capital (From Section II)	1,753	469	125	641	2,988
*** Total Budget Appropriation	439,612	92,984	225,280	145,027	902,903

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SECTION III - PROGRAM OVERVIEW

Summary of Programs:

Program 1 - Administration, Financial Reporting, Budgeting

- a. Administration and Financial Reporting
- b. Internal Audits
- c. Accounting Operations
- d. Budgeting

Program 2 - Accounts Payable

Program 3 - Emergency Medical Services

Program 4 - Payroll

Program 1: Administration, Financial Reporting, Budgeting

Administration and Financial Reporting

Objectives:

To achieve and maintain a high standard of accuracy, completeness, and timeliness in recording the County's financial affairs to the general public, County Council, County Administration, management, and external entities. To establish and maintain a system of internal accounting controls which will provide management with a reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. The responsibilities of this office include the supervision, coordination, and administration of major financial affairs including accounting, budgeting, financial reporting, fixed assets, and the County's self-funded health insurance fund.

Service Standards:

- a. To assist and advise the County Administrator and department heads in the area of financial affairs.
- b. To coordinate future enhancements and modifications of the Integrated Financial Management Information System (BANNER).
- c. To continue to maintain a fixed assets system, and to move towards using the BANNER system for fixed assets.
- d. To continue to work with Purchasing on BANNER system problems.
- e. To coordinate with the Treasurer's office the flow of revenue and receipts on the Treasurer Report
- f. To receive an unqualified opinion on the County's Comprehensive Annual Financial Report (CAFR), and to maintain a financial report that could receive the Certificate of Achievement for Excellence in Financial Reporting award from the Governmental Finance Officer's Association (GFOA).
- g. To close accounting records within 90 days after year-end.
- h. To provide adequate training and education to user departments to increase the understanding of their accounting records.

Internal Audits

Objectives:

To review, evaluate, and report on the soundness, adequacy, and application of accounting, financial, and operating systems and controls. The Internal Auditor is also responsible for determining the extent of compliance with established policies, plans, and procedures.

Service Standards:

- a. To assist the external audit firm in the annual audit and financial reporting procedures.
- b. To establish and monitor a system of internal controls.
- c. To assist in the development and maintenance of a detailed accounting procedures manual for all County funds.
- d. To test the audit trails between Personnel and Finance from the accuracy of payroll data to insure efficiency.
- e. To test the audit trails between the Treasurer's office and Finance for accuracy of revenue and receipts.
- f. To test the audit trails of the Internal Government Charges to departments and other agencies and trace Accounts Payable active to vendors for payments.

Accounting Operations

Objectives:

To maintain the official records of the County, provide a central control for the accounting of financial transactions, and prepare financial reports in accordance with legal requirements and generally accepted accounting principles. To supervise and maintain the control of general accounting records to include balance sheet accounts, revenue ledgers, expenditure ledgers, bank statements, fixed asset records, budgetary line items, and payroll records.

Service Standards:

- a. To establish and maintain overall accounting controls to insure the accuracy of the County's Integrated Financial Management Information System (BANNER).
- b. To monitor and process financial data input from various departments.
 1. Revenue data input through the Treasurer's office.
 2. Monthly intergovernmental charges submitted from General services.
- c. To accumulate intra governmental charges and to calculate and process accounts receivable.
- d. To close monthly ledgers within 10 days of prior month-end and to assist in the closing of accounting records within 90 days of year-end.
- e. To prepare interim financial statements for use by management.
- f. To monitor county revenues and expenditures to ensure adequate cash flow requirements are maintained or alternatives are pursued.
- g. To maintain and reconcile on a monthly basis the County's operating account.
- h. To account for and record the acquisition and disposal of fixed assets including land, buildings, improvements, and machinery and equipment.
 - I. To maintain accounting systems for the County's enterprise funds and to prepare management level financial statements and cost accounting statements.
- j. To maintain accounts and proper controls in the certain special revenue funds of the County that handle program income and similar funds.

Budgeting

Objectives:

To develop county-wide systems to facilitate budget preparation, analysis, and control. To prepare, maintain, monitor, and review the County's various budgets. To develop methods of estimating and reviewing various revenue and expenditures in respective fund budgets.

Service Standards:

- a. To establish and maintain an annual budget timetable.
- b. To develop and monitor annual revenue and funding estimates.
- c. To gather departmental input for annual appropriations and to finalize and prepare the annual published County budget document. Also, to prepare a budget document that could be submitted to the GFOA's Distinguished Budget Presentation Awards Program.
- d. To monitor budget appropriations throughout the year for compliance and control, and research, review, and analyze needed budget revisions.
- e. To perform econometrics and quantitative analysis of budgetary trend data including CPI weighting, demographic correlation, population averaging, cost-benefit and cost-effectiveness analysis, etc.

Program 2: Accounts Payable

Objectives:

To process in an accurate and timely manner the County's accounts payables, travel vouchers, and other vendor payments, and to record these charges while insuring proper documentation.

Service Standards:

- a. To pay 90% of all accounts payable within 30 days from the receipt of invoice, while insuring the accuracy of the supporting documentation.
- b. To establish specific procedures for the flow of payables data (together with appropriate supporting documentation) between Purchasing and Finance.
- c. To monitor and reconcile actual daily accounts payable activity to the County's EDP accounting system's Daily File Maintenance Listing.
- d. To maintain the records of the County's self-funded employee health insurance fund which is administered by a third-party (Planned Administrators, Inc.).

Program 3: Emergency Medical Services

Objective:

To process patient's ambulance reports in a timely manner with proper documentation.

Service Standards:

- a. To continue to maintain EMS ambulance billing records to insure an efficient claims processing by the County's third-party administrator (Low Country Regional EMS Council).

Program 4: Payroll

Objectives:

To be responsible for the calculation, processing, and distribution of county payrolls and the associated reporting requirements. To supervise and maintain the control of payroll accounting records and bank reconciliations.

Service Standards:

- a. To calculate, process, and distribute 26 biweekly payrolls for county employees in compliance with the Fair Labor Standards Act as well as county personnel policy.
- b. To calculate and process all payroll liabilities; i.e., taxes, FICA/Medicare, voluntary deductions.
- c. To maintain and reconcile on a monthly basis the County's payroll account.
- d. To accumulate, reconcile, and distribute all payroll data for the annual Federal W-2 reporting requirements as well as the Federal quarterly 941 reports.
- e. To accumulate, reconcile and distribute all payroll data for the quarterly and annual reporting requirements of the SC Department of Revenue, The SC Retirement System, and the SC Employment Security Commission.
- f. To maintain all pertinent timecard and payroll records for future accountability.
- g. To maintain the records of the County's self-funded employee health insurance fund which is administered by a third-party (Planned Administrators, Inc.). Also, to reconcile monthly the bank account used for the payment of claims.

Service Level Indicators:	SERVICE LEVELS			
	Actual FY 02/03	Actual FY 03/04	Estimated FY 04/05	Projected FY 05/06
Program 1:				
County Funds Maintained	231	251	255	260
Total Fixed Assets Reconciliation	12,271	12,142	12,500	12,500
Fixed Assets (additions/deletions)	2,289	1,259	1,500	1,600
Accounts Receivable Invoices:				
Monthly (15x12=180)	180	180	180	180
Yearly - Municipal Tax	12	12	12	12
Financial Statements:				
Monthly Reports	138	138	138	138
Quarterly Statements	12	12	12	12
Comprehensive Annual Fin. Rpt	1	1	1	1
Annual Budget Documents	1	1	1	1
Preliminary Budgets	4	4	4	4
Program 2:				
Invoices Reviewed and Processed for County Vouchers:				
Purchase Orders	17,767	19,622	19,700	19,700
Check Request	643	682	700	700
Trip Request	1,275	1,322	1,400	1,500
Utilities	6,431	6,963	7,000	7,100
Counter Orders	1,310	1,059	1,100	1,150
Jury Pay	5,184	6,570	6,600	6,650
Other	<u>2,288</u>	<u>1,150</u>	<u>1,200</u>	<u>1,100</u>
Total	<u>37,338</u>	<u>37,338</u>	<u>37,700</u>	<u>37,900</u>
Accounts Payable Checks Issued to Cty Venders	18,015	17,302	19,564	19,675
Program 3:				
Number of calls Billed:				
Resident	14,992	15,781	15,187	15,900
Non-Resident	1,386	1,319	1,355	1,400
Program 4:				
Pay Vouchers/Checks Issued for Payroll:				
Per Pay Period	1,210	1,235	1,270	1,275
Per Year	31,459	32,110	33,020	33,500
Payroll Liab Checks Issued	626	637	638	650
Insurance Checks Issued	12,191	12,562	11,936	12,000
Employee Class Records	18	20	20	20
Income Record Types Maint.	28	28	28	28
Deduction Record Types Maint.	95	111	111	111

SECTION IV. - SUMMARY OF REVENUES

430120 - Ambulance Fees \$ 2,791,517

Ambulance fees are based on the number of calls that are billed and by a percentage of collections.

Current billing estimated:

Resident calls - 15,900 x 425.00 =	\$6,757,500.00
Non-Resident calls - 1,400 x 478.00 =	<u>669,200.00</u>
	7,426,700.00
Medicare/Medicaid reduction - 50%	<u>(3,713,550.00)</u>
	3,713,150.00
Other reduction - 8%	<u>(594,136.00)</u>
Estimated revenue	<u>3,119,014.00</u>
Estimated amount to set-off debt	<u>(327,497.00)</u>
Total estimated revenue	<u>\$2,791,517.00</u>

430165 - Set-Off Debt Collections: \$ 327,497

Based on the number of delinquent accounts at year end.

Estimated amount	\$3,119,014.00
Percentage of collection - x	<u>10.5%</u>
Total estimated revenue	<u>\$ 327,496.47</u>

430900 - Cable Franchise Fees \$ 677,586

This is the 3% that cable companies pay. The collections are based on there gross earnings, that has been increasing by 2% per year. \$664,300.00 x 2%= \$677,586.00

469500 - Municipal Tax Billings \$ 79,822

Municipal tax billings is based on the number of Real and Vehicle Tax notices for the twelve municipals. At a rate of \$1.07.

Real tax notices - 30,400 x 1.07 =	32,528
Vehicle tax notices - 44,200 x 1.07 =	<u>47,294</u>
Total tax notices -	<u>79,822</u>

SECTION V. - LINE ITEM NARRATIVES

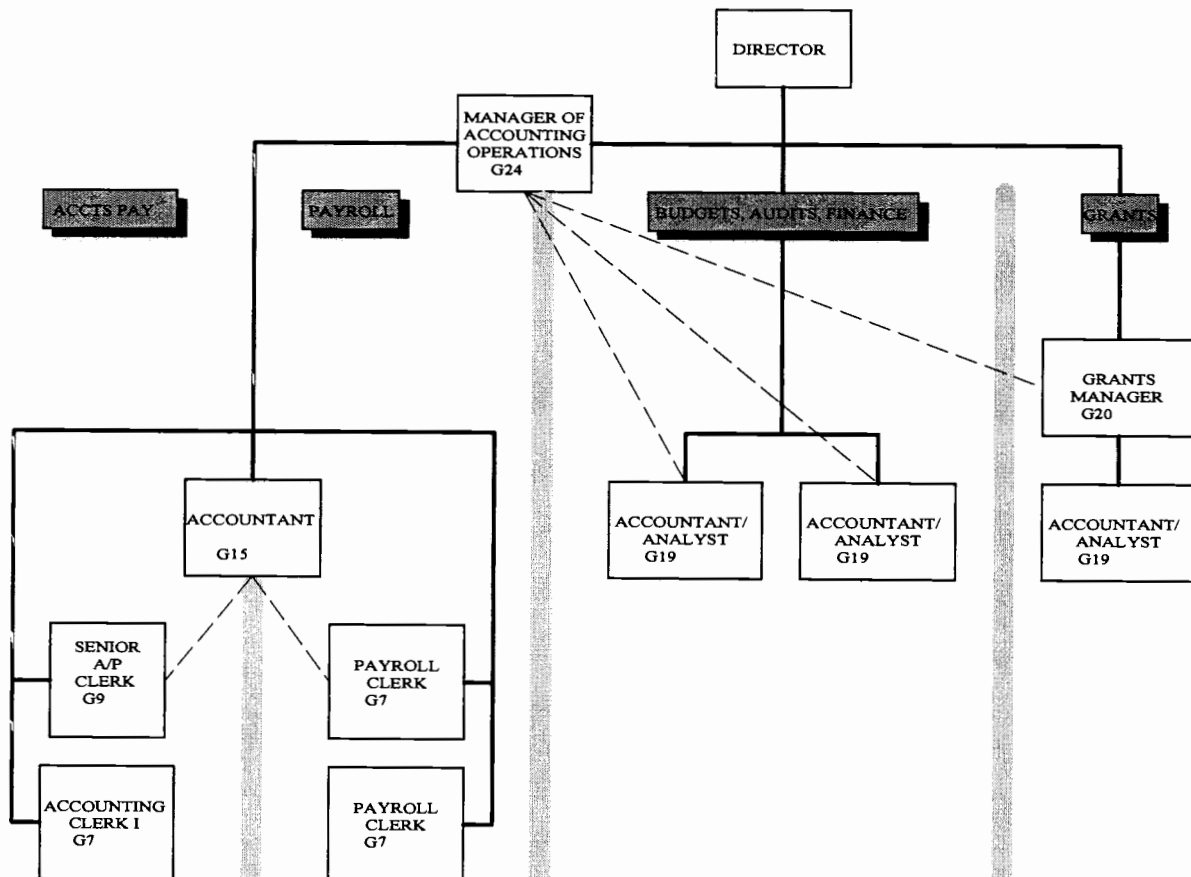
SECTION V.A. - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Grade</u>
Director	1	1		1	42
Manager Accounting Operations	1	1		1	24
Grants Manager	1		1	1	20
Accountant/Analyst	3	2	1	3	19
Accountant	1	1		1	15
Senior Accounts Payable Clerk	1	1		1	9
Payroll Clerk	2	2		2	7
Accounting Clerk I, Finance	<u>1</u>	<u>1</u>		<u>1</u>	7
Total Positions	<u>11</u>	<u>9</u>	<u>1</u>	<u>11</u>	

All of these positions require insurance.

Display organization flowchart: **FINANCE DEPARTMENT**



4-10

SECTION V.B. - OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES

\$237,207

Program 3: EMS

To cover EMS ambulance billings for current account collections.

Statistical Information:

Avg. No. of billed calls per month FY(99-00)	1,283
Avg. No. of billed calls per month FY(00-01)	1,336
Avg. No. of billed calls per month FY(01-02)	1,366
Avg. No. of billed calls per month FY(02-03)	1,365
Avg. No. of billed calls per month FY(03-04)	1,425
Estimated Avg. No. of billed calls per month FY(04-05)	1,379
Estimated No. of billed calls per month FY(05-06)	1,442

Assume: Collection percentage of current accounts 60.00%

Collection Rate: Current Accounts(Low country Billing Services) 6.99%
 Budget Estimate:

Resident Billable Calls (1,325 per month)	15,900	
Bill Amount	<u>x 425.00</u>	\$6,757,500.00
Non-Resident Billable Calls (117 per month)	1,400	
Bill Amount	<u>x 478.00</u>	<u>\$ 669,200.00</u>
Total Combined Billing		\$7,426,700.00
Medicare/Medicaid reduction		(3,713,550.00)
Other reduction		(594,136.00)
Set-off debt reduction		<u>(327,497.00)</u>
Total		2,791,517.00
Billing Charge		<u>6.99%</u>
Estimated Current Charges		<u>\$ 195,127.00</u>

Set - off debt collection.

Estimated Charges	\$ 327,497.00
Billing Charge	<u>8.00%</u>
Total	<u>\$ 26,200.00</u>

520300 - PROFESSIONAL SERVICES **\$ 33,447**

To cover the following annual costs:

Program 1: Financial Reporting/Budgeting/Administration	
Total County Audit Contract	\$34,750.00
Increase by the CPI index	<u>x 3.30%</u>
	<u>\$35,897.00</u>
Less:	
Library Portion	2,500.00
Solid Waste Portion	<u>2,000.00</u>
	<u>\$31,397.00</u>
CAFR Certificate of Achievement Application	550.00
Digital Assurance Certification	1,500.00

520702 - TECHNICAL CURRENCY & SUPPORT **\$ 67,381**

Program 1: Administration, Financial Reporting, Budgeting	
ACS Government System (Yearly Maintenance Contract) (formyl SCT)	\$67,381

Based on 04/05 maintenance cost of \$61,255.03 estimated this year and add an additional 10%:
 (per contract agreement)

520800 - OUTSIDE PRINTING COSTS **\$ 7,550**

To cover the following annual costs:

Program 1: Financial Reporting/Budgeting/Administration	
CAFR Printing Cost - 110 units @35.00 includes sales tax	\$3,850.00
Budget Printing Cost - 100 units @37.00 includes sales tax	3,700.00

521000 - OFFICE SUPPLIES **\$ 2,145**

To cover routine office supplies (paper, pencils, ribbons, file folders, etc.) as well as major expenditures for A/P envelopes, operating checks, payroll checks, and payroll direct deposit vouchers.

Equally distributed between programs:	
Computer Paper for Laser printers (140 rms @ 2.1262)	\$ 298.00
Computer Paper for Dot Matrix printers	
((9.5 x 11) 4 cases @17.4916)	70.00
((14.5 x 11) 2 cases @ 26.52.19)	54.00
Laser printer toner cartage - (5 @ 99.60)	498.00
Dot Matrix printer ribbons - (15 @12.4085)	186.00
Ink Roller for Check signer - 1	99.00
Miscellaneous paper products (color paper)(7rms)	40.00
Program 1: IGC's - Pencils, ribbons, folders, and other office products (based on 4 employees) -	\$ 400.00
Program 2: IGC's - Pencils, ribbons, folders, and other office products (based on 2 employees) -	200.00
Program 4: IGC's - Pencils, ribbons, folders, and other office products (based on 3 employees) -	300.00

521100 - DUPLICATING **\$ 2,050**

This appropriation covers the cost of making copies of invoices, budget forms, financial statements, audit and internal control work papers, data processing forms, EMS forms and reports,, and other financial documents. (Based on 41,000 copies @ .05 = \$2,050.00)

Program 1: Financial Reporting/Budgeting/Administration	
Monthly reports, quarterly reports, budget, CAFR, and miscellaneous	\$680.00
Program 2: Account Payable	
Purchase orders, invoices, and miscellaneous	910.00
Program 3: EMS	
EMS reports and miscellaneous	100.00
Program 4: Payroll	
Time card problems and miscellaneous	360.00

521200 - OPERATING SUPPLIES **\$ 4,070**

To cover operating checks, employee time cards, and year end forms.

Program 2: Accounts Payable	
Operating Checks (70.00 per 1,000) 20M	\$1,400.00
Envelopes #9 (Special Windows) 22M	600.00
2006- 1099 Misc. (500)(Laser forms)	95.00
2006- 1099 Mailers Envelopes	35.00
Program 4: Payroll	
Time cards (Employee)(16.50 per 1,000)40M	660.00
Envelopes #10 (Special Windows) 34M	
(500BX@15.00)=68BX	1,020.00
2005 - W-2's (2,000)(Laser forms)	95.00
2005 - W-2's Envelopes (2000)	165.00

524000 - BUILDING INSURANCE **\$ 258**

To cover the cost of allocated building insurance per schedule. (Based on 3,740 sq.ft.)

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 894**

To cover the cost of general tort liability insurance. (Based on the new rates.)

	Program 1 <u>Fin. Rpt.</u>	Program 2 <u>A/P</u>	Program 3 <u>EMS</u>	Program 4 <u>Payroll</u>
Director	497.00	15.00	10.00	15.00
Manager of Accounting Oper.	34.00	20.00	5.00	20.00
Accountant/Analyst	74.00			5.00
Accountant/Analyst	74.00			5.00
Payroll Clerk				24.00
Payroll Clerk				24.00
Accountant	2.00	12.00		10.00
Senior Accounts Payable Clerk		24.00		
Accounting Clerk I		18.00	6.00	

525000 - TELEPHONE

\$ 2,057

This appropriation is to cover all of the telephone service including A/P invoices, EMS billings, internal audit engagements, and communications with non-local departments within the County.

There are eight lines in the department and the cost is divided into the four programs by the number of slots.

8 existing lines x \$19.04 each line = \$152.32
1 additional line @ \$19.04 = 19.04
\$171.36

\$171.36 x 12 months = \$2,056.32

Access charges per FCC order and taxes, already included in the \$19.04

<u>Program 1</u>	<u>Program 2</u>	<u>Program 3</u>	<u>Program 4</u>
913.92	228.48	228.48	685.44

525100 - POSTAGE

\$ 6,624

To cover the cost of mailing weekly A/P checks, EMS correspondence, and miscellaneous reports and office correspondence. Annual mailings include financial reports (CAFR), 1099's and various other payroll and financial reports.

Average month usage is 552.00.
552.00 x 12 months = 6,624.00

Program 1: Financial Reporting/Budgeting/Administration	\$ 50.00
Program 2: Accounts Payable	5,899.00
Program 3: EMS	25.00
Program 4: Payroll	650.00

525110 - OTHER PARCEL DELIVERY SERVICE

\$50

To cover the cost of mailing 3 copies of the CAFR Report to Chicago for certification.

525210 - CONFERENCE & MEETING EXPENSE **\$ 6,775**

To cover the costs of attending the National and South Carolina GFOA conferences, SCAC conference, SCAC affiliate (SCAFDPP) meetings and regular SCGFOA monthly meetings. And to cover the cost of GFOA accounting training workshops and local accounting and personal development workshops. To maintain technical competence of professional staff to include continuing education hours for staff CGFO (Certified Government Finance Officer).

Conferences & Meetings:

GFOA (National Finance Officers Annual Conference)		
(1 @ \$1,350.00)	\$	1,350.00
SCGFOA (State Finance Officers Fall Conference)		
(5 @ \$670.00)		3,350.00
SCGFOA (State Finance Officers Spring Conference)		
(5 @ \$55.00)		325.00
SC Association of Counties (Annual Conference)		1,100.00

Training:

Program 1: Financial Reporting/Budgeting/Administration		
Local Accounting & Personal Development Workshops		650.00

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$ 1,134**

To cover annual membership dues, professional subscriptions and updates, and other related costs including the following:

Program 1: Financial Reporting/Budgeting/Administration		
Memberships:		
GFOA (2 @ \$197.00)	\$394.00	
SCGFOA (5 @ \$45.00)	225.00	
Subscriptions:		
GASB Comprehensive Plan	190.00	
GAAFR Review	50.00	
Books:		
GFOA and Other financial Publications	200.00	
SC Office of Research and Statistical	45.00	
Greater Columbia Chambers	30.00	

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$ 25**

To cover reimbursement for use of personal vehicles by the Finance Department staff on County business.

525300 - UTILITIES ADMINISTRATION BUILDING **\$13,560**

To cover the cost of utility allocation for the administration building based on 3,740 square footage of space utilized. Cost is divided into the four programs equally. The average cost per month is \$1,130.00.

Estimated yearly cost of 1,130.00 x 12 = 13,560.00

Estimated yearly cost of 1,130.00 x 12 = 13,560.00

SECTION V.C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - Small Tools & Minor Equipment **\$ 500**

To replace calculators and minor furniture.

540010 - Minor Software **\$ 1,548**

To purchase ms/word@172.00 for each workstation in finance for migration.

2 - Accounts Payable -	\$ 344.00
4 - Accounting	- 688.00
3 - Payroll	- 516.00
Total	<u>\$ 1,548.00</u>

Above items recommended by the Information Service Department.

(1) Scanner w/software **\$ 940**

To replace the IS scanner on the sixth floor.

Cost	\$886.03
Tax	<u>53.16</u>
Total	<u>\$939.19</u>

Above items recommended by the Information Service Department.

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000

Division: General Administration

Organization: 101410 - Procurement Services

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	<i>BUDGET</i>		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 6	198,054	97,281	212,732	<u>215,967</u>		
511112 FICA Cost	14,459	7,115	15,291	<u>16,521</u>		
511113 State Retirement	13,567	6,664	14,319	<u>16,629</u>		
511120 Insurance Fund Contribution - 6	34,560	17,280	34,560	<u>34,560</u>		
511130 Workers Compensation	535	291	598	<u>650</u>		
* Total Personnel	261,175	128,631	277,500	<u>284,327</u>		
Operating Expenses						
521000 Office Supplies	1,662	1,429	1,800	<u>2,214</u>		
521100 Duplicating	2,232	1,000	2,000	<u>2,000</u>		
522200 Small Equipment Repairs & Maintenance	248	0	300	<u>300</u>		
524000 Building Insurance	82	61	127	<u>110</u>		
524201 General Tort Liability Insurance	504	299	612	<u>657</u>		
525000 Telephone	1,538	790	1,350	<u>1,636</u>		
525010 Long Distance Charges	437	168	400	<u>0</u>		
525020 Pagers and Cell Phones	782	328	725	<u>705</u>		
525100 Postage	2,322	1,229	2,300	<u>2,400</u>		
525210 Conference & Meeting Expenses	3,121	1,578	1,955	<u>3,520</u>		
525230 Subscriptions, Dues, & Books	390	141	441	<u>431</u>		
525240 Personal Mileage Reimbursement	0	0	25	<u>25</u>		
525250 Motor Pool Reimbursement	18	21	50	<u>50</u>		
525300 Utilities - Admin Bldg.	5,638	2,866	4,764	<u>5,687</u>		
532000 Auction Expense	71	0	75	<u>75</u>		
524202 Surety Bonds				<u>48</u>		
* Total Operating	19,045	9,910	16,924	<u>19,858</u>		
** Total Personnel & Operating	280,220	138,541	294,424	<u>304,185</u>		
Capital						
540000 Small Tools & Minor Equipment	813	0	810	<u>400</u>		
All Other Equipment	2,602	0	0	<u>2,467</u>		
540010 Minor Software				<u>946</u>		
** Total Capital	3,415	0	810	<u>3,813</u>		
*** Total Budget Appropriation	283,635	138,541	295,234	<u>307,998</u>		

SECTION III - PROGRAM OVERVIEW

The acquisition of supplies, equipment and services necessary for the every day operation of the County is the responsibility of Procurement Services. We are also responsible for negotiating and maintaining lease contracts for leased space for offices used by state agencies that we are responsible for housing. It is our responsibility to assure the Administration and members of County Council that purchases are made in a legal, ethical and professional manner, and that they are made in compliance with the mandated County Ordinance. It is our objective to achieve and maintain a high standard of accuracy, completeness and timeliness regarding the county's procurement needs.

The Procurement Manager is the County of Lexington's agent for the purpose of entering into contracts for the procurement of goods and services. This is accomplished through competitive procurement via telephone and written bids, proposals and negotiation. Competitive procurement requires extra lead time and administrative effort. Conducted properly, competitive procurement responds to user needs, results in public confidence in the integrity of public procurement, and generally brings the most favorable prices. Procurement Services is responsible for establishing and administering term contracts, consolidating purchases of like or common items, analyzing prices paid for materials, equipment, supplies and services, and generally defining how to effect cost savings for the County.

Cooperation and understanding between departments is essential in the effective operation of Procurement Services. Procurement Services maintains close liaison with departments and agencies in order to meet their purchase needs and requirements. Also responsible for discrepancy resolution for order or invoice problems.

Procurement Services also has the responsibility of processing invoices for payment. This requires auditing of invoices against the items ordered and received by the County. Once an invoice has been verified as correct and all signed documentation/receiving documents are received and posted to the computer software, the purchase order is closed and the processed paperwork is forwarded to the Finance Department for payment.

The Procurement Manager has the authority to sell surplus and obsolete supplies, materials, equipment and vehicles which cannot be used by any department or agency or which have been found to be beyond reasonable repair. This is accomplished through the coordinated efforts of the Fleet Services and the Central Warehouse by public auction and sold to the highest bidder. Sale may also be offered through competitive sealed bids or public sale.

SECTION III - SERVICE LEVELS

Service Level Indicators	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Year to Date	FY 2004-05 Projection	FY 2005-06 Projection
Purchase Orders	4382	4512	3236	4536	4560
Blanket Orders	508	495	663	678	682
Counter Orders	1252	1086	625	1083	1077
Change Orders	1192	1169	504	1142	1148
Invoices	19794	20647	10973	20651	20543
Solicitations/Contracts	394	1382	1129	1389	1394
Journal Entries	732	850	465	853	862
Vouchers	4729	5178	3106	5199	5233
Procurement Card	112	91	19	39	66

SECTION IV - SUMMARY OF REVENUES
FUND 1000

438900- AUCTION PROCEEDS **\$85,200**

Annual Auction and Public Sale proceeds for the sale of vehicles, miscellaneous surplus and obsolete property. This estimate is based on approval of vehicles to be replaced in the 05/06 budget.

438904 - AUCTION FEES **\$300**

An auction fee of \$3.00 per lot is assessed to all county agencies, municipalities and school districts participating in the County's annual auction. This fee helps to offset the cost of the auction to include the County furnishing a detailed report of the sale and issuing a check for the agency proceeds. This fee was not set by county code or state statute, however we have been charging this fee for many years.

438910 - EQUIPMENT SALES, LAW ENFORCEMENT **\$108,500**

Annual auction and Public Sale proceeds for the sale of vehicles, miscellaneous surplus and obsolete property for the Sheriff's department.

438920 - EQUIPMENT SALES, FIRE SERVICES **\$10,000**

Annual auction proceeds for the sale of vehicles for Fire Services.

450100 - GROUND LEASE AGREEMENT **\$14,950**

1. Monthly payments in the amount of \$440.83 from SpectraSite Communications for the lease of .23 acre parcel for Tower Site No. S-1039/South Lexington. Current term of lease is from December 1, 2004 - November 30, 2009, with renewal options. Current annual fee is \$5,289.96. Each five year renewal option will increase 15%. Ordinance 94-12, 11/14/94.
2. Tower lease site on Old Cherokee Road to Crown Atlantic Company for \$805.00 per month, for a total annual fee of \$9660.00. Lease period is July, 2002 - 2007 with renewal options. Each five year renewal option will increase 15%. Ordinance No. 97-3, 6/10/97.

438205 - VENDING MACHINE SALES **\$5,825**

18% commission received from Quality Vending Services for Vending Machine Sales located at the Sheriff's Department.

SECTION IV - CONTINUED
SUMMARY OF PROPOSED REVENUES - OTHER

FUND 5700 - SOLID WASTE MANAGEMENT
450100 - GROUND LEASE AGREEMENT **\$7,800**
Monthly payments in the amount of \$650.00 from Par Tee Family Golf for the lease of approximately 42 acre parcel located at 3209 Charleston Hwy., West Columbia (Old 321 Landfill). Current term of lease is from June 2002 - June 2027, with renewal options. Current annual fee is \$7,800.00. Ordinance No. 02-01, 5/28/02.

FUND 2300 - LIBRARY OPERATIONS
438900 - SALE OF GENERAL FIXED ASSETS **\$200**
Annual Auction and Public Sale proceeds for the sale of vehicles, miscellaneous surplus and obsolete property for the libraries.

FUND 2610 - SOLICITOR/NARCOTICS
438900 - SALE OF GENERAL FIXED ASSETS **\$2,500**
Annual Auction proceeds for the sale of confiscated vehicles.

FUND 2630 - LAW ENFORCEMENT/NARCOTICS
456400 - SALE OF GENERAL FIXED ASSETS **\$3,000**
Annual Auction proceeds for the sale of confiscated vehicles.

FUND 5700 - SOLID WASTE MANAGEMENT
490100 - SALE OF GENERAL FIXED ASSETS **\$51,500**
Annual Auction and Public Sale proceeds for the sale of vehicles, miscellaneous surplus and obsolete property for SWM.

FUND 6590 - MOTOR POOL
490100 - SALE OF GENERAL FIXED ASSETS **\$4,200**
Annual Auction proceeds for the sale of motor pool vehicles.

FUND 2930 - PERSONNEL/EMPLOYEE COMMITTEE
438300 - VENDING MACHINE SALES **\$8,735**
18% commission received from Quality Vending Services for Vending Machine Sales located throughout the County. The Library and Sheriff's Department revenues are shown separately.

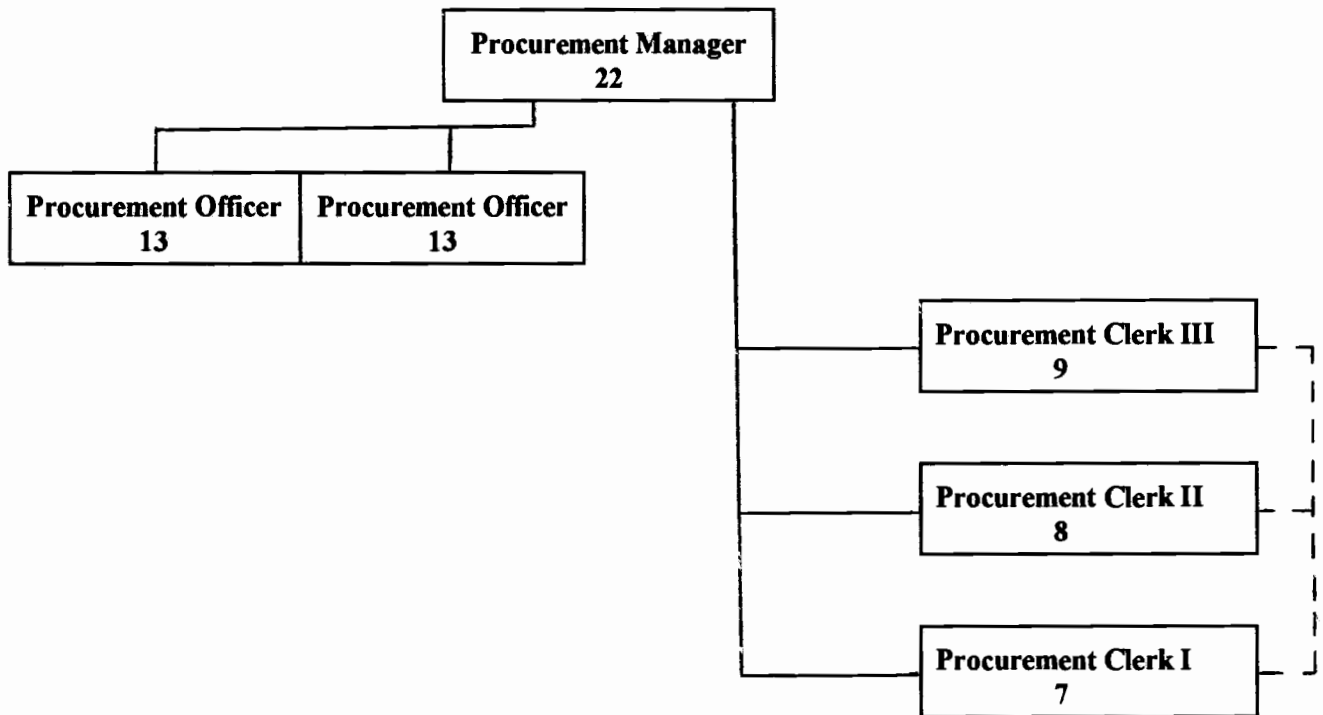
FUND 2300 - LIBRARY OPERATIONS
438300 - VENDING MACHINE SALES **\$520**
18% commission received from Quality Vending Services for Vending Machine Sales located at three (3) Library Branches.

SECTION V.A - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total with Insurance</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Procurement Manager	1	1		1	22
Procurement Officers	2	2		2	13
Procurement Clerk III	1	1		1	9
Procurement Clerk II	1	1		1	8
Procurement Clerk I	1	1		1	7
Total Positions	<u>6</u>	<u>6</u>		<u>6</u>	

PERSONNEL ORGANIZATIONAL CHART



----Indirect Functional Oversight

SECTION V.B - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES **\$2,214**

This account is used for the purchase of office supplies, ie. calculator and printer ribbons, pens and pencils, paper supplies, file folders, computer paper and other miscellaneous items. The bulk of this account is used for printed materials, ie. letterhead, envelopes, continuous form purchase orders, over the counter purchase order books, change order forms, expediting/status forms, vendor profile forms, etc. These and other miscellaneous forms are used in the routine operation of Procurement Services.

Printing:

Purchase Order Forms	\$1,477
Counter Purchase Order Books	0
Mailing Labels	87

Misc. office supplies, misc forms, envelopes, folders, computer paper, disks, printer ribbons, printer toner, fax toner, fax paper, etc.	650
--	-----

521100 - DUPLICATING **\$2,000**

This account is used for copier machine duplicating of solicitations (invitations for bids and request for proposals), statement of awards, bid tabulations, correspondence to employees and vendors, invoices for payable activity, catalog information to departments, contracts, etc. used in the daily accomplishment of the Procurement Services operation. Estimated usage 40,000 annually at \$.05 per copy.

522200 - SMALL EQUIPMENT REPAIRS AND MAINTENANCE **\$300**

Estimated cost of repairs should the fax machine or printers break down due to high volume of usage and age.

524000 - BUILDING INSURANCE **\$110**

To cover the cost of allocated building insurance.

524201 - GENERAL TORT LIABILITY INSURANCE **\$656**

To cover the cost of general tort liability insurance for six employees.
Procurement Manager at \$536.00 plus 5 staff members at \$24.00 each = \$656.00

524202 - SURETY BONDS **\$48**

To cover the cost of Surety Bonds. Six (6) employees at \$8.00 each = \$48.00

525000 - TELEPHONE **\$1,636**

We currently have six lines for staff use at \$19.04/mo each, one line for the fax machine at \$19.04/mo. and voice mail on three lines at \$1.00/mo each. $\$136.28 \times 12 = \1635.36 including tax.

525010 - LONG DISTANCE CHARGES **0**

Under the new County provider for land line and long distance services, there will be no charge for long distance calls.

FUND 1000
PROCUREMENT SERVICES (101410)
FY 2005-06 BUDGET REQUEST

SECTION V.B - CONTINUED

525020 - PAGERS AND CELL PHONES **\$705**

To cover annual cost of pager for Procurement Manager at \$8.74/mo; 105.00/annually. This account also covers the cost for Nextel cell phone at an average monthly rate of \$50.00, for an annual cost of \$600.00.

525100 - POSTAGE **\$2,400**

Procurement Services mails purchase orders, change orders, request for bids and proposals, addendums, statement of award, contracts, and vendor correspondence regarding order expediting, invoice problems and other routine correspondence in the accomplishment of Procurement Services. Anticipated average monthly usage is \$200.00.

525210 - CONFERENCE & MEETING EXPENSE **\$3,520**

This appropriation is used for staff to attend state, and national conferences, related meetings and other workshops and seminars sponsored by the South Carolina Association of Governmental Purchasing Officials (SCAGPO) and the National Institute of Governmental Purchasing (NIGP). Attendance at these meetings and conferences enable us to keep abreast with changes and updates in purchasing trends, policies, procedures, law, etc. and to maintain contact with other state and local government purchasing officials to exchange ideas, knowledge and information that other purchasing professionals can offer through networking. Appropriation is also needed to earn credits towards maintaining the professional certification currently held by the Procurement Manager and two Procurement Officers.

SCAGPO Annual Conference **\$1,056.30**

Myrtle Beach, SC (11/08/05 - 11/11/05)
(Procurement Manager and Two Procurement Officers)

Per diem \$82.50 x 3	\$247.50
Registration \$90 x 3	\$255.00
Hotel	\$399.30
Mileage	\$139.50

NIGP Annual Conference **\$2,058.01**

Anaheim, California (07/29/05 - 08/04/05)
(Procurement Manager)

Per diem	\$135.00
Registration	\$650.00
Hotel	\$805.98
Air Fare	\$392.70 (Departure from Charlotte, NC)
Mileage	\$ 74.33 (To travel to and from Charlotte, NC)

SCAGPO Fall Training Workshop (3 staff x \$35) **\$135.00**

Columbia, SC (Sept. 05)
Per diem \$10.00 x 3=\$30.00

SCAGPO Spring Training Workshop (3 staff x \$35) **\$135.00**

Columbia, SC (March 06)
Per diem \$10.00 x 3=\$30.00

SCAGPO Summer Training Workshop (3 staff x \$35) **\$135.00**

Columbia, SC (May 06)
Per diem \$10.00 x 3=\$30.00

FUND 1000
PROCUREMENT SERVICES (101410)
FY 2005-06 BUDGET REQUEST

SECTION V.B - CONTINUED

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$431**

These funds are to be used for dues in the South Carolina Association of Governmental Purchasing Officials (SCAGPO), and an agency membership in the National Institute of Governmental Purchasing (NIGP). Funds are also used for the purchase of related subscriptions and books, ie. Consumer Reports and revised edition of the Model Procurement Code. Account also used to pay UPPCC certification and recertification fees for CPPO and CPPB designations.

SCAGPO Membership (3 members) @ \$30	\$ 90
NIGP (Agency)	315
Consumer Reports	26

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$ 25**

Mileage reimbursement required when using personal vehicle to travel to meetings, pre-bid conferences, central stores, sheriff's department, etc. when county vehicle is not available.

525250 - MOTOR POOL REIMBURSEMENT **\$ 50**

Mileage reimbursement charged back to department when using motor pool vehicle for in-town and out-of-town business meetings, pre-bid conferences, and training workshops and conferences.

525300 - UTILITIES **\$5,687**

Estimated utility cost for space occupied by Procurement Services.

532000 - AUCTION EXPENSES **\$75**

These funds are for expenses such as plastic tamps, markers, etc. that may be needed at the annual auction held in May/June. The annual auction is held for the sale of county surplus and obsolete property which includes county vehicles, heavy equipment, office furniture, office machines, supplies, fire equipment, etc.

SECTION V.C - CAPITAL

540000 Small Tools and Minor Equipment \$400

Miscellaneous small office equipment that may be needed to replace existing equipment, ie. electric staplers (\$89/ea), electric pencil sharpener (\$35.00/ea), calculators (\$79/ea), and telephone instruments (\$35/ea) that may become unrepairable.

540010 Minor Software \$946

Purchase of three (3) MS Word desktop software applications for procurement clerks (Cty #'s 25004, 25005, 25006). The county is migrating toward standardization of Word. Balance of procurement staff already utilizes Word. Cost of 172.00/ea. including tax = \$516.00.

Five (5) Outlook licenses to be installed on three (3) procurement clerks and two (2) procurement officers computers. Procurement Manager already has this license. Cost of \$54.23/ea. including tax = \$271.15.

Six (6) Mdamon Licenses to be installed on all procurement staff's computers. Cost of \$26.25/ea. including tax = \$157.50.

Above items recommended by the Information Services Department.

1. One (1) Personal Computer Processor \$699

Purchase of a new PC Processor for Procurement Officer. This processor will replace existing unit in the Procurement Office (County ID # 22847). Information Services has recommended replacing this processor as standardization for the core Banner users. IS has recommended it be replaced with the Dell Pentium IV, 2.8GHz/1M cache; with std memory, storage, network card and CD Rom at a cost of \$699.00 including tax.

2. One (1) Monitor \$194

Purchase of a new Monitor for Procurement Officer. This monitor is to be used with the above computer processor. It will replace existing unit in the Procurement Office that is a loaner from the IS Department. Request this monitor be replaced with a 19" monitor at a cost of \$194.00 including tax.

3. One (1) Heavy Duty Printer \$1,574

Purchase of one (1) new Okidata PaceMark 3410 Heavy Duty Printer. This printer is used to print purchase orders in the Procurement Office. The existing printer was a loaner that we obtained from the IS Department in 1999. Due to the extreme usage, high volume, and costly repairs to maintain this printer, a replacement printer is requested. The cost is \$1,574.00 including tax.

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: General Administration
Organization: 101420 - Central Stores

		<i>BUDGET</i>					
Object Expenditure Code	Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
510100	Salaries & Wages - 6	176,764	85,956	185,676	<u>185,676</u>		
511112	FICA Cost	12,785	6,197	13,590	<u>13,590</u>		
511113	State Retirement	9,006	4,382	9,416	<u>9,416</u>		
511120	Insurance Fund Contribution - 6	34,560	17,280	34,560	<u>34,560</u>		
511130	Workers Compensation	2,602	1,621	3,038	<u>3,038</u>		
511213	State Retirement -Retiree	3,102	1,507	3,172	<u>3,172</u>		
* Total Personnel		238,819	116,943	249,452	<u>249,452</u>		
Operating Expenses							
520100	Contracted Maintenance	1,225	1,225	1,425	<u>1,425</u>		
521000	Office Supplies	371	178	400	<u>400</u>		
521001	Print Shop Supplies	1,422	1,038	2,000	<u>2,500</u>		
521100	Duplicating	442	187	660	<u>660</u>		
521200	Operating Supplies	1,006	53	900	<u>1,700</u>		
522100	Heavy Equipment Repairs & Maintenance	0	0	300	<u>700</u>		
522200	Small Equipment Repairs & Maintenance	2,280	1,226	3,000	<u>3,525</u>		
522300	Vehicle Repairs & Maintenance	1,283	1,353	1,500	<u>3,200</u>		
523200	Equipment Rental	963	484	1,050	<u>1,200</u>		
524000	Building Insurance	594	351	737	<u>774</u>		
524100	Vehicle Insurance - 3	1,575	795	1,630	<u>1,791</u>		
*524201	General Tort Liability Insurance	547	324	663	<u>712</u>		
*525000	Telephone	1,225	621	1,266	<u>1,368</u>		
525010	Long Distance Charges	64	24	185	<u>0</u>		
525100	Postage	23	43	130	<u>100</u>		
525101	Postage Permits	150	0	400	<u>400</u>		
525110	Other Parcel Delivery Service	13	8	100	<u>200</u>		
525210	Conference & Meeting Expenses	0	0	100	<u>100</u>		
*525250	Motor Pool Reimbursement	521	573	500	<u>2,424</u>		
*25357	Utilities - Central Whse./Bldg. Maint.	8,677	3,573	9,500	<u>9,500</u>		
525400	Gas, Fuel, & Oil	2,265	1,439	2,200	<u>4,099</u>		
525600	Uniforms & Clothing	593	299	770	<u>778</u>		
528200	Duplicating Inventory Clearing	0	-85,854	5,000	<u>0</u>		
528201	Parts/Oil Inventory Clearing	0	833	5,000	<u>0</u>		
528202	Outside Agency Inventory Clearing	0	28	5,000	<u>0</u>		
528299	Inventory Clearing Budget Control	0	0	-15,000	<u>0</u>		
* Total Operating		25,239	-71,199	29,416	<u>37,704</u>		
* 524202 - SURETY BOND					<u>48</u>		
* 525240 - PERS MILEAGE REIMBURSEMENT		0	0		<u>100</u>		
							ADDED INTO TOTAL OPERATING
** Total Personnel & Operating		264,058	45,744	278,868	<u>287,156</u>		

SECTION I. (CONT)

COUNTY OF LEXINGTON
 GENERAL FUND
 Annual Budget
 Fiscal Year - 2005-06

Fund: 1000
 Division: General Administration
 Organization: 101420 - Central Stores

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Capital						
540000 Small Tools & Minor Equipment	658	237	400	<u>400</u>		
540010 MINOR SOFTWARE				<u>611</u>		
ALL OTHER EQUIP				<u>706</u>		
** Total Capital	3,960	590	1,164	<u>1,717</u>		

*** Total Budget Appropriation

268,018

46,334
 6-2

280,032 288,873

SECTION IA

COUNTY OF LEXINGTON

Departmental Program Request

Annual Budget - General Fund

Fiscal Year - 2005-06

Fund 1000
Cost Center 101420Fund Title General Fund
Organizational Title Central Stores

Object Expenditure Code	Classification	Program 1 Warehouse	Program 2 Print Shop	Program 3	Total 2005-06 Requested
Personnel					
510100	Salaries	136,776	48,900		185,676
510200	Overtime				
511112	FICA Cost	9,849	3,741		13,590
511113	State Retirement	6,066	3,350		9,416
511120	Insurance Fund Cont.	23,040	11,520		34,560
511130	Workers Compensation	1,732	1,306		3,038
511131	S. C. Unemployment				
511213	State Retirement	3,172			3,172
	*Total Personnel	180,635	68,817		249,452
Operating Expenses					
520100	Contracted Maintenance	0	1,425		1,425
520200	Contracted Services				0
521000	Office Supplies	300	100		400
521100	Duplicating	400	260		660
521200	Operating	1,500	200		1,700
521201	Print Shop Supplies	0	2,500		2,500
522100	Heavy Equip Repairs	700			700
522200	Small Equip Repairs	525	3,000		3,525
522300	Vehicle Maintenance	2,750	450		3,200
523200	Equipment Rental	0	1,200		1,200
524000	Building Insurance	600	174		774
524100	Vehicle Insurance	1,194	597		1,791
524201	General Tort Lia. Insc.	664	48		712
524202	Surety Bonds.	32	16		48
525000	Telephone	1,140	228		1,368
525100	Postage	75	25		100
525101	Postage Permits	0	400		400
525110	Other Parcel Delivery	200	0		200
525210	Conf & Meet Expense	100			100
525240	Personal Milage Reimb	80	20		100
525250	Motor Pool Reimburse	2,180	244		2,424
525357	Util Whse/Bldg Svc.	7,500	2,000		9,500
525400	Gas Fuel & Oil	3,005	1,094		4,099
525600	Uniforms & Clothing	708	70		778
	*Total Operating	23,653	14,051		37,704
	**Total Per & Operate	204,288	82,868		287,156
	**Total Capital	1,543	174		1,717
	***Total Appropriation	205,831	83,042		288,873

SECTION II COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2005-2006

Fund # 1000
Organization # 101420
Cost Center 101420

Fund Title: General
Organization Title: Central Stores
Program Title: _____

BUDGET
2005-2006
Requested

PROGRAM 1 - WAREHOUSE OPERATIONS

<u>Quantity</u>	<u>Item Description</u>	<u>Amount</u>
	Small Tools & Minor Equipment	\$400
	Minor Software	\$437
1	Personal Computer	\$706
	Sub Total	\$1,543

PROGRAM 2 - PRINT SHOP/MAIL ROOM

	Minor Software	\$174
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Total Capital (Transfer Total to Section I and IA) 1,717

SECTION III CENTRAL STORES - OBJECTIVES

Lexington County's Warehouse is called Central Stores because it is a central or single source controlling all aspects of expendable supplies and shipping in the County. It is also the place where the following occurs:

- supplies are stored for future use
- merchandise is offered for sale
- merchandise and supplies are deposited or received for safekeeping
- requisitions/orders are filled to supply to needs of its users.

Function

- a. Central Stores (CS) is responsible for receiving, inspecting, storing, safeguarding, inventorying, and maintaining all supplies that are consigned to it.
- b. It is also responsible for issuing supplies to authorized customers, both within the County system and outside agencies.
- c. The Central Stores Manager is also the Fixed Asset (FA) Control Officer. He is responsible for all County FA's in the areas of classification, recording, physical tagging, transfers, disposal and physical inventorying. This is accomplished in coordination with the Finance Department.
- d. Operates the Print Shop and accomplishes the primary printing needs of the County agencies. Acts as a central point of control for all County forms. Assigns, changes, adds or deletes forms as needed by agencies.
- e. Processes interoffice and outgoing mail from County pick up points to the US Post Office or between agencies as required on a daily basis.

Fixed Asset Accounting

The Inventory Manager is initially responsible for identifying Fixed Assets (FA) as they are received in the County. All FA's are identified by placing a county number in consecutive order on them. All necessary paperwork will be completed to place them on the computer program by Finance. He will be responsible for receipt, transfer, sale, auction, salvage, or loss due to fire, theft, or any other loss. A physical inventory of all FA's will be conducted each year.

**SECTION III
CENTRAL STORES - PROGRAM OVERVIEW
Summary of Program**

Program 1 - Warehouse Operations

- a. Administration
- b. Shipping and Receiving
- c. Stores Control
- d. Fixed Asset Accounting

Program 2 - Printing and Mail Services

PROGRAM 1 - WAREHOUSE OPERATIONS

Administration

This involves all administration required to receive, store, and ship supplies required by customer orders. It includes resolving all discrepancies found in orders. Processes all requisitions received, pulls stock and delivers supplies. Provides all inputs to the computerized inventory control system to include recording purchase orders, receipts, issues, balances in store and quantity available. File and maintain all records and paperwork pertaining to warehouse operations.

Shipping and Receiving

Central Stores is responsible for all items received by the County. All materials received must be properly identified as to purchase order, accurately counted, inspected, and ultimately delivered to the agency that ordered it. All necessary paperwork must be documented, signed and filed. Goods are then moved to stock or delivered. Goods are reissued from the warehouse to fill customer orders. Supplies are shipped/received via UPS, US Mail, freight truck, local delivery and picked up.

Stores Control

This is the entire process of determining what items will be purchased to carry as inventory/stock. A strict accountability for all receipts, issues or movement of materials is maintained. The selection of supplies to stock will be determined by demand by County employees. A computerized perpetual inventory record reflecting all transactions affecting the movement of supplies and equipment will be maintained. Housecleaning and maintenance of the warehouse and materials handling equipment are encompassed in this area.

PROGRAM 2 - PRINTING AND MAIL OPERATIONS

The print shop provides the printing services for County agencies as required in the areas of letterhead stationary, memorandums, road maps, envelopes, forms, pamphlets, booklets, labels, or any other items as may be required. Print operations consist of typesetting, plate preparation, printing, assembling, cutting, wrapping, color selection, paper selection, accounting, completing requisitions for paper, ink, supplies, and delivery.

This section also picks up and delivers interoffice and outgoing mail as required; processes outgoing mail for County departments ensuring that all County mail is metered with the correct amount of postage and is mailed on a daily basis; prepares postage requisitions for postage meter and Permit 3 bulk mail accounts for County departments as required; keeps an accurate journal of Permit 3 bulk and First Class mail usage; prepares postage reports on a monthly basis to record amount of postage used by each department and submits reports to the Finance Department.

The personnel in this section cross-train in warehouse functions and are utilized there when workload permits. Assistance to operate the County Information Booth is also provided by this section.

SECTION III - SERVICE LEVELS

DESCRIPTION OF OPERATIONS	Y02-03 FY03-04 FY04-05 FY04-05 FY05-06				
	(Actual)	(Actual)	31 Dec	(Projection)	(Estimate)
Issue Tickets for Supplies	6,030	6,379	3,817	7,634	8,016
Purchase Orders Processed	3,041	3,160	1,648	3,296	3,460
Freight Shipments Received	1,766	1,875	984	1,968	2,066
Pieces of Freight Received	10,271	10,513	6,528	13,056	13,056
Fixed Assets Added/Deleted/Transferred	1,135	1,041	825	1,650	1,600
Used Tires Sold	\$2,370	\$2,063	\$1,005	2,010	\$2,000
Surplus Property Sold	\$1,868	\$4,244	\$296	\$1,200	\$2,500
Supplies Purchased	\$524,910	\$556,541	\$313,848	\$627,696	\$659,080
Supplies Issued	\$535,877	\$558,183	\$291,880	\$583,760	\$612,948
Print Requisitions Processed	280	275	155	310	310
Number of Impressions Printed	1,819,476	1,296,703	843,661	1,687,344	1,800,000
Pieces of Mail Process	850,158	958,529	433,672	867,344	860,000
Cost of Mail Processed	\$360,301	\$380,299	\$201,806	\$403,612	\$400,000
Req. Submitted to Procurement	459	523	320	640	640
Number of Stock Items Ordered	1,003	1,245	720	1,440	1,440
Deliveries & Pick-Ups	1,642	2,179	2,570	5,140	5,000

SECTION IV. - SUMMARY OF REVENUES

438903 - TIRE SALES - CENTRAL STORES **\$2,000**

Sale of used tires was approved May 10, 1991. These are tires removed from county vehicles. Passenger tires are sold for \$10 each and primarily sold to the general public. Truck tires are primarily sold to tire dealers. The sale price of truck tires varies from \$25 - \$65, depending on the present market price for casings.

438902 - PUBLIC SALE **\$2,000**

Public sale of miscellaneous, obsolete, and surplus property was approved on December 3, 1999. The Procurement Manager and Inventory Manager will meet as needed to determine what price will be placed on items for sale. Prices paid for similar items purchased from State Surplus Office may be used as a guide. Prices vary on merchandise sold depending on the condition of the item at the time of sale.

SECTION IV

County of Lexington

**Proposed Revenues
 Fines, Fee, and Other
 Budget FY - 2005-2006**

Fund #: 1000 **Fund Name:** ADMINISTRATIVE
Organ. #: 101420 **Organ. Name:** CENTRAL STORES

BUDGET

Treasurer's Revenue		Actual Fees	Anticipated Fees	Units of Service	Total Current Fee	Proposed Est. Fees	Fee Change	Total Proposed Est. Fees
Code	Fee Title	FY2004-05	FY2004-05			FY2005-06		FY2005-06
438903	Tire Sales	1,005	2,000			2,000		2,000
438902	Surplus Sales	296	1,500			2,000		2,000

*Car tires are sold \$10 each. Truck tires are sold at market value which could run from \$10 - \$60.

**Surplus property is sold at various rates depending on condition and type of property like chairs, desks, file cabinets, etc. Prices range from \$5.00 and up.

SECTION V - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>General</u>	<u>Fund</u>	<u>Total</u>	<u>Grade</u>
Inventory Manager	1	1	1	1	17
Assistant Inventory Manager	1	1	1	1	11
Administrative Assistant	1	1	1	1	7
Printer/Warehouse Stock Clerk	1	1	1	1	6
Inventory Control Clerk	1	1	1	1	6
Mail Clerk/Assistant Printer	1	1	1	1	4
Total Positions	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	

SECTION V - PERSONNEL LINE ITEM NARRATIVES

Organization Chart

**INVENTORY
MANAGER**

Rod Pimental
As Required
(Normally 8-5)

**ASSISTANT
INVENTORY
MANAGER**

Madison Stack
8-5

**SENIOR
ADMIN
ASSISTANT**

Ada Hinson
8-5

**INVENTORY
CONTROL
CLERK**

Daniel Watkins
8-5

**PRINTER/
WAREHOUSE
STOCK CLERK**

Robin Mitchum
8-5

**MAIL CLERK
ASSISTANT
PRINTER**

Glenda Harmon
8-5

SECTION V - OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE **\$1,425**

Cost for the fifth year of the maintenance contract for the Ascom 350 mail machine.

521000 - OFFICE SUPPLIES **\$400**

To cover routine office supplies (paper, pencils, ribbons, file folders, etc.) for Central Stores, Mail Room and Print Shop.

510001 - PRINT SHOP SUPPLIES **\$2,500**

This account is used to purchase supplies such as ink rollers, covers for water system, cleaning chemicals, and other supplies that are not charged back to the department. The supplies consist of all types of color inks used, activator, toner, litho paper, padding compound, shrink wrap, conversion solution, paper plate conditioner, chip board and adhesives. There is added costs this year because of special paper and ink for printing requirements for new Clerk of Court.

521100 - DUPLICATING **\$660**

This account is used for duplicating needs by Central Stores, Mail Room and Print Shop. This is based on the monthly usage of \$55 per month. More customers are needing copies of shipping and receiving documents and do not have auditrons with them to make copies.

521200 - OPERATING SUPPLIES **\$1,700**

Operating supplies for the warehouse include, but are not limited to the following: large quantities of paper bags which are used to pack small orders to be delivered or picked up by warehouse customers; shrink film is used to provide tight, secure and moisture protection on pallets for storage and shipping; packaging materials such as general purpose sealing tape, scotch tape, masking tape are used to seal packages and boxes for storage and shipping; rope and twine are used to secure loads on orders when they are picked up by open trucks. This account is also used to buy all the cleaning supplies for the upkeep of the warehouse. Bought from this account also are hand towels, toilet paper, trash can liners, and other supplies used in warehouse operations. Mail machine supplies such as tape, ink, and labels will be purchased from this account. This year fixed asset tags will have to be purchased. Cost - 5,000 tags @ \$.15 each = \$750 + shipping \$9.00 + \$37.95 tax = \$796.95.

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE **\$700**

Scheduled maintenance on one forklift conducted quarterly (4 x \$25 = \$100). Unscheduled maintenance is difficult to estimate, but it should be no more than \$200. The forklift will need 2 rear tires this year at \$198.66 each.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$3,525**

To be used on maintenance and replacement parts for equipment in the warehouse such as drills, engravers, pallet truck, branding iron, and drum handling equipment. In addition, we have several pieces of small equipment in the mail room and the print shop that require repairs. We have been informed the rollers on the SB Dick Press (at a cost of \$388/set) need to be changed annually. Also, the electric paper cutter blades must be changed and sharpened 2 or 3 times per year at a cost of \$75 - \$100 each time. The AB Dick Press and the Mitsubishi Plat Maker in the print shop have had maintenance contracts in the past costing approximately \$1,800. As of July 1, 1997, there are no vendors in the Columbia area offering contracts on this equipment. Repair work on this equipment costs \$75 - \$100 per hour plus parts. The maintenance personnel estimate that a new air pump on the print press will be required this year at a cost of \$525.

522300 - VEHICLE REPAIRS & MAINTENANCE **\$3,200**

This is for the three vehicles assigned to Central Stores for regular scheduled and unscheduled maintenance. The flatbed truck is 12 years old and fairly expensive to repair when it is needed. The other two vehicles are more economical to repair. All vehicles are used for delivery and pick up of supplies and equipment from the warehouse throughout the entire County. Unscheduled maintenance had to have an additional \$600 transferred into it for 04-05.

Van - 18900 - (97)	Flat Bed - 17525 - (93)	Chevrolet Van - 20804 - (99)
3 A Services = \$150	2 A Services = \$ 2003 A Services = \$150	3 A Services = \$150
1 C Service = <u>\$300</u>	1 C Service = <u>\$300</u>	1 B Service = <u>\$100</u>
\$450	\$450	\$250

Total scheduled maintenance is estimated at \$1,200 (figures received from Fleet Services).
Unscheduled maintenance is estimated at \$2,000 annually.

523200 - EQUIPMENT RENTAL **\$1,200**

The mail machine postage meter is an item that cannot be purchased. This meter is a component of the mail machine that affixes postage to the mail and keeps a cumulative total of postage used and amount remaining. When postage needs to be added a check is sent to the Post Office and the postage meter is set using the telephone. Rental is on a yearly basis. An increase in rental is expected this coming year of \$150.00

524000 - BUILDING INSURANCE **\$774**

Building and property insurance for the warehouse. Figures were received from Risk Manager.

524100 - VEHICLE INSURANCE **\$1,791**

This is to fund liability insurance coverage for the three vehicles at Central Stores. The actual cost is \$597 per vehicle. Figures received from Risk Manager.

524201 - GENERAL TORT LIABILITY INSURANCE **\$712**

This is to cover the cost of tort liability insurance. Figure provided by the Risk Manager.

524202 - SURETY BOND **\$48**

An insurance guaranteeing payment to an employer in the event of unforeseen loss through the actions of an employee. Figure provided by the Risk Manager. (\$8 per employee)

525000 - TELEPHONE **\$1,368**

This account funds the telephone equipment rental costs and line charges as necessary to the operation of this division. This is the same cost as last year.

785-8167	12 x \$18.99	=	\$ 227.88
785-2141	12 x \$18.99	=	\$ 227.88
785-8368	12 x \$18.99	=	\$ 227.88
785-8282	12 x \$18.99	=	\$ 227.88
785-8278 (FAX)	12 x \$18.99	=	\$ 227.88
785-4494 (Modem)	12 x \$18.99	=	\$ 227.88
			<u>\$ 1,367.28</u>

525040 - INTERNET SERVICE CHARGE **NONE**

525100 - POSTAGE **\$100**

To cover necessary mail fees to outside agencies and vendors. Additional funds had to be moved to this account this year. We have to send checks express mail at a cost of \$14.02 each. This is to insure the postage meter does not run out of money for our daily postage requirements.

525101 - MAILING PERMITS **\$400**

Funds will be used for County mailing permit fees, i.e. First Class, Pre-Sort, Third Class and Business Reply. Actual cost of fees. Also in the event postage is increased again this year, a chip for the mail machine will have to be purchased.

525110 - OTHER PARCEL DELIVERY SERVICE **\$200**

This is used to send large packages through UPS, FEDEX, AIRBORNE EXPRESS, US POST OFFICE, etc. Also merchandise refused for some reason is sent back using these services.

525210 – CONFERENCE & MEETING EXPENSES **\$100**

Columbia Postal Customer Council conducts employee training each year. Four employees at \$25 each. The Inventory Manager and three employees who handle County mail processing will attend.

525250 – MOTOR POOL REIMBURSEMENT **\$2,424**

The present vehicles assigned to Central Stores are not administrative type vehicles and for the most part due to scheduling are not available. When inventorying fixed assets an administrative vehicle is necessary to travel throughout the County to Solid Waste Management collection stations, libraries, fire stations, EMS substations, and other county buildings. The Central Stores supervisor has to attend meetings several times a week throughout the County. Central Stores employees require County vehicles to attend training and other classes not held at Ball Park Road. See the request for a new program to add a used vehicle to Central Stores. The estimated mileage is shown there. Should the additional vehicle be approved this figure could be reduced to \$200.

525230 - SUBSCRIPTIONS, DUES, & BOOKS **NONE**

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$100**

To cover reimbursement for use of personal vehicles by Central Stores' staff on county business.

525357 - UTILITIES **\$9,500**

Based on actual cost. Figures provided by the Finance Department.

525400 - GAS, FUEL & OIL **\$4,099**

Includes four vehicles. The following is a breakdown of operational costs:

County # 10814 - Flat Bed Diesel
6350 MPY / 10 MPG = 635 x \$1.45 = \$889

County # 18900 - Dodge Van
9922 MPY / 12 MPG = 826 x \$1.15 = \$1,156

County # 20804 - Chevrolet Mini Van
12,500 MPY / 16 MPG = 611 x \$1.45 = \$1,094

Miscellaneous - Forklift (Propane - 50 gal. tank)
5 tanks per month @ \$16.00 x 60 = \$960

MPY - Miles Per Year

MPG - Miles Per Gallon

Miles driven and estimated cost of a gallon of fuel provided by Fleet Services.

525600 - UNIFORMS & CLOTHING

\$778

Central Stores personnel deliver and pick up supplies throughout Lexington County and the City of Columbia. Uniforms present a professional image and help identify the worker as being from Central Stores/Lexington County. The nature of the type of work in the warehouse of unloading trucks, handling oil products, moving various size boxes and containers, moving furniture in and out of buildings, causes unusual wear and tear on clothing. By issuing uniforms we can require employees to be neat and clean and not wear worn and tattered clothing.

The safety shoes are a necessity because of the heavy object that are constantly moved around the warehouse and the County. Before we issued safety shoes, one employee dropped a box on his foot, breaking his toe.

Uniforms give the County of Lexington a quality image and make employees feel a part of a team thus improving morale and productivity.

WAREHOUSE EMPLOYEES

Five pairs of pants @ \$11.88 each	=	\$59.40
Five shirts @ \$9.81	=	\$49.05
Emblems & Sewing	=	\$13.75
Safety Shoes	=	\$85.00
Jacket	=	\$24.96
Sales Tax on Items	=	\$11.61
TOTAL PER EMPLOYEE	=	\$243.77
\$243.77 X 3 Employees	=	\$731.31

MAIL ROOM & PRINT SHOP EMPLOYEES

2 Zipper Front Smocks @ \$15.60	=	\$32.76 (tax included)
2 Bib Aprons @ \$6.50	=	\$13.65 (tax included)
TOTAL FOR BOTH EMPLOYEES	=	\$46.41

SECTION V - C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUESTS

540000 - SMALL TOOLS & MINOR EQUIPMENT \$400

To purchase small tools to be used in warehouse operations. This account will also be used to buy minor equipment in the warehouse administration area, the mail room, and the print shop.

540010 - MINOR SOFTWARE \$611

Two each MS Word to upgrade Ada's PC and the Print Shop, Mail Room PC @ \$348. One each Office XP to install on the Inventory Manager's new PC in compliance with function two of IS FY 2006 PC specifications @ \$263.

(1) PERSONAL COMPUTER \$706

To upgrade the Department Head's PC to the recommended PC standard for function 2 core banner users. The Department Head's PC will be migrated to the Print Shop/Mail Room to upgrade the outdated PC currently there.

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000
 Organization # 101420
 Program # 1

Fund Title: GENERAL
 Organization Title: CENTRAL STORES
 Program Title: WAREHOUSE OPERATIONS

Object Expenditure Code Classification Total
2005 - 2006
Requested

Personnel

510100 Salaries # _____
 510300 Part Time # _____
 511112 FICA Cost _____
 511113 State Retirement _____
 511114 Police Retirement _____
 511120 Insurance Fund Contribution # _____
 511130 Workers Compensation _____
 511131 S.C. Unemployment _____

*** Total Personnel**

Operating Expenses

520100 Contracted maintenance _____
 520200 Contracted Services _____
 520300 Professional Services _____
 520400 Advertising _____
 521000 Office Supplies _____
 521100 Duplicating _____
 521200 Operating Supplies _____

522100 Equipment Repairs & Maintenance _____
 522200 Small Equipment Repairs & Maint. _____
 522300 Vehicle Repairs & Maintenance 300
 523000 Land Rental _____

524000 Building Insurance _____
 524100 Vehicle Insurance # 1 597
 524101 Comprehensive Insurance # _____
 524201 General Tort Liability Insurance _____
 524202 Surety Bonds _____
 525000 Telephone _____

525100 Postage _____
 525210 Conference & Meeting Expenses _____
 525220 Employee Training _____
 525230 Subscriptions, Dues, & Books _____
 525 Utilities - _____
 525400 Gas, Fuel, & Oil 524
 525600 Uniforms & Clothing _____
 526500 Licenses & Permits _____

*** Total Operating** 1421

**** Total Personnel & Operating**

**** Total Capital (From Section II)** 14,000 (2,500)

***** Total Budget Appropriation** 15,421 (3,921)

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SECTION III - PROGRAM OVERVIEW

PROGRAM 1 - WAREHOUSE OPERATIONS

- There is a requirement for an additional vehicle at Central Stores.
- It would be more cost effective than paying for a vehicle from the motor pool.
- It would give Central Stores more flexibility to accomplish its many functions the majority of which require the use of a vehicle.
- With the addition of the Assistant Inventory Manager we are conducting annual physical inventories of fixed assets countywide with a great deal of travel involved when you consider all the outlying areas like libraries, Solid Waste Management, convenience stations, Public Works substations, Magistrate Offices, Fire stations, EMS stations, etc.
- All the agencies that have to be inventories in the local area require traveling a good many miles between Ballpark Road and the various building: i.e. from Central Stores to the Administration Building and Judicial Center is eight miles round trip.
- Inventory Manager has to go to numerous meetings, State Surplus Property, vendors' places of business, coordination visits throughout the county and other activities that require a great deal of traveling. The majority of this was conducted in the past with his POV and because of the high cost of gas will have to start using county vehicles for these functions.
- Cannot use the current assigned vehicles for administrative type trips because they are tied up the majority of the time. The flatbed truck cannot be used for administrative type trips because it is not cost effective.
- Presently other county vehicles are borrowed from other departments when they are available to save on motor pool costs.
- Employees presently use their own vehicles to attend county functions like filling in at the Information Booth, Employee Committee meetings, Personnel classes, and other type requirements when the assigned vehicles are not available.

- It is presently a real problem when one of the vehicles is in the shop for maintenance. Must use a motor pool vehicle, borrow one, or use own POV.
- I have been asked by Magistrate Court Services to make deliveries to the various magistrate offices throughout the county. This vehicle would be used primarily for this purpose. Without it I cannot deliver to magistrates.
- Do not require a new vehicle. One turned in for sale at yearly auction will serve this need. One from the General Fund could be used with no cost to Central Stores. From time to time replace it with a better vehicle being turned in for sale or purchase one at State Surplus Property.

**Yearly Estimated Mileage to be Put on Additional Vehicle
for Central Stores**

- All trips based on current use and round trip miles.
- In many cases two or more trips may have to be conducted to complete the action.
- Many of these trips tie up a vehicle from two to four hours which is another reason current assigned vehicles can't be used.

Destination	Round Trip Mileage	# of Trips	Total Mileage
Oak Grove Magistrate	20	14	280
Cayce/West Columbia Magistrate	32	14	448
Irmo Magistrate	22	14	308
Swansea Magistrate	54	12	756
Lexington Library	10	12	120
Batesburg Library	32	2	64
Cayce/West Columbia Library	28	2	56
Chapin Library	50	2	100
Gaston Library	50	2	100
Gilbert/Summit Library	22	2	100
Pelion Library	40	2	80
Swansea Library	50	2	100
SWM Headquarters	30	3	90
Gwen Bailey Conv. Station	56	2	56
Bush River Conv. Station	20	1	20
Chapin Conv. Station	48	1	48
Edmund Conv. Station	30	1	30

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Destination	Round Trip Mileage	# of Trips	Total Mileage
Hollow Creek Conv. Station	20	1	20
Leesville Conv. Station	34	1	34
Pelion Conv. Station	21	1	21
Red Bank Conv. Station	16	1	16
River Chase Conv. Station	18	1	18
Sandhills Conv. Station	36	1	36
Summit Conv. Station	24	1	24
Hollow Creek Conv. Station	18	1	18
Round Hill Fire Station	10	1	10
Boiling Springs Fire Station	22	1	22
South Congaree Fire Station	32	1	32
Pelion Fire Station	40	1	40
Mack Edisto Fire Station	27	1	27
Gilbert/Summit Fire Station	20	1	20
Oak Grove Fire Station	20	1	20
Lexington Fire Station	6	1	6
Chapin Fire Station	44	1	44
Edmund Fire Station	26	1	26
Fairview Fire Station	38	1	38
Gaston Fire Station	44	1	44
Lake Murray Fire Station	6	1	6
Swansea Fire Station	50	1	50
Sandy Run Fire Station	64	1	64
Pine Grove Fire Station	20	1	20
Amicks Ferry Fire Station	52	1	52
Crossroads Fire Station	42	1	42
Red Bank Fire Station	14	1	14
Samaria Fire Station	32	1	32
P/W Camp - District 2	48	1	48
P/W Camp - District 3	34	1	34
P/W Camp - District 4	44	1	44
Office Furniture USA	32	12	384
Commercial Office Furniture	38	6	228
State Surplus	26	16	416
Judicial Center	8	52	416
Administration Building	8	100	800
Auxiliary Building	6	12	72
TOTAL ESTIMATED ANNUAL MILEAGE			5,984
MOTOR POOL COST - 5,984 X \$.405 =			\$2,424

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**SECTION V B
OPERATING LINE ITEM NARRATIVES**

522300 - VEHICLE REPAIRS & MAINTENANCE \$300

3 A Services \$150
Unscheduled Maintenance \$150

524100 - VEHICLE INSURANCE \$597

This is to provide insurance coverage for the additional vehicle.

525400 - GAS, FUEL & OIL \$524

Estimated minimum mileage 5,984 see attached mileage breakdown. Estimated mileage for a medium sized vehicle like a Crown Vic - 16 miles per gallon.

$$5,984 \div 16 = 374 \times 1.40 \text{ per gallon} = \$523.60$$

SECTION V - C
CAPITAL LINE ITEM NARRATIVES

(1) Cargo Van **\$14,000**

This is a Chevrolet 3/4 ton cargo van equipped for delivery type functions. This is the State Contract price received from Fleet Services. This van would have a 3-year warranty and have no major unscheduled maintenance required during this period. The maintenance and fuel estimates would be accurate for this vehicle also.

(1) Used Vehicle **\$2,500**

In the event that the \$14,000 vehicle is disapproved this amount would purchase a used County vehicle or one from State Surplus. In this case, a van or any other medium sized vehicle would be sufficient because it would be large enough to handle most of the duties outlined above.

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SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: General Administration
Organization: 101500 - Personnel

		<i>BUDGET</i>				
Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 6	257,466	122,281	263,210	<u>263,626</u>		
510200 Overtime	632	29	30	<u>0</u>		
511112 FICA Cost	18,868	8,749	19,454	<u>20,167</u>		
511113 State Retirement	17,680	8,378	18,002	<u>20,300</u>		
511120 Insurance Fund Contribution - 6	34,560	17,280	34,560	<u>34,560</u>		
511130 Workers Compensation	708	366	765	<u>2,972</u>		
* Total Personnel	329,914	157,083	336,021	<u>341,625</u>		
Operating Expenses						
520200 Contracted Services	1,128	564	1,128	<u>1,128</u>		
520400 Advertising & Publicity	14,875	5,172	9,500	<u>13,100</u>		
521000 Office Supplies	1,439	812	1,500	<u>1,500</u>		
521010 Newsletter Printing/Supplies	6,885	2,454	7,200	<u>7,500</u>		
521100 Duplicating	2,802	1,186	2,100	<u>2,100</u>		
521200 Operating Supplies	3,443	671	3,245	<u>3,500</u>		
522200 Small Equipment Repairs & Maintenance	0	0	600	<u>600</u>		
524000 Building Insurance	96	71	149	<u>89</u>		
524201 General Tort Liability Insurance	504	299	612	<u>656</u>		
525000 Telephone	1,701	874	1,600	<u>1,536</u>		
525010 Long Distance Charges	118	53	150	<u>0</u>		
525020 Pagers and Cell Phones	832	378	1,068	<u>1,068</u>		
525100 Postage	950	419	1,560	<u>1,560</u>		
525210 Conference & Meeting Expenses	1,042	140	500	<u>3,300</u>		
525221 Employee Training-Staff Development	11,477	5,380	15,000	<u>20,000</u>		
525230 Subscriptions, Dues, & Books	606	0	946	<u>946</u>		
525250 Motor Pool Reimbursement	270	4	100	<u>100</u>		
525300 Utilities - Admin. Bldg	6,628	2,249	4,474	<u>4,474</u>		
525700 Employee Service Awards	19,679	1,413	20,000	<u>20,000</u>		
* Total Operating	74,475	22,139	71,432	<u>83,157</u>		
** Total Personnel & Operating	404,389	179,222	407,453	<u>424,782</u>		
Capital						
540000 Small Tools & Minor Equipment	110	205	255	<u>0</u>		
All Other Equipment	1,474	0	4,077	<u>0</u>		
5A----- ID Camera memory replacement				<u>100</u>		
** Total Capital	1,584	205	4,332	<u>424,882</u>		
1000-999900-525701 Employee Gift Svcs						31,050
*** Total Budget Appropriation	405,973	179,427	411,785	<u>455,932</u>		

SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

- Program 1 - Employment
- Program 2 - Administration of Benefits
- Program 3 - Classification and Compensation
- Program 4 - Human Resources Administration

Program 1: Employment

Employment

Objectives:

To attract the most qualified applicants for employment vacancies from within the County where possible as well as from the general public. The County posts vacancies on the County's web site job listing and Dial-A-Job telephone line, as well as through the Midlands Workforce Center located in Lexington, local newspapers, professional association web site job listings, area colleges and placement offices. Applications are accepted through the Midlands Workforce Center and forwarded to the County. Human Resources staff distributes applications to department heads and assists with the hiring process. Information about applicants is collected in accordance with Federal Equal Employment Opportunity requirements (EEO-4 report).

Program 2: Administration of Benefits

Administration of Benefits

Objectives:

To ensure proper administration of all fringe benefits to County employees. This includes educating employees about these benefits and ensuring accurate payroll deductions for the benefits. These benefits include: SC and Police Retirement, health, dental and life insurance, COBRA, post-employment and retiree benefits, IRS Section 125 and Post Tax Deduction Cafeteria Plan, SAFE Federal Credit Union, Savings Bonds, Deferred Compensation, and direct deposit of bi-weekly earnings for all County employees. A personnel orientation is given to each employee for a complete explanation of the County's benefit package. Upon termination of employment, exit interviews are conducted to explain voluntary continuation of certain benefits. This program also encompasses compliance with the Federal Family and Medical Leave Act and COBRA.

Program 3: Classification and Compensation

Classification and Compensation

Objectives:

To maintain the position and classification system and pay plan. Under this program, staff reviews and processes all personnel actions and maintains EEO information as well as completes in-depth annual reports as required by Federal law. Staff reviews all performance evaluations and calculations for salary adjustments are made. Under this program, job descriptions are maintained and kept current. Wage and salary requests for external agencies are also performed under this program.

Program 4: Human Resources Administration

Human Resources Administration

Objectives:

Under this program, formulation and maintenance of general personnel policies and procedures is achieved. Staff assists department/division heads and elected officials with personnel matters on a daily basis. Under this program all Human Resources files are maintained as required by state and federal laws. Also as part of this program, staff verifies employment for both current and past employees (mortgage companies, DSS, Social Security, etc.). Staff also provides information as requested under the guidelines of the Freedom of Information Act and provides the SC Department of Labor with monthly reports and annual census information. Staff keeps County supervisors up to date with new laws and mandates affecting County employees and disseminates information as well as coordinates training opportunities. Also under this program, the employee newsletter is compiled and produced to inform employees of benefits and to promote communication between management and the employees of Lexington.

SERVICE LEVELS

Service Level Indicators:

	<u>FY 01/02</u>	<u>FY02/03</u>	<u>FY03/04</u>	<u>Estimated FY 04/05</u>	<u>Projected FY 05/06</u>
Program 1:					
Applications Processed	2,176	2,227	3,747	2,000	2,500
Advertised Vacancies	252	85	128	100	100
Newspaper Ads	40	30	65	50	50
Program 2:					
New Employees	197	258	220	220	220
Terminations/Resignations	173	233	195	200	200
Program 3:					
PAFS Processed	2,164	2,632	3,490	2,500	2,500
Appraisals Processed	1,337	1,493	560	1,350	1,350
Phone Calls Information Booth		44,125	48,407	50,000	52,000
Applications received/processed		2,227	3,747	3,000	3,000
New Hires		258	220	220	220
Personnel Action Forms Processed		2,632	3,490	3,500	3,500
Terminations		233	195	200	200
FMLA cases		358	233	210	215
Turnover		13.37%	8.94%	9%	9%

Program 4:

**HUMAN RESOURCES DEPARTMENT
ALLOCATION OF STAFF TIME PER PROGRAM**

Job Title	Program I Employment	Program II Benefit Admin	Program III Class & Comp.	Program IV Human Resources Admin.
Director	25%	10%	25%	40%
Manager	20%	20%	45%	15%
Specialist	25%	45%		30%
Clerk	25%	50%	25%	
Assistant	20%	10%	30%	40%

SECTION V. - LINE ITEM NARRATIVES

SECTION V.A. - LISTING OF POSITIONS

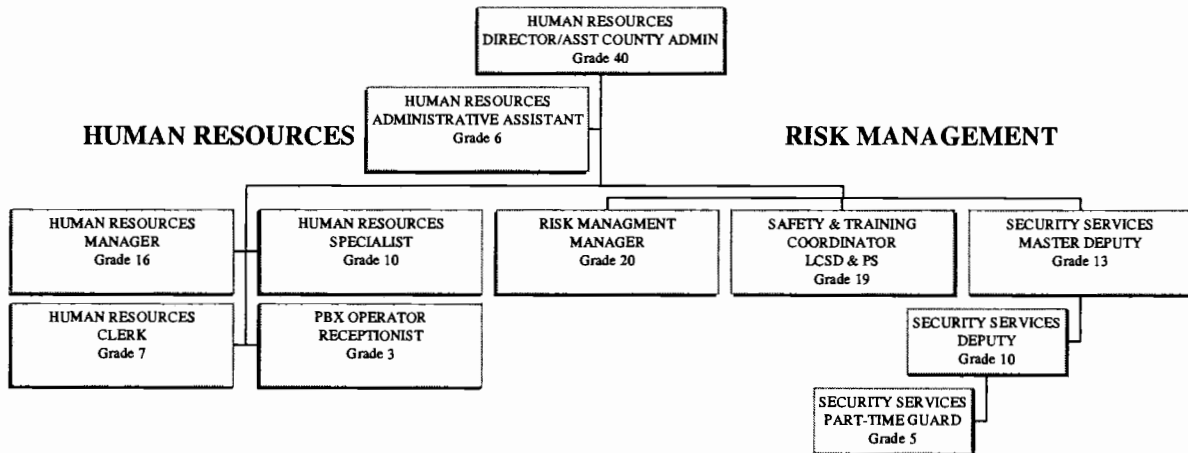
Current Staffing Levels::

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Human Resources Dir/Asst Cnty Admin.	1	1		1	40
Human Resources Manager	1	1		1	16
Human Resources Specialist	1	1		1	10
Human Resources Clerk	1	1		1	7
Human Resources Assistant	1	1		1	6
PBX Operator/Receptionist	<u>1</u>	<u>1</u>		<u>1</u>	3
Total Positions	<u>6</u>	<u>6</u>		<u>6</u>	

(All positions covered by health insurance, account #511120)

ORGANIZATIONAL CHART

**LEXINGTON COUNTY
HUMAN RESOURCES DEPARTMENT**



510100 - SALARIES **\$263,626**

Current salaries for six positions.

511112 - FICA COST **\$20,167**

Employer's portion 7.65%.

511113 - STATE RETIREMENT **\$20,300**

Employer's portion 7.7%

511120 - INSURANCE FUND CONTRIBUTION **\$34,560**

Employer's portion @ \$5,760 per employee (6)

511130 - WORKERS COMPENSATION **\$2,972**

Internal premium charges: (5) positions @ clerical rate of .30 per \$100 of \$171,608 of payroll = \$515
(1) position @ municipal rate of 2.67 per \$100 of \$92,018 of payroll = \$2,457

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES \$1,128

TALX, Employer Services - Unemployment Compensation Claim Management Program. This company organizes unemployment claim information received from SCESC and assists the County with reporting employment separation reasons.

520400 - ADVERTISING & PUBLICITY \$13,100

Employment advertisements in The State newspaper. Average of 50 lines (multiple ads) @ \$5.04/line per Sunday (52 weeks).

521000 - OFFICE SUPPLIES \$1,500

Includes routine office supplies as well as in-house printing.

521010 - NEWSLETTER PRINTING/SUPPLIES \$7,500

Includes printing costs for six (6) bi-monthly newsletters @ \$1,250 each.

521100 - DUPLICATING \$2,100

Includes general duplicating. Department on average makes 3,500 copies per month = 42,000 copies per year @ .05/per copy.

521200 - OPERATING SUPPLIES \$3,500

Digital ID system Badges	\$ 837.50
Orientation folders	\$ 510.00
Human Resources File Folders	\$ 343.00
Performance Evaluation forms	\$1,000.00

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE \$600

Includes repairs needed for Canon Microprinter machine.

524000 - BUILDING INSURANCE \$89

524201 - GENERAL TORT LIABILITY INSURANCE **\$656**

5 clerical employees \$24 X 5 = \$120
1 director \$536 X 1 = \$536

525000 - TELEPHONE **\$1,536**

Includes existing seven telephone lines, two of which have voice mail: Dial-A-Job & Human Resources Director
5 X \$18/month X 12 months = \$ 1,084
2 X \$19/month X 12 months = 456
 \$ 1,536

525020 - PAGERS AND CELL PHONES **\$1,068**

Pager and Digital Phone usage by Human Resources Director
Pager \$9 x 12 months = \$108
Digital Phone \$80 x 12 months = \$960

525100 - POSTAGE **\$1,560**

Based on current average usage of \$130 per month.

525210 - CONFERENCE & MEETING EXPENSE **\$3,300**

SC Association of Counties (annual conference) \$1,100
SC Association of Counties Institute of Government Classes \$200
ACS (Banner) Client Forum Conference – Naples, Florida \$1,500
Local Human Resources Workshops \$500

525221 - EMPLOYEE TRAINING - STAFF DEVELOPMENT **\$20,000**

Countywide training coordinated by the Human Resources Department
MTC Supervisory Certification Program (10 supervisors) \$5,800
MTC Computer Training--Microsoft Word, Excel (3 classes at \$1,200/class) \$3,600
Richland Cnty/City of Columbia/Lexington Cnty Training Consortium classes (15) \$9,000
Senior Staff Retreat \$1,500

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$946**

Manager's Legal Bulletin (renewal) \$421
 Semi-monthly forwarded to all department heads
 and elected officials to communicate up-to-date
 personnel information
Personnel Law Update \$175
National Society for Human Resource Management dues \$200
Local Society for Human Resource Management dues \$150

525250 - MOTOR POOL REIMBURSEMENT **\$100**

525300 - UTILITIES--ADMINISTRATION BUILDING **\$4,474**

Based on usage.

525700 - EMPLOYEE SERVICE AWARDS **\$20,000**

Annual Employee Service Awards

This appropriation will be used for recognition of employees with ten, twenty, and thirty years of service.

Awards Dinner

Approximately 55 service awards will be presented for ten, twenty and thirty years of service:

30	10 year certificates @ \$14.70	= \$441.00	
20	20 year plaques @ \$42.00	= \$840.00	
5	30 year plaques @ \$57.75	= \$288.75	<u>\$1569.75</u>

375 Employees with 10 years or more of service + guest = 750

49 Department heads and Council + guest = 98

4 Employee of the Quarter recipients + guest = 8

Dinner @ \$25/Dinner (includes tax and service charge) = \$11,250*

* (Assumes 450 employees/guests in attendance).

Picture of award recipients (to included Employee of the Year) at awards ceremony:

55 @ \$10.50/each for copy for each recipient as well as black and white photos for the newspaper = \$577.50

Individual tribute to service. The Employee Committee typically shares in this cost.

\$5.50 for 425 employees/department officials = \$2,335

Employee of the Year Award = \$160

Total Banquet Cost \$16,000

Employee Recognition Throughout the Year

Employee of the Quarter Awards, 4 @ \$14.70

Certificate of Excellence to Nominees, 16 @ \$14.70 \$294

Engraved clock presented to retiring employees

Average 4 retirees per quarter = 16 @ \$74.00 \$1,184

Greeting cards for employee's birthdays \$1,200

1000-999900-525701 - EMPLOYEE CHRISTMAS GIFT SERVICES **\$31,050**

This is an annual cost for distributing a gift certificate to each employee during the Christmas season. For the past two years, the face value of this certificate has been \$25 with a purchase price of between \$22-\$23. The amount budgeted reflects an employee count of approximately 1,350 at \$23.00/certificate.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

1000-1015000-5A---- - CAMERA

\$100

256 Memory stick =	\$46.36
Extra Battery pack =	<u>\$42.16</u>
Total to include tax =	\$93.83

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000 Fund Title: General
 Organization # 101500 Organization Title: Personnel

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries .75	22,753
510300 Part Time #___	
511112 FICA Cost	1,741
511113 State Retirement	1,752
511114 Police Retirement	
511120 Insurance Fund Contribution .75	4,320 1,440
511130 Workers Compensation (8810)	69
511131 S.C. Unemployment	
* Total Personnel	<u>30,635</u> 27,755
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #___	
524101 Comprehensive Insurance #___	
524201 General Tort Liability Insurance	18
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525___ Utilities - _____	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	18
** Total Personnel & Operating	27,773
** Total Capital (From Section II)	1,073
*** Total Budget Appropriation	28,846

7-12

SECTION III. - PROGRAM OVERVIEW

The Human Resources Department is responsible for a growing array of mandates with respect to employment matters. Examples of additional responsibilities that the County has been assigned by outside agencies over the last several years include the administration of the Family and Medical Leave Act, the Health Insurance Portability and Accountability Act, enhanced Worker's Compensation administration & investigation, and growing coordination between our staff and outside agencies that provide benefits to our employees, including but not limited to the SC Retirement System, SC Deferred Compensation Program, flexible spending accounts and supplemental insurance products. In addition to these added responsibilities, the size of our employee force has grown over 50% from 830 employees in 1995 to 1,274 employees in 2005. The Human Resources Department has absorbed these additional responsibilities gradually with existing personnel.

This new program request is intended to address the need for an enhanced coordination of these programs and an increased service level to employees. The addition of a second Personnel Specialist to assist with coordination of benefits and records for employees will address this need. In light of the assistance that is anticipated from this position to Worker's Compensation claims and accident investigation process, twenty-five percent (25%) of the cost for this position has been allocated to the Risk Administration Fund (6790-101500).

SECTION V. - LINE ITEM NARRATIVES

510100 - SALARIES \$22,753

Entry Level - Grade 10 (est): \$30,337

1000-101500-510100	\$22,753(75%)
6790-101500-510100	\$ 7,584 (25%)

511112 - FICA COST \$1,741

Employer's portion 7.65%: \$2,321

1000-101500-510100	\$ 1,741(75%)
6790-101500-510100	\$ 580(25%)

511113 - STATE RETIREMENT **\$1,752**

Employer's portion 7.7%: \$2,336

1000-101500-510100	\$1,752 (75%)
6790-101500-510100	\$ 584 (25%)

511120 - INSURANCE FUND CONTRIBUTION **\$4,320**

Employer's portion @ \$5,760

1000-101500-510100	\$4,320 (75%)
6790-101500-510100	\$1,440 (25%)

511130 - WORKERS COMPENSATION **\$69**

Internal premium charges: (1) positions @ clerical rate of .30 per \$100 of \$30,337 of payroll = \$92

1000-101500-510100	\$69(75%)
6790-101500-510100	\$23(25%)

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

6790-101500-521000 - OFFICE SUPPLIES \$100

Includes routine office supplies.

6790-101500-521100 - DUPLICATING \$100

Includes general duplicating for case files.

524201 - GENERAL TORT LIABILITY INSURANCE \$24

1 clerical employee \$24

1000-101500-524201: \$18 (75%)

1000-101500-524201: \$6 (25%)

6790-101500-524202 - SURETY BONDS \$ 8

(Special note: All other operating supplies for Human Resources (1000-101500) can be absorbed by the FY 05/06 budget request)

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

1000-101500-540010 – Minor Software \$260

Office XP \$260

1000-1015000-5A---- - Computer \$813

Core Banner/Doc. Imager; P IV, 2.80GHz, 1M cache; with std memory, storage, network card, and CD ROM w/o monitor; (Dell 170L) \$699 (incl. Tax), + monitor \$114 = \$813

Section I – BUDGET REQUEST SUMMARY (Department of Planning and GIS)

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: General Administration
Organization: 101600 - Planning & GIS

Object Expenditure Code Classification	<i>BUDGET</i>				
	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend Approved
Personnel					
510100 Salaries & Wages - 7	287,643	149,837	324,159	324,159	
511112 FICA Cost	20,938	10,881	23,527	24,798	
511113 State Retirement	17,334	9,126	19,610	24,960	
511120 Insurance Fund Contribution - 7	40,320	20,160	40,320	40,320	
511130 Workers Compensation	2,854	2,507	925	1,070	
511213 State Retirement -Retiree	2,370	1,138	2,417	2,717	
* Total Personnel	371,459	193,649	410,958	418,024	
Operating Expenses					
520400 Advertising & Publicity	0	0	200	200	
520702 Technical Currency & Support	11,560	0	25,830	18,900	
520703 Computer Hardware Maintenance	0	0	1,019	1,100	
521000 Office Supplies	636	442	647	750	
521100 Duplicating	915	556	1,100	1,100	
521200 Operating Supplies	1,973	1,519	3,000	3,000	
522200 Small Equipment Repairs & Maint.	196	16	100	200	
522300 Vehicle Repairs & Maintenance	8	0	0	0	
524000 Building Insurance	90	67	140	130	
524100 Vehicle Insurance - 1	525	0	0	0	
524201 General Tort Liability Insurance	523	309	634	681	
524202 Surety Bonds	0	0	0	56	
525000 Telephone	1,488	725	1,600	133	
525010 Long Distance Charges	335	133	800	0	
525020 Pagers and Cell Phones	210	105	220	220	
525100 Postage	296	306	600	600	
525210 Conference & Meeting Expenses	3,977	3,607	6,485	8,000	
525230 Subscriptions, Dues, & Books	459	617	800	1,200	
525240 Personal Mileage Reimbursement	0	0	500	100	
525250 Motor Pool Reimbursement	896	930	1,500	1,950	
525300 Utilities - Admin. Bldg	6,303	3,405	6,700	6,900	
525400 Gas, Fuel, & Oil	320	0	0	0	
* Total Operating	30,710	13,756	52,798	45,220	
** Total Personnel & Operating	402,169	207,405	463,756	463,244	
Capital					
540000 Small Tools & Minor Equipment	249	34	250	650	
540010 Minor Software	391	0	1,092	2,500	
All Other Equipment	190,847	24,854	46,022	6,580	
** Total Capital	191,487	24,888	47,364	9,730	
*** Total Budget Appropriation	593,656	232,293	511,120	472,974	

Section III – PROGRAM OVERVIEW

Activity	Valerie Gray, GIS Mapping Tech. I	George Hughes, GIS Mapping Tech. II	Steve Pierce, GIS Mapping Tech. II	Ralph Ford, Senior Cartographer	Alison Sengupta, GIS Analyst	Jack Maguire, Planning/GIS Manager	Charlie Compton, Director
Maintain the County Comprehensive Plan							
Natural Resources Element							
Cultural Resources Element							
Community Facilities Element							
Population Element							
Economic Development Element							
Housing Element							
Land Use Element							
Budget Maintenance							
GIS Development							
Management of GIS contract licensing							
GIS Training of County employees and others							
Arc Users coordination							
Census Data preparation and distribution							
GIS software installation and training							
Road Map maintenance							
GPS new road centerlines and corrections							
Populate data associated w/road centerlines							
E911 database oversight							
MSAG enhancement							
Telephone Company coordination							
Postal Service coordination							
Map updates							
Research wrong addresses							
Digital Ortho Imagery project coordination							
Benchmark project							
Coordination							
Field work							
Customer service							
Over-the-counter plat review							
Addressing							
Data questions							
Telephone inquiries							
Planning Commission agenda preparation							
Preparation of graphics for Zoning Hearings							
Custom map preparation & other custom jobs							
Map and other data sales							
GPS training for others							
CARD creation and maintenance							
Road naming							
Economic Development maps, data & graphics							
ArcIMS application							
Maintenance							
New Development							
ArcSDE application							
General data creation							
Mapbook Atlas preparation							
Annexation maintenance							
RESPONSIBILITY	Major		Significant		Secondary		

One of the more obvious missions of the Department of Planning and GIS has been the maintenance and updating of the Lexington County Comprehensive Plan in accordance with the enabling legislation of South Carolina. It has been done over the years creatively and with little community discord, demonstrated by our citizen participation process winning state-wide awards twice in the last 20 years.

The following is a summary of what happens on the GIS “side of the house” which is much less familiar to most.

GIS in Lexington County

GIS is a dynamic combination of hardware, software, data, and personnel. The most critical element is personnel. Training is essential in both a beginning and on-going basis because GIS software is changing constantly. SUN workstations were the hardware platforms universally used as recent as 1997. Today Windows 2000 is the ubiquitous platform. The standard *enterprise* GIS manager/analyst has a Masters degree in geography, programs in at least one language (works in two or more), and is prepared for either SQL Server or Oracle databases. Spatial Database Engine (SDE), the basic data enterprise GIS server, is limited to SQL Server, Oracle, DB2, Informix, or DB2. Internet mapping services like Lexington County’s ArcIMS require work in XML, HTML, and either Visual Basic or Visual Basic.net. JAVA and ASP are almost always employed as well.

Almost all county information has a geographic component – location. Lexington County uses GIS for economic development projects, emergency services (fire, law enforcement, EMS), zoning, crime analysis, planning, municipal contracts, solid waster franchise contracts and services, new fire stations, magistrates offices, and fuel depot locations, tax mapping, analysis of library services, competition for transportation funds, HUD grant requests and much more. Spatial analysis and current information are keys to effective county services. Lexington County’s GIS was recognized in 2002 as one of the best in the world by ESRI (one of 76 Special Achievement Award recipients from around the globe).

A. GIS software/data today encompasses 4 or 5 dimensional data as follows:

1. The traditional X and Y coordinates (north-south, east-west)
2. Z data to set the height
3. Time of occurrence, data entry, and a log of changes to the data
4. Historical and projected patterns – using Geostatistical Analyst, for special studies such as COATS transportation plan
5. Dynamic relationship/interconnectivity to different types of other data sets (geodatabases are tagged with implicit, causative behavior that requires actions on other spatial data as a result of a dynamic change to the first data set.

Lexington County Planning and GIS uses the first four dimensions regularly. We are currently adjusting our work flow for the 5th one.

B. In the mid 1990’s the GIS industry started changing from proprietary software, databases and languages to using both . . .

1. standard languages and databases or,
 2. proprietary languages and databases (10+ years expected use for these proprietary systems)
- C. Lexington County GIS now uses both standard languages (e.g., Visual Basic for ArcIMS) and proprietary languages (Avenue for those ArcView 3 users) and standard databases (SQL Server for ArcSDE) and proprietary databases (INFO – the proprietary database for ArcINFO). This has expanded the range of language and database proficiency needed to be competent in the same job that was previously done with proprietary languages and databases expertise.
- D. In 1999, Lexington County Planning/GIS used ArcINFO (ArcEdit, ArcPlot) with the following Extensions (special programs added on):
1. GRID, NETWORK, TIN, COGO, and ArcPress,
 2. INFO as the database,
 3. a Java version of ArcView, and
 4. AML as our programming language.

Today we use all of the above, plus:

ArcSDE (Arc Spatial Database Engine, a spatial server software),
ArcIMS (Arc Internet Map Service),
ArcGIS (ArcCatalog, ArcToolBox, and ArcMap),
ArcView 8x,
ArcView 3x (Windows),
ArcPad (with IPAQ hand-held Pocket PC),
Network Analyst,
3D Analyst,
Geostatistical Analyst,
Spatial Analyst,
ArcPublisher (and its companion, ArcReader),
Districting for ArcGIS, and most recently
Maplex (for publishing a paper atlas)

Also, we use the Software and databases for GPS and Laser Rangefinder, and Trimble GPS (sub-meter, mapping grade) with its proprietary software and database.

We use SQL Server,
Access,
Dbase, and
INFO as our databases.

Visual Basic, Visual Basic.net, JAVA, ASP, HTML and XML are the programming languages integral to our Internet mapping.

MrSID Geospatial Encoder is our graphic compression software and Geo-Viewer is our orthophotography viewer for GIS.

- E. Just as a sample of the type work performed by the Department, the following is a sampling of the applications of GIS to E911 and Emergency Services:
1. All 911 responses use our maps for location of caller, and to guide responders to the location. An Automatic Vehicle Location (AVL) system for ambulances runs on our maps. We update this information regularly. We actively interact and identify many programming errors and guide their 'fixes' with the programmers for the computer-aided dispatch and the AVL systems.
 2. Major corrections/additions are done to the telephone company's MSAG (Master Street Address Guide) used for E911. This ongoing project, along with Census 2000 Local Addressing Census project, resulted in a comprehensive county address list. Further, we have three major landline telephone companies and 10 non-traditional landline companies. We assign the addresses that each one uses and correct their miscoded 911 database. Last year, we made 610 ledger changes, many with dozens of changes per ledger.
 3. We do more comprehensive work on 911/addressing/phone company compliance than most South Carolina counties. We are the only SC county to integrate our GIS and address list into a County Address Range Directory that lists every street in the county by correct spelling, address range, zip code, community, municipal boundaries, school district and county council district. This data set is non-graphical, distributed both via .pdf through email and on the county mapping web site. County and business mailings, fines, fee collections, law enforcement and school attendance officials use it daily.
 4. We have evaluated and recommended the software for Phase 2 Wireless (Federal Communications Commission regulation for cell phones and 911 location and response).
 5. We provide the mapping and analysis for the county's preparation and use of ISO fire insurance rating annually. We use a sophisticated GIS technique to both set the five-mile limit on fire truck coverage areas and still allow the individual fire stations to select who responds to which fires when there is an overlap in the five-mile coverage.
 6. We have provided a new Atlas for emergency responders that employs an improved grid that corresponds to that used by helicopter emergency evacuation crews.
 7. One of our latest ventures with emergency response was the inclusion of hazardous drawings into the maps for all commercial properties and many of the residential properties as well. The prototype is underway in the Irmo Fire District. We are using new software and demonstrating the integration that will provide beneficial data for fire, law enforcement and EMS.
 8. We are also assisting the Fire Service in a project to map all hydrants in the County.
 9. We recommend software, install and train Emergency Management staff for Homeland Security and other emergency services.

In 1989 Lexington County began desktop GIS, moving from purely paper mapping. In 2002 we moved to *Enterprise GIS*, without any paper maps, for all county mapping projects. During these changes, we did not add any new positions. We simply retooled and trained the staff we had. To do this many of the tasks previously assigned to the GIS analyst (desktop GIS) were transferred to other GIS staff members to enable *Enterprise GIS*. Then the "GIS Analyst" became the "ArcIMS and ArcSDE specialist."

Section IV – SUMMARY OF REVENUES

The following chart is a summary by calendar year of the Departmental revenue sources:

Activity	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Map, aerial & data sales	\$15,725	\$15,575	\$17,827	\$16,579	\$12,713	\$12,340	\$7,034	\$8,727	\$8,819	\$20,594

Revenue Source	2004
Orthophotos, etc.	\$9,962.00
Topography	8,955.00
Other GIS products	1,660.00
Copies	17.50
TOTAL	\$20,594.50

Here are the estimates for FY2005/06 by revenue code. We have increased tremendously the amount of data and mapping options available to the public through our IMS Map Services on the internet. By doing so we are reducing telephone calls and walk-ins. However, with this information so convenient and useable, we are seeing a reduction in our forecasts for revenue from sales of data and maps.

Revenue Code	Description	FY04/05 Estimates
1000-437604	Copy Sales - P&D	\$15
1000-437900	Map & Aerials Sales - P&D	\$20,000

Total \$20,015

Section V – LINE ITEM NARRATIVES

A. Positions The existing department positions are listed below and all are with insurance.

	<u>Grade</u>
Director	33
Planning/GIS Manager	21
GIS Analyst	18
Senior Cartographer	15
(2) GIS Mapping Technician II	11
GIS Mapping Technician I	7

B. Operating

520400 - Advertising and Publicity

\$200

This account will only be used if the Personnel Department needs this Department to pay for advertising expenses relative to vacant positions, or if a portion of the Comprehensive Plan is being updated and needs to be advertised.

520702 - Technical Currency and Support

\$18,900

This line item covers the maintenance contract with ESRI for the County's geographic information system. Maintenance is a very important feature that ESRI provides exclusively. We benefit from this service in two ways. First, we receive technical support for guidance and help when we have difficulty with the software. We use this service almost daily. Second, when any new iterations of ArcINFO products covered by maintenance are released we get the new version at no extra charge.

ArcINFO, ArcView, and ArcEditor are the three basic elements of the ESRI ArcGIS product line. We have had ArcINFO since 1988, and ArcView since 1996. Our entire GIS system of data is built with the ESRI system of GIS software. Listed below are the aspects of ArcINFO that we use:

ArcView (5 seats)

ArcView Spatial Analyst, 3-D Analyst, and Network Analyst

ArcPress for ArcView

ArcINFO (4 seats) is a high-end GIS with tools for automation, modification, management, analysis, and display of geographic information. Various extensions are available to build on core functionality. ArcINFO adheres to modern software engineering and computing standards and runs on a variety of hardware platforms, including UNIX workstations and Windows NT. ArcInfo is the complete GIS solution for individual projects or enterprise-wide applications. The essence of enterprise GIS, ArcInfo serves as the core of an ArcGIS system that can include ArcView GIS, ArcSDE, ArcIMS, and more. ArcINFO's development environment, ArcObjects, lets users build custom ArcINFO applications and interfaces using Visual Basic.

ArcCOGO (2 seats) integrates survey data with other data layers, provides a selection of data entry methods, supports large databases including national cadastre and ground control, provides tabular reporting tools, is adjustable to fit our needs, and preserves data accuracy.

ArcGRID offers complete raster data management – including input, display, editing, analysis, and output. It includes a comprehensive set of cell-based spatial analysis tools integrated in a powerful modeling language and analysis environment. ArcGRID can perform everything from simple queries to complex modeling and supports per cell, neighborhood, zonal, continuous, and overlay analyses.

ArcTIN generates information and gives you insights that are not possible with two-dimensional analysis tools alone. ArcTIN provides a suite of tools for 3-D modeling, analyzing, and displaying surface data. ArcTIN gives the ability to interpolate surface z values, generate contours, calculate slope, aspect, surface area, and surface length, extract important surface features, and perform analytical hillshading.

With **ArcNETWORK**, we can find shortest or least-cost paths, or most efficient path to a series of locations. This is the module we use to locate fire stations and other county facilities.

ArcPress is the graphics metafile rasterizer for map output and printing that greatly increases the speed, efficiency, and quality of our GIS output. ArcPress increases productivity and eliminates the need for so much extra RAM on the plotter. ArcPress is fully integrated with ArcINFO, and because it handles standard ESRI graphics output formats (1039,1040, map compositions, CGM or PostScript), output from our desktop products can be sent to ArcPress.

ArcPublisher is a relatively new program that prepares very robust maps in a *.pmf format (similar to Adobe Acrobat *.pdf format). These maps are user-friendly, print-ready and available for distribution. For County-networked employees, even some data analysis is available with these map products.

Maplex is also a relatively new program that we use to create the County paper atlas that continues to find applications in EMS, Fire, Public Works, and other field personnel.

520703 - Computer Hardware Maintenance

\$1,100

We are currently carrying only two pieces of hardware under a maintenance contract – the HP2500 Plotter and the color printer (HP4550N). Multi-year commitments from the current vendor seem to indicate that we can continue those services with little or no increase. Maintenance and repairs on these two complex pieces of equipment can be extremely high. We feel the current contract has already paid for itself with repairs made so far this year.

521000 - Office Supplies

\$750

General office supply needs for the Department are handled by this account. Printing at times has been a major expenditure in this category, but now is primarily limited to things like letterhead stationery, envelopes and business cards.

521100 - Duplicating **\$1,100**

Our largest routine use of the copy machine is for the reproduction of maps, plats and aerials for the public and preparation of materials for other departments, and the monthly preparation of meeting agenda packages for the Planning Commission.

521200 - Operating Supplies **\$3,000**

The largest portion of this account is spent on supplies used in the production of maps, special projects, and other graphic items which are very expensive. Since a large portion of these are not used by Planning and GIS, the size of the annual expenditure is determined primarily by the demand created by the public, other departments, and outside agencies. That demand has increased steadily with the sophistication of the GIS system. For that reason it is impossible to accurately predict the size of this expenditure. It was decided six years ago that it was too cumbersome to try to have each department account for their usage, and we should simply make the best estimate of the amount needed for each year.

522200 - Small Equipment Repairs & Maintenance **\$200**

This account is used for the repair of equipment not under a maintenance contract, to include all personal computer equipment.

522300 - Vehicle Repairs & Maintenance **\$0**

With no vehicles assigned to the Department this line item can be discontinued.

524000 - Building Insurance **\$130****524100 - Vehicle Insurance** **\$0**

With no vehicles assigned to the Department this line item can be discontinued.

524201 - General Tort Liability Insurance **\$681**

This covers seven employees, including one director.

524202 - Surety Bonds **\$56**

The rate is eight dollars per employee.

525000 - Telephone **\$133**

This covers monthly telephone charges for seven lines. Each line will have a base rate of \$18 with one dollar added for voice mail service.

525010 - Long Distance Charges **\$0**

Under the new phone system there will be no long distance charges.

525020 - Pagers and Cell Phones **\$220**

This line item covers the cost of two "message writer" pagers. One is used by the Director with the other designated as a "floater" to be used by the other employees when they are away from the office, especially for meetings. There is no indication that there will be an increase in the cost of this service.

525100 - Postage **\$600**

Mailing maps, data, and correspondence accounts for most of our postage expenditures. The Planning Commission staffed by the Department also adds to the cost of postage with meeting agendas and related correspondence.

525210 - Conference & Meeting Expenses **\$8,000**

This account includes all meeting and training expenses for the Planning and GIS staff and the Lexington County Planning Commission. Proper training has paid big dividends in Lexington County. All requirements of the Comprehensive Planning Act for South Carolina have been met and exceeded for the past 30 years with only one professional planner on staff; while our peers have spent *thousands of dollars* on either consultants or large staffs or both. And we have become an undisputed leader in GIS technology in South Carolina, without the *millions of dollars* being spent elsewhere, and without adding any additional staff. We have simply trained our existing mapping, addressing, and graphics staff. The following is a listing of how this account has been used in recent years.

There is a major change in South Carolina that may affect very much how we spend some of these funds during the coming fiscal year. By January of 2006 all Planning and Zoning staff members and all members of the Planning Commission and Zoning Board of Appeals must complete six credit hours of orientation training approved by a State Advisory Committee appointed by the Legislature. That will apply also to all new appointees and new hires. Each year thereafter the same individuals must complete three credit hours of continuing education approved by that same Advisory Committee. We have been working with the Association of Counties and the Municipal Association to jointly prepare and propose education material and opportunities that will be worthwhile and available at minimal costs. I predict that the six hours of orientation training will be somewhat successful, but the more difficult problem will be the three hours of continuing education which will

involve the last six months of the fiscal year. I feel it is essential that we add back the cuts we made in this account last year to make sure we have those requirements covered.

What	Who	Where	When	Cost
SCARC – Annual ARC Users Group Meeting	Jack Maguire, Planning/GIS Manager Alison Sengupta, GIS Analyst Ralph Ford, Senior Cartographer Steve Pierce, GIS Mapping Tech. II Valerie Gray, GIS Mapping Tech. I	Somewhere in South Carolina	usually in December	\$50 - 300 whether registration only or travel is involved
Opportunity for ARC Users from around South Carolina to work on common problems and receive some fairly basic training on new software and techniques. It is organized by ESRI, the primary GIS software provider for much of South Carolina, and provides a much appreciated, low-cost, training opportunity. This was made even more obvious by having over 200 participants at last year's event.				
CSRA-GIS User Group Meeting	Jack Maguire, Planning/GIS Manager Alison Sengupta, GIS Analyst Ralph Ford, Senior Cartographer Steve Pierce, GIS Mapping Tech. II Valerie Gray, GIS Mapping Tech. I	Aiken, SC	at least once a year	\$14 - 50 (\$7-10 each)
This is a local Users Group close by that offers some excellent presentation and discussion options at no cost other than meals. Recent meetings have focused on the Geodatabase and its benefits to the enterprise environment, as well as a closer look at mobile GIS options with a comparison of tablet PC's, rugged notebooks and pocket PC's with ESRI software.				
American Planning Association National Planning Conference	Charlie Compton, Planning Director	generally a major city	March or April	\$1500 - 1900
Annual meeting of the American Planning Association (APA), considered one of the best organized training events of any national organization. There will be over 200 training sessions and 70-plus mobile workshops, Saturday workshops, and exhibits led by the best the planning profession has to offer, with no "fluff" activities. Two of the days are always on a weekend to minimize the number of days away from work. Last summer Charlie was elected Secretary/Treasurer of the National Association of County Planners (NACP) and helps lead its annual membership meeting, which is held annually in conjunction with the APA conference. Other business meetings of the NACP Board are handled by conference calls. (See news release below)				
SCAPA Summer, Winter, and Spring Meetings	Charlie Compton, Planning Director Jack Maguire, Planning/GIS Manager other staff and Planning Commissioners as required	Columbia, SC	Three times a year	\$270 - 900 (\$45 registration)
Quarterly meeting of the SC Chapter of the American Planning Association (SCAPA). The SC Planning Academy in the past has conducted four courses in their series at each of these meetings. With the new mandatory continuing education requirements in South Carolina, that time will probably be filled with professional development activities intended to meet those requirements.				
Visits to other local governments in the region	Any of the staff as needed	primarily SC, but sometimes locations in adjoining states	anytime during the year	\$50 - 500
Over the years we have made great use of opportunities to learn from the experiences of others in the region with similar problems. That is now being done more than ever before by other departments. Recent trips have been made by representative from Public Safety, especially the E-911 Communications Center, and the Assessor. Members of our staff have been requested to travel to some of these locations because the topic being pursuing is involved with the linkages to current or proposed GIS data bases and mapping layers.				

ESRI International User Conference	Jack Maguire, Planning/GIS Manager Alison Sengupta, GIS Analyst	San Diego, CA	late summer	\$2850 - 3400
<p>As a part of our GIS software package with ESRI, Lexington County is given two free "seats" at their annual training event. We pay travel and accommodations only. It is held at the San Diego Convention Center because that is the closest facility to ESRI headquarters in Redlands, CA, that can handle the number of participants that attend. ESRI brings almost all of their staff to the Center to handle the 1000 classes scheduled for the week, and to be available to work with individual customers one-on-one with their problems and needs. This event two years ago was very special because Lexington County was selected as a recipient of ESRI's Special Achievement in GIS award for its "extraordinary contribution to our society, helping to set new precedents throughout the GIS community." Our two representatives received the award on our behalf, which acknowledged the entire 14 years that Lexington County had been a leader in the use of GIS technology for public service. We were recognized along with such notables as the City of Vienna, Austria; the Hong Kong Civil Engineering Department; and the New York City Office of Emergency Management.</p>				
SCAPA Fall Conference	Charlie Compton, Planning Director	somewhere in South Carolina	October or November	\$400 - 500
<p>Annual meeting of the SC Chapter of the American Planning Association (SCAPA). This meeting is quite often held jointly with other related organizations or neighboring states to lower costs and the expand the education options. It has become an extremely low-cost opportunity for planners to stay current with requirements and alternatives in the profession that would otherwise be extremely costly if pursued individually.</p>				
SMAC Biennial Conference	Jack Maguire, Planning/GIS Manager Alison Sengupta, GIS Analyst Ralph Ford, Senior Cartographer Steve Pierce, GIS Mapping Tech. II Valerie Gray, GIS Mapping Tech. I	Usually Columbia, but sometimes elsewhere in SC	January or February	\$300 - 450 (\$150 each or \$75 for single day)
<p>This is the State Mapping Advisory Conference. It was created a number of years ago to try create better coordination among all mapping entities in South Carolina. It is different from the "ARC Users" meetings since this is not limited to GIS applications or ESRI software users. Last year our Lexington County staff made a major presentation demonstrating how a County uses GIS in a true enterprise fashion. Our leadership in this area is well-known and the envy of many counties. While there, our staff is able to learn about the availability and reliability of state data sources, and, as always, pick up some new ideas from other local government applications. Still of concern to us are the problems like locating cell phones on 911 calls and the addressing of interstates to assist emergency response.</p>				



Lexington County Director of Planning Charlie Compton Elected Secretary/Treasurer of NACP

Lexington County Director of Planning Charles "Charlie" M. Compton was recently elected Secretary/Treasurer of the National Association of County Planners (NACP), an affiliate of the National Association of Counties (NACo).

Compton has served as Planning Director for Lexington County for 29 years. He was a member of the Board of Directors of the South Carolina Chapter of the American Planning Association (APA) for six years, and served as President of the state's APA chapter for two years. He is a member of the American Institute of Certified Planners and serves on the Board of Directors of the National Association of County Planners.

In 1997, Compton was appointed to the national Growing Smart Directorate, a 20-member panel charged with drafting model planning enabling legislation for use by states, the first time this had been done since 1915. This project was funded cooperatively by the five federal agencies, two private foundations, and the Siemens Corporation. The final product was published in 2002.

Compton was co-creator of "Kids City" (a planning education program for kindergarten through twelfth grade) and "Our Town" Mock Hearings (Planning Commission and Zoning Board Training), both of which were demonstrated at the 1996 American Planning Association Convention.

He is a 1994 recipient of the APA Distinguished Planner Award for South Carolina and the 2003 recipient of the Conservation Award for Environmental Protection presented by the Lexington Soil and Water Conservation District.

Compton received his Bachelor of Science in Architecture and his Master of City and Regional Planning from Clemson University.

The purpose of NACP is to stimulate and contribute to the development, improvement and recognition of county planning as a viable process in county government. The organization does this by providing a forum for county planners to disseminate information on the characteristics of the county planning function and to provide input on NACo policies that address county plan-

ning issues.

NACP members exchange ideas and experiences related to county planning through meetings, technical workshops, the NACP newsletter, the new NACP listserv and general correspondence. The organization works to strengthen the relationship between county planners, elected officials and other county officials while working closely with other planning organizations such as the American Planning Association (APA) and the National Association of Regional Councils (NARC).

NACo is a full-service organization that provides legislative, research, technical and public affairs assistance to county governments. Created in 1935, NACo continues to ensure that the nation's 3,066 counties are heard and understood in the White House and Congress.



County Managers, Administrators & Supervisors Association to Meet on Dec. 11th

The South Carolina Association of County Managers, Administrators and Supervisors (MAS) will hold its winter meeting on Thursday, December 11 (the day before SCAC's Local Government Attorneys' Institute) at Embassy Suites in Columbia.

MAS President Jim Kier (Greenwood County Manager) will welcome everyone and call the meeting to order at 10 a.m.

The agenda follows:

10:05 a.m. Pay-as-You Throw: A Solid Waste Management Option

Eric Melaro, Office of Solid Waste Reduction and Recycling, S.C. DHEC, and Gary Diestler,

(Continued on next page)

525230 - Subscription, Dues, and Books**\$1,200**

The Department maintains a membership with the American Planning Association (APA) for two staff members. With these memberships we are able to receive some free publications, reduced rates on training and on some publications such as the *APA Journal* and *The Commissioner*. With the APA membership we generally carry at least two low-cost Division memberships which allow opportunities to receive materials specific to a topic such as transportation or technology. That all adds up to about \$620. We used to carry a special membership for the Planning Commissioners and would like to pursue that again, especially with the mandatory training requirements in South Carolina. Those would be \$56 each for nine members. The Director is also a member of the National Association of County Planners, currently serving on the Board of Directors and as Secretary/Treasurer for the organization. Those dues are only \$35 annually.

525240 - Personal Mileage Reimbursement**\$100**

The Department has been able to schedule a County vehicle for almost all of our work-related tasks. We will need to carry only a minimal amount in this account for the few emergencies when all vehicles are in use.

525250 - Motor Pool Reimbursement**\$1,950**

This line item is based on a \$0.405 per mile charge by the Motor Pool. Based upon past experience, the employees of the Department can be expected to cover approximately 4800 miles this coming year.

525300 - Utilities—Administration Building**\$6,900**

This is based upon the square footage occupied by the Department. Even though the Department has moved to a new floor, the square footage is similar, therefore this amount has increased very little.

525400 - Gas, Fuel, and Oil**\$0**

With no vehicles assigned to the Department this line item can be discontinued.

C. Capital

540000 - Small Tools & Minor Equipment \$650

With this account we purchase items such as telephones, calculators, etc. for the office. It is also been invaluable by allowing us to replace broken and unuseable furniture with the very low-cost options that Central Stores obtains. This has kept us from having to buy any new furniture for years. We are still watching for some better-looking book shelves to replace the old plywood ones in our entrance area. There are also a couple computer-related items that we did not need to purchase this year, but may need in the future. We have considered obtaining a couple USB hub ports (est. \$50 each) to give us the ability to link multiple external devices to one PC without having to connect and disconnect. And we still have customers who use zip drives to receive large data files. Since new PC's quite often come without them, we may need to purchase one additional external 750 MB zip drive (est. \$150) since the one we have is used daily by the Director.

540010 - Minor Software \$2,500

Because there is little advanced publicity on bundling and distribution of basic office software, it is sometimes difficult to be precise in predicting the needs for the coming year. The following is our best effort at predicting the purchases that would help keep us more current with our basic office, data base, spread sheet and presentation software. This does not cover everything, but if we do a little each year, we are able to avoid large single-year purchases:

\$145 each	Two copies of WordPerfect – We are about four years behind on currency.
\$315 each	Three Office XP Pro – We like to upgrade a few each year to keep current and we had to skip this past year completely.
\$75 each	One copy of the current version of ProPublisher (used to be Printmaster Platinum) – We are using version 10 and the latest is about 20.
\$1,000 total	Adobe products (InDesign, Acrobat, Illustrator and Photoshop) – the Adobe upgrade situation is unknown at this point. Some of these are overdue for improvements and we simply want to be in a position to consider at least some purchases. These graphic products are as vital to several of our employees as Word or Excel are to other County employees.

GIS Software \$640

Through our maintenance contract we have been able to do well in staying equipped for the tasks we perform daily. To branch out in new directions will generally take large initial investments in software. We are not proposing to do that this year. However, we do expect ArcPad to come out with an upgrade this summer and they are not covered by our contract (we have lobbied for them to be added to the maintenance options.) We propose to budget enough to cover our two copies of ArcPad at \$300 each.

Software \$525

AutoCAD is used daily by one of our employees to distribute data to customers in that format. More important to us, it is a mechanism to receive data from outside sources, primarily surveyors and engineers working in Lexington County for developers, municipalities, and utility companies. We need to maintain the ability to read and write files that are compatible with each of them. AutoCAD 2005 will cost \$495 plus tax.

(1) Scanner**\$225**

Our existing scanner was purchased many years ago primarily for its capability to help convert slides to digital images as we abandoned the use of slide projectors. It does a very inadequate job of the day-to-day graphics needs of the Department. We need simply a good basic scanner with high resolution options to capture graphic images.

(3) Computers (Replacements)**\$5,190**

We maintain nine computers in the Department of Planning and GIS. They are the creation instruments for everything we do. Input is no longer paper for anything other than graphical scans, even though output in paper format continues to be vital. As files get larger and larger and more and more complex, we are lucky if we can keep a PC functioning successfully for three years. In order to maintain a three-year cycle we need to seriously look at least three computers each year. This year we are proposed the following replacements:

- \$1,133 “F3 PC for GIS Power User” (for GIS/Mapping Technician) – This employee is currently “hitting the wall” as she tries to process and download large data files and images for our customers.
- \$2,294 “F4 GIS Cartographer” (for Planning/GIS Manager) – One of the machines purchased this year had to go to our Senior Cartographer because of the age and slowness of his PC. We had originally intended that one for the Planning/GIS Manager, but will now need to take care of that deficiency this year.
- \$1,695 “F6 Presentation” plus a carrying case (for GIS and Economic Development) – The current GIS laptop is several years old and is unable to accommodate the large data files now standard in our presentations. To maximize the use of such a machine we are proposing that it also be designated as the primary presentation computer for the County’s Director of Economic Development which we would keep loaded with the latest data, information, and presentation material.

**New Program
Section I**

**COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2005-2006**

Fund # 1000
Organization # 101600
Program #

Fund Title: General
Organization Title: Planning and GIS
Program Title:

Object Expenditure Code Classification	Total 2005 - 2006 Requested
<i>SENIOR ADMINISTRATIVE ASST. I (69)</i>	
Personnel	
510100 Salaries #_1_	28,793
511112 FICA Cost	2,203
511113 State Retirement	2,217
511120 Insurance Fund Contribution #_1_	5,760
511130 Workers Compensation	95
511131 S.C. Unemployment	
* Total Personnel	39,068
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
524000 Building Insurance	
524201 General Tort Liability Insurance	24
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525___ Utilities - _____	
525400 Gas, Fuel, & Oil	
* Total Operating	24
** Total Personnel & Operating	39,092
** Total Capital (From Section II)	625
*** Total Budget Appropriation	39,717

New Program

Sections III and IV – N/A

New Program

Section V

LINE ITEM NARRATIVES**A. Positions**

The Department of Planning and Development operated with a receptionist and a secretary. When that Department was divided into two new departments those two clerical positions remained with the Department of Community and Economic Development, leaving the Department of Planning and GIS with no clerical support. As long as the two Departments shared the same floor and the two Directors were willing, those two positions provided that support to both departments.

The two departments are now located on two different floors with different missions. The Department of Planning and GIS is located on the third floor without a receptionist and uses the receptionist on the fourth floor to receive general department calls. A recent phone log indicated that the general Department calls are averaging 500 per month. That receptionist must also handle all incoming and outgoing mail, requisitions for operating and capital accounts, central stores requisitions, blanket purchase order accounts, copier maintenance and meter/auditron readings, and trip requests. The secretary for that department also prepares the monthly Planning Commission agendas and is responsible for the minutes of those meetings.

We are all for sharing personnel to save on expenditures, but the Department is operating under an extreme handicap with the current arrangement. We are therefore requesting that an administrative assistant position be created in the Department of Planning and GIS, since we are actually using a substantial portion of the time for the two existing positions.

B. Operating**524101 - General Tort Liability Insurance****\$24**

This is the amount listed for a clerical position.

C. Capital**540010 - Minor Software****\$625**

For an administrative assistant position we would need to purchase the following software:

Office XP Pro at \$315, Windows Operating system at \$128, and WordPerfect at \$145

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: General Administration
Organization: 101610 - Community & Economic Development

Object Expenditure Code Classification		2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET	
					2005-06 Requested	2005-06 Recommend 2005-06 Approved
Personnel						
510100	Salaries & Wages - 26.9	892,744	440,497	973,662	982,953	
511112	FICA Cost	65,304	32,250	72,157	75,196	
511113	State Retirement	58,361	28,820	61,929	72,351	
511120	Insurance Fund Contribution - 26.9	154,944	77,472	154,944	154,944	
511130	Workers Compensation	12,342	6,675	15,050	19,692	
511213	State Retirement -Retiree	2,792	1,353	2,858	3,338	
* Total Personnel		1,186,487	587,067	1,280,600	1,308,474	
Operating Expenses						
520400	Advertising & Publicity	1,754	825	4,050	4,050	
520700	Technical Services	0	0	0	13,200	
520702	Technical Currency & Support	0	0	200	400	
520800	Outside Printing	0	0	2,325	2,500	
521000	Office Supplies	2,822	1,711	2,875	3,250	
521100	Duplicating	6,526	2,863	5,900	5,500	
521200	Operating Supplies	3,764	3,224	4,500	7,000	
522200	Small Equipment Repairs & Maint.	248	0	250	250	
524000	Building Insurance	243	180	378	524	
524201	General Tort Liability Insurance	1,378	830	1,702	1,826	
525000	Telephone	7,148	3,745	7,500	7,107	
525020	Pagers and Cell Phones	8,299	4,258	9,047	10,109	
525030	800 MHz Radio Service Charges - 3	1,280	646	1,525	1,604	
525031	800 MHz Radio Maintenance Contract - 3	273	273	273	279	
525100	Postage	2,562	1,117	2,775	2,775	
525110	Other Parcel Delivery Service	0	0	100	100	
525210	Conference & Meeting Expenses	5,628	1,039	6,450	8,050	
525230	Subscriptions, Dues, & Books	2,888	827	3,825	4,000	
525240	Personal Mileage Reimbursement	1,417	275	1,500	1,680	
525250	Motor Pool Reimbursement	67,752	38,809	85,000	114,534	
525300	Utilities - Admin. Bldg	16,668	11,910	12,000	24,000	
525600	Uniforms & Clothing	689	0	1,000	1,000	
526500	License & Permits	500	0	100	600	
* Total Operating		131,839	72,532	153,275	214,338	
** Total Personnel & Operating		1,318,326	659,599	1,433,875	1,522,812	
Capital						
540000	Small Tools & Minor Equipment	2,656	103	1,490	1,200	
540010	Minor Software	0	0	1,000	1,320	
	All Other Equipment	4,627	472	1,475	4,030	
** Total Capital		7,283	575	3,965	6,550	
*** Total Budget Appropriation		1,325,609	660,174	1,437,840	1,529,362	

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SECTION IA

COUNTY OF LEXINGTON

Existing Departmental Program Request

Fiscal Year - 2005 - 2006

Fund # 1000		Fund Title:		General Fund		
Organization # 101610		Organization Title:		Community and Economic Development		Total
Object Expenditure Code	Classification	Program #_1_	Program #_2_	Program #_3_	Program #_	2005-2006 Requested
	Program Title:	Administration	Building	Development		
Personnel						
510100	Salaries # 26.9	140,231	566,416	276,306		982,953
510300	Part Time #					
511112	FICA Cost	10,728	43,331	21,137		75,196
511113	State Retirement	10,798	43,614	21,277		75,689
511114	Police Retirement					
511120	Insurance Fund Contribution # 26.9	22,464	92,160	40,320		154,944
511130	Workers Compensation	1,793	12,467	5,432		19,692
511131	S.C. Unemployment					
* Total Personnel		186,014	757,988	364,472		1,308,474
Operating Expenses						
520400	Advertising	0	750	3,300		4,050
520700	Technical Services	0	0	13,200		13,200
520702	Technical Currency and Support	0	0	400		400
520800	Outside printing	2,500	0	0		2,500
521000	Office Supplies	700	1,275	1,275		3,250
521100	Duplicating	1,000	2,000	2,500		5,500
521200	Operating Supplies	1,000	4,000	2,000		7,000
522200	Small Equipment Repairs & Maint.	250	0	0		250
524000	Building Insurance	524	0	0		524
524201	General Tort Liability Insurance	1,826	0	0		1,826
525000	Telephone	1,178	4,269	1,660		7,107
525020	Pagers and Cell Phones	720	9,278	111		10,109
525030	800 MHz Radio Service Charges	0	0	1,604		1,604
525031	800 MHz Radio Maint. Contract	0	0	279		279
525100	Postage	775	1,000	1,000		2,775
525110	Other parcel Delivery Service	20	40	40		100
525210	Conference & Meeting Expenses	3,050	2,500	2,500		8,050
525230	Subscriptions, Dues, & Books	1,600	1,200	1,200		4,000
525240	Personal Mileage Reimbursement	880	400	400		1,680
525250	Notor Pool Reimbursement	0	114,534	0		114,534
525300	Utilities - 4th Floor	24,000	0	0		24,000
525600	Uniforms & Clothing	0	1,000	0		1,000
526500	Licenses & Permits	0	600	0		600
* Total Operating		40,023	142,846	31,469		214,338
** Total Personnel & Operating		226,037	900,834	395,941		1,522,812
** Total Capital (From Section II)		1835	3281	1434		6550
*** Total Budget Appropriation		227,872	904,115	397,375		1,529,362

SECTION III - PROGRAM OVERVIEW

Summary of Programs:

The Department of Community and Economic Development includes the following:

- Program 1: Economic Development
(Personnel and administration costs Fund 1000-101610; Project specific activities Fund 2000-181100)
- Program 2: Building Inspections
- Program 3: Development
 - Zoning
 - Landscape
 - Subdivisions
- ❖ Community Development Block Grant *(Under Fund 2400-181200)*

Program Objectives:

- Provide plan review/approval and inspection for all residential and commercial improvements in the unincorporated area of Lexington County;
- Provide plan review/approval and inspection for select incorporated areas of Lexington County via mutual agreement;
- Investigate complaints lodged against contractors with the SC Department of Labor, Licensing, and Regulation;
- Coordinate with Fire Marshal for code compliance on construction;
- Provide staff support to the Building Code Board of Appeals;
- Coordinate all County land use ordinances and make recommendations for changes where appropriate;
- Administer Zoning Permit program, to include plan review and approval as well as investigation of violations;
- Provide staff support to the Board of Zoning Appeals;
- Coordinate with Codes Enforcement unit of Sheriff's Department;
- Track and monitor all development permitting activity, to include bonded projects;
- Implement Landscape Ordinance through plan review, approval, and education; and,
- Further the objectives also listed at Fund 2000-181100 and Fund 2400-181200

SERVICE LEVELS

The following service levels are grouped by Regulation/Ordinance and reported by calendar year for the past 5 years:

Program #	Activity	2000	2001	2002	2003	2004
3	Subdivision Regulations					
	Preliminary Plat submissions	45	36	48	39	47
	Bonded Plat submissions	29	20	21	26	32
	Final Plat submissions	58	32	41	20	46
	Summary Plat submissions	73	29	40	30	35
3	Zoning Ordinance					
	Zoning Permits Issued	3,728	3,561	3,784	3,731	3735
3	Landscape Ordinance					
	Landscape permits issued		49	73	47	52
2	Building Code					
	Inspections performed	18,271	17,272	19,349	19,339	19,126
	Total Permits issued	5,185	5,120	5,330	4,932	4855

SECTION IV - SUMMARY OF REVENUES

The following chart is a summary of the last five (5) calendar year's revenue by each of the Department's revenue sources.

Program #	Revenue Source	2000	2001	2002	2003	2004
2	Building Code	848,303	825,289	890,652	946,365	1,063,668
3	Subdivision Regulations	\$39,600	\$35,466	\$32,031	\$28,806	\$43,578
3	Zoning Ordinance	110,039	103,613	108,365	138,589	183,540
3	Landscape Ordinance	N/A	2,300	2,725	3,100	4,440
	TOTALS	\$997,942	\$966,668	\$1,033,773	\$1,116,860	\$1,295,226

It is expected that building starts and expansions will be static for the upcoming FY.

SECTION V – LINE ITEM NARRATIVES

SECTION V.A - PERSONNEL LINE ITEM NARRATIVES

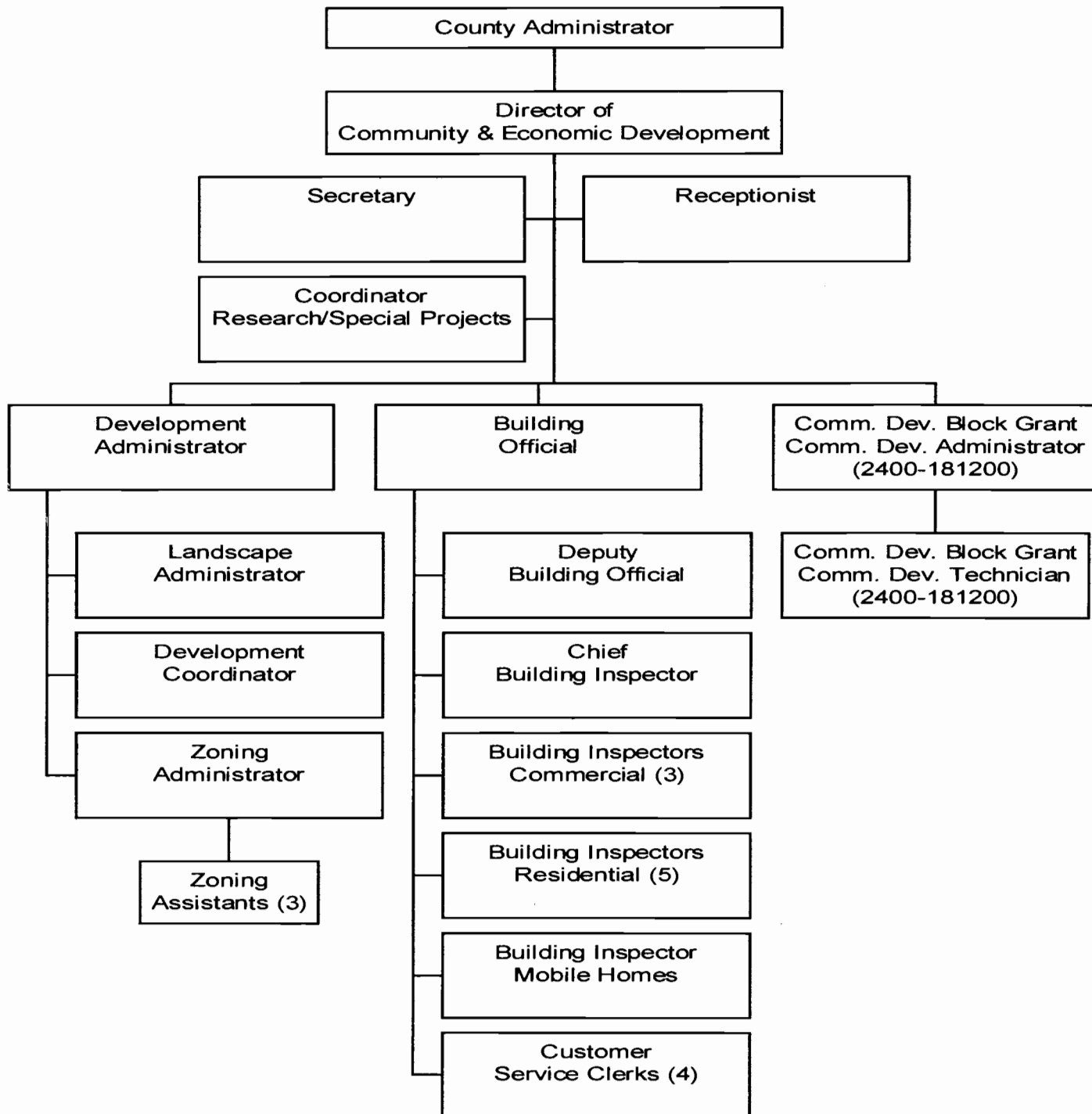
The Department contains 29 employees, the following 27 of whom are charged to this Fund:

Program #	Position	Grade
1	Director (90% from organization 101610)	32
2	Building Official	23
3	Development Administrator	21
2	Deputy Building Official	19
3	Zoning Administrator	16
3	Landscape Administrator	16
3	Development Coordinator	15
2	Chief Building Inspector	12
2	(3) Commercial Building Inspectors	12
2	(6) Building Inspectors	10
3	(3) Zoning Assistants	10
1	Research/Special Projects Coordinator	10
2	(4) Customer Service Clerks	07
1	Secretary	06
1	Clerk/Typist	04

Please see the Organizational Chart located on next page

COMMUNITY & ECONOMIC DEVELOPMENT

ORGANIZATIONAL CHART



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SECTION V.B - OPERATING LINE ITEM NARRATIVE

520400 – Advertising and Publicity

\$4,050

These charges are for legally required public notice of Zoning Map and Text Amendments, Zoning Board of Appeal meetings and Building Code Condemnation Notices.

After six (6) YTD billings, only 20% of the FY line item budgeted has been expended. However, there is no means of predicting future public demands. Unfortunately, this is not a discretionary item. These notices must be placed in the paper to satisfy legal requirements.

It is anticipated that there will be 10 – 12 Zoning Map/Text Amendments, 10 – 12 Zoning Board Notices and 4 – 6 Building Code Condemnation Notices. Advertising costs in The State are expected to rise – the proposed cost per ad is based on the most recent billing cycles. Ad costs have varied from \$70 to \$248 with an average of \$150.

$$27 \text{ ads (Zoning and Condemnation)} \times \$150 \text{ per ad} = \$4,050$$

520700 – Technical Services

\$13,200

WebTRAX was created from the desire of Council to provide developers and design engineers with a means of tracking their projects as they moved through the County's development review process. In addition to the customer service benefits, the necessity of improving the older TRAX (Microsoft Access) system to be run from the SQL Server was established by the County's I.S. Department. Phase I was completed and implemented July 2004. Phase II is in the production stage currently and should be implemented soon. Phases III & IV are part of the FY 2005-06 budget process; the following outlines those phases:

Phase III – \$9,900

Extend the deliverable produced at the end of Phase II to include the following usability, business logic and feature enhancements and the Zoning Module.

Forms – Project details, project fees, project contacts, surety/supplemental records, engineering plan review, construction inspection status, and reserved subdivision names.

Reports – Preliminary, bonded, final, summary, revised, and master plats.

Zoning Module – Convert the existing Microsoft Access based zoning module to a web version and integrate it with WebTRAX.

Phase IV - \$3,300

Tax Map #/GIS Linkage:

Integrate with ArcIMS Map Service to create automatic linkage.

Provide automatic linkage to Council District and School District to ArcIMS Maps.

520702 – Technical Currency and Support **\$400**

ArcView Annual Maintenance Fee: \$400
Amount suggested by GIS.

520800 – Outside Printing **\$2,500**

This represents the production of marketing materials for use in industry recruitment and promotion of the County relative to economic development. The proposed amount is the same as the previous year's budget.

521000 – Office Supplies **\$3,250**

At the 6-month mark in the current FY, \$1,993 has been spent on supplies, reflecting over 60% of the year's budget. While some of this may be contributed to needs associated with the re-location of our offices to the 4th floor, use and cost have increased over the anticipated current budget.

521100 – Duplicating **\$5,500**

This amount is based on historical data. While the office has significant duplicating activity to include permits, Appeal Board/Zoning Board packets, and Development related ordinances, there has been a recent change in the building permitting procedure. With the implementation of new building permitting software, less duplicating is anticipated. Unfortunately, this will reflect an increase in Operating Supplies (521200) due to increased printer function usage.

At the 6-month mark for this FY, \$2,863 has been spent on duplication. Usage is anticipated at 110,000 copies for this FY period.

110,000 copies at \$.05 per copy = \$5500

521200 – Operating Supplies **\$7,000**

The requested amount is based on historical use plus an anticipated increase in printer usage due to the recent change in building permitting procedures. Because of the permitting functions in this department, we experience heavy use of this account due to a few specific supply items, such as permitting cards and inspection notices. In addition, due to the number of people in the department (27) and the need to print permits and public hearing/appeal notifications from multiple stations, there are several printers, driving up the toner and print cartridge cost. Also, with the change in the County's phone system, there will be a substantial increase in business card printing requirements.

The budgeted amount for the current FY is \$4,500, of that \$3,488 (78%) was expended at the 6-month point.

522200 – Small Equipment Repairs & Maintenance **\$250**

This budget item would include repairs to a typewriter that is still used for some permitting functions, as well as other general office equipment such as fax machines and transcribers that are not under maintenance contracts.

524000 – Building Insurance **\$524**

The amount requested is based on an estimate provided by the Risk Manager.

524201 – General Tort Liability **\$1,826**

The amount requested is based on an estimate provided by the Risk Manager.

525000 – Telephone **\$7,107**

With the upcoming change in the County's phone system, anticipated budget needs are as follows:

30 lines x \$19.04/month x 12 months = \$6,855
21 lines with voice mail service x \$1/month x 12 months = \$252

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525020 – Pagers and Cell Phones

\$10,109

The Departmental Director is required to carry a Nextel phone for quick access by Council, Administrator, and other Department Heads.

One message-writer pager is assigned to the Building Official and one is a floater used by Development staff when they are in the field for significant periods of time. Pager charges show no increase over current costs, as suggested by Procurement.

Web enabling for the Building Inspector's cell phones was recently implemented as part of the new Building Inspections notification software. The basic contract includes airtime, which in most instances is sufficient. The requested amount represents an average of charges anticipated for the FY.

1 Nextel \$60/month x 12 months =	\$ 720
2 pagers x \$9.17/month x 12 months =	\$ 221
10 cell phones @ \$663/month x 12 months=	\$ 7,956
1 cell phone @ 62/month x 12 months=	\$ 744
1 cell phone @ \$39/month x 12 months=	\$ 468
TOTAL	\$10,109

525030 - 800 MHz Radio Service Charges

\$1,604

The Department presently has one base station and 2 individual units assigned to it. The base unit is also utilized by Stormwater Management employees for contact with employees from both departments in the field. A third individual unit was turned in last year. The rates shown are provided by the Emergency Services Department, who manages this contract.

1 base unit annual charge =	\$ 552
2 individual units x \$526	<u>\$1,052</u>
	\$1,604

525031 - 800 MHz Radio Maintenance Contract

\$279

This rate is based on a contract managed by Emergency Services.

525100 - Postage

\$2,775

Proposed request is based on historical data, anticipated mailing to various boards and commissions, and correspondence with developers. At the 6-month point in the current FY, \$1,118 has been expended on postage.

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525110 – Other Parcel Delivery Services **\$100**

Occasionally services such as UPS or FedEx are used to send items to customers. Based on historical use, this amount is expected to cover this shipping option.

525210 – Conference & Meeting Expense **\$8,050**

The proposed amount is based on a review of past year's expenditures and in anticipation of similar activities in the future. It also represents anticipated costs for the employees' annual training, certification, and continuing education.

Building Inspectors are required to complete 24 hours of continuing education every two years in order to maintain SC licensure. While some of this is covered by the state at the present time, given the state's budget considerations it would not be prudent to count on that funding source. In addition, several of these meetings provide training that meets licensure requirements specifically for the Building Official.

Under recently enacted state law, all Zoning Appeals Board members (9) and all Development staff (7) will be required to complete an initial six credit hours of approved training prior to 01-01-06 and thereafter an additional annual 3 credit hours of approved training. Costs are estimated (\$100 per person) since no finalization of the actual training/locations has been established to date.

Examples of Building Safety/Inspections training opportunities include:

- International Codes Council
- Building Officials Association of South Carolina
- International Association of Electrical Inspectors
- Continuing education requirements for certified inspectors (usually provided through Midlands Technical College)

Development staff includes the Zoning, Subdivision, and Landscape divisions. Professional development opportunities are sought for topics such as zoning, subdivision review, planning, landscape, impact fees, private property rights, community development, and customer service.

An additional cost not seen before for the Development staff and volunteers is that of annual continuing education and certification requirements recently implemented by State legislation for Zoning staff and Zoning Board of Appeals members.

Examples of Development training opportunities include:

- SCAPA/Clemson Introduction to Comprehensive Planning

- SC American Planning Association (SCAPA) – quarterly
- Zoning Board member training (SCAPA)
- Urban Forestry Council
- Society of American Foresters

Administration staff includes the Director, the administrative support personnel, and research coordinator. Training opportunities pursued focus on specialized areas such as economic development, incentive programs, and customer service.

Previous training opportunities have included:

- SC Economic Developers Association (Mid-Year and Annual)
- SC Association of Counties (Mid-Year, Annual, and Institute classes)
- Palmetto Economic Development Review
- Economic Developers Institute (required with certification tract)
- Midlands Technical College (Customer Service, Quality Support Personnel)

525230 – Subscriptions, Dues, and Books

\$4,000

Proposed amounts are based on review of previous expenditures and include the following current memberships and subscriptions for professional development:

- | | |
|---|----------|
| • Central Building Inspectors Association | \$120 |
| • Building Officials Association of South Carolina | \$ 75 |
| • Association of General Contractors | \$225 |
| • Greater Columbia Homebuilders Association | \$400 |
| • International Code Council | \$180 |
| • International Association of Electrical Inspectors | \$ 90 |
| • International Society of Arboriculture | \$135 |
| • Urban Forestry Council | \$ 55 |
| • Society of American Foresters | \$150 |
| • American Planning Association | \$175 |
| • SC Economic Developers Association | \$125 |
| • Southern Economic Development Council | \$175 |
| • Codebooks for Building Inspections (varies by year, approximately \$1200 this year) | |
| • Newspaper subscriptions (The Chronicle, Twin City News) | \$40 |
| • Manuals and public resources from SCAPA and other professional associations. | \$varies |

SECTION V.C - CAPITAL LINE ITEM NARRATIVE

540000 - SMALL TOOLS & MINOR EQUIPMENT \$1,200

This line item covers a number of items ranging from hand tools for Inspectors, to office equipment such as adding machines and telephones, to basic office furniture. The following needs have been identified:

Replacement chairs (6 x \$125 each = \$750) – historically, damaged chairs have been replaced with used chairs and we will continue to follow this practice. However, there are several that no longer hold their traction, are torn, etc. so it is necessary to introduce some new stock into the mix.

Other replacement items (\$100) – experience has shown us the need to replace office telephone sets, calculators, and other minor equipment.

540010 - MINOR SOFTWARE \$1,320

Item is requested in anticipation of miscellaneous software upgrades by I.S. during the year. The amount is just an estimate as the product(s) and subsequent cost is unknown. In addition, it is known that Microsoft Office XP Pro is needed for Asset Tag # 23026 (\$320).

ALL OTHER EQUIPMENT

5A---- - Computer Workstation \$555

A “3-student trapezoid work center table” was approved in the FY 04-05 budget in order to provide a computer workstation for the public in the 4th floor customer service area. Although this item is still needed, it was determined that other capital needs were of greater importance, therefore funds were not available to order it as previously planned.

5A---- - Printer \$605

A HP Laser Jet 1320tn printer is needed in order to provide for duplex printing (both sides of the paper) of zoning permits. The zoning office has improved our permitting procedure this past year by incorporating zoning permits into the TRAX system. Where permits had been hand written in the past, they are now printed. The permit is printed on both sides of the paper. The current printer has to be manually feed with the permit paper and the staff member has to click “manual print” on their desktop computer. In the meantime, any other staff member (zoning, subdivision, and landscaping) may be sending documents to be printed at the same time. Often times, staff ends up printing documents intended for plain paper on permit paper. Since the development

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staff prints a tremendous amount of permits and transmittals during any given day, not only is this system wasteful in the amount of paper used, but wasteful in productivity. If there were some way for our current printer to be adapted in order to avoid this problem (at a lesser cost), we would choose the alternate method. Currently, I.S. is looking into the problem for us, but at this time, it is not clear as to the most feasible solution. Therefore, this request is being made due to the budget deadline.

5A---- - Computer Hardware Upgrades **\$1,425**

Necessary computer upgrade to 256 MB RAM for Asset Tag #s 20981, 20984, 21728, 23026, 23027, 23784, 23923, 23925, 23927, 23929 (\$75 each) and upgrade to 512 MB RAM for Asset Tag # 24962 (BluePrince Server).

5A---- - Scanner **\$200**

A basic scanner is requested for several purposes - general office use, for scanning in sketch plans, etc. for attachment to the electronic building permits, and documents used as part of the zoning map amendments, variances, and special exceptions. Currently, a request for scanning has to be coordinated with another department or scanning has to be performed on a personal (privately owned) computer and the file is transferred to the staff members' desktop computer.

With the new permit software, a record can be established for all previously issued permits, key information can be gleaned and added to the electronic file, and the paper document can be destroyed. We presently have nearly one dozen files full of paper permits that could be eliminated with this project.

Presently, historic information relevant to a valid building or zoning activity is kept in a number of formats and locations. Being able to gather all this electronically would not only reduce paper storage, but would safeguard the information for future use. This data is invaluable when needing to determine a previous use or grandfathered activity, as well as investigating complaints.

5A---- - CD/DVD Combo R/RW Drives **\$380**

Digital pictures, PowerPoint presentations and various electronic documentations are a greatly increased part of the departments' functions. Since pictures and PowerPoint files normally consist of large (MB) files, retention of these documents takes a great deal of space whether filed on the individual desktop hard drive or the network server. Also because of the size of these files, it is neither feasible nor practical to store them on 3.5" disks. These drives are needed for Asset Tag #20979 and #24987.

5A---- - Desktop PC (Version 1 – Std. Office/Counter w/ CD-RW) \$865

In conjunction with the Development Coordinator, the Deputy Building Official is responsible for the vast majority of the activity reports, which are required by the Planning Commission and County Administration for the tracking of all-departmental permitting. Also, this PC distributes daily inspection workload. GIS utilizes this type of information in order to provide various maps and development information to Council, Administration, School Districts, Economic Development, Developers and other interested parties. In addition, with the implementation of the Building Permitting software (BluePrince™), a faster PC with 512 MB Ram and a larger hard drive are needed for efficient operation. The current PC would then need to be migrated to another user of the Building permitting software. A Standard office/Counter PC with a CD-RW will suffice for the requirements.

SECTION I

COUNTY OF LEXINGTON GENERAL FUND Annual Budget Fiscal Year - 2005-06

Fund: 1000
Division: General Administration
Organization: 101700 - Treasurer

		<i>BUDGET</i>				
Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries Wages - 13.33	420,996	200,801	432,538	433,793		
510200 Overtime	5,235	383	4,122	3,100		
510300 Part Time - 1 (.33 - FTE)	7,577	0	0	0		
511112 FICA Cost	32,069	14,815	32,215	33,422		
511113 State Retirement	26,088	10,816	23,570	33,641		
511120 Insurance Fund Contribution - 13.33	76,781	38,391	76,781	80,640		
511130 Workers Compensation	1,172	603	1,255	1,442		
511213 SCRS - Retiree	3,328	2,965	5,926	0		
* Total Personnel	573,246	268,774	576,407	586,038		
Operating Expenses						
520100 Contracted Maintenance	0	0	1,470	1,470		
520200 Contracted Services	19,972	12,928	22,550	23,800		
520300 Professional Services	95	0	300	300		
520400 Advertising				300		
520700 Technical Services	0	0	600	600		
520702 Technical Currency & Support	8,280	8,280	8,280	8,280		
521000 Office Supplies	14,869	14,541	16,000	20,540		
521100 Duplicating	2,763	815	3,350	3,350		
522200 Small Equipment Repairs & Maintenance	992	110	1,000	1,900		
524000 Building Insurance	144	105	326	564		
524001 Burglary Insurance	752	752	752	752		
524201 General Tort Liability Insurance	669	401	821	881		
524202 Surety Bonds	0	0	1,200	551		
525000 Telephone	3,970	2,290	4,370	3,937		
525001 SCDMV Dedicated Phone Line	1,873	966	1,846	2,435		
525010 Long Distance Charges	308	145	480	0		
525020 Pagers & Cell Phones	105	52	110	110		
525100 Postage	162,528	91,483	165,000	170,000		
525210 Conference & Meeting Expenses	7,622	3,513	7,670	7,820		
525230 Subscriptions, Dues, & Books	1,261	461	1,603	1,563		
525250 Motor Pool Reimbursement	152	42	500	500		
525300 Utilities - Admin. Bldg	9,330	7,954	9,000	12,659		
527040 Outside Personnel (Temporary)	0	4,104	14,098	14,697		
* Total Operating	235,685	148,942	261,326	277,009		
** Total Personnel & Operating	808,931	417,716	837,733	863,047		
Capital						
540000 Small Tools & Minor Equipment	900	409	846	1,000		
540010 Minor Software	318	0	836	819		
All Other Equipment	3,588	9,168	9,300	3,661		
** Total Capital	4,806	9,577	10,982	5,480		
*** Total Budget Appropriation	813,737	427,293	848,715	868,527		

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SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Administration of County Treasurer's Department
Program II - Delinquent Tax Collection

Program I: Administration

Objectives:

To achieve and maintain a high standard of accuracy, completeness, and timeliness regarding the County's affairs. To assist and advise County Council, County Administrator, and other department heads. To provide to the public friendly and efficient services. To maintain the official records of the County. To develop and maintain county-wide systems and internal controls. To gather and process information needed by other departments and the public.

Description of the Treasurer's Office workload:

TREASURER and TAX COLLECTOR

Elected/Unclassified

Title 12, chapters 45 & 51 of the South Carolina Code of Laws delineates the basic Duties, Responsibilities and accountability of the Elected Lexington County Treasurer. For the County of Lexington he performs his duties as Tax Collector, Banker, Investment Agent and Custodian/purser of all funds. His office also collects the Property Taxes for the County's School Districts, Municipalities, and Special Purpose Districts. Other duties include the keeping of comprehensive financial accounting revenue receipt and disbursement records and status reporting for all County Government funds. The Treasurer's Office is accountable for all debt service on County Bond debt and other bonded indebtedness i.e.; County School Districts, Special Purpose Districts, etc. His Office disburses all funds by "Warrant" by/from the County Administrator or the Authorized Agent of the funds for which his office is custodian. He is accountable to the County's taxpayers for the supervision and direction of his staff in the management and operation of the Treasurer's and Tax Collector's Offices. The collection of Property Taxes, Current & Delinquent, the conduct of the "Delinquent Property Tax seizure / execution Legal Due Process", and the Delinquent Property Posting, Advertising and the conducting of and follow-up on our "Delinquent Property Tax Sales", is also the responsibility of the Delinquent Tax Section of this Department.

The Treasurer is by State Statutes a member of the County's "Forfeited Land Commission".

The Treasurer's county salary is supplemented by the State of South Carolina thru the payroll of the S.C. Comptroller General's Office. The Comptroller General is the Treasurer's State Government Advisor and or his titular Boss. The operating funds for the Treasurer's Department are appropriated through the County Council and it's annual Budget review and approval process. The operating funds for the Delinquent Tax Section of the Department are Budgeted and approved by the Treasurer /Tax Collector and funded through the Fees attached to the delinquent tax obligation when "executed", on or after March 16th of each Fiscal Year.

SECTION III. - PROGRAM OVERVIEW

The Treasurer and his Deputies are required to attend annual Training Academy's and Workshops on the ever changing S.C. Code, it's Statutes, and other Regulatory requirements governing the administration of their jobs. These training sessions are conducted by the Comptroller General's office in conjunction with the S.C. Department of Revenue, S.C. Department of Public Safety and the U.S.C.-Center for Governance. The State Treasurer's Office also infrequently conducts training sessions on Investment of Public Funds & Cash Management.

Many Special Reports & Abstracts are prepared for and submitted to these State Officers over the signature of the Treasurer. The work of this Department is subject to an annual External Audit the results of which are published in Lexington County's annual "CAFR" (Comprehensive Annual Financial Report)

Program II: Delinquent Tax Collection

Objectives: (See separate Special Revenue Fund Budget - Fund 2950 & brief description above)

SECTION V. A. - PERSONNEL LINE ITEM NARRATIVES
LISTING OF POSITIONS

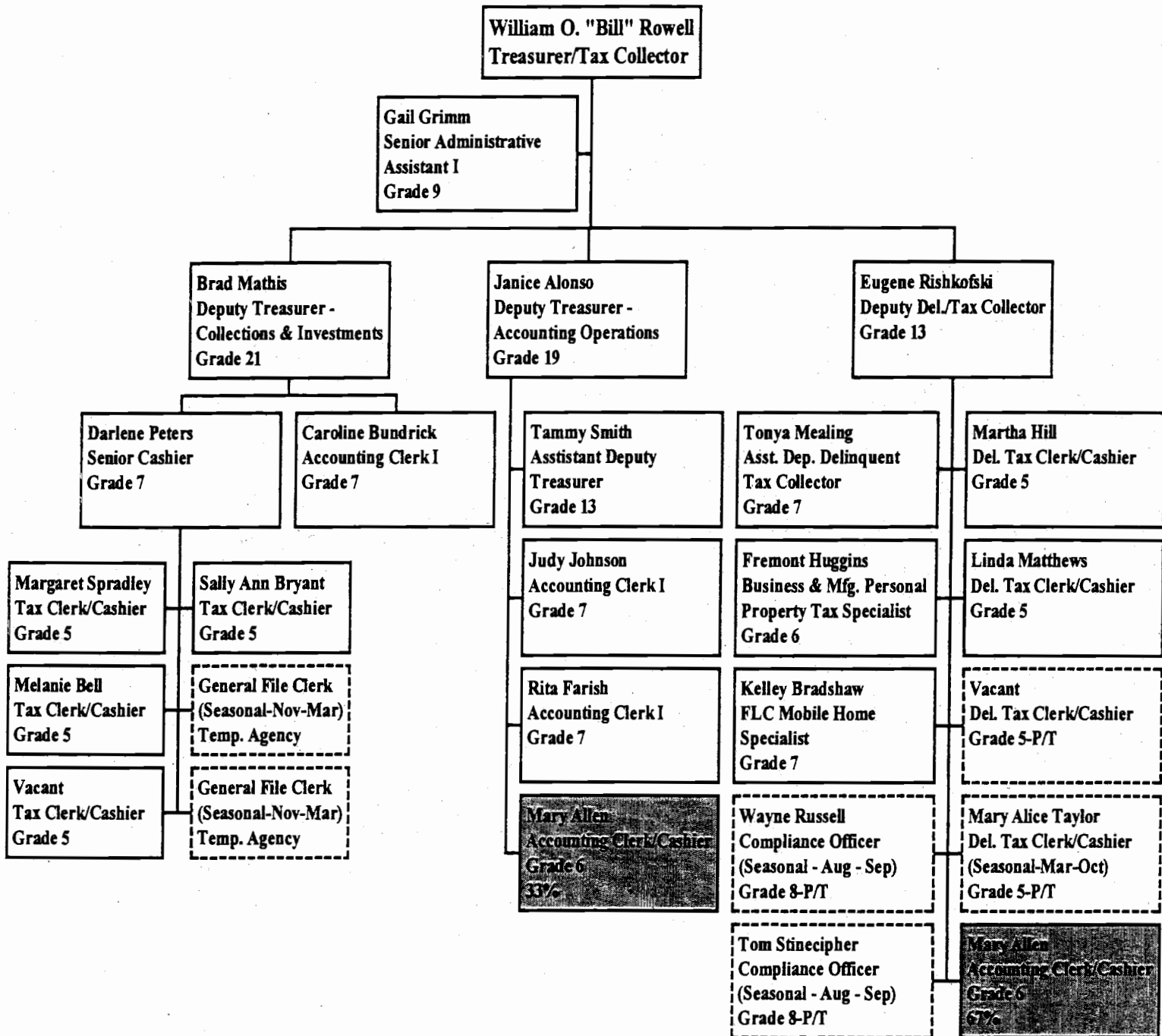
Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Treasurer	1	1		1	Elected
Admin. Assist.	1	1		1	9
Deputy Treas. (Current Tax Collection & Investments)	1	1		1	21
Senior Cashier	1	1		1	7
Accounting Clerk	1	1		1	7
Clerk/Cashier	4	4		4	5
Deputy Treas. (Accounting Operations)	1	1		1	19
Asst. Dep. Treas	1	1		1	13
Account Clerk	2	2		2	7
Acctg Clerk (33%)	1	1		1	6
Total Positions	<u>14</u>	<u>14</u>		<u>14</u>	
Part-Time Temp	2	2		2	
Total Part-Time (Outside Temps)	<u>2</u>	<u>2</u>		<u>2</u>	

(SEE ORGANIZATION CHART ON NEXT PAGE)

Treasurer's Office Organizational Chart

Fiscal Year 2005-06



There are three departments: Accounting (4 full-time, 1 full-time, seasonal), Delinquent Tax Collection (6 full-time, 1 part-time, 3 part-time, seasonal, 1 full-time, seasonal), and Current Tax Collection (7 full-time, 2 part-time, seasonal). Each is reportable to its own deputy treasurer (Accounting and Current Tax) or deputy tax collector (Delinquent Tax). In addition, there are two full-time administrators (Treasurer and Administrative Assistant) to which all departments report.

FUND 1000
DEPARTMENT (101700)
FY 2005-06 BUDGET REQUEST

SECTION V. A. - PERSONNEL LINE ITEM NARRATIVES

510200 - OVERTIME

\$3,100.00

Overtime is sometimes needed during our busy season to avoid excessive delays in processing of property tax payments and refunds.

FUND 1000
DEPARTMENT (101700)
FY 2005-06 BUDGET REQUEST

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE \$1,470.00

OIR - Maintenance for Online Tax payments

520200 - CONTRACTED SERVICE \$23,800.00

- * Mailing of current real estate, mobile home, boats, motors, etc. (168,000) @ .0490/ea = \$8,232
- * Mailing of monthly vehicle renewal tax notices (16,000) notices x 12 mos.=192,000 @ .0490/ea = \$9,408
- * Mailing & stamping "PAID" on real estate receipts handled through the lock box system 65,000 @ .0590/ea = \$3,835 + 5% of \$21,475 for possible increase or unbudgeted expenses = **\$22,548.75**

Palmetto Microfilm:

- * Extended warranty & service contract for MS400 Digital Microfilm Reader/Printer = **\$1,250.00**

520300 - PROFESSIONAL SERVICES \$300.00

For incidental legal and auditing services that may be required. \$500.00

520400 - ADVERTISING \$300.00

The Treasurer is responsible for the publishing of newly released millage rates after they have been set by the Auditor in local newspapers, to include, The Lexington chronicle, and the Neighbors Section of the State Newspaper. Approximate cost combined is \$300.00.

520700 - TECHNICAL SERVICES \$600.00

Web hosting svcs, support, DB
backup, app email svcs, security svcs \$50.00/mo

520702 - TECHNICAL CURRENCY & SUPPORT \$8,280.00

ADG Software Maintenance Expense:

\$4,500.00 Fund Accounting Software (FMS)
\$3,780.00 Tax Billing System (TBS)

FUND 1000
 DEPARTMENT (101700)
 FY 2005-06 BUDGET REQUEST

521000 - OFFICE SUPPLIES **\$20,540.00**

To cover routine office supplies (paper, pencils, file folders, etc.) as well as major expenditures for envelopes, operating checks, and printing of duplicate tax bills. This line item also includes form printing costs and computer supplies.

Paper, Pencils, Ribbons, Folders, Computer Paper	1800.00
Envelopes (Special Windows) #9 70,000	1475.00
Envelopes (Special Window) #6 70,000	1281.00
Envelopes Cream (Return Veh.) #9 200,000	3750.00
Envelopes White (Return Real Est.) #9 160,000	2400.00
Envelopes White Window #10 100,000	1550.00
Print Shop White Envelopes #10 (20) Boxes	100.00
Print Shop White return envelopes (20 Boxes)	100.00
White Detail Paper for cash registers (3 Cases)	400.00
Ribbon for Cash Registers (10 Cases) @ \$85.00cs	850.00
Microfilm \$6.65/roll x 20 rolls to a case = \$133.00	140.00
GRAND TOTAL	13,846.00

NEW CHECKS & ENVELOPES FOR BANK ACCOUNTS:

General Fund:	
2500 checks @ \$175.00 & 2500 envelopes @ \$137.50	313.00
Tax Holding:	
10,000 checks @ \$500.00 & 10,000 envel @ \$380.00	880.00
Magnetic Toner: 1 @ \$225.00 each	225.00
GRAND TOTAL	\$1,418.00

LTC-100 Forms (100,000) @ \$22.54 per /M	2,254.00
Toner for HP Laser 4050N (8) @ 115.00 ea	920.00
Toner for HP Laser 2300dtm (8) @ 115.00 ea	920.00
Toner for Brother Fax - 4750E (3) @ 134.00 x 3	402.00
Drum for Brother Fax - 4750E (2) @ 160.00ea	320.00
Toner for Color Printer (black & color)	200.00
Toner for Microfilm Reader (1)	220.00
Bulb for Microfilm Reader (2) @ \$20.00 ea	40.00
GRAND TOTAL	\$5,276.00

FUND 1000
DEPARTMENT (101700)
FY 2005-06 BUDGET REQUEST

521100 - DUPLICATING **\$3,350.00**

This account is used for (2) copy machines to copy reverse side of checks with refunds, copies of various department financial reports, accounting file copies of voided tax notices, investment reports and bank reconciliation records, etc used in the daily operation of Treasurer's office operation. Estimated usage 67,000 annually @ \$.05 a copy = \$3,350.00.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$1,900.00**

This account will be used primarily for the emergency repair of typewriters, computers, printers/validators (\$250.00 x 5 = \$1,250.00), pace units, and other small office machines. Also, for emergency repair of the mail opener (\$160.00), microfilm reader & check camera, fax machines and laser printers (maintenance kit \$250.00 x 2 = \$500.00).

524000 - BUILDING INSURANCE **\$564.00**

To cover costs of allocated building for Building Insurance based on 3510 sq. ft.

524001 - BURGLARY INSURANCE **\$752.00**

To cover costs of allocated building for Burglary Insurance based 3510 sq. ft.

524201 - GENERAL TORT INSURANCE **\$881.00**

To cover costs of General Tort Insurance, required for the Treasurer's Office based on 10% increase from last FY = 801.00 x 10% = \$881.10

524202 - SURETY BONDS **\$551.00**

Bonds required for Treasurer @ \$463.00 + 11 employees @ \$8.00 each = \$88.00 = \$551.00 (Bonds not due for the (2) Deputies this FY.)

525000 - TELEPHONE **\$3,937.00**

This department currently has (16) Centrex lines (includes 1 fax line and voice mail tree), for an average charge of 18.00/mo.+ 5% tax x 12 = \$226.80 x 16 = \$3,628.80 + (5) Voice-mail @ \$1.00/mo.+ 5% tax = \$5.25 x 12 = \$63.00 for a total of \$3,691.80 x 5% possible increase = \$184.59 = \$3,876.39 + \$5.00/mo directory assistance = \$60.00 for a total of \$3,936.39.

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FUND 1000
DEPARTMENT (101700)
FY 2005-06 BUDGET REQUEST

525001 - SC - DMV DEDICATED PHONE LINE **\$2,435.00**

Provides on-line connection with SC Dept. of Revenue & Division of Motor Vehicles for the Biennial Licensing Program. Monthly charge for on-line is now determined @ approximately \$193.24/mo. x 12 = \$2,318.88 + 5% = \$2,434.82

525020 - PAGERS AND CELL PHONES **\$110.00**

(1) Pager for the Treasurer at a cost of \$8.73/mo. X 12 = \$104.76 + possible 10% increase =

525100 - POSTAGE **\$170,000.00**

To cover the cost of mailing monthly vehicle bills (average 16,000 mo.), real estate bills (160,000 yr.), all paid receipts and any office correspondence based on the actual usage for last fiscal year. Also included is a possible 3 CENT increase in postage by the U.S. Post Office as well as approximately a 3% growth in the County, plus rental of a PO Box at a cost of \$824.00/yr

525210 - CONFERENCE & MEETING EXPENSE **\$7,820.00**

To cover the costs of attending the Spring and Fall Conferences and attending regular monthly meetings, also these funds will be used for investment training and informative workshops for the Treasurer and Deputy Treasurers. There is also additional training necessary for accounting personnel.

SCATT Workshop (Treasurer & Deputy Treasurers)	\$ 100.00
SC Assoc. of Counties Conference & Institute (Treasurer & Deputies)	\$ 1,800.00
GFOASC - Fall Conference, Myrtle Beach, SC (Treasurer & Deputies)	\$ 2,100.00
SC Assoc. of Counties Legislative Conference (Treasurer)	\$ 70.00
SCATT Legislative Committee Meeting -	\$ 150.00
SCATT WINTER CONFERENCE (Treasurer & Deputies)	\$ 950.00
SCAAO combined with SCATT Spring Conf. (Treasurer & Deputies)	\$ 550.00
ACADEMY USC & Controller General (Treasurer & Deputies)	\$ 900.00
SC Treasurer Investment Seminar (Treasurer & Deputy)	\$ 200.00
National Payment Collection Conf.	\$ 1,000.00

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FUND 1000
DEPARTMENT (101700)
FY 2005-06 BUDGET REQUEST

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$1563.00**

SUBSCRIPTIONS:

Miscellaneous books and Periodicals	\$150.00
The State	\$100.00
The Lexington Chronicle	\$ 40.00
GFOA "The Public Investor Newsletter"	\$ 55.00
GFOA "Investing Public Funds, 2 nd edition"	<u>\$ 50.00</u>
	\$395.00

BOOKS:

Columbia City Directory	\$175.00
R L Polk Directory - Lexington, Cayce & W Columbia	\$130.00
SC Code of Laws supplements and replacement volumes	<u>\$300.00</u>
	\$605.00

DUES:

SCGFOA (Treasurer , (2) Deputies & (1) Asst. Deputy)	\$180.00
GFOA (Treasurer portion of National Dues)	\$167.50
SCATT (Treasurer & Deputy Treasurers)	\$100.00
SCAAO (Treasurer)	\$ 50.00
Leadership Lexington County (Treasurer)	\$ 45.00
SC Assoc. of Assessing Officials	<u>\$ 20.00</u>
	\$562.50

****These professional association dues all relate to the Treasury Department's function. As Treasurer/Tax Collector all dues associated with Delinquent Tax collection are covered in Fund 2950 Budget.

525250 - MOTOR POOL REIMBURSEMENT **\$500.00**

Use of a county vehicle for the Treasurer & authorized personnel @ \$0.405/ mile.

525300 - UTILITIES **\$12,659.00**

Based on square footage submitted by Building Services (3,510sq ft) and the estimated expenditures for FY 04 (\$12,350.00) + 2.50% possible increase (\$308.75) = \$12,658.75.

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FUND 1000
DEPARTMENT (101700)
FY 2005-06 BUDGET REQUEST

527040 OUTSIDE PERSONNEL (TEMPORARY) \$14,697.00

Part Time help is needed during our busy season because of the volume of mail and processing tax payments and refunds. We will be working with Procurement again this year in hiring temps through a Temp Agency under the State Contract.

(2) General file clerks at 40 hours per week = 80 hours times 18 weeks (11/14/05 - 3/17/06) = 1,440 hours at a rate of 9.72 per hour = \$13,997 + an additional 5% to allow for a possible rate increase = \$14,697

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FUND 1000
DEPARTMENT (101700)
FY 2005-06 BUDGET REQUEST

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT \$1,000.00

To cover costs for emergency replacements of minor equipment for this fiscal year such as calculators, telephones, computer hardware, etc. \$1,000.00

540010 - MINOR SOFTWARE \$819.00

(3) Licenses for MS Office XP to replace software on pre-99 computers @ \$ 260.00 ea = \$780.00 x 5% for possible price increase and difference in sales tax = \$819.00.

(3) REPLACEMENT PCs AND MONITORS \$2,498.00

Per IS the cash register programs need to change to progress version "10" ADG package and must run windows 2000. Replacing (3) older computers (with windows 2000) will provide replacements for the back cash registers which are not compatible for windows 2000. \$793.00 x 3 = \$2,379.00 + 5% possible price increase and difference in sales tax.

(1) HP LASERJET 2300DN \$1,163.00

An additional laser printer is needed for the back section of current tax to be used as a back-up for the LP 4050N and for the use of the Deputy Treasurer. Laser printers are used for the printing of duplicate tax bills, reports, letters, etc. \$1,108 + 5% for one cent sales tax increase and possible rate increase = \$1,163.40.

10-14

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000
 Organization # 101700
 Program # 100

Fund Title: GENERAL
 Organization Title: TREASURER
 Program Title: ISSUANCE OF VEHICLE REGISTRATIONS & DECALS

Object Expenditure
 Code Classification

Total
 2005 - 2006
 Requested

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries #_1__	22,183
510300 Part Time #__	0
511112 FICA Cost	1,697
511113 State Retirement	1,708
511120 Insurance Fund Contribution #__	5,760
511130 Workers Compensation	73
511131 S.C. Unemployment	0
* Total Personnel	31,421
Operating Expenses	
520100 Contracted maintenance	0
520200 Contracted Services	3,000
520300 Professional Services	0
520400 Advertising	0
521000 Office Supplies	920
521100 Duplicating	0
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	0
524000 Building Insurance	0
524201 General Tort Liability Insurance	24
524202 Surety Bonds	8
525000 Telephone	227
525100 Postage	0
525210 Conference & Meeting Expenses	0
525230 Subscriptions, Dues, & Books	0
525__ Utilities - _____	0
* Total Operating	4,179
** Total Personnel & Operating	35,600
** Total Capital (From Section II)	6403
*** Total Budget Appropriation	42,003

10-15

SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Transition to counties issuing vehicle registrations & decals from current issuance procedure

Program I: Administration

Objectives:

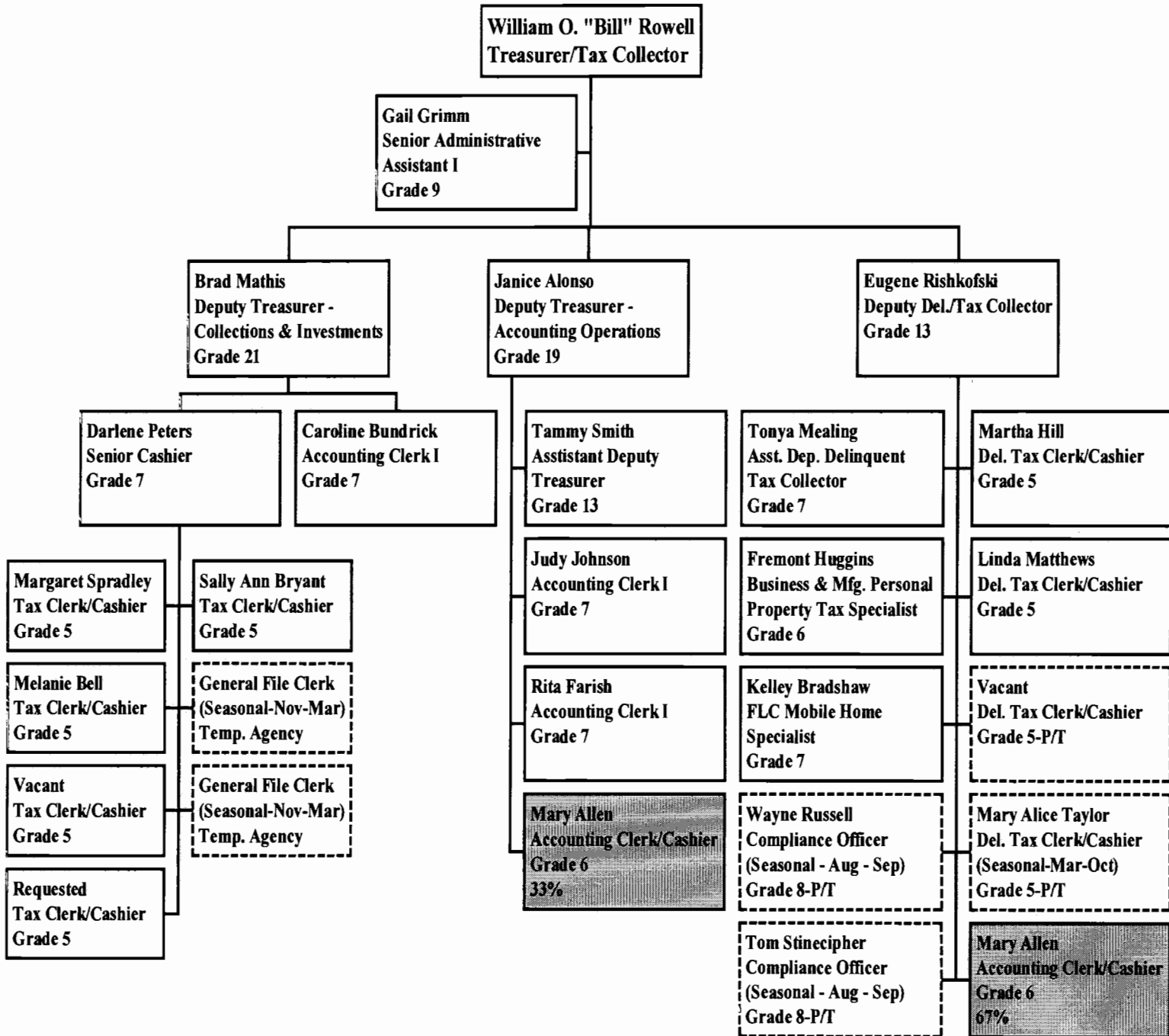
A pilot group of counties; Richland, Dorchester, Georgetown, Anderson & Clarendon have for a year, been putting together a plan for implementing the counties issuance of registration & decals for the use of vehicles on the highways of SC. They have already commenced the issuance of registrations & decals, and have been reporting the progress at State meetings attended by County Representatives and people in authority at DMV.

The Legislation 56-2-2740 provides that a \$1.00 fee may be added to the registration fee in addition to the \$24.00 fee already charged to the taxpayer, to be used by the county in the implementation of the Law passed in 2003. We collect taxes on approximately 15,000 vehicles per month and our start up costs during this upcoming budget year, we believe, will be covered by the \$'s submitted @ \$1.00 per decal issued. We should pull in \$180,000 per year once we are able to provide this service to our taxpayers, unless we reduce the fee and we do have that option.

Please see the two (2) attachments.

Treasurer's Office Organizational Chart

Fiscal Year 2005-06
New Program Request



There are three departments: Accounting (4 full-time, 1 full-time, seasonal), Delinquent Tax Collection (6 full-time, 1 part-time, 3 part-time, seasonal, 1 full-time, seasonal), and Current Tax Collection (8 full-time, 2 part-time, seasonal). Each is reportable to its own deputy treasurer (Accounting and Current Tax) or deputy tax collector (Delinquent Tax). In addition, there are two full-time administrators (Treasurer and Administrative Assistant) to which all departments report.

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CHAPTER 2.

MOTOR VEHICLE REGISTRATION AND PROPERTY TAX

SECTION 56-2-2740. Refusal to renew license and registration for non-payment of property tax; biennial plates; validation and revalidation decals; fees.

(A) The Department of Motor Vehicles must refuse to renew the driver's license and motor vehicle registration of a person who has not paid personal property taxes within the time limits prescribed in this chapter. A county treasurer or municipal clerk treasurer must forward notification to the department of persons violating the provisions of this chapter. Notification of individuals violating this chapter must be forwarded to the department in the time and manner determined by the department for the proper administration of this section.

(B) The department shall issue biennial license plates and revalidation decals. The department may enter into contracts with persons, corporations, or governmental subdivisions to issue license plates and revalidation decals. The department, person, corporation, or governmental subdivision shall give a motor vehicle owner a license plate or revalidation decal for the tax year for which personal property taxes and biennial fees have been paid pursuant to Section 56-3-253.

(C) All validation decals must be issued for a period not to exceed twelve months.

(D) A person or corporation that issues license plates or revalidation decals pursuant to this section may charge a fee in excess of the fee charged by the department.

(E) A governmental subdivision that issues license plates or revalidation decals pursuant to this section may charge a one-dollar fee to defray the expenses associated with the issuance of license plates and revalidation decals.

(F) The department shall supervise the provision of services contained in this section.

SCDMV-SCATT News and Views

DMV and County Offices Partner for Registration Pilot Program

By Lindsey Osborne
SCDMV Communications and Constituent Services

The County Issuance Decal/Registration is a multi-phased joint SCDMV/County project designed to give South Carolina citizens a one-stop-shop ability to pay county vehicle property taxes and SCDMV vehicle registration renewal fees.

"Phase I, which is slated to begin production in September, is just the beginning. It is a great opportunity for both SCDMV and the county offices to build on our relationship," said SCDMV Executive Director Marcia Adams. "Through this partnership, we can work together to provide better services to South Carolina citizens."

The project, which will be implemented in five phases, will change the way DMV and the county offices communicate and relay transaction information.

"In a nutshell it's the same transactions," said Rolf Dolder, SCDMV IT Director. "We're just using the Internet instead of the mainframe."

SCDMV will use message based web services to replace current mainframe technologies. These technologies help bridge all of the disparate technologies between the many state and local governments with which SCDMV interacts. SCDMV will be able to deliver data services faster, at a lower cost, and reach the long-term goal to move connections off of the mainframe.

SCATT and SCDMV agreed to implement this type of program first as a pilot. To be successful, the pilot needed large, medium and small population counties as well as counties with in-house IT development and counties that use software vendors such as Smith Data Processing or CSRA Computer Services. Five counties have agreed to be part of the pilot: Anderson, Clarendon, Dorchester, Georgetown and Richland counties.

SCDMV established a working technical sub group to help guide the pilot county IT staffs and vendors with these new development concepts.

"Even though this is new technology for the pilot IT development community, they have done an excellent job working together, sharing ideas and really embracing web services," said Rob Park, SCDMV Web Architect.

The five-phase project was developed by SCDMV

and designed to allow counties to enter the program at their own pace.

"This will allow each county to participate in the CIDR process at different phases without all 46 counties moving at once," said Frank Rodgers, SCDMV Project Manager.

Phase I will replace the mainframe transaction used to transmit registration data from the county to SCDMV (MVBL) with Internet based web services. Phase II will allow counties to print registrations with decals for error free transactions. In Phase III, counties will be able to print registrations with decals and be able to correct certain errors such as fees. Phase IV will replace the current mainframe inquiry screen (MCTM) with web browser transactions. In Phase V, SCDMV will replace the county failure to pay property tax mainframe transaction (MCS1) with web browser transaction as well.

The five-phases for the pilot counties will run from mid September 2004 through the end of June 2005. The program will be implemented in other counties based on the recommendations of county IT staff, supporting vendors and SCDMV.

FIVE PHASE CIDR PROJECT

Phase I

Replace Mainframe Registration Data Transmission with Internet (MVBL)

Phase II

Print Registrations for Error Free Transactions

Phase III

Print Registrations and Correct Errors

Phase IV

Replace MCTM Screen with Web Browser

Phase V

Replace MCS1 Screen with Web Browser

10-20

FUND 1000
DEPARTMENT (101700)
FY 2005-06 BUDGET REQUEST

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICE **\$3,000.00**

* ADG specialized programming estimate (Mark Jost) needed for the issuing of decals and registrations
(In-house programming estimate: 6-8 weeks)

521000 - OFFICE SUPPLIES **\$920.00**

Toner Cartridges for (4) 2300 Laser Printers @ \$115.00 ea x 8 = \$920.00

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$00.00**

This account is used for the emergency repair of the laser printers needed for new program. New printers should be covered under warranty for one (1) year = \$00.00

525000 - TELEPHONE **\$227.00**

This program will need one (1) additional Centrex line for the additional employee needed @ an average charge of 18.00/mo.+ 5% tax x 12 = \$226.80

525001 - SC - DMV DEDICATED PHONE LINE **\$00.00**

Provides on-line connection with SC Dept. of Revenue & Division of Motor Vehicles for the Biennial Licensing Program. No additional charge will be needed for new program.

525100 - POSTAGE **\$00.00**

No additional postage needed for new program

10-21

FUND 1000
DEPARTMENT (101700)
FY 2005-06 BUDGET REQUEST

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$1,140.00**

(4) chips for Bar Codes & OCR fonts @ \$249.00ea. = \$996.00 + 5% tax @ \$49.80 & S&H @ \$30.00 = \$1,085.76
+ 5% for one cent sales tax increase and possible rate increase = \$1,140.04.

(4) HP LASERJET 2300DN **\$5,263.00**

Laser printers are needed for each cashiers window to print decals and registrations for vehicle payments. Without printers being within reach of the cashiers, they would constantly be up and down going to a printer for the printed registration & decal required for this new program. $\$1,253.00 \times 4 = \$5,012.00$ + 5% for 1 cent sales tax increase and possible rate increase = \$5,262.60.

SECTION I

COUNTY OF LEXINGTON GENERAL FUND Annual Budget Fiscal Year - 2005-06

Fund: 1000
Division: General Administration
Organization: 101800 - Auditor

		<i>BUDGET</i>				
Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 14	421,000	190,093	426,707	426,707		
510300 Part Time - 1 (.23 - FTE)	3,717	810	4,809	4,809		
511112 FICA Cost	30,855	13,887	32,858	33,011		
511113 State Retirement	28,173	13,021	29,422	32,857		
511120 Insurance Fund Contribution - 14	80,640	40,320	80,640	80,640		
511130 Workers Compensation	1,147	572	1,278	1,281		
511213 State Retirement - Retiree	698	0	0	0		
* Total Personnel	566,230	258,703	575,714	579,305		
Operating Expenses						
520211 DNR Watercraft Database Access	600	600	600	600		
520212 Watercraft Valuation Services	5,500	0	5,500	5,500		
520300 Professional Services	190	0	0	0		
520702 Technical Currency & Support	3,780	3,780	3,780	3,780		
521000 Office Supplies	14,980	13,025	16,313	16,375		
521100 Duplicating	3,896	1,877	4,200	3,960		
522200 Small Equipment Repairs & Maintenance	0	0	250	250		
524000 Building Insurance	161	119	251	221		
524201 General Tort Liability Insurance	695	412	844	905		
524202 Surety Bonds	0	0	0	112		
525000 Telephone	4,004	2,038	4,200	4,140		
525010 Long Distance Charges	335	228	600	50		
525100 Postage	1,182	629	2,300	2,300		
525210 Conference & Meeting Expenses	4,232	1,646	5,248	5,545		
525230 Subscriptions, Dues, & Books	1,832	934	2,419	2,349		
525250 Motor Pool Reimbursement	6	16	62	100		
525300 Utilities - Admin. Bldg	11,125	5,798	8,270	11,504		
* Total Operating	52,518	31,102	54,837	57,691		
** Total Personnel & Operating	618,748	289,805	630,551	636,996		
Capital						
540000 Small Tools & Minor Equipment	544	472	473	500		
540010 Minor Software	1,011	0	981	0		
All Other Equipment	2,268	5,973	6,310	5,323		
** Total Capital	3,823	6,445	7,764	5,823		
*** Total Budget Appropriation	622,571	296,250	638,315	642,819		

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SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

Program I – Auditor's Office Administration

Program I: Auditor's Office Administration

Objectives:

The Auditor's Office goal is to provide knowledgeable and quality service to the citizens of Lexington County; however, our clientele does not end there. We also must provide a high level of service to our other customers, which include our fellow employees here at the County (including County Council), various other professionals (such as attorneys, mortgage bankers, real estate developers and agents), as well as government entities (special purpose districts, municipalities, state legislative members, and agencies/departments of the State of South Carolina).

The information and services that the County Auditor's Office provides ranges from personal property values (vehicles, airplanes, watercraft and Coast Guard documented vessels, RVs, motorcycles, business furniture and fixtures, mobile homes) to real property values (land, houses, buildings). In valuing property and informing the public it is necessary that all employees are knowledgeable of current and previous laws pertaining to property taxation. In addition, we must be able to apply this knowledge to assist with customer awareness of how property is valued and how the tax millage is applied.

As the County's population grows, it will become even more important that our employees understand the importance of an informed public. The better we assist the customer the first time, the less likely the customer will need our services in the future, allowing us to better handle the County's growth. To be able to provide the wide array of information requested by our various customers, our office needs a team of educated and trained members. To achieve the quality department that this county deserves I have begun encouraging my current staff to attend classes (computer, public speaking, customer service), certification programs (GFOASC, Midlands Technical Supervisor Program), as well as undergraduate, graduate, and legal work at both USC and Midlands Technical School. The Auditor's Office goal is to provide knowledgeable and quality service.

SECTION III. - SERVICE LEVELS

Service Level Indicators:

Actual
FY 2003-02

Estimated
FY 2004-05

Projected
FY 2005-06

At this time, this department does not have a good mechanism to track activity. It is a project that we are working on to track workload.

SECTION IV. - SUMMARY OF REVENUES

430800 – AUDITOR – TEMPORARY TAG FEE

\$2,000

The Temporary Tag Fee is a fee of \$5.00 per temporary tag that is issued upon request of a new car owner. This fee was implemented on January 1, 2003 pursuant to Section 56-3-210 of the 1976 Code amended by the General Assembly of the State of South Carolina to require the County Auditor to issue a temporary tag for a vehicle that qualifies under this section.

SECTION V. A. - PERSONNEL LINE ITEM NARRATIVES

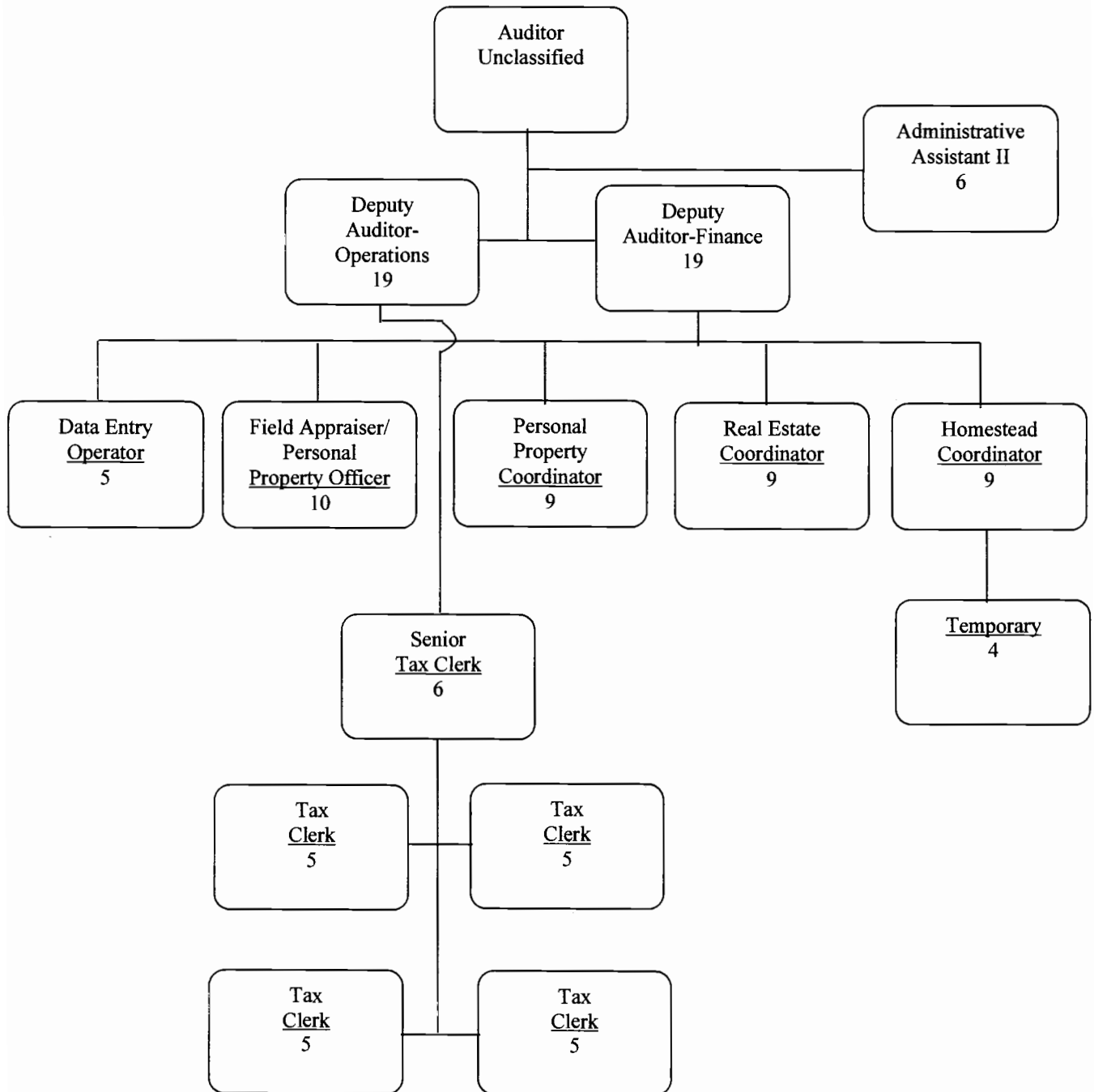
LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Auditor	1	1		1	Unc.
Deputy Auditor-Finance	1	1		1	19
Deputy Auditor-Operations	1	1		1	19
Field Appraiser	1	1		1	10
Personal Property Officer	1	1		1	9
Homestead Coordinator	1	1		1	9
Real Estate Coordinator	1	1		1	9
Administrative Assistant II	1	1		1	6
Data Entry Clerk	1	1		1	5
Senior Tax Clerk	1	1		1	6
Tax Clerk II	4	4		4	5
Temporary Clerk	1	.23		.23	4
Total Positions	<u>15</u>	<u>14.23</u>		<u>14.23</u>	

510100	SALARIES & WAGES - 14	\$ 426,707
510300	PART TIME - 1	\$ 4,809
511112	FICA COST	\$ 33,011
511113	STATE RETIREMENT	\$ 32,857
511120	INSURANCE FUND CONTRIBUTION - 14	\$ 80,640
511130	WORKER COMPENSATION	\$ 1,281

Organization Flowchart



SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520211 – DNR WATERCRAFT DATABASE ACCESS \$ 600

Lexington County holds the third largest registration of watercraft in South Carolina. It is necessary for us to have access to DNR records for both collection and billing of watercraft property tax in Lexington County. This is a service to both the county and the owner. (\$50/month)

520212 – WATERCRAFT VALUATION SERVICES \$ 5,500

The Department of Revenue no longer provides valuation of watercraft for property tax purposes. This covers the cost of paying for an outside source.

520702 – TECHNICAL CURRENCY AND SUPPORT \$ 3,780

Yearly maintenance fee for ADG (Tax Billing System).

521000 - OFFICE SUPPLIES \$16,375

To cover routine office supplies (paper, pencils, file folders, etc.)as well as major expenditures for tax forms, envelopes, form printing costs and computer supplies.

LCF 802 Vehicle Tax Forms – 200,000		3,000
Real Estate Tax Forms – 185,000		2,800
LTC 100 Supplemental Tax Forms - 150,000		2,000
#10 Window Envelopes	Postage Req – 300,000	5,000
	No Postage – 25,000	<u>450</u>
		5,450
Miscellaneous forms, paper, pens, folders, ribbons, business cards, etc.		1,500
HP 4050 Toner Cartridge (C4127X) - 8		1,000
HP Printer Kit for 4050		250
HP Blackink DeskJet Cartridge - 4		100
Fax Toner – Brother TN5000 - 4		100
Fax Drum – Brother 2750		175

521100 - DUPLICATING \$ 3,960

This account is used for copier machine duplicating of titles, bills of sale, high mileage forms, property tax bills, legal documents, driver's licenses, social security cards, etc.

522200 – SMALL EQUIPMENT REPAIR \$ 250

Miscellaneous repairs to PCs, typewriters, calculators, printers, etc

524000 – BUILDING INSURANCE **\$ 221**

To cover the cost of allocated building insurance.

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 905**

To cover the cost of general tort liability insurance.

524202 – SURETY BONDS **\$ 112**

To cover the cost of surety bonds.

525000 - TELEPHONE **\$ 4,140**

To cover the cost of telephone services. Expect to pay 345/month (\$19 x 18 phones + \$1 x 3 voice mails).

525010 – LONG DISTANCE **\$ 50**

To cover the cost of directory assistance. We often use this to contact customers that are not located in the Columbia area, or if the customer has moved to a new location.

525100 - POSTAGE **\$ 2,300**

To cover the cost of mailing business personal property, aircraft, documented vessels, and add-on vehicles tax bills as well as correspondence with the customer.

525210 - CONFERENCE & MEETING EXPENSE **\$ 5,545**

Auditor and two Deputy Auditors are active members of the South Carolina Association of Auditors, Treasurers, and Tax Collectors (SCATT). One Deputy Auditor is an active member of the Government Finance Officer's Association of South Carolina (GFOA). The Auditor is an active member of the South Carolina Association of Assessing Officials (SCAAO) as well as the South Carolina Association of County-Wide Elected Officials (SCACEE).

SCATT	Legislative Workshop – 3	90
	Fall Conference – 3	1,350
	Spring Conference – 3	1,350
	Academy – 3	600
GFOA	Fall Conference – 1	550
	Spring Conference – 1	75
	CPE Class – 1	180
SCAAO	Spring Conference – 3	1,350

525230 – SUBSCRIPTIONS, DUES, AND BOOKS **\$ 2,349**

Subscriptions are for valuation guides used in the administration of personal property assessment. In the past, the Department of Revenue supplied many of these guides, however, we must now purchase these guides. Dues are for annual memberships for the Auditor and two Deputy Auditors in professional organizations.

Subscriptions	NADA	Used Car	60
		Older Used Car	60
		Marine Appraisal	111
		RV Appraisal	105
		Heavy Truck	60
		Motorcycle	52
		Blue Book Aircraft	275
		ABOS Marine Blue Book	231
		Polk VIN Schematic	210
		Black Book Vehicle Identification	120
		Cross Reference	179
		Polk City Directory	341
Annual Dues	SCATT	- 3	150
	SCACEE	- 1	75
	GFOASC	- 1	45
	GFOA (National)	- 1	200
	SCAAO	- 1	75

525250 – MOTOR POOL REIMBURSEMENT

\$ 100

Various times throughout the year, staff must use a vehicle from the motor pool to inspect a business, house, or piece of land.

525300 – UTILITIES – ADMIN. BLDG

\$ 11,504

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$ 500**

The department needs to purchase (4) calculators to replace ones that are not functioning properly. In addition, throughout the year there are minor furniture needs.

(5) PERSONAL COMPUTER/MONITOR (REPLACEMENT) **\$ 3,965**

The department needs to upgrade four computers because the existing computers will be over 6 years old and cannot handle the current workload. In addition, these computers have begun to break down beyond repair (hard drive).

Function 1 PC w/monitor (17"): 3,965

(1) HP LASERJET 2300dn (REPLACEMENT) **\$ 1,108**

One of our printers (HP 4050) has broken and cannot be repaired. This printer would replace the broken printer.

(1) HP DESKJET 6540 **\$ 127**

Color graphs, documents, photography, charts, and hardcopy text must occasionally be incorporated into word-processed reports. Currently these documents must be sent to the Treasurer's Office for printing or emailed out of office to be printed on a private printer.

(1) HP SCANJET 4070 **\$ 123**

Documents, photography, charts, and hardcopy text must occasionally be incorporated into word-processed reports. This means either digitally photographing charts and pictures, and transcribing text as key-in, or having the inserts scanned. Now we either have the items scanned in the Treasurer's Office and emailed to us, or scanned on a private scanner and emailed to the office.

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SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year 2005-2006

Fund: 1000
Division: General Administration
Organization: 101900 - Assessment & Equalization

Object Expenditure Code Classification	2003-2004	2004-2005	2004-2005	2005-2006	BUDGET	2005-2006
	Expenditure	Expend - DEC.	Amended - DEC	Requested	2005-2006	Approved
Personnel						
510100 Salaries & Wages - 33	1,071,646	508,129	1,122,560	1,133,444		
510200 Overtime	0	0	0	750		
510300 Part Time	15,434	7,458	16,633	16,959		
511112 FICA Cost	77,805	36,921	83,720	84,951		
511113 State Retirement	71,888	33,958	72,970	77,641		
511120 Insurance Fund Contributions - 33	190,080	95,040	190,080	190,080		
511130 Worker's Compensation	12,838	6,622	15,935	16,626		
511131 S C Unemployment	0	0	0	0		
511213 State Retirement - Retiree	2,577	1,359	2,860	0		
Total Personnel	1,442,268	689,487	1,504,768	1,520,451		
Operating Expenses						
520100 Contracted Maintenance	0	0	0	0		
520200 Contracted Services	581	0	2,200	2,375		
520221 Website Services	0	0	0	0		
520400 Advertising & Publicity	0	0	2,244	2,244		
520700 Technical Services	2,400	0	0	0		
520702 Technical Currency & Support (Software)	9,874	0	12,908	8,408		
520800 Outside Printing	1,683	1,419	10,575	2,775		
521000 Office Supplies	4,669	967	7,150	15,000		
521100 Duplicating	3,267	1,547	5,000	8,000		
521200 Operating Supplies	1,773	500	5,000	5,000		
522200 Small Equipment Repairs & Maintenance	211	0	1,000	3,000		
522300 Vehicle Repairs & Maintenance	0	0	0	0		
524000 Building Insurance	529	356	747	612		
524201 General Tort Liability Insurance	1,811	1,070	2,195	1,851		
524202 Surety Bonds	0	0	0	0		
525000 Telephone	8,569	4,378	8,492	9,092		
525010 Long Distance Charges	819	428	3,200	500		
525020 Pagers & Cell Phones	1,367	690	1,247	1,400		
525100 Postage	9,192	1,921	15,000	15,000		
525210 Conference & Meeting Expenses	4,155	2,063	9,740	10,560		
525230 Subscriptions, Dues & Books	2,402	1,841	3,582	3,607		
525240 Personal Mileage Reimbursement	23	0	2,500	2,500		
525250 Motor Pool Reimbursement	17,956	7,754	20,000	20,000		
525300 Utilities - Administration Building	19,851	10,375	22,100	22,100		
525385 Utilities - Kroger Building	6,528	2,545	0	0		
526400 Appraiser Licensing Fees	3,320	0	4,800	4,275		
527040 Outside Personnel (Temporary Help)	0	0	0	0		
Total Operating	100,980	37,864	139,680	138,299		
Total Personnel & Operating	1,543,248	727,341	1,644,438	1,658,750		

COUNTY OF LEXINGTON
 GENERAL FUND
 Annual Budget
 Fiscal Year 2005-2006

Fund: 1000
 Division: General Administration
 Organization: 101900 - Assessment & Equalization

Object Expenditure Code Classification	2003-2004 Expenditure	2004-2005 Expend - DEC.	2004-2005 Amended - DEC	2005-2006 Requested	BUDGET	
					2005-2006 Recommend	2005-2006 Approved
Capital						
540000 Small Tools & Minor Equipment	218	670	868	1,160		
540010 Minor Software	289	0	0	850		
All Other Equipment	148,366	7,352	57,722	0		
Total Capital	148,873	8,022	68,590	2,010		

SECTION IA

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year 2004-2005

Fund: 1000

Organization: 101900 - Assessment & Equalization

Organization: 101900 - Assessment & Equalization

Object Expenditure Code Classification Program Title	Program #1 Administration	Program #2 Assessment Records	Program #3 Appraisal & Assessment	Program #4 Mapping	Total 2004-2005 Requested
Personnel					
510100 Salaries & Wages - 34	167,629	104,585	734,011	127,219	1,133,444
510200 Overtime	0	0	750	0	750
510300 Part Time	1,995	1,995	10,974	1,995	16,959
511112 FICA Cost	12,824	8,001	54,394	9,732	84,951
511113 State Retirement	11,483	7,164	50,280	8,715	77,641
511120 Insurance Fund Contributions - 33	23,040	23,040	120,960	23,040	190,080
511130 Worker's Compensation	1,871	261	318	14,176	16,626
511131 S C Unemployment	0	0	0	0	0
Total Personnel	218,841	145,046	971,687	184,877	1,520,451
Operating Expenses					
520100 Contracted Maintenance	0	0	0	0	0
520200 Contracted Services	1,200	500	675	0	2,375
520400 Advertising & Publicity	300	300	1,644	0	2,244
520700 Technical Services	0	0	0	0	0
520702 Technical Currency & Support (Software)	0	0	500	7,908	8,408
520800 Outside Printing	372	372	2,031	0	2,775
521000 Office Supplies	1,764	1,764	9,708	1,764	15,000
521100 Duplicating	940	940	5,180	940	8,000
521200 Operating Supplies	1,000	1,000	4,000	2,000	8,000
522200 Small Equipment Repairs & Maintenance	800	400	1,400	400	3,000
522300 Vehicle Repairs & Maintenance	0	0	0	0	0
524000 Building Insurance	72	72	396	72	612
524201 General Tort Liability Insurance	221	221	221	1,188	1,851
524202 Surety Bonds	0	0	0	0	0
525000 Telephone	1,497	1,667	4,260	1,668	9,092
525010 Long Distance Charges	500	0	0	0	500
525020 Pagers & Cell Phones	420	0	980	0	1,400
525100 Postage	1,768	1,768	9,696	1,768	15,000
525210 Conference & Meeting Expenses	803	552	7,003	2,202	10,560
525230 Subscriptions, Dues & Books	1,250	370	1,503	484	3,607
525240 Personal Mileage Reimbursement	500	0	2,000	0	2,500
525250 Motor Pool Reimbursement	100	0	17,776	2,124	20,000
525300 Utilities - Administration Building	2,600	2,600	14,300	2,600	22,100
525302 Utilities - Kroger Building	0	0	0	0	0
526400 Appraiser Licensing Fees	200	0	4,075	0	4,275
527040 Outside Personnel (Temporary Help)	0	0	0	0	0
538000 Claims & Judgements	0	0	0	0	0
Total Operating	16,307	12,526	87,348	25,118	141,299
Total Personnel & Operating	235,148	157,572	1,059,035	209,995	1,661,750
Total Capital	100	50	1,810	50	2,010
Total Budget Appropriation	235,248	157,622	1,060,845	210,045	1,663,760

JUSTIFICATION FOR EXISTENCE DEPARTMENT OF ASSESSMENT & EQUALIZATION

Background Information

Section 12-37-90 of the South Carolina Code of Laws created the office of the County Assessor and outlined the duties and responsibilities of that office. The South Carolina Department of Revenue was given regulatory authority over that office by Section 12-4-510 through 12-4-530 of the Code.

Up until March 1, 1994, the Department of Revenue also heard assessment appeals resulting from decisions rendered by either the Assessor or the County Board of Assessment Appeals. However, assessment appeals now come under the jurisdiction of the South Carolina Administrative Law Judge Division which is an agency of the executive branch of State government.

Overview

As discussed above, the general duties and responsibilities of the County Assessor are spelled out in Section 12-37-90 of the South Carolina Code of Laws. A synopsis of these are as follows:

- 1) Designates the Assessor as being the person responsible for the operation of his or her office;
- 2) Maintains a continuous record of recorded deed sales transactions, building permits, tax maps and other records necessary for a continuing reassessment program;
- 3) Diligently searches for and discovers all real property not previously assessed and lists such for taxation;
- 4) Fairly and impartially assesses the value of all real property and enters it upon the returns and lists furnished to the County Auditor;
- 5) Determines assessments and reassessments of real property in such a manner that the ratio of assessed value-to-market value shall be uniform throughout the county;
- 6) Reassess all real property every five years to reflect its market value;
- 7) Appears as necessary before any appellate board to give testimony and present evidence as to the justification of any appraisals;
- 8) Has the right of appeal from any disapproval of or modification of any appraisal made by his office;
- 9) Performs such other duties relating to the office of the tax assessor as may be required by the laws of the state; and
- 10) Is the sole person responsible for the valuation of real property and those valuations shall be altered only by the Assessor or by a legally constituted appellate board, commission or the courts.

Over the years there have been numerous laws and South Carolina Department of Revenue Regulations signed into law which further defines the duties and responsibilities of the Assessor. The following will be a discussion of the primary tasks involved in the performance of those duties, and the organizational structure created in this department to carry out those functions.

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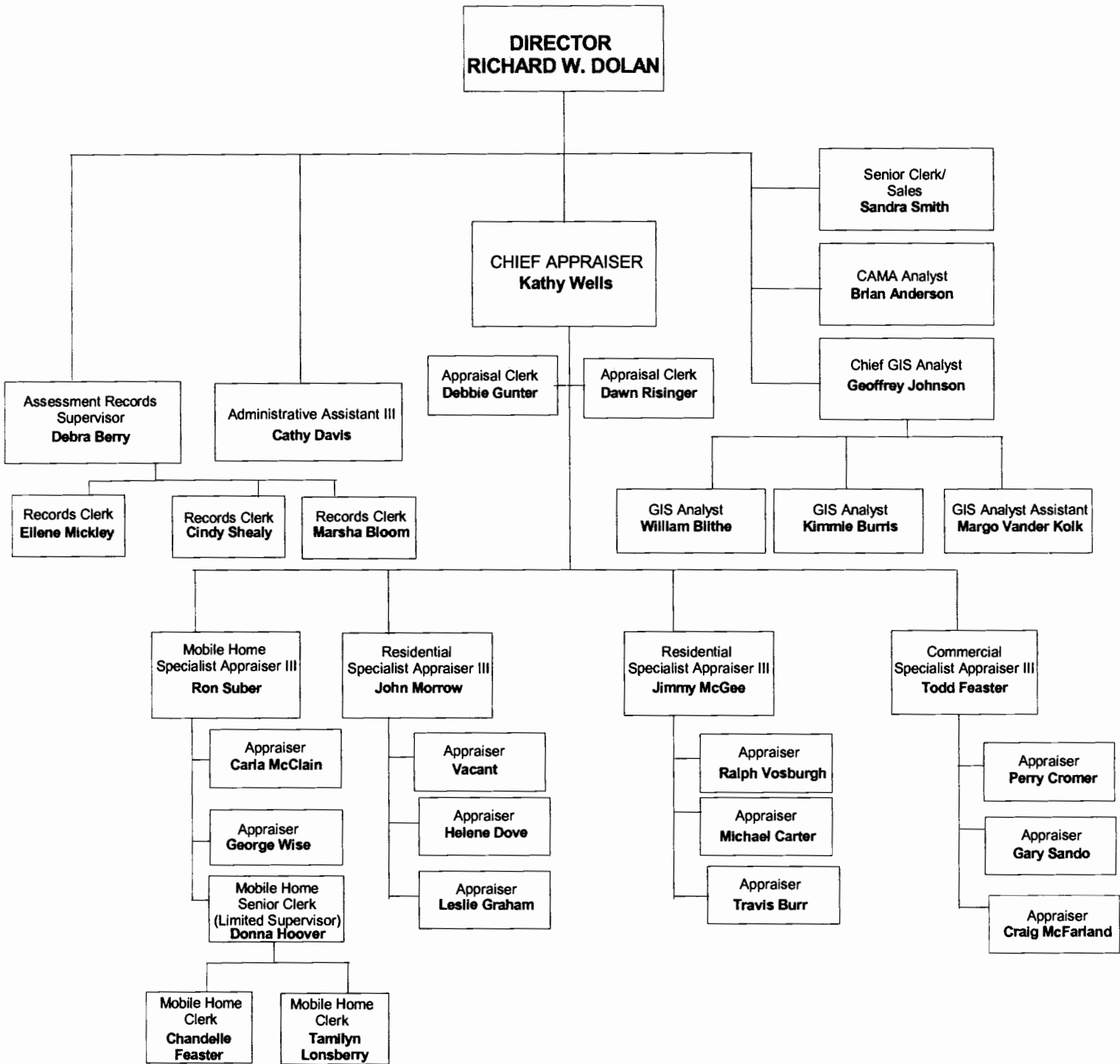
Related Information

Total parcels (real estate and mobile homes) in the county

<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
116,490	116,490	122,823	124,182	126,898	131,078	128,545	127,452

Appraised Valuation – Real Estate and Mobile Homes (Not including Tax Exempt and Manufacturing properties)

<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>
\$5,777,966,780	\$5,998,554,730	\$6,261,203,930	\$6,546,804,496	6,761,396,601
<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
\$7,033,936,046	\$8,720,289,058	\$9,122,082,188	\$9,151,180,517	10,100,506,960



GENERAL ADMINISTRATION

This division consists of the Director, CAMA Analyst and Administrative Assistant all of which are involved with the overall operation of the office. Some of the specific functions performed by these individuals in addition to overall management by the Director include the following:

- 1) Assisting the Director in the preparation of the annual operating and capital budget
- 2) Payroll
- 3) Purchasing
- 4) Surety Bonds
- 5) Secretarial work for the Director
- 6) Management of the remapping/GIS project
- 7) Development, management and maintenance of the new CAMA system
- 8) Coordination with the Board of Assessment Appeals and the South Carolina Administrative Law Judge Division
- 9) Directs the preparation of cases to be heard by the Board and the SC Administrative Law Judge Division
- 10) Management of the reassessment program
- 11) Coordination of data processing activities
- 12) Reviews requests for refunds and late residential and agricultural applications
- 13) Coordination of damage assessment activities

PERSONNEL – ADMINISTRATION DIVISION

<u>Employee</u>	<u>Grade</u>	<u>Salary Range</u>
Director	31	\$57,142 – \$79,999
CAMA Analyst	16	\$36,974 – \$51,763
Administrative Assistant	7	\$24,872 – \$34,821
Senior Clerk/Sales	6	\$23,528 - \$32,939
Current annual division salary total:	\$167,629	

ASSESSMENT/OWNERSHIP RECORDS DIVISION

As discussed earlier, the primary function of the mapping staff is to carefully analyze newly recorded deeds, plats, highway plans, annexations, etc., for the purpose of keeping tax maps current. Once this function has been completed, these documents along with the updated maps are forwarded to staff members responsible for ensuring that the assessment records are updated.

This process involves many tasks including creating new parcels, updating ownership records, recording each parcel's size and also recording the appropriate address to send the tax bill to. Information concerning the sale such as date of sale and sales price are then entered by the senior clerk/sales to be used in the preparation of sales ratio reports for use by our appraisal staff and the South Carolina Department of Revenue.

Annual Workload

- 1) Deeds analyzed, researched and processed:

<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
11,189	10,536	10,781	13,070	10,245	11,434	12,615	13,577

- 2) Records for new subdivision lots created, etc.:

<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
2,551	2,500+/-	2,500+/-	2,688	2,742	2,459	2,498	2,400

PERSONNEL – ASSESSMENT RECORDS DIVISION

<u>Employee</u>	<u>Grade</u>	<u>Salary Range</u>
Assessment Records Supervisor	9	\$27,562 – \$38,586
Senior Clerk (1)	6	\$23,528 – \$32,939
Records Clerk (2) (Front Office)	4	\$20,839 – \$29,174
Current annual division salary total:	\$104,585	

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APPRAISAL AND ASSESSMENT DIVISION

As discussed earlier, the primary functions of the Mapping, Assessment Records and the Mobile Home Divisions are to provide an inventory and general description of all properties to be appraised and assessed.

Prior to the passage of Act 208 in 1975, no laws were in place to ensure that the property tax burden was equitably distributed in accordance with value. This was deemed unacceptable by the legislature for many reasons. Some of the primary reasons for remedying this problem included fairer taxation, and so that State funds for education could be more accurately distributed between school districts. As you know, the amount of State funding each school district receives is still distributed today in accordance with ability to pay, as measured by the assessed valuation of property located in the various school districts throughout the state.

To carry out the provisions of this act, Section 12-43-210 of the South Carolina Code of Laws was passed requiring that each county beginning in 1977 initiate an equalization program in accordance with South Carolina Tax Commission Regulations.

The primary regulation pertaining to the appraisal process required that all properties be appraised at 100% of fair market value. Furthermore, anytime the sales ratio of the county indicated the level of assessment was outside of the 80% to 105% range, or the index of inequity exceeded 15%, the county was required to reappraise. This requirement was recently replaced by a new law requiring a mandatory five (5) year reassessment cycle. Our first program under this new law should be implemented for year 2000. However, County Council voted to delay implementation until tax year 2001. The next reassessment is scheduled to be implemented for the 2005 tax year which will be included in this budget.

The following will be a description of the steps being taken to develop an going reassessment program capable of meeting the requirements of the new law.

Tax Maps

Appraisers rely on tax maps for locating and identifying properties to be appraised, ascertaining property boundaries and size for use in the appraisal process. Tax maps are used in conjunction with aerial photography in the valuation of property in which there is no road access.

During the last reassessment program, the existing tax maps proved inadequate and as a result the SCDOR issued an order stating an appropriate remapping program had to be completed prior to the implementation of the next reassessment program. In response to that order, Lexington County has completed a modern digital mapping program. The old hard copy mapping system was phased out at the end of tax year 1999.

As discussed earlier, the primary functions of the Appraisal and Assessment Division is to provide an inventory and general description of all properties to be appraised and assessed. The function of the appraisal team is to ensure that changes to properties which occur between reassessment programs are properly reflected in our assessments. Some of the specific tasks involved are the following:

- 1) Analyzing updated tax maps and associated assessment records for the purpose of ascertaining which land parcels need appraisal work. Next, the property is visited for the purpose of gathering physical and locational information about the property. Once this phase is completed, an analysis of the sale of comparable properties and our assessment on similar properties in the area is made. Based on the information gathered, a valuation is assigned to the parcel and an assessment notice is then mailed to the property owner. If the valuation is appealed the appraiser meets with the taxpayer in an attempt to resolve the issue. Should the matter not be settled at this level, the next step in the appeals process is to the County Board of Assessment Appeals, followed by a hearing before an Administrative Law Judge if necessary.
- 2) Building permits and mobile home registration forms are forwarded to the appraisal staff from various sources. These documents inform the appraisal staff of the need to visit a property for the purpose of gathering data relative to the size and type of structure moved or constructed on a property. This information is then merged with physical and locational data about the property for use in the appraisal process. Please refer to Item #1 for description of both the appraisal and appeals process.
- 3) Handling appeals resulting from appraisals made by the appraisal staff.
- 4) Revaluing subdivisions with unsold lots annually for the purpose of applying the appropriate multi-lot discount as provided for by law.
- 5) Analyzing new agricultural applications and making use value appraisals in instances where it was determined that the property qualifies.

Workload Analysis

Number of Parcels and Mobile Homes

<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>
100,801	103,360	106,176	110,280	116,490	122,823
<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	
124,182	126,077	131,078	128,545	127,452	

New land parcels appraised: 1,418

Appraisals resulting from new construction: 2,989

2004 Assessment Appeals: 623

Property Tax Software

The last reassessment program was performed without the benefit of modern technology. Instead, a large number of temporary employees were hired to assist in accomplishing the task, most of which had little or no training or experience. The result was a very expensive program that did not achieve the quality level desired.

For the current program we are using a much different approach. This time instead we propose relying heavily on technology and adding only small number of well trained, experienced staff members. With this in mind, modern computer assisted mass appraisal (CAMA) software has been purchased and currently in operation.

GIS

As discussed earlier, we are currently in the process of phasing in a recently completed countywide remapping project. These maps were compiled in a digital environment, which means that they are accessible by computers. Through modern computer technology, we will be linking to those maps the information contained in our new CAMA system. The merger of these two systems and the availability of information through the county GIS network will give us a tremendous number of new tools for use in both generating values and enhancing our quality control capabilities.

The new CAMA system has been installed and the digital maps have been delivered. Plans are to integrate these two systems through the purchase of IMS MapObjects software, a product of ESRI.

Workload Summary:

The appraisal & assessment staff has been divided into 16 geographical areas with each appraiser being responsible for approximately 6,500 parcels. Within these 16 areas the appraiser is responsible for property splits, new construction, appraisal appeals, sales analysis and any other problems which arise in their area.

MOBILE HOME SECTION

The function of the mobile home division of this department, much like our mapping department, is involved with the inventory process. Here, information concerning the location and ownership of each mobile home is maintained. Additional information kept on each mobile home includes a description of the mobile home, the mailing address of the owner and information relative to its sales history.

Related duties include the registration of new mobile homes and changing assessment records to reflect changes in the ownership of mobile homes already on the tax roll. Decals and moving permits are also issued by this section.

Workload Analysis

Number of mobile homes

<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
17,174	18,829	19,897	21,103	22,369	22,980	22,904	21,979	22,131	22,061

Mobile homes registered (2004)	663
Ownership Transfers (2004)	1,177
Moving Permits Issued (2004)	710

PERSONNEL – APPRAISAL & ASSESSMENT DIVISION

<u>Employee</u>	<u>Grade</u>	<u>Salary Range</u>
Chief Appraiser (1)	20	\$42,352 – \$59,293
Residential Specialist/ Appraiser III (2)	16	\$36,974 – \$51,763
Commercial Specialist/ Appraiser III (1)	16	\$36,974 – \$51,763
Mobile Home Specialist/ Appraiser III (1)	16	\$36,974 – \$51,763
Appraiser II (4)	14	\$34,284 – \$47,998
Appraiser I (7)	12	\$31,595 – \$44,233
Senior Mobile Home Clerk (1)	6	\$23,528 – \$32,939
Appraisal Clerk (2)	5	\$22,183 – \$31,057
Mobile Home Clerk (2)	4	\$20,839 – \$29,174
Temporary Appraisal/Records Clerk (1)	4	\$20,839 – \$29,174
Current annual division salary total:	\$734,011	

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MAPPING DIVISION

The overall mission of the county assessor is to inventory and assess all real estate in their jurisdiction, in accordance with the tax laws of this state. Of primary relevance is South Carolina Department of Revenue Regulation 117-117 which sets standards for tax mapping. Related to that regulation is Section 12-4-510 through 12-4-540 which gives the State the authority to order a remapping program when a county's maps no longer meet those standards.

The inventory process begins with compilation of accurate tax maps, which accurately depict the location of property lines and both natural and man-made features. Examples of natural and man-made features include roads, bridges, rivers, lakes and dams.

These maps are developed by first obtaining aerial photographs of the county and then adding ownership boundary lines upon them based on deed and survey information. During this process, the ownership of the property, its size and the mailing address of the owner is determined.

Since this process was completed many years ago, we are currently in the maintenance mode. In other words, our mapping personnel are charged with the responsibility of analyzing the 11,000+/- deeds, annexations and plats that are recorded annually and doing other related legal research as needed for the purpose of keeping the maps current.

As previously discussed, over the years our mapping program has not kept up with increasingly stringent map accuracy standards. As a result based on our need for more accurate tax maps and the insistence of the Department of Revenue, we initiated and recently completed a remapping program designed to correct deficiencies that existed.

With an eye to our ever increasing workload, we had these maps constructed in a digital format to permit their automation. This will not only permit us to increase the efficiency of our office but the organization as a whole through the sharing of these maps and associated databases with other departments through the county GIS program.

Workload Analysis

- 1) Deeds, plats, highway plans and annexations to be analyzed and maps updated where necessary: 13,700
- 2) Maps update sheets (includes 2 or more parcels): 1,747
- 3) Annexations: 80
- 4) Subdivisions: 150 for 2,400 lots
- 5) Highway plans: 150
- 6) History of the number of deeds processed:

<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
11,189	10,931	11,458	9,212	10,245	11,434	12,615	13,577

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PERSONNEL – MAPPING DIVISION

<u>Employee</u>	<u>Grade</u>	<u>Salary Range</u>
Chief GIS Analyst/Cartographer	14	\$34,284 – \$47,998
GIS Analyst/Cartographer I (2)	11	\$30,251 – \$42,351
GIS Analyst/Cartographer Assistant (1)	6	\$23,528 – \$32,939
Current annual division salary total:	\$127,219	

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COUNTY OF LEXINGTON
OFFICE OF ASSESSMENT & EQUALIZATION
PROPOSED FISCAL YEAR 2005-2006 LINE ITEMS

510200 – OVERTIME **\$ 750.00**

This department has and will continue to use compensatory time wherever possible to reduce the number of overtime hours worked. However, this is actually flex-time since it must be taken in the same calendar week. Therefore, it is not useful when during certain work weeks some employees are unable to accomplish all required tasks within 40 hours. The situations being referred to are of a very general nature such as when taxpayers remain in our office after 5:00 PM on Friday or when last minute preparations are being made before the mailing of tax bills. We feel that thirty (30) hours of overtime would be adequate to cover situations of this type which are likely to occur in the coming year but cannot be identified and itemized at this time.

In March of 2005 we mailed out 125,000+/- reassessment notices due to the state mandated reassessment. Of these, 1,034 resulted in appeals. Next year's figures should result in about the same number of appeals. Also, we will receive in excess of 10,000 inquiries in response to the reassessment notices, applications and when tax bills are mailed.

Even though it will obviously take many months to resolve this many appeals, it is very important that we at least acknowledge the inquiries as quickly as possible. First because it is common courtesy and secondly because otherwise additional inquiries will be generated by taxpayers concerned we did not receive their initial correspondence.

Division Breakdown:

Administration (4)	=	0.00
Assessment Records (4)	=	0.00
Appraisal & Assessment (22)	30 hours x \$25.00 =	750.00
Mapping (4)	=	0.00
Total (34)		\$ 750.00

510300 – PART TIME **\$ 16,959.00**

Between the time when tax bills are mailed and the last day taxes can be paid without penalty, the two (2) clerks we have available to handle the telephone and walk in traffic are inadequate. This results in long lines, the inability to get through on the telephone and a general dissatisfaction of the taxpayer with this office. Furthermore, unless additional personnel is available to process the paperwork being generated by this contact with the taxpayer, changes cannot be processed prior to the date taxes are due. This employee will also be helpful in order to help handle the massive number of taxpayer inquiries and workload resulting from the implementation of reassessment in February of 2005. We are requesting funds in the amount of \$16,633.00 to employ an additional administrative person during this entire year. We hope to retain our current temporary employee who is trained for this position.

$$1 \text{ person} \times \$10.87^* \text{ per hour} \times 1,560 \text{ hours} = \$16,959.00$$

* \$10.87 is the hourly rate for FY 2005-2006 for a temporary employee at grade level 4

Division Breakdown:

Administration (4)	\$ 1,995.00
Assessment Records (4)	1,995.00
Appraisal & Assessment (22)	10,974.00
Mapping (4)	1,995.00
Total (34)	\$ 16,959.00

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520200 – CONTRACTED SERVICES

\$ 2,375.00

Mobile Home Department Computer Tape

\$75.00

The South Carolina Department of Transportation supplies this office with a computer tape of mobile home files at a cost of \$75.00 per year. This tape lists the titles of all mobile homes in Lexington County, serial number, name and address of owner, year/make/model, title number, the date the title was issued and if applicable, any lien holders.

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	75.00
Mapping (4)	0.00
Total (34)	\$ 75.00

Applications Processing Costs

\$1,100.00

This expense is related to our mailing of legal residence applications to individuals who have either constructed a new home or mobile home or purchased an existing one during the previous calendar year. Likewise, applications are mailed to purchasers of agricultural properties. We feel this expense is justified for many reasons including the following:

- 1) The mailout helps alleviate the inconvenience to the taxpayer of having to come into the office and stand in line to file a 4%or agricultural application.
- 2) There is a considerable amount of administrative cost involved with issuing refunds for previous tax years. Furthermore, refunds make it difficult to make accurate revenue projections.
- 3) In March of 2005, Lexington County will implement a mandatory reassessment. This will necessitate much correspondence due to taxpayers appealing values.

In addition, assessment notices must be mailed anytime a taxpayer's value goes up over \$1,000, such as where a new home is constructed.

Bulk mail for bursting, folding and stuffing of envelopes will be approximately \$100.00 per 1,000.

Legal Residence Applications	5,000
Agricultural Applications	1,000
Assessment Notices (Regular)	<u>5,000</u>
Total	11,000

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	500.00
Appraisal & Assessment (22)	600.00
Mapping (4)	0.00
Total (34)	\$ 1,100.00

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ACCURINT(Research) \$ 1,200.00

As you know, tracking legal residences and finding people who might possibly be receive the 4% tax break on more than one home is a never ending battle. The Treasurers' Office brought a company to our attention who has services that greatly speed up their problems in locating people for other reasons. This company is called Accurint and their services render remarkable results. It would help this office not only to get returned mail to the property new mailing address, but also find people who are no longer living on the property while it is continuing to receive the 4% tax break. We wish to use them for the same services during the up coming fiscal year. They charge .25 for the minimum search, which what we would be using.

Division Breakdown:

Administration (4)	\$ 1,200.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	0.00
Mapping (4)	0.00
Total (34)	\$ 1,200.00

520400 - ADVERTISING \$ 2,244.00

These funds will be used to notify the public of the deadline for filing legal residence, agricultural use and developers discount applications. The advertisements will be run through the Lexington County Publishing Network in the following newspapers at a cost of \$748.00 each time.

The State	The Chapin Times
Twin City Times	The Independent News
Lexington Chronicle	

Division Breakdown:

Administration (4)	\$ 300.00
Assessment Records (4)	300.00
Appraisal & Assessment (22)	1,644.00
Mapping (4)	0.00
Total (34)	\$ 2,244.00

520702 – TECHNICAL CURRENCY & SUPPORT (software)	\$ 8,408.00
GIS Equipment/Software Maintenance & Support	\$7,508.00

This line item covers licensing and maintenance of automated mapping software and equipment.

ESRI (maintenance on 3 Arc/Info Floating Licenses)	\$3,600.00
ESRI (maintenance on 3 COGO Licenses)	600.00
ESRI (maintenance on ArcPress License)	200.00
ESRI (50% maintenance on Map Objects+SDE)	2,750.00
Tax	<u>358.00</u>
Total	\$7,508.00

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	0.00
Mapping (4)	<u>7,508.00</u>
Total (34)	\$ 7,508.00

AUTOCAD Maintenance, Support & Upgrades

\$400.00

This item is necessary in order to receive upgrades and software support for our Autocad Land Development Desktop which is used by our mapping department.

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	0.00
Mapping (4)	<u>400.00</u>
Total (34)	\$ 400.00

Day One – Nova Appraisal Software Support & Upgrades

\$500.00

This item is necessary in order to receive upgrades and software support for our Day One – Nova Appraisal Software which is used by our appraisal department for preparing the packets for the Appeals Board meetings.

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	500.00
Mapping (4)	<u>0.00</u>
Total (34)	\$ 500.00

520800 – OUTSIDE PRINTING **\$ 2,775.00**

This line item is to cover outside printing of assessment notices, legal residence applications and agricultural applications.

Assessment notices (5,000 @ .06 each)	\$ 300.00
Legal Residence Applications (20,000 @ .11 each)	2,200.00
Agricultural Applications (2,500 @ .11 each)	<u>275.00</u>
Total	\$ 2,775.00

Division Breakdown:

Administration (4)	\$ 372.00
Assessment Records (4)	372.00
Appraisal & Assessment (22)	2,031.00
Mapping (4)	<u>0.00</u>
Total (34)	\$ 2,775.00

521000 – OFFICE SUPPLIES **\$ 15,000.00**

This line item is to cover routine office supplies (paper, pencils, ribbons, film used to photograph new construction and appeal board cases for the year, file folders, etc.). This line item also includes specialized supplies for appraisers such as measuring tapes, engineering scales, calculators and mace as well as specialized supplies for the mapping division.

During the first 6 months of this fiscal year, approximately \$1,000.00 has been spent for basic office supplies. However, these expenses are expected to increase over the next several months due to increased costs resulting from our increased use of the GIS mapping system in our daily operations. A large increase will occur in the month of July due taxpayers appealing the value of their property on the 2005 reassessment notices. Our assumption is that our total expenses for this line item will be substantially higher than the amount budgeted for FY 2005-2006 due to the implementation of the 2005 reassessment the last six months of 2005. Most notable will be the envelopes and paper in response to appeals and inquiries. Other additional expenses will involve the cost of photographing buildings located on properties placed under appeal. Also, there will be increased paperwork for properties going to the Lexington County Board of Assessment Appeals and the Administrative Law Judge Division.

Letterhead paper (\$7.16 per ream x 100 reams)	\$ 716.00
Window envelopes (\$6.79 per box x 234 boxes)	1,270.00
Plain envelopes (\$4.46 per box x 100 boxes)	<u>446.00</u>
Total increase due to reassessment	\$ 2,432.00*

Division Breakdown:

Administration (4)	\$ 1,764.00
Assessment Records (4)	1,764.00
Appraisal & Assessment (22)	9,708.00
Mapping (4)	<u>1,764.00</u>
Total (34)	\$ 15,000.00

12-23

521100 – DUPLICATING SUPPLIES **\$ 8,000.00**

This line item covers the cost of making copies of property record cards for fieldwork, plats, deeds, tax bills, assessment notices, files going to the Board of Assessment Appeals, Administrative Law Judge Division and correspondence to taxpayers concerning their appeal. Also included in this line item is the cost of duplicating files for use in the reassessment program.

During the first six (6) months of this fiscal year we have spent nearly \$1,500.00 of the amount budgeted. However, several projects requiring a considerable amount of duplicating will take place in the Spring of 2005. Also, cost will increase due to the implementation of the 2005 reassessment in March of 2005. This is true primarily due to the need to make copies of correspondence sent to taxpayers in response to inquiries and appeals. This increase for this line item for the 2005 mandatory Reassessment is estimated at approximately \$3,000.00.

Division Breakdown:

Administration (4)	\$ 940.00
Assessment Records (4)	940.00
Appraisal & Assessment (22)	5,180.00
Mapping (4)	<u>940.00</u>
Total (34)	\$ 8,000.00

12-24

521200 – OPERATING SUPPLIES **\$ 8,000.00**

This line item covers the cost of many items necessary for the operation of this office. Some of the major items involved with the various divisions of this department are described below. The primary reason for increased cost in this line item is the cost for the printing of the new tax maps due to the fact the total number has more than doubled. Also, it should be noted that the Planning & Development Department no longer makes copies of tax maps for surveyors, title searchers and the general public. This service is now provided by the Assessor's Office.

Administration

1) Miscellaneous items including, business cards, office forms, etc.	1,000.00
TOTAL	\$ 1,000.00

Assessment Records

1) Miscellaneous items including printing of Split/Change sheets, Subdivision forms, business cards, etc.	1,000.00
TOTAL	\$ 1,000.00

Appraisal & Assessment

1) Printing of new appraisal cards	500.00
2) Miscellaneous items including office forms, business cards, etc.	2,000.00
3) Mobile home decals (2,200 @ .33 each)	\$ 726.00
TOTAL	\$ 3,226.00

Mapping

1) Print cartridges for the HP 650C plotter (@ \$44.10)	\$ 353.00
2) AZON high resolution paper for HP 650C plotter (4 @ \$51.45)	206.00
3) Paper for Reprotech 2500 blue print machine (2 @ \$140.00)	280.00
4) Print cartridges for the Designjet HP1050cPlotter(4 @ \$125)	500.00
5) Kroy Label Machine tape cartridges (5 @ \$32.00)	160.00
6) Miscellaneous supplies such as ammonia, paper, business cards, etc.	500.00
TOTAL	\$1,999.00

Division Breakdown:

Administration (4)	\$ 1,000.00
Assessment Records (4)	1,000.00
Appraisal & Assessment (22)	4,000.00
Mapping (4)	2,000.00
Total (34)	\$ 8,000.00

12-25

522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$ 3,000.00**

This line item covers the cost of repairs and maintenance to office equipment. The LandCheck Digitizer located in our mapping section, the IBM Selectric typewriter, the IBM Wheelwriter 3500 typewriter, our 5 laser printers, 3 fax machines and all of our HP12C programmable calculators are not covered by a maintenance contract. Likewise, many of our PC's and monitors are no longer under warranty. Since support is no longer available for the Design Jet Plotter for our GIS/Automated Mapping System, it is very critical that we receive this funding for FY 2004-2005.

Division Breakdown:

Administration (4)	\$ 800.00
Assessment Records (4)	400.00
Appraisal & Assessment (22)	1,400.00
Mapping (4)	400.00
Total (34)	\$ 3,000.00

524000 – BUILDING INSURANCE – ADMINISTRATION BUILDING **\$ 612.00**

The figure used for this line item was based on the amount included in last years' budget per Risk Management.

Division Breakdown:

Administration (4)	\$ 72.00
Assessment Records (4)	72.00
Appraisal & Assessment (22)	396.00
Mapping (4)	72.00
Total (34)	\$ 612.00

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 1,851.00**

The figure used for this line item is based on the amount provided by Risk Management.

Division Breakdown:

Administration (4)	\$ 221.00
Assessment Records (4)	221.00
Appraisal & Assessment (22)	1,188.00
Mapping (4)	221.00
Total (34)	\$ 1,851.00

525000 – TELEPHONE **\$ 9,092.00**

Funds requested for this line item for FY 2004-2005 are the same as last year's budgeted amount and the change in companies servicing the county. In addition to the basic services cost, an additional \$500.00 is being budgeted to cover maintenance costs. The following is a breakdown of this line item among the various divisions of this department.

	<u>Regular Lines</u>	<u>Fax Lines</u>	<u>Voice Mail</u>
General Administration	4	1	3
Assessment Records	4	0	2
Appraisal & Assessment	24	1	7
Mapping	2	1	1

34 regular lines @ \$19.00 per line/per month	7,752.00
3 fax lines @ \$19.00 per line/per month	684.00
13 voice mailboxes @ \$1.00 per line/per month	156.00
Miscellaneous maintenance & repairs	<u>500.00</u>
Total	\$ 9,092.00

Division Breakdown:

Administration (4)	\$ 1,497.00
Assessment Records (4)	1,667.00
Appraisal & Assessment (22)	4,260.00
Mapping (4)	<u>1,668.00</u>
Total (34)	\$ 9,092.00

525010 – LONG DISTANCE CHARGES **\$ 500.00**

Per the Procurement Department, there will be no charges for long distance calls made in the United States once the county is on go with Pond Branch. Although they are few, we do have several property owners who do live out side the continental United Stated. Therefore, we do need to budget a minimal amount just incase the need for such a call is necessary. Also, these calls will not be placed without the prior approval of the Assessor.

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	500.00
Mapping (4)	<u>0.00</u>
Total (34)	\$ 500.00

12-27

525020 – PAGERS & CELL PHONES **\$ 1,400.00**

This line item covers the recurring expense of a five (5) cell phones utilized by the Assessor & the appraisal staff at a cost of one phone for \$34.52 per month and the other four at \$18.16 per month.

Cell Phones: \$107.00 per month x 12 months =	1,286.00
Pager: \$9.00 x 1 = \$9.00 per month x 12 months =	<u>108.00</u>
Total	\$ 1,394.00

Division Breakdown:

Administration (4)	\$ 420.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	980.00
Mapping (4)	<u>.00</u>
Total (34)	\$ 1,400.00

525100 – POSTAGE **\$ 15,000.00**

At this time this office has expended over \$2,000 of the \$15,000 budgeted for in this fiscal year. This is due in large to many certified mailings and mass mailings of assessment notices, legal residence and agricultural use applications taking place at this time. Also, the mailing of 130,000(+/-) reassessment notices by March 1, 2005 will greatly increase the amount needed for FY2005-2006. Also, we must anticipate the usual increase in costs from the Post Office.

Regular Postage cost (includes bulk mailing of 5,000 assessment notices 5,000 Legal Residence applications & 1,000 Agricultural Applications)	\$ 12,225.00
Follow Up of Appeals/Inquiries (5,000 x .37)	1,850.00
Appeal letters (2,500 x .37)	<u>925.00</u>
Total	\$ 15,000.00

Division Breakdown:

Administration (4)	\$ 1,768.00
Assessment Records (4)	1,768.00
Appraisal & Assessment (22)	9,696.00
Mapping (4)	<u>1,768.00</u>
Total (34)	\$ 15,000.00*

525210 – CONFERENCE & MEETING EXPENSES **\$ 10,560.00**

Funds in this line item are necessary to cover attendance at the following conferences and attending required continuing educations courses to retain appraisal licenses:

1) **SCAAO Spring Conference at Myrtle Beach, SC** **\$ 950.00**

(Department Director & Chief Appraiser)

Justification: The South Carolina Association of Assessing Officials is a statewide organization consisting primarily of County Auditors, Assessors and employees of the South Carolina Department of Revenue.

This is an educational conference consisting of seminars relative to property taxes conducted by representatives from the Office of the Attorney General, Comptroller General and the Department of Revenue. Since these are the regulatory agencies for our offices, it is very important that this conference be attended in order to stay abreast of their ever-changing rules and regulations. I currently serve as a Committee Chairman and executive board member of this organization.

Division Breakdown:

Administration (4)	\$ 238.00
Assessment Records (4)	237.00
Appraisal & Assessment (22)	238.00
Mapping (4)	<u>237.00</u>
Total (34)	\$ 950.00

2) **SCAAO Fall Conference at Columbia, SC** **360.00**

(Department Director, entire appraisal staff & Chief GIS Analyst/Cartographer = 18x \$20.00 each)

Justification: This conference is very similar to the Spring Conference with the exception that it is abbreviated somewhat into a one day conference.

Division Breakdown:

Administration (4)	\$ 40.00
Assessment Records (4)	40.00
Appraisal & Assessment (22)	240.00
Mapping (4)	<u>40.00</u>
Total (34)	\$ 360.00

3) **SMAC Fall Conference in Columbia, SC** **300.00**

(Department Director & 3 members of mapping staff)

Justification: The State Mapping Advisory Committee Fall Conference is sponsored by the State Mapping and Geodetic Survey Office. It consists of a series of technical seminars related to mapping and updates relative to various state and federal mapping standards and regulations.

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	0.00
Mapping (4)	<u>300.00</u>
Total (34)	\$ 300.00

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(4) CAMA/GIS Integration Conference 500.00

(CAMA Analyst)

Justification: This department recently completed both GIS and CAMA development projects. Even though these systems individually will increase our level of efficiency, an even greater level can be achieved by integrating these two systems. Since this is very new technology, attending this conference will be very beneficial.

Division Breakdown:

Administration (4)	\$ 125.00
Assessment Records (4)	125.00
Appraisal & Assessment (22)	125.00
Mapping (4)	<u>125.00</u>
Total (34)	\$ 500.00

(5) Continuing Education Courses 6,800.00

In order for each member of the appraisal staff to renew their appraiser license each year, they must take continuing education courses and acquire 14 hours in credits. These courses are taught by several different agencies who are recognized organizations by the South Carolina Department of Labor, Licensing, and Regulations. In the prior fiscal year, these classes were taught in-house by an appraiser in this office who is licensed to teach these courses in order to cut the budget for the anticipated increase for the 2005 reassessment mailings. Due to each appraiser requiring different courses each year, we will be using the outside agencies this year.

The cost for these courses will be approximately \$400.00 per person.

The following individuals will be taking appraisal courses approved by the South Carolina Appraisal Board:

Travis Burr	Michael Carter	Perry Cromer	Rick Dolan	Helene Dove
Todd Feaster	Leslie Graham	Carla McClain	Craig McFarland	
Jimmy McGee	John Morrow	Gary Sando	Ron Suber	Ralph Vosburgh
Kathy Wells	George Wise	Vacant Position		

Division Breakdown:

Administration (4)	\$ 400.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	6,400.00
Mapping (4)	<u>0.00</u>
Total (34)	\$ 6,800.00

- 6) Legal Seminar sponsored by USC to be attended by Debra Berry at a cost of \$150.00.

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	150.00
Appraisal & Assessment (22)	0.00
Mapping (4)	<u>.00</u>
Total (34)	\$ 150.00

- 7) Geoff Johnson, Kimmie Burris and Bill Blithe I will attend ArcView editing training classes which will held in Lexington or Aiken, South Carolina given by Brandshaw Consulting Firm.

Since this software is upgraded each year, these classes will be very beneficial.
The cost for these classes is estimated at a total of \$1,500.00.

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	0.00
Mapping (4)	<u>1,500.00</u>
Total (34)	\$ 1,500.00

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525230 – SUBSCRIPTIONS, DUES & BOOKS **\$ 3,607.00**

1) Marshall & Swift Residential Cost Handbook	\$ 160.00
2) Marshall & Swift Valuation Service	300.00
3) IAAO Assessment & Valuation Legal Reporter on Disc	60.00
4) The Appraisal Journal	35.00
5) NADA Mobile Home Appraisal Guide	100.00
6) IAAO Membership	
Rick Dolan	265.00
George Wise	125.00
7) CASC Membership	
Rick Dolan	20.00
Kathy Wells	20.00
Ron Suber	20.00
8) SC Association of Assessing Officials Director, & Chief GIS Analyst/Cartographer	400.00
9) Urban & Regional Information Systems Association (URISA)	132.00
10) SC Association of Land Surveyors Geoff Johnson, Kimmie Burris & New Employee	90.00
11) Appraisal Institute Books	200.00
12) Cross Reference Directory (Blue Book) (3 @ \$140.00 each)	420.00
13) Korpacz Real Estate Investor Survey	250.00
14) 2004 SC Code of Laws Supplement	30.00
15) 2004 Zip Code Directory	95.00
16) 2004 Lexington County Directory (3 @ \$245.00 each)	735.00
17) Central Midlands Apartment & Office Space Survey	100.00
18) 2004 Professional Engineers & Surveyors Listing	25.00
19) Renewal of Cathy Davis' Notary License	25.00
Total	\$ 3,607.00

Division Breakdown:

Administration (4)	\$ 1,250.00
Assessment Records (4)	370.00
Appraisal & Assessment (22)	1,503.00
Mapping (4)	484.00
Total (34)	\$ 3,607.00

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$ 2,500.00**

This line item is to provide for use of personal vehicles by the Assessor's Office Staff on county business, such as attendance at appeal board hearings which occur after regular work hours and attendance to schools held locally. All appraisers will be out inspected properties due to 2005 reassessment appeals and there are not enough vehicles in the fleet to be utilized for these purposes.

Division Breakdown:

Administration (4)	\$ 500.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	2,000.00
Mapping (4)	<u>0.00</u>
Total (34)	\$ 2,500.00

525250 – MOTOR POOL REIMBURSEMENT **\$ 20,000.00**

The figure above represents the expected cost of operating vehicles on a daily basis for the purpose of appraising new construction and other maintenance related additional activities as well as for resolving appeals resulting from the implementation of the reassessment program. The current year usage indicates an average of \$7,754 for the first six months. With the 2005 reassessment starting in March of 2005, all appraisers will be out in the field reassessing all properties.

Division Breakdown:

Administration (4)	\$ 100.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	17,776.00
Mapping (4)	<u>2,124.00</u>
Total (34)	\$ 20,000.00

525300 – UTILITIES – ADMINISTRATION BUILDING **\$ 22,100.00**

Figures for this item were based on expenditures to this date for this fiscal year and expenditures for the previous year. Also, this office acquired the portion of the 2nd floor previously occupied by the Auditors' Office. This figure is based upon our current usage for this fiscal year of \$10,375.

Division Breakdown:

Administration (4)	\$ 2,600.00
Assessment Records (4)	2,600.00
Appraisal & Assessment (22)	14,300.00
Mapping (4)	<u>2,600.00</u>
Total (34)	\$ 22,100.00

\$26400 – APPRAISER LICENSING FEES **\$ 4,275.00**

This line item is to provide for appraiser licensing as per the requirement of South Carolina Law. The fee for renewing an appraiser license is \$200.00. Seventeen (17) members of the appraisal staff must renew their licenses (17 x \$200.00 = \$3,400.00). Most of the funds in this account will not be expended until the deadline date for purchase requisitions. The license renewal applications along with the check must be at the South Carolina Department of Labor, Licensing and Regulations no later than June 30, 2005 for their renewal for July 1, 2005 to June 30 2006.

(5) appraisers will be upgrading their licenses during the coming fiscal year. There is a fee for requesting permission to take the upgrade exam of \$30.00. Once the appraiser is approved to take the upgrade, there is also a \$70.00 examination fee. If the appraiser passes the exam, the upgrade fee is \$75.00.

	<u>Upgrade Fee</u>	<u>Examination Fee</u>	<u>Exam Request Fee \$30.00</u>
Leslie Graham	75.00	70.00	30.00
Carla McClain	75.00	70.00	30.00
Helene Dove	75.00	70.00	30.00
Travis Burr	75.00	70.00	30.00
Ralph Vosburgh	75.00	70.00	30.00
Totals	375.00	350.00	150.00

Division Breakdown:

Administration (4)	\$ 200.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	4,075.00
Mapping (4)	<u>0.00</u>
Total (34)	\$ 4,275.00

Capital Request

Cost Center 101900 – Assessment & Equalization		2005-2006
Budget		Requested
Quantity	Item Description	Amount
<u>540000 – Small Tools & Minor Equipment</u>		<u>1,160.00</u>
<u>(2)</u>	<u>HP12C Calculators (2 @ \$100.00)</u>	<u>200.00</u>
<u>(10)</u>	<u>Telephones</u>	<u>460.00</u>
<u>Additional Necessary Minor Equipment</u>		<u>500.00</u>
<u>(1)</u>	<u>Day One – Nova Appraisal Software</u>	<u>850.00</u>
Total Capital		<u>2,010.00</u>

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540000 – SMALL TOOLS & MINOR EQUIPMENT **\$ 1,160.00**

(2) HP12C Calculators (2 @ \$100.00) **200.00**

Many of the HP12C calculators which the appraisers are currently using are very old. These are needed in the event that any become dysfunctional during FY 2004-2005.

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	200.00
Mapping (4)	<u>0.00</u>
Total (34)	\$ 200.00

(10) Telephones **460.00**

Additional telephones will be needed in order to handle inquiries and appeals in a timely manner as well as to replace existing telephones which may become dysfunctional during FY 2004-2005.

Division Breakdown:

Administration (4)	\$ 50.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	410.00
Mapping (4)	<u>0.00</u>
Total (34)	\$ 460.00

Additional Minor Equipment **500.00**

These funds are necessary for replacement of chairs, fax machine parts, electric staplers, electric pencil sharpeners, fans and parts for existing equipment which may become dysfunctional in the FY 2005-2006.

Division Breakdown:

Administration (8)	\$ 50.00
Assessment Records (4)	50.00
Appraisal & Assessment (22)	350.00
Mapping (4)	<u>50.00</u>
Total (34)	\$ 500.00

(1) Day One – Nova Appraisal Software **\$ 850.00**

These funds are being requested in order to updated appraisal software necessary to prepare our appeal board cases. The current system which had been used was outdated and not dependable. This purchase was broached with Jim Schafer prior to the budgeting process.

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	850.00
Mapping (4)	<u>0.00</u>
Total (34)	\$ 850.00

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New Program

COUNTY OF LEXINGTON

Section I

Multi-Year Capital Project Request

Fund #	<u>1000</u>	Fund Title:	<u>General</u>
Organization #	<u>101900</u>	Organization Title:	<u>Assessor</u>
Program #	<u>Capital/Supplemental</u>	Program Title:	<u>CAMA Replacement</u>

Object Expenditure Code Classification	IS Budget Allocation	FY 04/05 Approved	Additional Anticipated	Total Requested
Personnel				
510100 Salaries #	\$120,120	\$0	\$0	\$120,120
510300 Part Time #	\$9,189	\$0	\$17,160	\$26,349
511112 FICA Cost	\$9,892	\$0	\$1,313	\$11,205
511113 State Retirement	\$8,858	\$0	\$1,175	\$10,033
511120 Insurance Fund Contribution #	\$12,000	\$0	\$0	\$12,000
511130 Workers Compensation	\$3,453	\$0	\$458	\$3,911
* Total Personnel	\$163,512	\$0	\$20,106	\$183,618
Operating Expenses				
520100 Contracted maintenance	\$0	\$0	\$0	\$0
520700 Technical Services	\$0	\$3,219	\$16,781	\$20,000
520702 Technical Currency and Support	\$0	\$0	\$62,640	\$62,640
521000 Office Supplies	\$0	\$25	\$75	\$100
521100 Duplicating	\$0	\$20	\$30	\$50
525210 Conference & Meeting Expenses	\$0	\$34,956	\$0	\$34,956
* Total Operating	\$0	\$38,220	\$79,526	\$117,746
** Total Personnel & Operating	\$163,512	\$38,220	\$99,632	\$301,364
** Total Capital (From Section II)	\$0	\$1,780	\$76,600	\$78,380
FISCAL YEAR DISTRIBUTION				
FY 04/05	\$40,878	\$40,000	\$0	\$80,878
FY 05/06	\$81,756	\$0	\$103,592	\$185,348
FY 06/07	\$40,878	\$0	\$22,528	\$63,406
FY 07/08	\$0	\$0	\$12,528	\$12,528
FY 08/09	\$0	\$0	\$12,528	\$12,528
FY 09/10	\$0	\$0	\$12,528	\$12,528
FY 10/11	\$0	\$0	\$12,528	\$12,528
TOTAL	\$163,512	\$40,000	\$126,332	\$301,744
****Optional Enhancements FY 07/08				
Optional Phase IV	\$5,600	\$0	\$0	\$5,600
Optional Phase V	\$5,600	\$0	\$0	\$5,600
Optional Phase VI	\$22,400	\$0	\$0	\$22,400
Optional Phase VII	\$33,600	\$0	\$40,000	\$73,600
****Total Optional Enhancements	\$67,200	\$0	\$40,000	\$107,200
GRAND TOTAL	\$230,712	\$40,000	\$216,232	\$486,944

Section II

**COUNTY OF LEXINGTON
Multi-Year Capital Item Summary**

Fund #	<u>1000</u>	Fund Title:	<u>General Fund</u>
Organization #	<u>101900</u>	Organization Title:	<u>Information Services</u>
Program #	<u>VI</u>	Program Title:	<u>Replace CAMA</u>

Qty				Item Description	Amount
NA	1000	101900	540000	NA Small Tools & Minor Equipment--Surplus furniture.	\$200
1	1000	101900	540010	NA Minor Software--Office XP Pro	\$315
1	1000	101900		NA Function 3 PC & Monitor w/ CD burner	\$1,265
** Total Capital FY04/05 Approved					\$1,780
1	1000	101900		NA Dell 2650	\$7,000
1	1000	101900		NA Red Hat Enterprise Linux	\$1,000
1	1000	101900		NA Oracle RDBMS Standard Edition	\$30,000
1	1000	101900		NA OpenEdge DataServer of Oracle	\$30,100
1	1000	101900		NA OpenEdge Application Server Enterprise Edition	\$7,000
1	1000	101900		NA Apex IV Appraiser	\$1,500
** Total Capital (Additional Anticipated)					X \$76,600
1	1000	101900		NA ROD Interface	\$5,600
1	1000	101900		NA Print URAR Forms	\$5,600
1	1000	101900		NA Parcel Modeling Function	\$22,400
1	1000	101900		NA Field Data Collection Module	\$33,600
10	1000	101900		NA Ruggedizd Laptop PC's	\$40,000
****Total Optional Enhancements					\$107,200

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MEMORANDUM

DATE: 12/2/2004

TO: ART BROOKS, COUNTY ADMINISTRATOR

CC: LARRY PORTH, FINANCE DIRECTOR AND ASSISTANT ADMINISTRATOR; SHEILA FULMER, PROCUREMENT MANAGER; RICK VAN SANT, SYSTEMS ANALYST II

FROM: RICK DOLAN, ASSESSOR; JIM SCHAFER, INFORMATION SERVICES DIRECTOR

RE: COMPUTER ASSISTED MASS APPRAISAL (CAMA) SYSTEM REPLACEMENT PROJECT

Background. The County's Computer Assisted Mass Appraisal software system (CAMA) provides the foundation for calculating property tax bills. It also tracks the creation and ownership transfers of parcels of land and improvements. As delivered by CLT in 1996, the system lacked three features required by the SC Law: Multiple Assessment Ratios; Mobile Homes; and Sales. IS staff took over the programming of these features and the system was implemented for the 1998 tax year. Since then, IS has: upgraded CAMA for Y2K compliance; made other requested program changes; and written programs to extract information for the county web site. The current system consists of 141 Screens, 34 SQL modules and 79 Cobol programs.

Problem. The current CAMA system cannot be relied upon to complete the next reassessment (2010) after this one (2005). Critical components of the system—Oracle Relational Database Management System (RDBMS) Version 8.1.5, and Oracle Forms Version 4.5—no longer are “supported.” This means that if these elements malfunction, Oracle does not assist in diagnosing or fixing the problem. This is a high-risk situation that becomes more tenuous with each passing year.

In addition, a new system could eliminate shortcomings of the existing system. These include too much duplicate data entry, limitations in calculating building areas and values, limited workflow management, limited automatic data validations, difficulties with interfaces with other systems and data imports/exports, and user screens that are not user-friendly.

Opportunity. There is a window of opportunity in the 2004-2005 and 2005-2006 budget years to put a new CAMA system in place for the 2006 tax year and the 2010 reassessment. The Assessor's FY 04/05 Capital Budget includes \$40,000 to defray start-up costs for this effort.

Our staffs have completed an in-depth Requirements Definition document for CAMA Replacement. It details what a new system must have and what would be good to have. It also evaluates alternative system architectures and acquisition methods. **Acquisition method alternatives** are: buy a system from a third party and require the third party to customize it to our needs and migrate existing data into the new system¹; build a new system with in-house resources only; or use a hybrid approach of using in-house resources and employ outside resources for assistance with specialized tasks, validation, and programming manpower.

Recommendation. We recommend the hybrid approach. This approach will cost approximately \$300,000 less in additional funding over a five-year period (see Tables 1 and 2) than the purchase of a third-party package that would have to be customized to fit Lexington County's needs.

¹Acquisition of a third-party system can be done by RFP or by bid. Each approach carries its own set of risks. Of the four counties that we know of that have acquired new CAMA systems in the last five years using the RFP method, only one is satisfied with what it got. The bid method carries the risk of getting a low priced system that may be a version nearing obsolescence or that does not work well.

**Table 1. CAMA Replacement Strategies
Five Year Estimated Cost Comparison for Base System and Optional Functionality²**

Alternative	In-kind ³	FY 04/05 Appropriated	Estimated Additional Funding Needed ⁴	Total Five Year Estimated Cost
1. Third-Party Purchased	Not Included	\$40,000	\$532,500	\$572,500
2. Hybrid System (Base System)	\$163,512	\$40,000	\$176,232 ⁵	\$379,744
3.				
4. Hybrid Optional Features	\$67,200 (Development)	NA	\$40,000 ⁷ (Equipment)	\$107,200
5. Total (Row 2 + Row 4)	\$230,712	\$40,000	\$216,232	\$486,944
6.				

**Table 2.
Cost Comparison of CAMA Replacement: Third-Party System vs. Hybrid Base System**

System	Element	Cost	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Total
Third-Party System Acquisition, Technical Currency, and Support								
3rd Party	CAMA Pkg.	\$325,000 ⁸	\$49,500	\$49,500	\$49,500	\$49,500	\$49,500	\$572,500
In-house System Acquisition, Technical Currency, and Support								
Hybrid Base	Personnel	\$183,618						\$183,618
	Operating	\$55,106	\$12,528	\$12,528	\$12,528	\$12,528	\$12,528	\$117,746
	Capital	\$78,380						\$78,380
Hybrid Base System Total		\$317,104	\$12,528	\$12,528	\$12,528	\$12,528	\$12,528	\$379,744
Cost savings, In-house Development								

² Optional functionality includes: ROD Interface, \$5,600 development cost; URAR Forms, \$5,000 development cost; Parcel Modeling, \$22,400 development cost; Field Data Collection, \$33,000 development cost and \$40,000 equipment cost (10 rugged laptops) for a total of \$107,200.

³ In-kind cost includes the salaries and fringe benefits of existing staff to be dedicated to the project. An in-kind value was not calculated for a third-party purchase but probably would be 25% to 33% of that allocated for in-house development due to time required for customization, coordination, training and conversion of data from the existing system to the new system. The 33% could be exceeded if difficulties in any of these support activities were encountered.

⁴ This is an estimate of additional appropriations needed for CAMA replacement, beyond the current FY.

⁵ FY 05/06, \$103,592; FY 06/07, 22,528; FY 07/08-10/11, \$12,528 per year = \$176,232 + \$40,000 optional equipment, if field reporting is adopted = \$216,232.

⁶ This is an extremely conservative estimate of the five-year total cost savings of developing the system in-house because no IS staff support costs are considered in the third-party purchase option, but there would be in-kind costs incurred (see footnote 2).

⁷ This is the estimated cost of 10 laptops on which the field data collection optional software would be loaded. If this option were a part of a third-party system, laptops would be needed for that option, also, but was not included when calculating the estimated cost of a third-party system.

⁸ Based on recent acquisitions by other counties, software and data conversion cost estimate to implement a third party solution for Lexington County range from \$200,000 to \$450,000. For this analysis, the projected cost for Lexington County of a third-party solution is \$275,000 (acquisition and conversion of existing data) plus \$50,000 for hardware, operating system, database management system and related expense. "Technical Currency and Support" for the application and database management systems typically run at 18 to 20 percent, as an industry standard.

Also, we are confident that this approach would produce a system that would meet our needs. IS staff is very familiar with CAMA processes and the expectations of the departments that use CAMA. IS has been successful in using the hybrid approach on other software system development projects. These include document imaging and crime reporting (SCIBRS / NIBRS).

The attached budget summary pages and timeline show the project cost and time schedule that we have identified for implementing the hybrid approach to CAMA replacement. Please note that development work on this project would occur over several fiscal years.

Request. We have not used any of the funds appropriated for the current Fiscal Year, pending the completion of the Requirements Definition Document. Now we are requesting **approval to proceed with the recommended hybrid approach** and begin work on the project. We anticipate being able to provide further detail on project progress during the upcoming budget process (March/April 2005).

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SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund 1000 Administrative
Division: General Administration
Organization: 102000 - Register of Deeds

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 9	275,479	130,799	282,526	<u>283,781.</u>		
510101 State Supplement	1,384	644	1,373	<u>1,373.</u>		
510200 Overtime	1,861	223	223	<u>650.</u>		
510300 Part Time - 1	7,514	9,450	21,095	<u>0.</u>		
511112 FICA Cost	21,278	10,506	22,575	<u>21,914.</u>		
511113 State Retirement	17,447	8,115	18,215	<u>19,777.</u>		
511120 Insurance Fund Contribution - 9	51,840	25,920	51,840	<u>51,840.</u>		
511130 Workers Compensation	773	423	886	<u>856.</u>		
511213 State Retirement -Retiree	1,920	902	1,948	<u>2,180.</u>		
* Total Personnel	379,496	186,982	400,681	<u>382,271.</u>		
Operating Expenses						
520300 Professional Services	14,133	0	0	<u>0.</u>		
520701 Computer Imaging Services	181,642	87,621	175,242	<u>173,242.</u>		
520702 Technical Currency & Support	1,200	0	1,200	<u>1,200.</u>		
521000 Office Supplies	2,328	979	3,500	<u>3,500.</u>		
521100 Duplicating	471	654	2,000	<u>2,000.</u>		
521200 Operating Supplies	5,988	3,219	5,900	<u>9,216.</u>		
522200 Small Equipment Repairs & Maint.	0	0	200	<u>200.</u>		
524000 Building Insurance	238	176	370	<u>385.</u>		
524201 General Tort Liability Insurance	610	356	731	<u>784.</u>		
524202 Surety Bonds	0	0	400	<u>72.</u>		
525000 Telephone	3,335	1,692	3,500	<u>3,500.</u>		
525010 Long Distance Charges	215	92	250	<u>250.</u>		
525100 Postage	1,473	717	1,837	<u>2,000.</u>		
525210 Conference & Meeting Expenses	2,046	1,105	2,800	<u>2,800.</u>		
525230 Subscriptions, Dues, & Books	50	50	50	<u>50.</u>		
525300 Utilities - Admin. Bldg	16,427	7,012	12,250	<u>12,250.</u>		
* Total Operating	230,156	103,673	210,230	<u>211,449.</u>		
** Total Personnel & Operating	609,652	290,655	610,911	<u>593,720.</u>		
Capital						
540000 Small Tools & Minor Equipment	379	594	594	<u>300.</u>		
All Other Equipment	1,694	4,169	4,169	<u>450.</u>		
** Total Capital	2,073	4,763	4,763	<u>750.</u>		
*** Total Budget Appropriation	611,725	295,418	615,674	<u>594,470</u>		

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SECTION III – PROGRAM OVERVIEW

OBJECTIVE:

To maintain the highest levels of accuracy and efficiency in recording, indexing, processing and protecting all land records for Lexington County.

To provide superior service in a friendly atmosphere to the public and other users of the Deeds office.

SERVICE STANDARDS:

To provide service to attorneys and paralegals for recording deeds and other real estate documents.

To provide virtually error-free indexing so that all documents recorded may be located in a timely manner and liability is kept to an absolute minimum.

To provide prompt processing of original documents from the time of recording until the time of return to the original holder.

To provide service to the general public in locating documents relating to real estate.

SERVICE LEVELS

Documents recorded

<u>FY 02-03</u>	<u>FY 03-04</u>	<u>Total est.</u> <u>FY 2004-05</u>	<u>Projected est.</u> <u>FY 2005-06</u>
78,830	77,471	68,960	68,000

FUND 1000
REGISTER OF DEEDS (102000)
FY 2005-2006 Budget Request

SECTION IV – SUMMARY OF REVENUES

	Treasurer's Revenue Code	<u>FY 03-04</u>	Total est. <u>FY 2004-05</u>	Projected est. <u>FY 2005-2006</u>
Recording Fees	432000	\$803,630.	713,478.	700,000.
Documentary Tax (State)*	432200	\$82,582.	98,551.	100,000.
Documentary Tax (County)	432100	\$1,166,388.	1,390,980.	1,400,000.
Copy Fees	437602	<u>\$102,292.</u>	<u>89,372.</u>	<u>89,000.</u>
Totals		\$2,154,892.	\$2,292,381.	\$2,289,000.

*County receives three percent of total State Documentary Tax collected.

SUMMARY OF REVENUES

Recording fees:

This fee is charged on each and every document filed in the ROD office. These documents include deeds, mortgages, plats, powers of attorney, easements, UCC filings, state and federal tax liens, mechanics liens and many other types of documents that deal with property in Lexington County. All of these fees are authorized per SC Code 8-21-310 and 29-5-90.

Documentary tax:

A documentary tax is charged on real estate transactions based on the fair market value of the property or the consideration paid. The rate of \$3.70 per \$1,000.00 of value or consideration paid is authorized per SC Code 12-21-380 and 12-25-10. The County receives \$1.10 plus 3% of the remaining portion collected for the State for timely remittance of the fees.

Copy fees:

A fee of .35 is collected for each copy made in the ROD department. \$1.00 is collected for each certified true copy.

FUND 1000
REGISTER OF DEEDS (102000)
FY 2005-2006 Budget Request

SECTION IV.A – LISTING OF POSITIONS

Title	Grade
Registrar	00
Deputy Registrar	14
Recording Clerk II	8
Recording Clerk I	6
Document Processing Clerk III	8
Document Processing Clerk II	7
Document Processing Clerk I	6
Customer Service Clerk II	6
Customer Service Clerk I	4

One position each, full time equivalent; All General Fund; Total 9 positions

FUND 1000
REGISTER OF DEEDS (102000)
FY 2005-2006 Budget request

PERSONNEL – SECTION V.A

Object code
510100

<u>TITLE</u>	<u>PAY GRADE</u>
Registrar	00
Deputy Registrar	14
Recording Clerk II	8
Recording Clerk I	6
Document Processing Clerk III	8
Document Processing Clerk II	7
Document Processing Clerk I	6
Customer Service Clerk II	6
Customer Service Clerk I	4

\$285,154.

One position each, full time equivalent; All General Fund; Total 9 positions

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FUND1000
REGISTER OF DEEDS (102000)
FY 2005-2006 Budget request

OPERATING – SECTION V.B

520701 – Computer Imaging Services \$173,242.

This account represents the ROD's entire records management system, which includes recording, cashiering, document imaging, indexing and retrieval. The system is fully integrated and allows for information captured at the beginning of a document's processing to be carried through to all phases of processing. This saves considerable time in repetitive procedures. The system has provided other time saving benefits as well. Scanning documents is far faster than microfilming and we no longer have to number every page of a document. This procedure is done electronically.

Our contract with the vendor provides all hardware with replacement at no additional charge, software with upgrades at no additional charge, complete maintenance, technical support and training as well as producing a roll of microfilm for security at State Archives. We are charged for all of the equipment and services on a monthly basis.

The basic contract price for the fiscal year 2005-2006 is \$157,600. This is \$2,000 less than last year.

Three additional public access stations are rented from the vendor at a cost of \$15,642 per year. The cost of copies was raised .10 on August 1st 2003 to help cover this expense. It is our goal to eliminate these stations in the future as people begin to depend more on our on line program.

520702 – Technical Currency and Support \$1200.

This line item will be used for technical support of our on line ROD office program.

521000 – Office Supplies \$3,500.

This account is for basic office supplies such as pens, pencils, staples, scotch tape and the like for the day to day operation of the Deeds Office. A large portion of this account is used for paper to produce indexes that are updated at the end of each week and again at the end of a month.

521100 – Duplicating \$2000.

This account represents all copies made for the public as well as copies for use in our office and inter-departmental communication. Copies made for the public are offset by a collection of \$.35 for each copy made.

FUND 1000
REGISTER OF DEEDS (102000)
FY 2005-2006 Budget Request

pg. 2 sec.V.B

521200 – Operating Supplies \$9216.

This account will be used for two areas in our department.

1. **\$5216.-PLAT LAMINATION**-To laminate plats that are larger than 11x17 inches. These plats are scanned but they have to be scanned in several parts. It is necessary to have the plats on premises to be viewed in their entirety. The request is based on 575 plats at \$9.07 each. This includes taxes and shipping.
2. **\$4,000.-SMALL INDEX BINDERS**-As our county grows, more and more names are added to the indexes. We must split the books in order to keep each binder from becoming too large. 41 binders are needed at this time and the price includes peripherals such as angle backs, and printed identifying materials and also includes taxes and freight.

522200 – Small Equipment Repairs and Maintenance \$200.

This account will cover repairs and maintenance on calculators, typewriters and the paper drill used for producing indexes.

525000 – Telephone \$3500.

Service charges for basic usage and installation of telephones will be covered under this account. This request is based on 15 lines at \$18 per month plus \$1 per month for voice mail.

525010 – Long Distance Charges \$250.

Long distance calls are made to attorneys and mortgage companies across the state and across the country to verify and correct information on documents that are mailed in to our office. We always try to call collect or use an 800 number whenever possible.

525100 – Postage \$2000.

When the recording process is complete, the original document must be returned to the proper holder. We continue to encourage the recorder to supply a self-addressed and stamped envelope and have had fine success. But with a volume of nearly 6,000 instruments per month, we still must return a good number at County expense.

525210 – Conference and Meeting Expenses \$2800.

These funds are used to attend state meetings of SC Association of Counties, SC Association of Clerks of Court and Registers of Deeds and SC Public Records Association. These meetings help to keep me apprised of changing laws that affect the office and gives me the opportunity to exchange knowledge, ideas and information with other professionals in the field through networking. Registration fees and hotel rates for these conferences continues to rise.

FUND 1000
REGISTER OF DEEDS (102000)
FY 2005-2006 Budget Request

pg. 3 sec. V.B

525230 – Subscriptions, Dues and Books

\$50.

This account is used to pay yearly membership dues for the SC Association of Clerks of Court and Registers of Deeds.

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FUND 1000
REGISTER OF DEEDS (102000)
FY 2005-2006 Budget Request

CAPITAL LINE ITEM NARRATIVES – SECTION V.C

540000 – Small Tools and Minor Equipment \$300.

This account will be used to purchase small tools, calculators, telephones and other minor equipment.

Manager's Chair \$450.

For the past eight years, the Registrar has had three different chairs and all have been hand-me-downs. A new chair to match the décor of the new office space allotted to me would be greatly appreciated. Investigation of different products has shown that \$450 would provide a good chair at a reasonable cost.

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000 Fund Title: General Fund
 Organization # 102000 Organization Title: Register of Deeds
 Program # _____ Program Title: Replace Current ROD System

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # <u>1</u>	_____
510300 Part Time # _____	_____
511112 FICA Cost	_____
511113 State Retirement	_____
511114 Police Retirement	_____
511120 Insurance Fund Contribution # _____	_____
511130 Workers Compensation	_____
511131 S.C. Unemployment	_____
* Total Personnel	<u>0</u>
Operating Expenses	
520100 Contracted maintenance	_____
520200 Contracted Services	_____
520700 Technical Services	<u>257,850</u>
520300 Professional Services	_____
520400 Advertising	_____
521000 Office Supplies	<u>200</u>
521100 Duplicating	_____
521200 Operating Supplies	_____
522100 Equipment Repairs & Maintenance	_____
522200 Small Equipment Repairs & Maint.	_____
522300 Vehicle Repairs & Maintenance	_____
523000 Land Rental	_____
524000 Building Insurance	_____
524100 Vehicle Insurance # _____	_____
524101 Comprehensive Insurance # _____	_____
524201 General Tort Liability Insurance	_____
524202 Surety Bonds	_____
525000 Telephone	_____
525100 Postage	_____
525210 Conference & Meeting Expenses	_____
525220 Employee Training	_____
525230 Subscriptions, Dues, & Books	_____
525___ Utilities - _____	_____
525400 Gas, Fuel, & Oil	_____
525600 Uniforms & Clothing	_____
526500 Licenses & Permits	_____
_____	_____
_____	_____
_____	_____
_____	_____
* Total Operating	<u>258,050</u>
** Total Personnel & Operating	<u>258,050</u>
** Total Capital (From Section II)	<u>89,640</u>
*** Total Budget Appropriation	<u>347,690</u>

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**SECTION II
New Program**

**COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2005-2006**

Fund # 1000 Fund Title: General Fund
 Organizational # 102000 Organization Title: Register of Deeds
 Program # _____ Program Title: Replace Current ROD System

BUDGET
2005 - 2006
Requested

Qty			Item Description	Amount
3	1000	102000	Servers	8,771
18	1000	102000	Function 2 PCs	16,074
2	1000	102000	Function 3 Scanner Workstations	2,594
2	1000	102000	Scanners	9,123
2	1000	102000	HP 8000N Printers	4,956
1	1000	102000	Network Attached Storage (NAS)	6,552
1	1000	102000	DVD Jukebox	5,632
3	1000	102000	Windows 2003 Server	1,575
1	1000	102000	MS SQL Server w/50 CALs	5,550
2	1000	102000	Adrenaline 450 SCSI SCNR CTRL	657
2	1000	102000	25K Kofax Ascent Capture	6,950
3	1000	102000	Ascent Capture Workstation	9,479
1	1000	102000	Tape Backup System	9,041
8	1000	102000	MS Office for F2 & F3 PCs	2,080
1	1000	102000	Tape Backup Software for SQL	606

**** Total Capital (Transfer Total to Section I)**

89,640

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SECTION III. – PROGRAM OVERVIEW

Summary of Programs:

Program __ – REPLACE CURRENT ROD SYSTEM

Objectives:

This purpose of this program is to develop a strategy for replacing the current ROD line-of-business programs and imaging system.

The Register of Deeds Department needs to prepare for the end of the existing contract term for document imaging services. The current contract period expires in two years – a long lead time is required for planning an acquisition. As part of this preparation, our first priority will be to determine if there is a more cost effective way of managing the land records of Lexington County in a computerized system. Our current system is very effective and our vendor is very attentive to our needs. But it is very expensive. One consideration is to work with either the same vendor or a different vendor on a more integrated basis with our own IS department and for presentation of registered documents and data through the county web site. Secondly, we may find that purchasing our own equipment on State contract may be less expensive than our current situation of “leasing” the equipment from the vendor. In our current situation, only a vendor representative or an ROD staff member is allowed to troubleshoot or make changes to the leased equipment (servers, PCs, Tape Backup System, etc.). This can be time consuming and puts constraints on some tasks that need to be performed. Third, consideration must be given to the preparation of electronic filing of documents. We must explore what is involved for this in regard to hardware, software, support and current South Carolina laws. A professional consulting service will be essential in making a determination for the future programs of the Register of Deeds department.

Costs of ownership for the current system:

Fiscal Year	Costs
12/99 – 6/00	\$91,700
FY 00 – 01	\$168,400
FY 01 – 02	\$174,000
FY 02 – 03	\$174,000
FY 03 – 04	\$166,000
FY 04 – 05 (Current FY)	\$159,600
FY 05 – 06 (Projected)	\$157,600
7/06 – 11/06	\$65,500
Total:	\$1,156,800

Note: Figures above do not include 3 public access workstations added @ \$450 per station per month.

In conjunction with the Information Services department and the County’s contracted document imaging consultants, a plan and cost estimates were prepared for replacing our current system. The plan is structured such that the initial phase (Requirements Definition) can be included as part of an RFP, should one be issued. Design and Development details were also included to provide a clear picture of the total cost for replacing our current system. The consultant’s project outline, proposed deliverables and cost estimates are shown below. Estimated costs also include estimated travel & expenses.

Requirements Analysis:

- Identify and Define all ROD line-of-business application functional requirements
- Identify and Define all ROD data elements
- Identify and Define all ROD data integrity relationships
- Identify and Define all ROD data edit requirements
- Identify and Define all ROD workflow processes
- Identify and Define all ROD reporting requirements
- Identify and Define all ROD line-of-business application integration requirements
- Identify and Define all ROD hardware replacement requirements
- Identify and Define all ROD data conversion requirements

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Deliverables:

- Detail Requirements Document

Estimated Cost: \$21,200

Detail Design:

- Design and develop detail specifications for the ROD Database
- Design and develop detail specifications for ROD User Views
- Design and develop detail specifications for ROD Interfaces
- Design and develop detail specifications for ROD Workflows
- Design and develop detail specifications for ROD Screen Flows
- Design and develop detail specifications for ROD Data Conversion

Deliverables:

- Detail Design Specification
- Workflows Specifications
- Data Conversion Specification
- Electronic Screen Prototypes

Estimated Cost: \$77,400

Development and Testing:

- Develop and unit test schema for ROD Database
- Develop and unit test layout and coding for ROD User Views
- Develop and unit test coding for ROD Interfaces
- Develop and unit test coding for ROD Data Conversion

Deliverables:

- Functional, Unit Tested ROD System based on the approved Detail Design Specification
- Complete Data Conversion from existing system.
- Complete User & Technical Documentation.
- Complete System Source Code.

Estimated Cost: \$159,250

Note: Included in the cost of Development and Testing is a 25% contingency for the Development costs recommended based on the estimate being given prior to the completion of Detailed Design.

SECTION III. – SERVICE LEVELS

Service Level Indicators:

Documents recorded

		Total est.	Projected est.
FY 02-03	FY 03-04	FY 2004-05	FY 2005-06
78,830	77,471	68,960	68,000

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SECTION IV – SUMMARY OF REVENUES

	Revenue Code	<u>FY 03-04</u>	Total est. <u>FY 2004-05</u>	Projected est. <u>FY 2005-2006</u>
Treasurer's Recording Fees	432000	\$803,630	713,478	700,000
Documentary Tax (State)*	432200	\$82,582	98,551	100,000
Documentary Tax (County)	432100	\$1,166,388	1,390,980	1,400,000
Copy Fees	437602	\$102,292	89,372	89,000
Totals		\$2,154,892	\$2,292,381	\$2,289,000

*County receives three percent of total State Documentary Tax collected.

Recording fees:

This fee is charged on each and every document filed in the ROD office. These documents include deeds, mortgages, plats, powers of attorney, easements, UCC filings, state and federal tax liens, mechanics liens and many other types of documents that deal with property in Lexington County. All of these fees are authorized per SC Code 8-21-310 and 29-5-90.

Documentary tax:

A documentary tax is charged on real estate transactions based on the fair market value of the property or the consideration paid. The rate of \$3.70 per \$1,000.00 of value or consideration paid is authorized per SC Code 12-21-380 and 12-25-10. The County receives \$1.10 plus 3% of the remaining portion collected for the State for timely remittance of the fees.

Copy fees:

A fee of .35 is collected for each copy made in the ROD department. \$1.00 is collected for each certified true copy.

SECTION V. A. – PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

Current Staffing Level:

Title	Grade
Registrar	00
Deputy Registrar	14
Recording Clerk II	8
Recording Clerk I	6
Document Processing Clerk III	8
Document Processing Clerk II	7
Document Processing Clerk I	6
Customer Service Clerk II	6
Customer Service Clerk I	4

One position each, full time equivalent; All General Fund; Total 9 positions

Requested Staffing Level (changes shown in bold italic):

There are no changes to current staffing level to support this program.

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SECTION V. B. – OPERATING LINE ITEM NARRATIVES

521000 – OFFICE SUPPLIES \$ 200

To cover routine office supplies (white board markers, erasers, floppy disks, file folders, etc.) for the training room.

520700 – TECHNICAL SERVICES \$ 257,850

Total cost for three phase project. Estimated costs include travel, expenses & 25% contingency for Development and Testing.

Requirements Analysis:	\$21,200
Detail Design:	\$77,400
Development and Testing:	\$159,250

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: General Administration
Organization: 102100 - Information Services

		BUDGET				
Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 14	604,478	308,069	716,013	<u>703,872</u>		
510200 Overtime	8,124	1,819	1,819	<u>1,819</u>		
510300 Part Time - 2 (1 - FTE)	65,727	23,554	31,243	<u>25,562</u>		
511112 FICA Cost	49,461	24,401	53,144	<u>55,802</u>		
511113 State Retirement	43,681	21,301	45,834	<u>49,966</u>		
511120 Insurance Fund Contribution - 14	74,880	40,320	80,640	<u>80,640</u>		
511130 Workers Compensation	1,832	999	2,091	<u>1,969</u>		
511213 State Retirement - Retiree	0	598	0	<u>0</u>		
* Total Personnel	848,183	421,061	930,784	<u>917,811</u>		
Operating Expenses						
520221 Web Site Services	964	550	1,500	<u>1,600</u>		
520700 Technical Services	55,774	11,012	46,000	<u>46,000</u>		
520702 Technical Currency & Support	37,158	37,267	46,984	<u>60,757</u>		
520703 Computer Hardware Maintenance	24,371	19,980	36,353	<u>41,721</u>		
521000 Office Supplies	9,855	4,714	7,700	<u>7,239</u>		
521100 Duplicating	553	207	600	<u>600</u>		
521200 Operating Supplies	3,155	3,108	4,965	<u>3,480</u>		
522100 Heavy Equip Repairs & Maintenance	889	0	2,810	<u>0</u>		
522200 Small Equipment Repairs & Maintenance	1,962	729	4,363	<u>3,914</u>		
524000 Building Insurance	174	129	271	<u>366</u>		
524201 General Tort Liability Insurance	676	409	859	<u>938</u>		
524900 Data Processing Equip. Insurance	3,154	1,869	1,400	<u>1,400</u>		
525000 Telephone	8,103	3,551	7,810	<u>9,221</u>		
525003 T-1 Line Service Charges	7,932	3,982	8,320	<u>8,320</u>		
525004 WAN Service Charges	7,817	4,170	8,518	<u>16,084</u>		
525010 Long Distance Charges	416	167	480	<u>0</u>		
525020 Pagers and Cell Phones	2,288	1,182	2,235	<u>2,170</u>		
525040 Internet Service Charges - Cty. Wide	3,840	1,920	3,840	<u>3,840</u>		
525100 Postage	74	30	90	<u>90</u>		
525110 Other Parcel Delivery Service	0	0	50	<u>50</u>		
525210 Conference & Meeting Expenses	21,544	3,171	13,536	<u>31,090</u>		
525230 Subscriptions, Dues, & Books	286	595	1,070	<u>2,030</u>		
525240 Personal Mileage Reimbursement	14	911	1,024	<u>1,100</u>		
525250 Motor Pool Reimbursement	1,795	542	2,000	<u>1,440</u>		
525300 Utilities - Admin. Bldg	12,014	5,729	9,000	<u>9,000</u>		
* Total Operating	204,808	105,924	211,778	<u>252,450</u>		
** Total Personnel & Operating	1,052,991	526,985	1,142,562	<u>1,170,261</u>		

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**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: General Administration
Organization: 102100 - Information Services

		BUDGET				
Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Capital						
540000 Small Tools & Minor Equipment	3,982	2,894	3,493	<u>3,225</u>		
540010 Minor Software	5,740	2,545	4,017	<u>6,719</u>		
All Other Equipment	57,970	16,592	17,139	<u>29,998</u>		
** Total Capital	67,692	22,031	24,649	<u>39,942</u>		

***** Total Budget Appropriation** 1,120,683 549,016 1,167,211 1,210,203

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SECTION IA

COUNTY OF LEXINGTON

**Existing Departmental Program Request
Fiscal Year - 2005 - 2006**

Fund #1000 Fund Title: General
 Organization #102100 Organization Title Information Services

Object Expenditure Code Classification	Program #_I_	Program #_II_	Program #_III_	Program #_	Total 2005-2006 Requested
Program Title:	Operations	Tech Svcs	Application Svcs		
Personnel					
510100 Salaries #_14_	153,375	209,728	340,769		703,872
510300 Part Time #_2 (1-FTE)_		25,562			25,562
511112 FICA Cost	11,733	18,000	26,069		55,802
511113 State Retirement	10,506	16,117	23,343		49,966
511114 Police Retirement					
511120 Insurance Fund Contribution #_14_	17,280	28,800	34,560		80,640
511130 Workers Compensation	414	635	920		1,969
511131 S.C. Unemployment					
* Total Personnel	193,308	298,842	425,661		917,811
Operating Expenses					
520221 Web Site Services	1,600	0	0		1,600
520700 Technical Services	0	4,000	42,000		46,000
520702 Technical Currency & Support	19,091	2,673	38,993		60,757
520703 Computer Hardware Maintenance	4,418	37,303	0		41,721
521000 Office Supplies	6,839	200	200		7,239
521100 Duplicating	200	200	200		600
521200 Operating Supplies	900	2,440	140		3,480
522100 Equipment Repairs & Maintenance	0	0	0		0
522200 Small Equipment Repairs & Maint.	1,654	2,000	260		3,914
524000 Building Insurance	69	160	137		366
524201 General Tort Liability Insurance	613	175	150		938
524900 Data Processing Equipment Ins.	1,400	0	0		1,400
525000 Telephone	6,691	1,150	1,380		9,221
525003 T-1 Line Service Charges	8,320	0	0		8,320
525004 WAN Service Charges	0	16,084	0		16,084
525020 Pagers and Cell Phones	635	1,430	105		2,170
525040 Internet Svc Charges-Countywide	3,840	0	0		3,840
525100 Postage	30	30	30		90
525110 Other Parcel Delivery Service	0	50	0		50
525210 Conference & Meeting Expenses	4,940	9,500	16,650		31,090
525230 Subscriptions, Dues, & Books	375	1,160	495		2,030
525240 Personal Mileage Reimbursement	100	500	500		1,100
525250 Motor Pool Reimbursement	480	480	480		1,440
525300 Utilities - Admin. Bldg	9,000	0	0		9,000
* Total Operating	71,195	79,535	101,720		252,450
** Total Personnel & Operating	264,503	378,377	527,381		1,170,261
** Total Capital (From Section II)	9,728	6,450	23,764		39,942
*** Total Budget Appropriation	274,231	384,827	551,145		1,210,203

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SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

The Information Services (IS) Department is an internal services department. It supports the operations of other county departments primarily through planning, designing, programming, installing, maintaining and operating information technology systems and networks. In addition, through its operation of the county's internal (Intranet) and external (Internet) web sites, IS has become a direct service provider to employees and citizens. The county's web site undoubtedly is the first representation of county government that some people come into contact with.

The department is organized along the lines of its three primary functions:

Program I - Operations/User Services (including web services)

Program II - Technical Services

Program III - Applications Services

Program I: Operations/User Services

Objectives:

To receive, record and track all work order requests. To operate the computer room, including the supervision of all large print jobs. To run quality control checks, backups, and monitor system operations. To requisition and maintain supplies for computer room operations and department office supplies. To review and file all purchase requisitions and manage open Purchase Orders. To perform web site development and support activities. To administer the email system. To assist with Internet segment and network security plans and procedures.

Program II: Technical Services

Objectives:

To provide technical support for the county's networks, workstations, PC's, peripherals and various network links. To install, troubleshoot and repair computers, servers, peripherals and network devices. To plan, design, specify, requisition and install hardware and software. To assist in evaluating proposed IT budget requests and purchase requisitions to determine consistency with county plans and standards. To provide security support for the county's email system and Internet segment.

Program III: Applications Services

Objectives:

To work with departments in developing, procuring, modifying and maintaining software used in support of the departments' operations. To support the core business functions of the county (finance, human resources, tax billing and collection, computer assisted mass property appraisal system, and geographic information system) that go across departmental lines through systems design, implementation administration, including user group support. To manage the county's relational database management systems (Oracle, Progress, and SQL Server) that provide flexibility for effective use of data across departmental and functional lines, but require attention to database management as databases grow and applications increase in number and complexity. To develop and administer the county's enterprise document imaging system.

Service Level Indicators:

Work done for customer departments is documented through work orders. The following table indicates a growing workload for the department, as dependence on technology within county departments increases.

WORK ORDERS COMPLETED				
Work Group	07/01-06/02	07/02-06/03	07/03-06/04	07/04-06/05 est.
Operations & Technical Services	1043	1164	1334	1236
Applications Services	308	455	300	516

The Technical Services work group maintains a complex network (including wireless services in several locations) that supports 35 servers, multiple firewalls and a growing number of IT devices. The following table indicates that the number of devices supported has increased by 19.5% between FY 03 and FY 05.

PC AND RELATED EQUIPMENT						
FY 02 through FY 05						
Unit	New 02-03	Total 02-03	New 03-04	Total 03-04	New 04-05	Total 04-05*
PC's	65	335	53	346	32	378
Hub/Switch	6	37	31	68	6	74
Printers	13	144	16	150	13	163
Servers	3	28	4	32	3	35
Total	87	544	104	596	54	650

*As of Jan. 31, 2005

The Applications Development and Support staff supports 43 major software systems. Of these, 31 are in-house developed applications (26 in Progress and 5 using other systems) and 12 are third party applications that staff supports in a variety of ways (as outlined in the introduction to Section IV, Summary of Programs, above).

The Application Services staff currently supports 43 major software systems. With only three systems analysts, one programmer analyst and two supervisors, very little time can be dedicated towards new projects.

Department (Number of Systems)	Production Applications
Enterprise Systems (3)	Banner, Pro-Watch Access Control and Employee Badging, Document Imaging*
Magistrate Court Services (16)	Criminal (6)*, Civil (6) *, Traffic*, CDV*, Bond*, Bail Forms**
Clerk of Court (5)	General Sessions*, Common Pleas, Family Court*, Family Court History*, Jury Pool**
Probate (1)	ICON Probate System
Solicitor (1)	Band Aid System*
Sheriff (4)	In-House*, Field Reporting*, LCIRS**, JAMIN
Registrations & Elections (1)	Poll Worker Management System*
Building Services (1)	Work Order System*
Planning and Development (1)	ARCSDE
Economic Development (1)	TRAX
Treasurer/Auditor (1)	Tax Billing*
Assessor (1)	CAMA
Finance (1)	Online Pay Vouchers**

Information Services (1)	Track-it
Records Management (1)	Indexing System*
Register of Deeds (1)	ROD Web Services
Public Safety (2)	Firehouse, EMS Field Reporting (in development) **
Solid Waste Management (1)	WasteWorks

* In-house Progress Application

** In-house Other

The Operations group provides support functions for the department and computer room resource users as well as developing, maintaining, and managing the county's web site. This has included the addition of Register of Deeds imaged documents that are linked to other online property records. Expanded web sections have been added for the Magistrate System and EMS. The following table illustrates web site usage for four successive Januarys.

**COMPARATIVE WEBSITE ACTIVITY—SINGLE MONTH COMPARISON:
 JANUARY 2002, 2003, 2004, and 2005**

Statistic	Description	January 2002	January 2003	January 2004	January 2005
Hits	Entire Site	198,098	830,641	1,423,197	1,963,359
	Average Per Day	6,390	26,794	45,909	63,334
Page Views	Page Views (Impressions)	66,610	131,715	312,982	344,749
	Average Per Day	2,151	4,290	10,158	11,134
Visitor Sessions	Visitor Sessions	30,307	71,363	86,099	83,949
	Average Per Day	977	2,302	2,777	2,708
	Average Visitor Session Length	08:11	09:15	10:46	10:12
Visitors	Unique Visitors	7,148	13,164	23,971	22,309
Transactions	Tax Bills Paid Online	302	632	932	1,119

SECTION V. - SUMMARY OF REVENUES

As an internal service department, IS does not generate revenues from external sources, although user departments may generate revenue from the sale of data compiled through systems it supports and/or operates.

SECTION V. A. - PERSONNEL LINE ITEM NARRATIVES

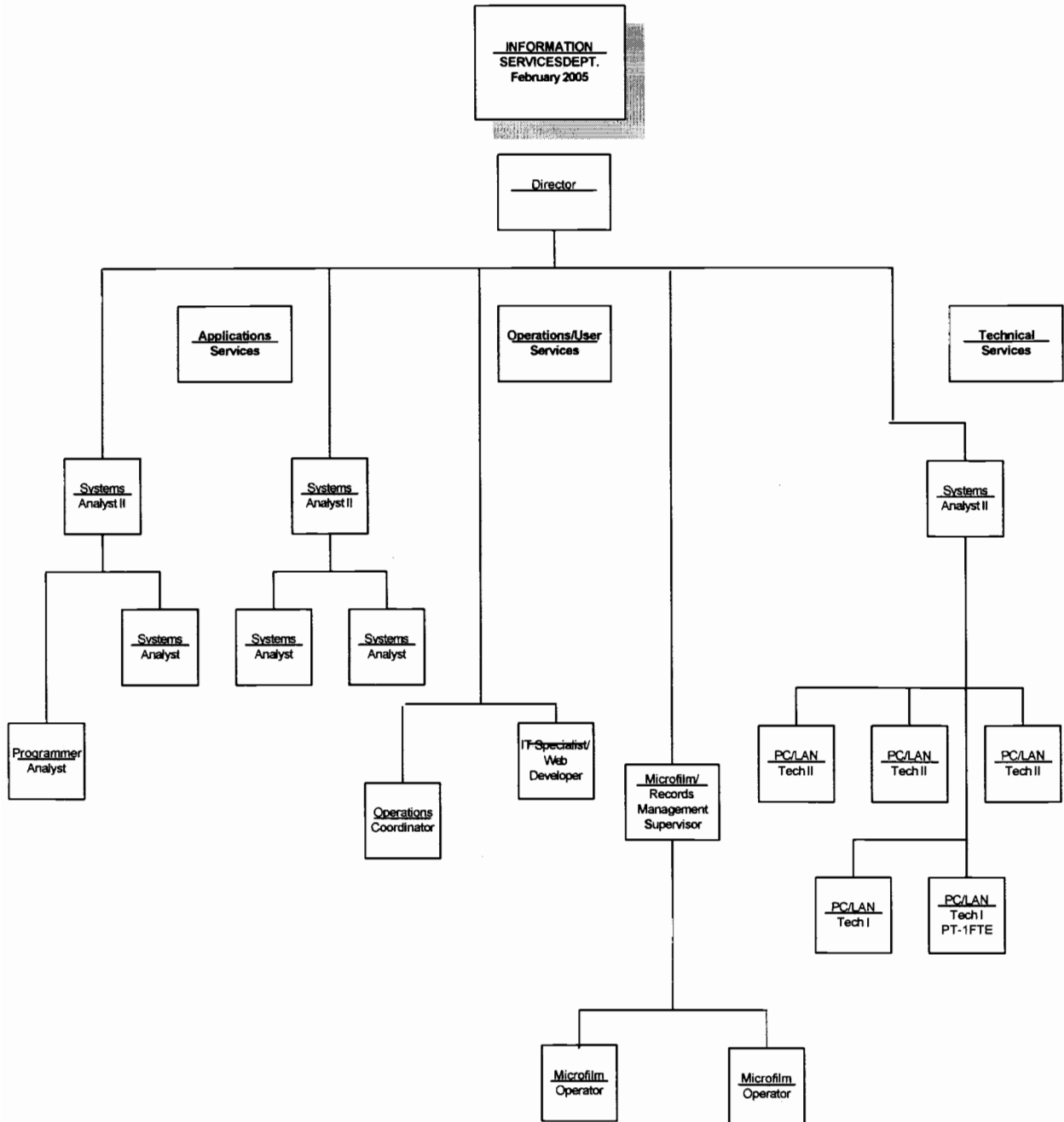
LISTING OF POSITIONS

Current Staffing Level:

Program/Title	Nnbr.	GF FTE	Other FTE	Tot FTE	Grade
Program I—Operations/User Services					
Director	1	1		1	32
IT Specialist-Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Program I Total	3	3		3	
Program II- Technical Services					
Systems Analyst II	1	1		1	26
PC / LAN Technician II	3	3		3	16
PC / LAN Technician I	1	1		1	9
PC / LAN Technician I	2 PTT*	1		1	9-PTT*
Program II Total	7	6		6	
Program III- Applications Services					
Systems Analyst II	2	2		2	26
Systems Analyst	3	3		3	24
Programmer Analyst	1	1		1	16
Program III Total	6	6		6	
GRAND TOTAL	16	15		15	

* Part-time temporary basis by Midlands Tech students through the Midlands Tech Co-operative Education program.

(See "New Programs" for Requested Changes)



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SECTION V. B. - OPERATING LINE ITEM NARRATIVES

<u>520221 - WEB SITE SERVICES</u>		<u>\$ 1,600</u>
Program I - Operations/User Services		\$ 1,600
Web Link to County Code (Municipal Code Corp.)	300	
Assessment Page Hosting and Maintenance (SC CIO)	1,200	
Domain Name Registration	100	
Program II - Technical Services		\$ 0
Program III - Applications Services		\$ 0
520700 - TECHNICAL SERVICES		\$46,000
Program I - Operations/User Services		\$ 0
Program II - Technical Services		\$ 4,000
Third party assistance for troubleshooting, repairs.	4,000	
Program III - Applications Services		\$ 42,000
Oracle remote database administration and services.	29,920	
GIS development and database management assistance.	6,000	
UNIX System support, 8 hrs. X \$135/hr.	1,080	
Document Imaging support, 40 hrs. X \$125/hr.	5,000	
520702 - TECHNICAL CURRENCY AND SUPPORT		\$60,757
Program I - Operations/User Services		\$ 19,091
St. Bernard iPrism Firewall WebBlocker	3,860	
Barracuda Spam Blocker	444	
Email System Antivirus	945	
Email System Software (Mdaemon)	1,229	
LANSA ROD Web Integration Software	1,323	
EGS ROD Web Presentation System	1,440	
Online Maps/GIS Systems (ESRI)	7,350	
MrSID Workstation Gold (GIS Compression)(BCS)	1,000	
Citizen Reporting System (BCS)	1,500	
Program II - Technical Services		\$ 2,673
Norton Enterprise Antivirus	2,673	
Program III - Applications Services		\$ 38,993
Progress 4GL, workgroup & personal databases	25,453	
Newhart Systems	48	
Progress FATHOM database mgt. system	1,600	
LINUX (Red Hat) Enterprise	800	
Imaging Application (Kofax)	3,505	

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Adobe (PDF) Compressor	300
MicroFocus Server Express	2,457
Sun Operating System (Banner Server)	590
Oracle Internet Application Server (v9IAS)	4,240

520703 - COMPUTER HARDWARE MAINTENANCE \$ 41,721

This line item funds third-party routine maintenance services as well as guaranteed-response repair services on major hardware systems.

Program I - Operations/User Services		\$ 4,418
Computer Room Printers	945	
Internet Router Maintenance & Management	927	
Firewall Appliances/VPN's	1,840	
Barracuda Spam Firewall Appliance (Hardware)	448	
St. Bernard Firewall / Internet Blocker Appliance Hardware	258	
Program II - Technical Services		\$ 37,303
Network switch maintenance	37,303	
Program III - Applications Services		-0-

52100 - OFFICE SUPPLIES \$ 7,239

The majority of this account is used for paper and toner to support large print jobs by IS for other departments done on computer room central printers.

Program I - Operations/User Services		\$ 6,839
HP 8100 Print Cartridges: 30 @ \$154 ea.	4,620	
HP LaserJet Print Cartridges: 2 @ \$ 144 ea.	288	
8 ½ x 11, 3 hole punch paper: 500 (rms) @ \$ 2.20 ea.	1,100	
8 ½ x 11, standard paper: 300 (rms) @ \$ 2.27 ea.	681	
General office supplies	150	
Program II - Technical Services general office supplies		\$ 200
Program III - Applications Services general office supplies		\$ 200

521100 - DUPLICATING \$ 600

Program I - Operations/User Services		\$ 200
Program II - Technical Services		\$ 200
Program III - Applications Services		\$ 200

521200 - OPERATING SUPPLIES \$ 3,480

Program I - Operations/User Services	\$ 900
Backup data cartridges 15 @ \$30 ea.	450
Tapes for ROD Web Site Deeds Search 10 @ \$31 ea	310
Misc.	140
Program II - Technical Services	\$ 2,440
Network backup data cartridges 30 @ \$ 28 ea.	840
Network supplies (cables, connectors, etc.)	1,500
Misc.	100
Program III - Applications Services	\$ 140
Misc.	140

522100 - SMALL EQUIPMENT REPAIR AND MAINTENANCE \$ 3,914

To buy parts for repairs on PC's and peripherals. Also, small IT equipment occasionally must be sent out for repairs.

Program I - Operations/User Services	\$ 1,654
(4) Production Copier Maintenance Kits @ \$317 ea.	\$ 1268
(2) LaserJet Printer Maintenance Kits @ \$193 ea.	386
Program II - Technical Services, PC / Peripheral Parts & Repairs	2,000
Program III - Applications Services	260
(1) Production Scanner Maintenance Kits	260

524000 - BUILDING INSURANCE \$ 366

Program I - Operations/User Services	69
Program II - Technical Services	160
Program III - Applications Services	137

524201 - GENERAL TORT LIABILITY \$ 938

Program I - Operations/User Services (2 X 25 + 563)	\$ 613
Program II - Technical Services (7x \$25)	\$ 175
Program III - Applications Services (6 x \$25)	\$ 150

524900 - COMPUTER INSURANCE \$ 1,400

Program I - Operations/User Services	\$ 1,400	
Program II - Technical Services	\$ 0	
Program III - Applications Services	\$ 0	

525000 - TELEPHONE \$ 9,221

Program I - Operations/User Services	\$ 6,691	
(5) Lines @ 19.16/mo. X 12mo. = \$1,150		
(5) ISDN @ 58.30/mo. X 12 mo. = \$3,498		
(2) Voice Mail @ \$4.20/mo. X 12 mo. = \$101		
(5) Analog @ \$32.36/mo. X 12 mo. = \$1,942		
Program II - Technical Services	\$ 1,150	
(5) Lines @ 19.16/mo. X 12 mo. = \$1,150		
Program III - Applications Services	\$ 1,380	
(6) Line @ 19.16/mo. X 12 mo. = \$1,380		

525003 - T-1 LINE CHARGES \$ 8,320

This is for the data line that supports the county's email, Internet and web site connection.

Program I - Operations/User Services	\$ 8,320	
Program II - Technical Services	\$ 0	
Program III - Applications Services	\$ 0	

525004 - WIDE AREA NETWORK (WAN) SERVICE CHARGES \$ 16,084

This includes State Contract charges for leasing a fiber line between the Administration Building and the Auxiliary Administration Building and having PBT install and lease to the county a fiber connection to the Ball Park Road Complex to eliminate the old and unreliable microwave link to that campus.

Program I - Operations/User Services	\$ 0	
Program II - Technical Services	\$ 16,084	
Aux. Adm. Bldg, 12 mo. @ \$615/mo	\$ 7,380	
Ball Park Road--PBT 10 MB Fiber Link to Ball Park Road, Installation: \$ 2,248; Monthly Charge: \$538 X 12 = \$6,456	8,704	
Program III - Applications Services	\$ 0	

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525020 - PAGERS AND CELL PHONES \$ 2,170

Program I - Operations/User Services		\$ 635
Pagers, 1 @ \$105/yr. Ea.	105	
Cell Phones, 2 @ 265/yr. Ea.	530	

Program II - Technical Services		\$ 1,430
Pagers, 1 @ \$105/yr. Ea.	105	
Cell Phones, 5 @ \$265/yr. Ea.	1,325	

Program III - Applications Services, 1 pager @ \$105/yr.		\$ 105
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525040 - INTERNET SERVICE CHARGES \$ 3,840

The county contracts with SC CIO for Internet Service Provider (ISP) services.

Program I - Operations/User Services, 12 mo. @ \$320/mo.	\$ 3,840
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Program II - Technical Services	\$ 0
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Program III - Applications Services	\$ 0
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525100 - POSTAGE \$ 90

Program I - Operations/User Services	\$ 30
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Program II - Technical Services	\$ 30
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Program III - Applications Services	\$ 30
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525110 - OTHER PARCEL DELIVERY SERVICES \$ 50

It sometime is necessary to ship an item that is out of warranty to a manufacturer or authorized repair facility. This most often is accomplished through a parcel delivery service other than the Post Office.

Program I - Operations/User Services	\$ 0
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Program II - Technical Services	\$ 50
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Program III - Applications Services	\$ 0
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525210 - CONFERENCE AND MEETING EXPENSES \$ 31,090

Technology is changing so fast that it is important for IS staff to participate in training seminars, conferences and meetings that can improve the department's ability to provide cost-effective strategic planning and implementation of information systems. Training is needed to continue improving the effectiveness and efficiency of in-house programming, database administration, and systems support as well as to manage the county's Wide Area

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Network (including wireless installations), web site and email systems.		
Program I – Operations/User Services		\$ 4,940
SC Assn of Finance and DP Professionals (SCAFDPP), Summer and Winter Conferences (2 x \$230 ea.)	460	
Gov't Management Information Science Assn. (GMIS) Spring and Fall Conferences (2 x 400 ea.)	800	
GMIS National Conference (Charleston SC) June 25-28, 2006	980	
Microsoft Developers Network Conferences provide continuing education in platforms (.Net and Visual Studio) used for web development.	1,600	
Midlands Tech C# Programming Classes will enhance web site development and maintenance.	1,100	
 Program II – Technical Services		 \$ 9,500
Allow "Security +" training for two technicians in the area of network security. This training is vital to stay abreast of security procedures and best practices associated with the county network. It is needed since the county is offering more services on-line. This training is held in Charlotte, NC and generally lasts for 5 days.	\$ 5,400	
SANS* offers the most comprehensive security training available to people who are in a leadership role for security for their organization. This training is held in major cities around the US and generally lasts for 5 days.	4,100	
 Program III – Applications Services		 \$ 16,650
Opening 4GL Applications to Web Services—To interface with DMV for auto sticker renewals, we need to open our line of business applications to web services and XML.	\$ 2,690	
XML Essentials—To interface with DMV for auto sticker renewals, we need to be able to use XML.	2,110	
Midlands Tech UNIX/LINUX Training for setting up and managing server operating systems (2 employees).	2,200	
2005 ACS Client Forum for education and networking with other Banner system users.	1,406	
Kofax Ascent Capture Imaging Software Training for enhancing the use and maintenance of the county's in-house imaging system that uses this software for the capture of information from documents and forms to deliver retrievable information into our business applications.	2,919	
AIIM Conference is the largest enterprise content & document management conference and exposition showcasing the technologies and solutions that provide intelligence behind information. This annual event provides opportunities to learn about the latest technologies to capture, manage, share, and store documents and digital content to support business processes and drive down costs.	2,825	
Progress DBA and development seminar for the primary system used in creating and managing in-house developed software systems by IS.	2,500	

* The SANS (SysAdmin, Audit, Network, Security) Institute is a research and education organization. It provides educational courses designed to help master the practical steps necessary for defending systems and networks

against the most dangerous threats - the ones being actively exploited. The courses were developed through the consensus of hundreds of administrators, security managers, and information security professionals, and address both security fundamentals and the in-depth technical aspects of the most crucial areas of information security.

525230 - SUBSCRIPTIONS, DUES & BOOKS \$ 2,030

Participation in local, state, and national IT professional groups is one of the most cost-effective ways of staying in touch with developments in the field and learning what is working for others. To keep on top of a rapidly changing field also requires the acquisition of a modest number of books, manuals and periodicals.

Program I - Operations/User Services		\$ 375
SCAFDPP Professional Dues--Director	25	
Software Dev. Assn. of the Midlands--Director	50	
GMIS Agency Membership (entitles staff to attend conferences and semi-annual "free" training events)	300	
Program II - Technical Services		\$ 1,160
Technical Manuals	175	
SCAFDPP Professional Dues	25	
Computer Based Training Nuggets, Microsoft Systems Training CD Library. (CBT Nuggets, Inc. produces and sells IT Certification training videos. The videos are delivered on CDROM.)	960	
Program III - Applications Services		\$ 495
Progress Software Newsletter (Subscription)	70	
Software Dev. Assn. of the Midlands--2 Analyst II's	100	
Technical Manuals	200	
Association for Information and Image Management (AIIM)	125	

525240 - PERSONAL MILEAGE \$ 1,100

Trips may be necessary when a county motor pool vehicle is unavailable, necessitating the use of a POV.

Program I - Operations/User Services	\$ 100
Program II - Technical Services	\$ 500
Program III - Applications Services	\$ 500

525250 - MOTOR POOL REIMBURSEMENT \$ 1,440

Charges back to IS for use of a county vehicle to get to offsite locations for equipment installations, repairs, meeting, etc. Monthly charges currently are running approximately \$120.

Program I - Operations/User Services	\$ 480
Program II - Technical Services	\$ 480

Program III – Applications Services	\$ 480
<u>525340 – UTILITIES – ADMINISTRATION BUILDING</u>	<u>\$ 9,000</u>
Program I – Operations/User Services	\$ 9,000
Program II – Technical Services	\$ 0
Program III – Applications Services	\$ 0

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS AND MINOR EQUIPMENT \$ 3,225

In addition to specific items listed, funds are needed in this account to purchase items that do not have the cost, useful life, or function to track as a fixed asset. This includes items such as hand tools, repair kits, testing equipment, etc., and minor office equipment.

Program I – Operations/User Services		\$ 645
(1) DVD-RW Drive	\$ 137	
(2) USB Flash Drive	158	
(10) Chairs (state surplus) for Small Mtg Rm @ \$35 ea.	350	
Program II – Technical Services		\$ 1,500
Misc. Tools such as repair kits, diagnostic equipment, state-surplus monitors, etc.	1,500	
Program III – Applications Services		\$ 1,080
(6) PC UPS's @ \$130 ea.; to provide power surge and temporary power during power failures to systems analysts doing complex software application development, programming and support work on their PC's.	780	
(2) 1.0 GB Flash Drives @ \$150 ea. to provide portable, high-capacity storage device for use in delivering software to and from remote sites.	300	

540010 – MINOR SOFTWARE \$ 6,719

To acquire minor software for systems development, operations and monitoring.

Program I – Operations/User Services		\$ 1,775
(1) Macromedia DreamWeaver MX 2004	\$ 381	
(1) MS Visual Studio .Net 2005 Application Dev. Suite	1,134	
(1) MS Office Std. for Requested Laptop	260	
Program II – Technical Services		\$ 2,490
(2) Veritas Automated Backup Control Software @ \$337 ea.	674	

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<p>Upgrading backup software is necessary to make backups more reliable and allow more control over backup jobs. Also our current version will not support the new remote clients which will be installed on new servers.</p>		
(3) Veritas Backup Control Remote Agent Software @ \$183 ea.	549	
<p>To upgrade backup management for three servers (ADT Security System, GIS SDE Server, and Clerk of Court Server) to tape.</p>		
(1) Veritas SQL Server Backup Agent Software @ \$607	607	
<p>To upgrade backup management for the consolidated SQL Server database server.</p>		
(1) MS Office Std. for Handheld PC	260	
Miscellaneous	400	
<p>Program III – Applications Services</p>		\$ 2,454
(1) MS Office Pro for Replacement F3 PC	315	
(1) MS Office Std. for Handheld PC	260	
(2) MS Visio Pro for flowcharting and graphics @ \$277 ea.	554	
(5) Adobe Acrobat Standard Upgrades (to Version 7) @ \$65 ea.	325	
Miscellaneous	1,000	
<u>OTHER CAPITAL</u>		<u>\$ 29,998</u>
Program I – Operations/User Services		\$ 7,308
(2) MS Windows Server 2003 OS System for Web Server and Email Server @ \$1,618 ea.; To replace Windows 2000 Server OS and IIS Version 5.0. This upgrade would have the following results: protects each application from a failure in another; improved stability and increased throughput; improved security; and isolation and better handling of failed applications. Both IIS 5.0 (our current version) and Windows Server 2000 fall out of mainstream support on June 30 th , 2005, and go into extended support. This means support goes from pay-per-incident to pay-per-hour, and free hot fix support to paid hot fix support. Being as these two servers are both mission critical, and open to public access, it is imperative that they be kept current on OS hot fixes.	\$ 3,236	
(1) Email Internet Access Encryption System; this system would provide protection from intrusion that could result from the county's Internet access to email which makes it possible for county employees to access their county email accounts even when they are not "at the office."	1,675	
(1) F5 Laptop—Replacement; for use as a "loaner," a network diagnostic tool, and user training resource.	1,061	
(1) Digital Projector—Replacement; for use as a "loner" for presentations in Administration Bldg. meeting rooms.	1,336	
Program II – Technical Services		\$ 2,460
(1) Computer Room UPS Unit Upgrade	2,015	
<p>To reduce the load on the UPS unit and allow increased minutes of uptime in the event the emergency generator does not come on-line immediately. This upgrade would</p>		

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allow approx 10-15 additional minutes of uptime from our current 13 minutes.

- (2) External USB Hard Drives (80 GB) @ \$222.20 ea. 445
These external hard drives will allow the IS dept. to copy files from a PC that is compromised by a virus or spyware for restoration without copying the compromised files to a network resource therefore ensuring the safety of the network.

Program III – Applications Services \$ 20,230

- (1) Function 3 PC& Monitors for System Analyst, \$1,284 ea. \$ 1,284
(needed for normal replacement schedule of PC's for programming power users and the migration of their old units to others in IS and retirement of obsolete/aged units)
- (1) Handheld PC to allow Systems Analysts to carry configuration and source code information to remote sites for display in troubleshooting problems and assisting users 887
- (1) Progress Database Management Software Server—due to the large amount of data filtered and processed by this software, its performance and the performance of the monitored databases would be enhanced if the management software were on a separate server. \$ 1,966
- (1) Applications Server for applications using SQL Server databases; this will permit the ROD Web Services application and Clerk of Court Jury System and Civil System applications to be consolidated onto one server. \$ 6,000
- (1) Banner Application Server—Hardware maintenance on existing five year- Old server is \$7,757 per year such that the cost of a new server can be recovered in less than a year and a half. Also, acquiring a server that operates faster, has more storage and a newer operating system assures that the Banner enterprise system that supports Finance (including Procurement and Central Stores), HR, and Position Control functions will continue to be supported by ACS/SCT. \$10,093

SECTION I

COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - 2005-2006**

Fund # 1000 Fund Title: General Fund
 Organization # 102100 Organization Title: Information Services
 Program # IV Program Title: Database Administration Services

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # <u>1</u>	59,459
510300 Part Time # _____	
511112 FICA Cost	4,549
511113 State Retirement	4,073
511114 Police Retirement	
511120 Insurance Fund Contribution # _____	5,760
511130 Workers Compensation	180
511131 S.C. Unemployment	
* Total Personnel	74,021 74,526
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	50
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # _____	
524101 Comprehensive Insurance # _____	
524201 General Tort Liability Insurance	24
524202 Surety Bonds	
525000 Telephone	277
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities - _____	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	351
** Total Personnel & Operating	74,371
** Total Capital (From Section II)	7,994
*** Total Budget Appropriation	82,365 82,821

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**SECTION II
New Program**

**COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2005-2006**

Fund # 1000 Fund Title: General Fund
 Organizatio 102100 Organization Title: Information Services
 Program # IV Program Title: Database Administration Services

BUDGET
2005 - 2006
Requested

Qty	Item Description			Amount	
N/A	1000	102100	540000	Office Furniture, phone	500
1	1000	102100	540010	MS Office Professional	315
1	1000	102100		Function 3 PC & Monitor	1,133
1	1000	102100		Progress Open Edge Studio	4,475
1	1000	102100		Adobe Acrobat Standard	160
1	1000	102100		MS Visio Professional	277
1	1000	102100		MS Visual Studio .NET	1,134

**** Total Capital (Transfer Total to Section I)**

7,994

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SECTION III. – PROGRAM OVERVIEW

Summary of Programs:

Program IV –DATABASE ADMINISTRATION SERVICES

Program IV: Database Administration Services

Objectives:

To provide adequate manpower for establishing database standards for design, development, implementation, security, backup & recovery, and application support.

The services provided by the Information Services Department have undergone significant changes throughout the last 10 years. Central to many of these changes is the increase in the number of databases and database servers hosted and maintained by the IS Department. For example; the Magistrates used to have stand-alone database applications running at each of the five Magistrate offices – 10 PCs running 10 databases (5 Criminal & 5 Civil). Now, all of the Magistrate databases are hosted on servers maintained by the IS Department – 6 servers hosting 15 databases. Note, the numeric difference is due to the addition of Magistrate District 6, as well as Traffic Court, CDV and Bond Court.

This is just one example of how the IS Department has grown in responsibility.

The maintenance of all of these databases is made more difficult by the various operating systems (SCO UnixWare, SUN OS, Red Hat Linux, and Windows 2000 Server) and database platforms (Progress, Oracle, SQL Server, and MSDE) currently hosting our database resources.

Currently, the responsibility for maintenance and support of these operating systems and databases is distributed among several Systems Analysts and Tech Services staff. There is no focal point for establishing database standards for design, development, implementation, security, backup & recovery, and application support.

This program takes a positive step towards managing these data resources in a comprehensive and direct manner. The position of Database Administrator will provide a centralized resource for data and database server management, control and support.

SECTION III. – SERVICE LEVELS

Service Level Indicators:

Currently, the Information Services Department maintains 37 production databases:

Magistrate Court Services	16
Clerk of Court (General Sessions, Family Court, Family Court History, Jury Pool)	4
Solicitor	1
Sheriff	4
Registrations & Elections	1
Building Services	1
Treasurer/Auditor	2
Assessor	1
Finance	3
Information Services	1
Records Management	1
Register of Deeds	1
Document Imaging	1

The numbers above do not include databases that are maintained by third party vendors, yet IS staff members are routinely called upon for troubleshooting problems. These databases include: Banner, Pro-Watch, ARCSDE, TRAX, Firehouse, Probate and WasteWorks.

The numbers above also do not include the multitude of mobile databases that are currently or soon to be in use (i.e. Sheriff Department Field Reporting System – 75 units, EMS Field Reporting System – 21 units).

The numbers above also do not include the maintenance of test database environments, which are currently 14.

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SECTION V A – PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

Current Staffing Level:

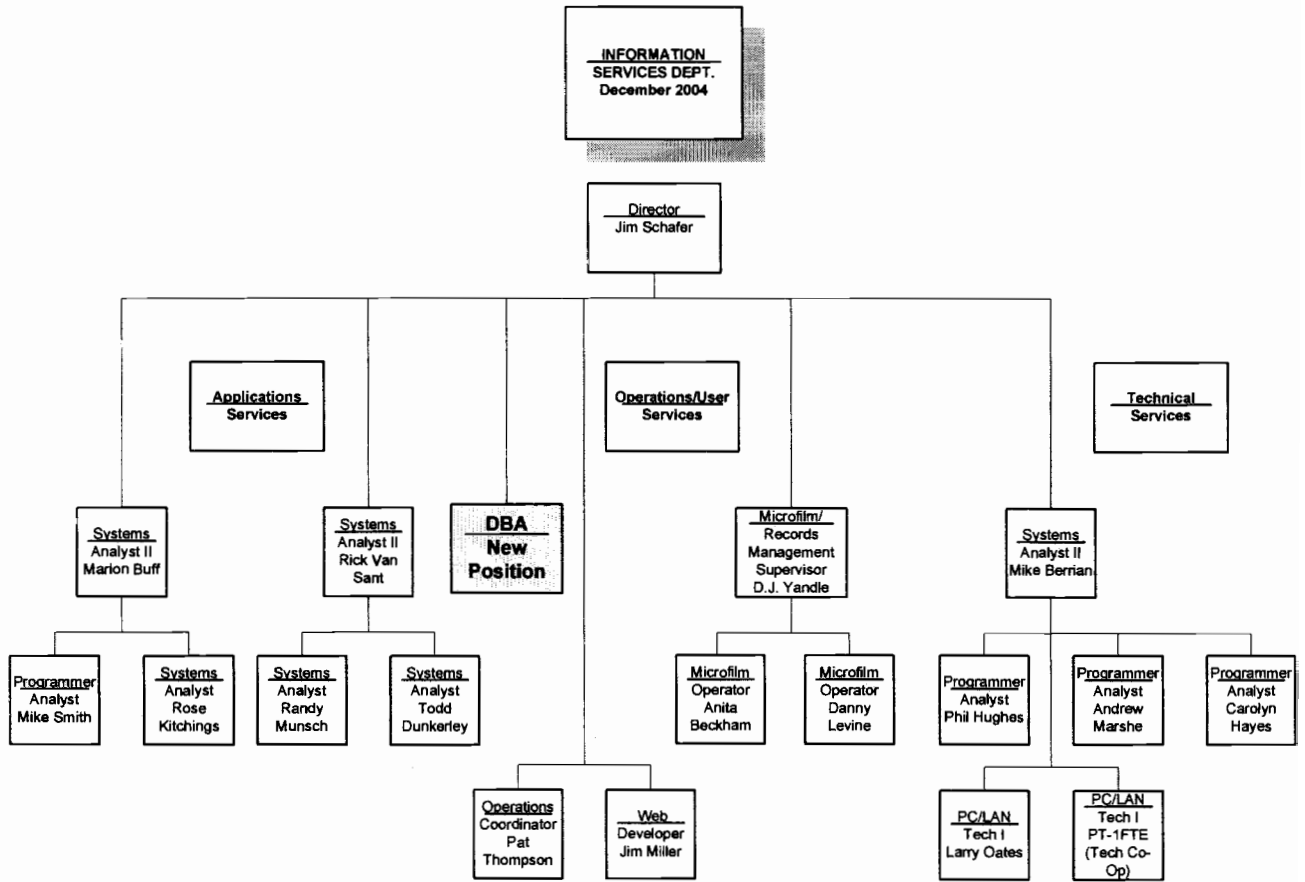
Program/Title	Number	GF FTE	Other FTE	Total FTE	Grade
Program I – Operations/User Services					
Director	1	1		1	32
IT Specialist – Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Program I Total	3	3		3	
Program II – Technical Services					
Systems Analyst II	1	1		1	26
PC / LAN Technician I	4	4		4	16
PC / LAN Technician (PTT)	2	1		1	9
Program II Total	7	6		6	
Program III – Application Services					
Systems Analyst II	2	2		2	26
Systems Analyst I	3	3		3	24
Programmer Analyst	1	1		1	16
Program II Total	6	6		6	
GRAND TOTAL	16	15		15	

Requested Staffing Level (changes shown in bold italic):

Program/Title	Number	GF FTE	Other FTE	Total FTE	Grade
Program I – Operations/User Services					
Director	1	1		1	32
IT Specialist – Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Program I Total	3	3		3	
Program II – Technical Services					
Systems Analyst II	1	1		1	26
PC / LAN Technician II	4	4		4	16
PC / LAN Technician I (PTT)	2	1		1	9
Program II Total	7	6		6	
Program III – Application Services					
Systems Analyst II	2	2		2	26
Systems Analyst I	3	3		3	24
Programmer Analyst	1	1		1	16
Program III Total	6	6		6	
Program IV – Database Administration Services					
<i>DBA</i>	<i>1</i>	<i>1</i>		<i>1</i>	<i>26</i>
<i>Program IV Total</i>	<i>1</i>	<i>1</i>		<i>1</i>	
GRAND TOTAL	17	16		16	

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Proposed Organization Chart (requested addition is shown in bold shaded):



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SECTION V. B. – OPERATING LINE ITEM NARRATIVES

<u>521000 – OFFICE SUPPLIES</u>	<u>\$</u>	<u>50</u>
To cover routine office supplies (paper, pens, file folders, etc.) for additional staff.		
<u>524201 – GENERAL TORT LIABILITY</u>	<u>\$</u>	<u>24</u>
General Tort Liability for additional staff.		
<u>525000 – TELEPHONE</u>	<u>\$</u>	<u>277</u>
Installation \$50 plus \$18.90 / month for 12 months = \$226.80.		

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SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000 Fund Title: General Fund
 Organization # 102100 Organization Title: Information Services
 Program # V Program Title: Special Projects

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # <u>1</u>	51,965
510300 Part Time #	
511112 FICA Cost	3,975
511113 State Retirement	4,001 3,560
511114 Police Retirement	
511120 Insurance Fund Contribution #	5,760
511130 Workers Compensation	156
511131 S.C. Unemployment	
* Total Personnel	65,857 65,416
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	50
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #	
524101 Comprehensive Insurance #	
524201 General Tort Liability Insurance	24
524202 Surety Bonds	
525000 Telephone	277
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities -	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	351
** Total Personnel & Operating	65,767
** Total Capital (From Section II)	7,994
*** Total Budget Appropriation	74,202 73,761

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**SECTION II
New Program**

**COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2005-2006**

Fund #	1000	Fund Title:	General Fund
Organizatic	102100	Organization Title:	Information Services
Program #	V	Program Title:	Special Projects

BUDGET
2005 - 2006
Requested

Qty			Item Description	Amount
N/A	1000	102100	540000 Office Furniture, desk phone	500
1	1000	102100	540010 Office XP Professional	315
1	1000	102100	Function 3 PC & Monitor	1,133
1	1000	102100	Progress Open Edge Studio	4,475
1	1000	102100	Adobe Acrobat Standard	160
1	1000	102100	MS Visio Professional	277
1	1000	102100	MS Visual Studio .NET	1,134

**** Total Capital (Transfer Total to Section I)**

7,994

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SECTION III. – PROGRAM OVERVIEW

Summary of Programs:

Program V –SPECIAL PROJECTS

Program V: Special Projects

Objectives:

To provide adequate manpower for County systems while concentrating on special projects (i.e. Document Imaging, Child Support Enforcement System CSES, State Court Case Management System, CAMA re-write, and the South Carolina Incident Based Reporting System - SCIBRS). Current staffing within the Application Services Program (See Department Program Overview, and Program IX New PTT Position), prohibits some projects from being completed on a timely basis or require the use of outside consultants to bring to bear the resources required to work/complete special projects.

Some Examples:

- One year has passed since plans were made to deploy the Document imaging System for the Sheriff's Department, and County HR (Personnel). Because of other project priorities, no progress has been made toward deploying document imaging to these departments. Meanwhile, the Sheriff's Department has added their Personnel & Training departments to the Document Imaging queue. The Clerk of Court has added Common Pleas and General Sessions to their Document Imaging initiative. Public Works has asked for Document Imaging. And Records Management is poised to implement imaging. In short, a significant backlog exists to implement Document Imaging for County Departments.
- Recently, IS Staff have met with representatives from the Department of Social Services concerning the State's Child Support Enforcement System (CSES). This will be a mandatory system for all counties. The resources required from County IS staff are estimated to be 1.5 – 2.0 FTE for 10 – 12 months. IS staff will be required to assist with data conversion – a significant time investment for any system. Also, the many local unique programs that provide management information will have to be re-written to conform to the new system.
- The State Court Case Management System has been the object of interest for Magistrates, the Solicitor's Office, and the Clerk of Court for a couple of years now. The system is now in production in Greenville and Pickens counties. Richland County's Magistrates went live December 6, 2004 – and their circuit court is scheduled to go live in April. Again, the resources required from County IS staff are estimated to be 1.5 – 2.0 FTE for 10 – 12 months. Even if we choose not to use the State Case Management System, a significant number of changes would be required to bring our current systems up to par with the state system.
- The Computer Aided Mass Appraisal (CAMA) system is being studied for replacement. It is not clear at this point whether Lexington County will opt for an "off-the-shelf" solution, or build in-house. Regardless of direction, data conversion and other programming requirements will be present – such as interfaces to other county systems and special reports.
- The SCIBRS state and national criminal statistics reporting project has been in progress since March 2004. One full-time Programmer Analyst along with 1.5 consultants continues to work this project.

A Systems Analyst position for Special Projects will provide an additional resource to staff some of these new initiatives, as well as some of the unfunded state mandates. Without this position, IS will have to realign current staff to support these and other future requirements. Such realignment can have a negative impact on current support requirements.

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SECTION III. – SERVICE LEVELS

Service Level Indicators:

The Application Services staff currently supports 43 major software systems. With only three systems analysts, one programmer analyst and two supervisors, very little time can be dedicated towards new projects.

Department (Number of Systems)	Production Applications
Enterprise Systems (3)	Banner, Pro-Watch Access Control and Employee Badging, Document Imaging*
Magistrate Court Services (16)	Criminal (6)*, Civil (6) *, Traffic*, CDV*, Bond*, Bail Forms**
Clerk of Court (5)	General Sessions*, Common Pleas, Family Court*, Family Court History*, Jury Pool**
Probate (1)	ICON Probate System
Solicitor (1)	Band Aid System*
Sheriff (4)	In-House*, Field Reporting*, LCIRS**, JAMIN
Registrations & Elections (1)	Poll Worker Management System*
Building Services (1)	Work Order System*
Planning and Development (1)	ARCSDE
Economic Development (1)	TRAX
Treasurer/Auditor (1)	Tax Billing*
Assessor (1)	CAMA
Finance (1)	Online Pay Vouchers**
Information Services (1)	Track-it
Records Management (1)	Indexing System*
Register of Deeds (1)	ROD Web Services
Public Safety (2)	Firehouse, EMS Field Reporting (in development) **
Solid Waste Management (1)	WasteWorks

* In-house Progress Application

** In-house Other

SECTION V. A. – PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

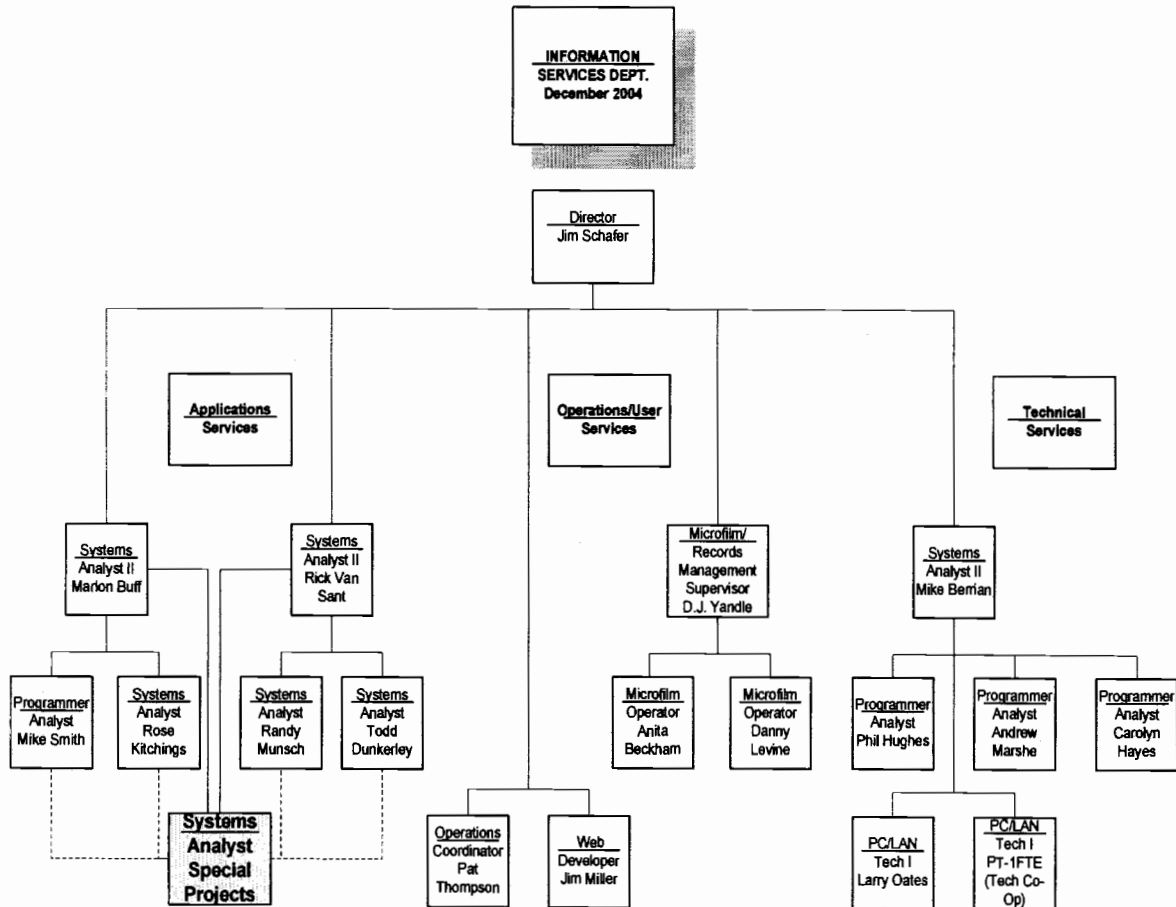
Current Staffing Level:

Program/Title	Number	GF FTE	Other FTE	Total FTE	Grade
Program I – Operations/User Services					
Director	1	1		1	32
IT Specialist – Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Program I Total	3	3		3	
Program II – Technical Services					
Systems Analyst II	1	1		1	26
PC / LAN Technician I	4	4		4	16
PC / LAN Technician (PTT)	2	1		1	9
Program II Total	7	6		6	
Program III – Application Services					
Systems Analyst II	2	2		2	26
Systems Analyst I	3	3		3	24
Programmer Analyst	1	1		1	16
Program II Total	6	6		6	
GRAND TOTAL	16	15		15	

Requested Staffing Level (changes shown in bold italic):

Program/Title	Number	GF FTE	Other FTE	Total FTE	Grade
Program I – Operations/User Services					
Director	1	1		1	32
IT Specialist – Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Program I Total	3	3		3	
Program II – Technical Services					
Systems Analyst II	1	1		1	26
PC / LAN Technician II	4	4		4	16
PC / LAN Technician I (PTT)	2	1		1	9
Program II Total	7	6		6	
Program III – Application Services					
Systems Analyst II	2	2		2	26
Systems Analyst I	3	3		3	24
Programmer Analyst	1	1		1	16
Program III Total	6	6		6	
Program V – Special Projects					
<i>Systems Analyst I</i>	<i>1</i>	<i>1</i>		<i>1</i>	<i>24</i>
Program V Total	1	1		1	
GRAND TOTAL	17	16		16	

Proposed Organization Chart (requested addition is shown in bold shaded):



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SECTION V. B. – OPERATING LINE ITEM NARRATIVES

<u>521000 – OFFICE SUPPLIES</u>	<u>\$</u>	<u>50</u>
To cover routine office supplies (paper, pens, file folders, etc.) for additional staff.		
<u>524201 – GENERAL TORT LIABILITY</u>	<u>\$</u>	<u>24</u>
General Tort Liability for additional staff.		
<u>525000 – TELEPHONE</u>	<u>\$</u>	<u>277</u>
Installation \$50 plus \$18.90 / month for 12 months = \$226.80.		

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SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000 Fund Title: General Fund
 Organization # 102100 Organization Title: Information Services
 Program # VI Program Title: IT Training Room

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # <u>1</u>	
510300 Part Time # <u> </u>	
511112 FICA Cost	
511113 State Retirement	
511114 Police Retirement	
511120 Insurance Fund Contribution # <u> </u>	
511130 Workers Compensation	
511131 S.C. Unemployment	
* Total Personnel	0
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	200
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # <u> </u>	
524101 Comprehensive Insurance # <u> </u>	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 <u> </u> Utilities - <u> </u>	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	200
** Total Personnel & Operating	200
** Total Capital (From Section II)	7,017
*** Total Budget Appropriation	7,217

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SECTION III. – PROGRAM OVERVIEW

Summary of Programs:

Program VI – IT TRAINING ROOM

Program VI: IT Training Room

Objectives:

This new program will equip a training room in the Information Services department. The purpose of the Training Room will be to provide a dedicated training facility where regular classes can be held on Windows, Networking, desktop productivity applications and Lexington County specific applications. A dedicated IT Training Room will provide a consistent classroom environment without going through set-up, take-down and storage of PC's every time a class is offered so as not to conflict with non-technology meeting room users. Microsoft offers free licensing for dedicated training facilities. Therefore, no long-term costs will be associated with maintaining the latest operating systems (W2K, XP, etc) and office productivity software (Office 2000, Office XP, etc).

Subject areas for proposed training room:

Operating Systems & Web Applications:

- Introduction to Windows 2000
- Introduction to Windows XP
- Lexington County Network Environment
- Lexington County Web Services
- IT Resource Management for Managers & Supervisors

Desktop productivity applications:

- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Outlook
- Adobe Acrobat

Lexington County Applications:

- Banner
- Lexington County Document Imaging System
- GIS
- Tax Billing & Collection
- CAMA
- General Sessions
- Common Pleas (EVANS)
- Family Court
- Magistrate Courts
- ADT Pro-Watch Security System

IS personnel will provide training in these areas, while third party vendors may provide more specific training for proprietary or standard office productivity software systems.

SECTION III. – SERVICE LEVELS

Service Level Indicators:

The 2003 IT Quality Survey that Lexington County employees participated in, indicated that nearly 90% of Lexington County participants felt that the opportunity and availability for computer training was not totally accessible. The exact statement and responses were:

“There is ample opportunity and availability for computer training in my work place.”

Disagree totally	14%
Disagree partially	36%
Agree partially	40%
Agree Totally	10%

The IS Department views this as a mandate from our employees to offer better, more substantive training.

SECTION V A – PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

Current Staffing Level:

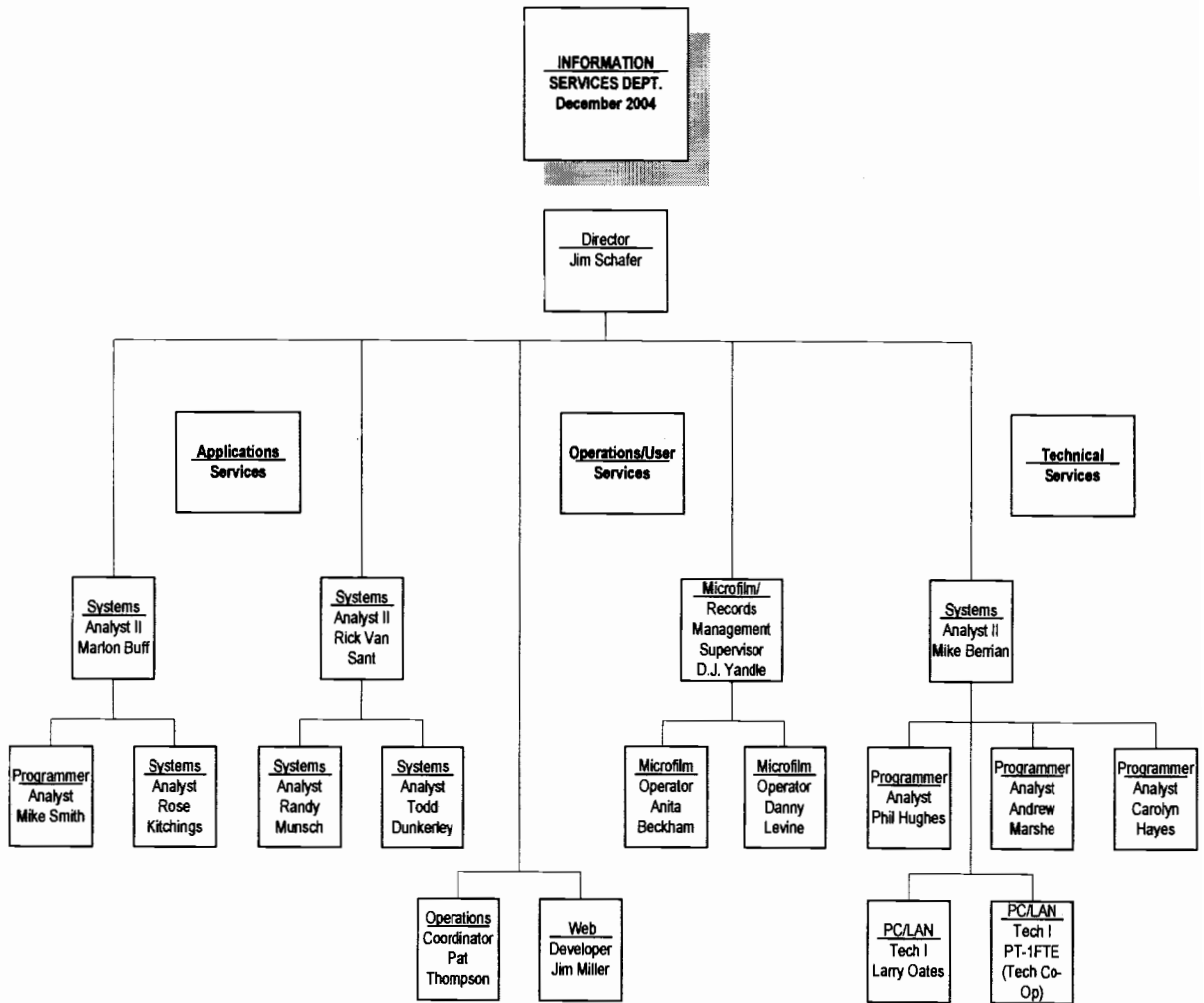
Program/Title	Number	GF FTE	Other FTE	Total FTE	Grade
Program I – Operations/User Services					
Director	1	1		1	32
IT Specialist – Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Program I Total	3	3		3	
Program II – Technical Services					
Systems Analyst II	1	1		1	26
PC / LAN Technician I	4	4		4	16
PC / LAN Technician (PTT)	2	1		1	9
Program II Total	7	6		6	
Program III – Application Services					
Systems Analyst II	2	2		2	26
Systems Analyst I	3	3		3	24
Programmer Analyst	1	1		1	16
Program II Total	6	6		6	
GRAND TOTAL	16	15		15	

Requested Staffing Level (changes shown in bold italic):

There are no changes to current staffing level to support this program.

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Current Organization Chart:



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SECTION V. B. – OPERATING LINE ITEM NARRATIVES

521000 – OFFICE SUPPLIES \$ 200

To cover routine office supplies (white board markers, erasers, floppy disks, file folders, etc.) for the training room.

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SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000 Fund Title: General Fund
 Organization # 102100 Organization Title: Information Services
 Program # VII Program Title: Netscreen IDP 100 Intrusion Detection and Prevention

Object Expenditure Code Classification Total
2005 - 2006
Requested

Personnel

510100 Salaries # 1 _____
 510300 Part Time # _____
 511112 FICA Cost _____
 511113 State Retirement _____
 511114 Police Retirement _____
 511120 Insurance Fund Contribution # _____
 511130 Workers Compensation _____
 511131 S.C. Unemployment _____

*** Total Personnel** 0

Operating Expenses

520100 Contracted maintenance _____

 520200 Contracted Services _____
 520703 Technical Currency 2,643
 520300 Professional Services _____
 520400 Advertising _____
 521000 Office Supplies _____
 521100 Duplicating _____
 521200 Operating Supplies _____

522100 Equipment Repairs & Maintenance _____
 522200 Small Equipment Repairs & Maint. _____
 522300 Vehicle Repairs & Maintenance _____
 523000 Land Rental _____

524000 Building Insurance _____
 524100 Vehicle Insurance # _____
 524101 Comprehensive Insurance # _____
 524201 General Tort Liability Insurance _____
 524202 Surety Bonds _____
 525000 Telephone _____

525100 Postage _____
 525210 Conference & Meeting Expenses _____
 525220 Employee Training _____
 525230 Subscriptions, Dues, & Books _____
 525 _____ Utilities - _____
 525400 Gas, Fuel, & Oil _____
 525600 Uniforms & Clothing _____
 526500 Licenses & Permits _____

*** Total Operating** 2,643

**** Total Personnel & Operating** 2,643

**** Total Capital (From Section II)** 18,110

***** Total Budget Appropriation** 20,753

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SECTION III. – PROGRAM OVERVIEW

Summary of Programs:

Program VII – NETSCREEN IDP 100 INTRUSION DETECTION AND PREVENTION

Program VII: Netscreen IDP 100 Intrusion Detection and Prevention

Objectives:

The Juniper Networks Intrusion Detection and Prevention (Juniper Networks IDP) solution provides inline attack protection against worms, viruses and Trojans. Using multiple methods of detection along with powerful signature customization capabilities, Juniper Networks IDP effectively identifies and stops attacks on the network, minimizing the time and costs associated with intrusions.

Juniper Networks IDP integrates application and network profiling to provide administrators with an up to the minute assessment of network activity that helps them avoid the uncertainty found in the trial and error deployment process that typical IDS/IPS solutions go through. Juniper Networks IDP allows administrators to quickly and confidently deploy inline prevention.

When deployed inline, Juniper Networks IDP effectively identifies and stops network and application level attacks before they inflict any damages, minimizing the time and costs associated with intrusions. When an attack does occur, Juniper Networks IDP provides a powerful attack reporting and forensics that accelerate the investigative process thereby minimizing the damages inflicted on the network.

Juniper Networks IDP not only helps protect the network against attacks, it provides IT with information on rogue servers and applications that may have been added to the network without their knowledge. Armed with this knowledge IT can proactively protect the network by modifying the security policy.

Juniper Networks IDP provides:

- On-demand view of both network and application level traffic data
- Built-in tools to correlate data points during any phase of an attack and
- The ability to quickly act to prevent or contain the attack using the IDP solution

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SECTION III. – SERVICE LEVELS

Service Level Indicators:

NEW INSTALLATIONS AND TOTAL PCs AND RELATED EQUIPMENT						
FY 02 through FY 05						
Equipment Type	New 02-03	Total 02-03	New 03-04	Total 03-04*	New 04-05	Total 04-05
PC's	65	335	53	346	32	378
Hub/Switch	6	37	31	68	6	74
Printers	13	144	16	150	13	163
Servers	3	28	4	32	3	35
Totals	84	516	100	564	51	615

*As of Jan. 31, 2004

Also added this year:

- **Spam firewall**

Daily email traffic report from the Barracuda Spam Firewall for 02/16/05:

Blocked Spam:	10,200
Blocked Virus:	32
Allowed Tagged (possible Spam):	116
Allowed:	1,842
Total Email Received:	12,190

- **Employee Internet Management Appliance (St. Bernard)**

The St. Bernard is designed to control and monitor workers access to certain categories of Internet sites. We get requests from county managers to allow access to certain sites that may have a business value. This tool is also used to investigate suspected internet abuse. **For 1 typical day there are 130,088 URL's passed (allowed), and 12,084 blocked.**

14-46

SECTION V A – PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

Current Staffing Level:

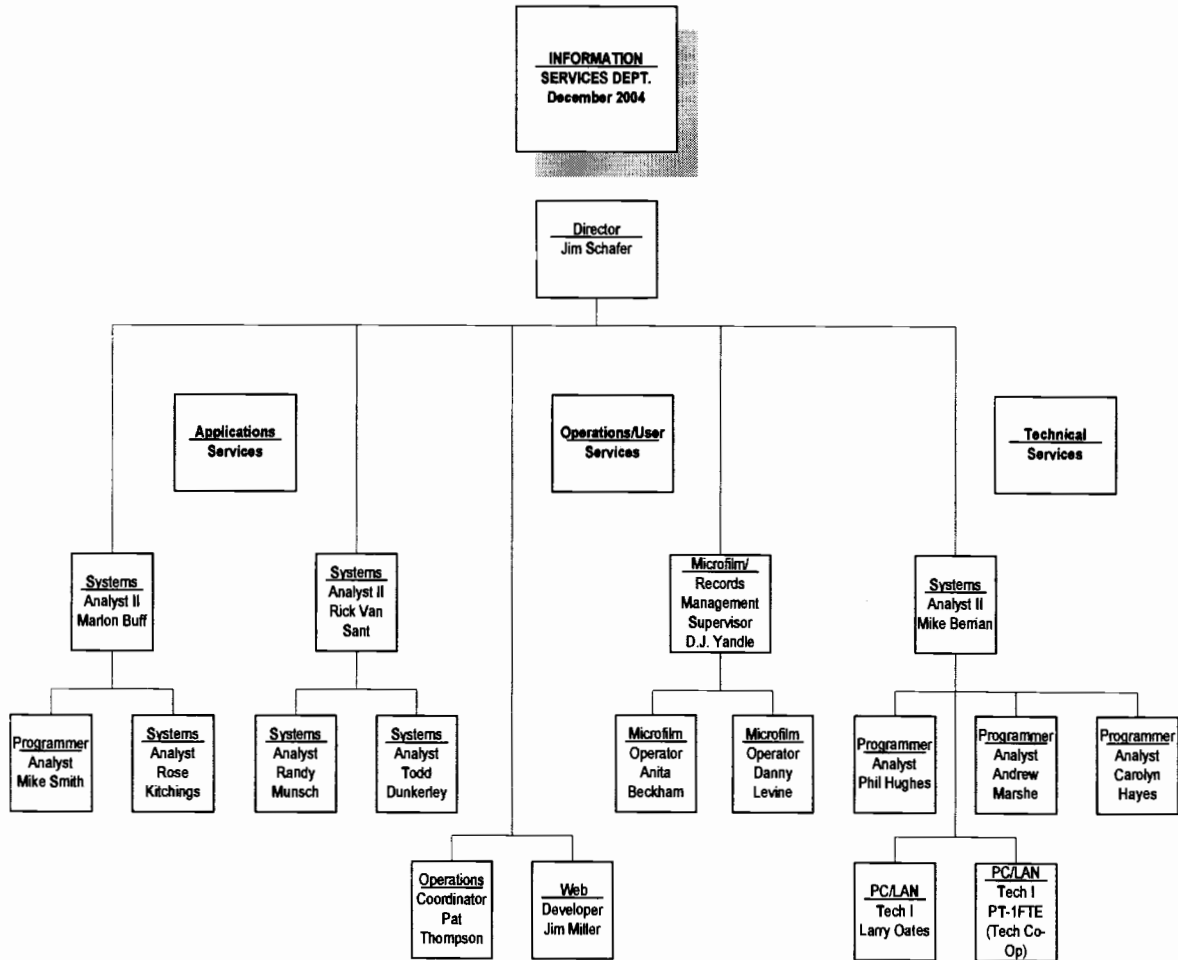
Program/Title	Number	GF FTE	Other FTE	Total FTE	Grade
Program I – Operations/User Services					
Director	1	1		1	32
IT Specialist – Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Program I Total	3	3		3	
Program II – Technical Services					
Systems Analyst II	1	1		1	26
PC / LAN Technician I	4	4		4	16
PC / LAN Technician (PTT)	2	1		1	9
Program II Total	7	6		6	
Program III – Application Services					
Systems Analyst II	2	2		2	26
Systems Analyst I	3	3		3	24
Programmer Analyst	1	1		1	16
Program II Total	6	6		6	
GRAND TOTAL	16	15		15	

Requested Staffing Level (changes shown in bold italic):

There are no changes to current staffing level to support this program.

14-47

Current Organization Chart:



14-48

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

520703 – TECHNICAL CURRENCY	\$	2,643
<hr/>		
First year Next Day Support for NetScreen-IDP-100 (\$2,493 + \$150 Tax).		

14-49

SECTION III. – PROGRAM OVERVIEW

Summary of Programs:

Program VIII – NETSCREEN SSL APPLIANCE

Program VIII: Netscreen SSL Appliance

Objectives:

This SSL appliance will allow county employee's access to pay voucher information online, allow county support vendors to get to the resource they need to support a county system, as well as support traveling county managers to have access to county resources from anywhere and from any computer running a web browser.

Netscreen SSL VPNs are based on the Instant Virtual Extranet (IVE) platform, which uses SSL, the security protocol found in all standard Web browsers. The use of SSL eliminates the need for client software deployment, changes to internal servers, and costly ongoing maintenance and desktop support. Juniper Networks SSL VPN appliances combine the overall category benefit of a lower total cost of ownership compared to traditional solutions, with unique end-to-end security features. Dynamic access privilege management adds granular access control for each user and for each resource.

The Juniper Networks NetScreen-SA 1000 Series of SSL VPNs enables small-to-medium-sized companies to deploy cost-effective remote access, extranet and intranet security, all from a single platform. The NetScreen-SA 1000 Series is based on the Instant Virtual Extranet (IVE) platform, which uses SSL, the security protocol found in all standard Web browsers, as a secure access transport mechanism. The use of SSL eliminates the need for client software deployment, changes to internal servers, and costly ongoing maintenance. The NetScreen Secure Access appliances also offer sophisticated partner/customer extranet features that enable controlled access to differentiated users and groups with little to no infrastructure changes, DMZ deployments, or software agents. This functionality also allows companies secure access to the corporate intranet, so that administrators can restrict access to different employee, contractor or visitor populations, based on the resources that they need. NetScreen-SA 1000 Series products can be deployed in cost-effective Cluster Pairs, providing the redundancy, high availability, and seamless failover that enterprises demand.

14-52

SECTION III. – SERVICE LEVELS

Service Level Indicators:

PC AND RELATED EQUIPMENT						
FY 02 through FY 05						
Unit	New 02-03	Total 02-03	New 03-04	Total 03-04*	New 04-05	Total 04-05
PC's	65	335	53	346	32	378
Hub/Switch	6	37	31	68	6	74
Printers	13	144	16	150	13	163
Servers	3	28	4	32	3	35
Total	84	516	100	564	51	615

*As of Jan. 31, 2004

Also added this year:

- **Spam firewall**

Daily email traffic report from the Barracuda Spam Firewall for 02/16/05:

Blocked Spam:	10,200
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Allowed Tagged (possible Spam):	116
Allowed:	1,842
Total Email Received:	12,190

- **Employee Internet Management Appliance (St. Bernard)**

The St. Bernard is designed to control and monitor workers access to certain categories of Internet sites. We get requests from county managers to allow access to certain sites that may have a business value. This tool is also used to investigate suspected internet abuse. **For 1 typical day there are 130,088 URL's passed (allowed), and 12,084 blocked.**

SECTION V A – PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

Current Staffing Level:

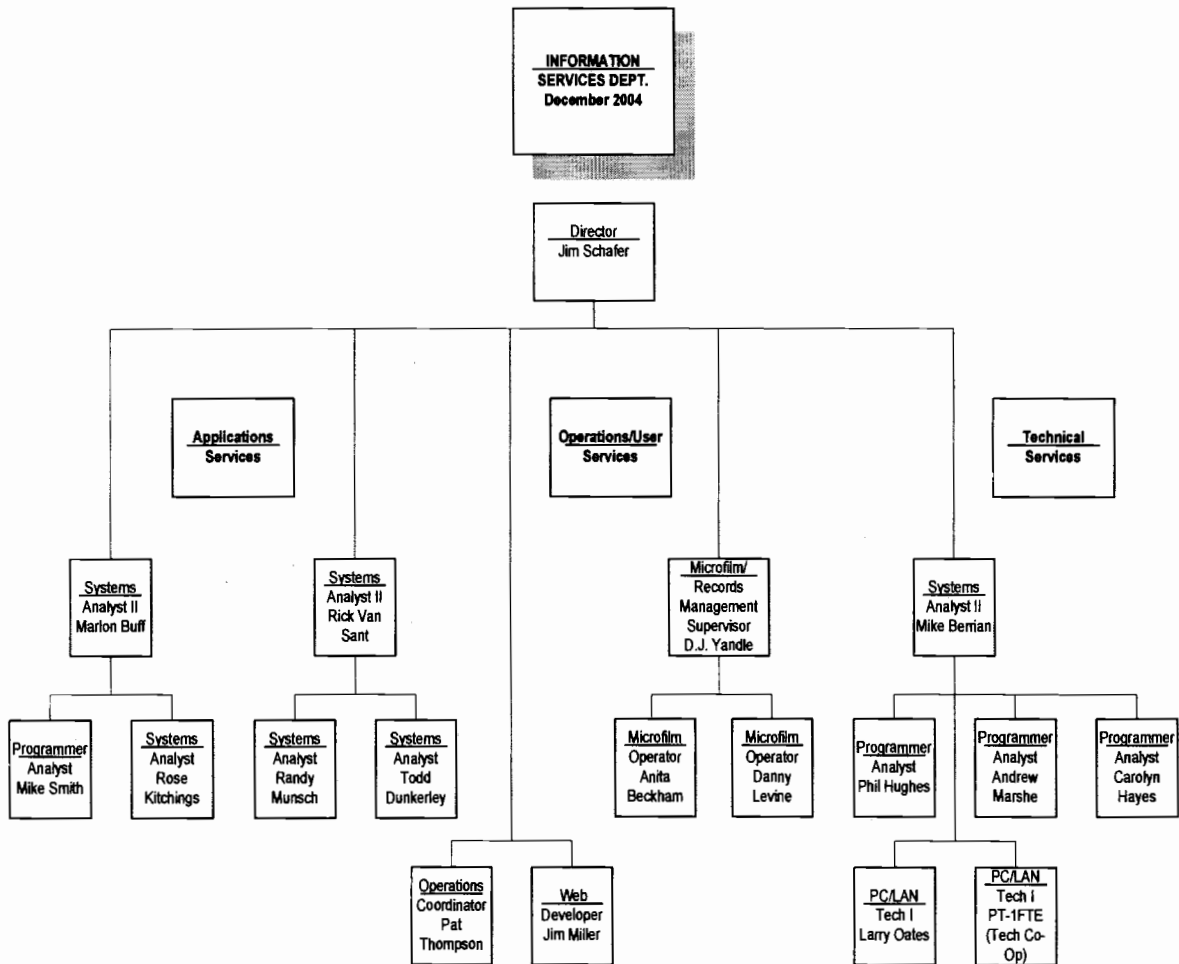
Program/Title	Number	GF FTE	Other FTE	Total FTE	Grade
Program I – Operations/User Services					
Director	1	1		1	32
IT Specialist – Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Program I Total	3	3		3	
Program II – Technical Services					
Systems Analyst II	1	1		1	26
PC / LAN Technician I	4	4		4	16
PC / LAN Technician (PTT)	2	1		1	9
Program II Total	7	6		6	
Program III – Application Services					
Systems Analyst II	2	2		2	26
Systems Analyst I	3	3		3	24
Programmer Analyst	1	1		1	16
Program II Total	6	6		6	
GRAND TOTAL	16	15		15	

Requested Staffing Level (changes shown in bold italic):

There are no changes to current staffing level to support this program.

14-54

Current Organization Chart:



14-55

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

<u>520703 – TECHNICAL CURRENCY</u>	<u>\$ 2,716</u>
First year Next Day Support for NetScreen-SA-1010-Baseline (\$2,562 + \$154 Tax).	

14-56

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000 Fund Title: General Fund
 Organization # 102100 Organization Title: Information Services
 Program # IX Program Title: Application Services (New PTT Position)

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # <u>1</u>	
510300 Part Time # _____	19,803
511112 FICA Cost	1,515
511113 State Retirement	1,525 1,357
511114 Police Retirement	
511120 Insurance Fund Contribution # _____	
511130 Workers Compensation	60
511131 S.C. Unemployment	
* Total Personnel	<u>22,903</u> 22,734
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	50
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # _____	
524101 Comprehensive Insurance # _____	
524201 General Tort Liability Insurance	24
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525___ Utilities - _____	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	74
** Total Personnel & Operating	22,808
** Total Capital (From Section II)	7,494
*** Total Budget Appropriation	<u>30,471</u> 30,302

14-57

SECTION II
New Program

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2005-2006

Fund # 1000 Fund Title: General Fund
 Organizatio 102100 Organization Title: Information Services
 Program # IX Program Title: Application Services (New PTT Position)

BUDGET
 2005 - 2006
 Requested

Qty	Item Description			Amount
1	1000	102100	540010 MS Office Professional	315
1	1000	102100	Function 3 PC & Monitor	1,133
1	1000	102100	Progress Open Edge Studio	4,475
1	1000	102100	Adobe Acrobat Standard	160
1	1000	102100	MS Visio Professional	277
1	1000	102100	MS Visual Studio .NET	1,134

** Total Capital (Transfer Total to Section I)

7,494

14-58

SECTION III. – PROGRAM OVERVIEW

Summary of Programs:

Program IX –APPLICATION SERVICES

Program IX: Application Services (New PTT Position)

Objectives:

To provide adequate manpower for new applications development.

For the past two years, the Information Services Department has had a part-time Programmer/Analyst position. Originally funded through our Document Imaging project, and more recently funded through personnel vacancies within the IS Department, this position has enabled the IS Department to dedicate a varying number of programming hours towards new application development. Currently the IS Department has 6 FTEs in application support (1 Programmer/Analyst, 3 Systems Analysts and 2 Systems Analyst II supervisors). This staff supports over 40 critical line-of-business systems for Lexington County. The maintenance and support mission leaves little time for new systems development. The part-time Programmer/Analyst has made possible the development of two major new systems for the County: (1) The Document Image Viewer, and (2) The EMS Field Reporting and Management Information System.

This part-time position was originally filled by a co-op student from Midlands Tech. Making use of Midlands Tech students has several benefits to the County:

- Midlands Tech provides an immediate resource pool for Computer Programmer/Analysts in training. These student workers are motivated by the opportunity to gain some real-world experience while taking classes.
- Students from Midlands Tech are trained in some of the newer technologies. This brings an additional knowledge resource to the IS applications staff.
- By employing Midlands Tech Co-Op students, a spirit of partnership is generated between Lexington County government and its citizens.
- Use of Co-Op students is economical for the county because as temporary employees, they receive a “trainee” pay level (10% below grade entry level) and do not receive health insurance benefits.

SECTION III. – SERVICE LEVELS

Service Level Indicators:

The Application Services staff currently supports 43 major software systems. With only three systems analysts, one programmer analyst and two supervisors, very little time can be dedicated towards new system development. According to the recent Archer position study, the maintenance and support required for production systems consumes approximately 85% of available time.

Department (Number of Systems)	Production Applications
Enterprise Systems (3)	Banner, Pro-Watch Access Control and Employee Badging, Document Imaging*
Magistrate Court Services (16)	Criminal (6)*, Civil (6) *, Traffic*, CDV*, Bond*, Bail Forms**
Clerk of Court (5)	General Sessions*, Common Pleas, Family Court*, Family Court History*, Jury Pool**
Probate (1)	ICON Probate System
Solicitor (1)	Band Aid System*
Sheriff (4)	In-House*, Field Reporting*, LCIRS**, JAMIN
Registrations & Elections (1)	Poll Worker Management System*
Building Services (1)	Work Order System*
Planning and Development (1)	ARCSDE
Economic Development (1)	TRAX
Treasurer/Auditor (1)	Tax Billing*
Assessor (1)	CAMA
Finance (1)	Online Pay Vouchers**
Information Services (1)	Track-it
Records Management (1)	Indexing System*
Register of Deeds (1)	ROD Web Services
Public Safety (2)	Firehouse, EMS Field Reporting (in development) **
Solid Waste Management (1)	WasteWorks

* In-house Progress Application

** In-house Other

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SECTION V A – PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

Current Staffing Level:

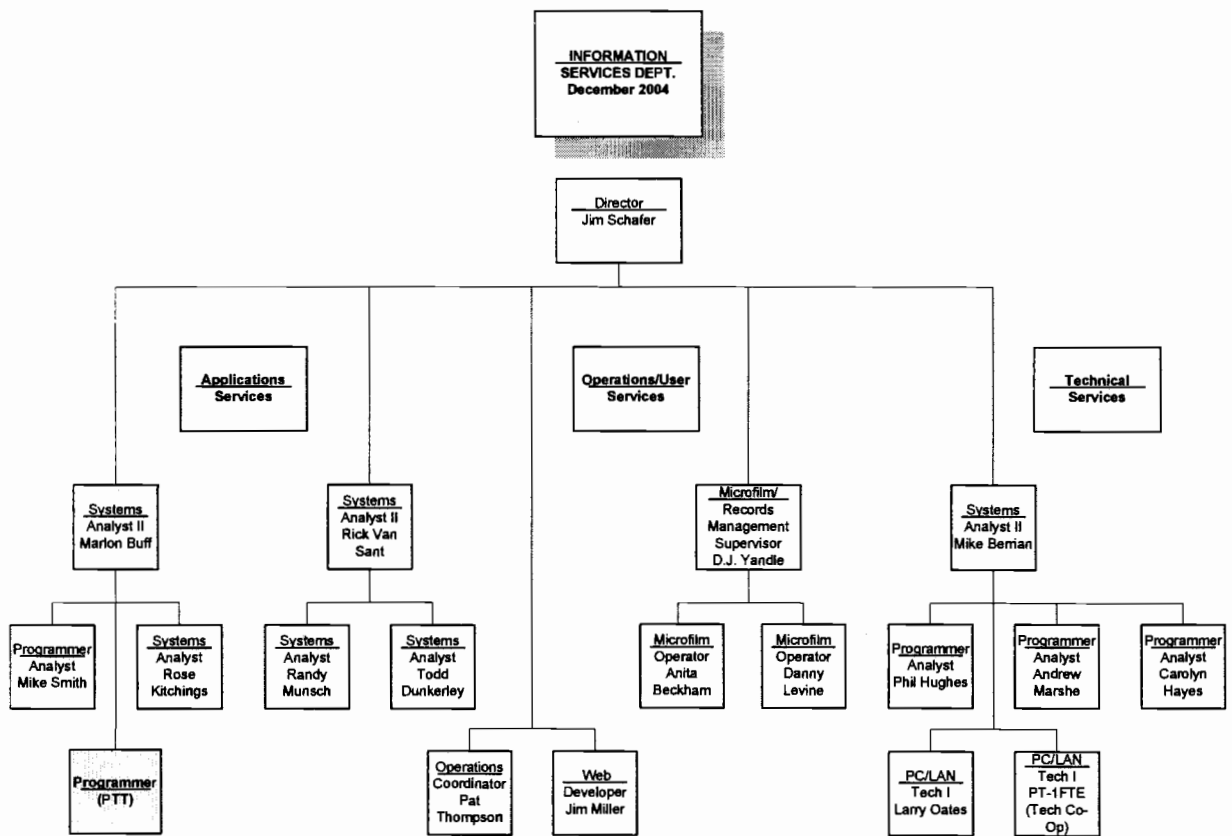
Program/Title	Number	GF FTE	Other FTE	Total FTE	Grade
Program I – Operations/User Services					
Director	1	1		1	32
IT Specialist – Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Program I Total	3	3		3	
Program II – Technical Services					
Systems Analyst II	1	1		1	26
PC / LAN Technician I	4	4		4	16
PC / LAN Technician (PTT)	2	1		1	9
Program II Total	7	6		6	
Program III – Application Services					
Systems Analyst II	2	2		2	26
Systems Analyst I	3	3		3	24
Programmer Analyst	1	1		1	16
Program II Total	6	6		6	
GRAND TOTAL	16	15		15	

Requested Staffing Level (changes shown in bold italic):

Program/Title	Number	GF FTE	Other FTE	Total FTE	Grade
Program I – Operations/User Services					
Director	1	1		1	32
IT Specialist – Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Program I Total	3	3		3	
Program II – Technical Services					
Systems Analyst II	1	1		1	26
PC / LAN Technician II	4	4		4	16
PC / LAN Technician I (PTT)	2	1		1	9
Program II Total	7	6		6	
Program III – Application Services					
Systems Analyst II	2	2		2	26
Systems Analyst I	3	3		3	24
Programmer Analyst	1	1		1	16
<i>Programmer Analyst – PTT</i>	<i>1</i>	<i>0.5</i>		<i>0.5</i>	<i>16</i>
Program III Total	7	6.5		6.5	
GRAND TOTAL	17	15.5		15.5	

14-61

Proposed Organization Chart (requested addition is shown in bold shaded):



14-62

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

<u>521000 – OFFICE SUPPLIES</u>	<u>\$</u>	<u>50</u>
To cover routine office supplies (paper, pens, file folders, etc.) for additional staff.		
<u>524201 – GENERAL TORT LIABILITY</u>	<u>\$</u>	<u>24</u>
General Tort Liability for additional staff.		

14-63

SECTION I

**COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2005-2006**

Fund #1000 Fund Title: General Fund
 Organization #102100 Organization Title: Information Services
 Program #X Program Title: Additional Personnl--Tech Svcs

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # <u>5</u>	176,404
510300 Part Time # _____	
511112 FICA Cost	13,495
511113 State Retirement	12,084
511114 Police Retirement	
511120 Insurance Fund Contribution # <u>5</u>	28,800
511130 Workers Compensation	476
511131 S.C. Unemployment	
* Total Personnel	<u>232,758</u>
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	200
521100 Duplicating	75
521200 Operating Supplies	150
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # _____	
524101 Comprehensive Insurance # _____	
524201 General Tort Liability Insurance	125
524202 Surety Bonds	
525000 Telephone	430
525020 Pagers and Cell Phones	1,155
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525240 Personal Mileage Reimbursement	1,100
525250 Motor Pool Reimbursement	480
525 Utilities - _____	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	3,715
** Total Personnel & Operating	234,974
** Total Capital (From Section II)	2,836
*** Total Budget Appropriation	<u>237,810</u>

14-64

SECTION III. - PROGRAM OVERVIEW

Summary of Program:

Program X (New Program): Technical Services—Five Additional Positions

Objectives:

1. Provide 24 X 7 PC, peripheral, and network technical support for agencies and departments providing around the clock services as well as for the county's Internet and email services.
2. Provide the staffing level needed to support a number of new systems that the IS Department is expected to support.
3. Assume responsibility for installing network cable, now done by Building Services.

Service Level Indicators:

Work done for customer departments is documented through work orders. The following table indicates a growing workload for the department, as dependence on technology within county departments increases.

WORK ORDERS COMPLETED				
Work Group	07/01-06/02	07/02-06/03	07/03-06/04	07/04-06/05 est.
Operations & Technical Services	1043	1164	1334	1236

The Technical Services work group maintains a complex network (including wireless services in several locations) that supports 35 servers, multiple firewalls and a growing number of IT devices. The following table indicates that the number of devices supported has increased by 19.5% between FY 03 and FY 05.

PC AND RELATED EQUIPMENT FY 02 through FY 05						
Unit	New 02-03	Total 02-03	New 03-04	Total 03-04	New 04-05	Total 04-05*
PC's	65	335	53	346	32	378
Hub/Switch	6	37	31	68	6	74
Printers	13	144	16	150	13	163
Servers	3	28	4	32	3	35
Total	87	544	104	596	54	650

*As of Jan. 31, 2005

The service level indicators above reflect *quantitative* changes in the IS Department workload. However, one of the major factors affecting the ability of the department to provide timely technical support is the *qualitative* change in the department's scope of work since FY 2002—that is, the IS technical services work group has had added to its workload a number of **new systems and responsibilities that it never had before**. These include:

1. Keeping the following Internet services online:
 - a. On-Line tax payments
 - b. On-Line County Maps and Property research
 - c. On-Line Register of Deeds Records
 - d. Future: On-line Orthophoto's
2. Secure VPN access to "Business Partners" (to be replaced in the future by Secure Socket Layer access)

14-66

- a. SC Dept. of Natural Resources (boat tax records)
- b. SC Dept. of Revenue
- c. SC Division of Motor Vehicles
- d. SC Dept. of Veterans Affairs
- e. SCDHEC network access thru the county network (Lexington County Annex)
- f. Third-party contractors providing remote system administration services and support
- g. Future
 - i. Employees accessing employment benefits information from home
 - ii. Customers submitting forms and documents electronically
3. Technical Support for the 911/Communications Center
4. Audio-visual Systems
 - a. Judicial Center
 - b. County Council Chambers
5. Video Conferencing (Being Implemented Now)
 - a. Judicial Center
 - b. Old Courthouse
 - c. Jail
6. ADT Prox Card Security System Server and Console, and Personnel Department Badging System
7. Additional and Expanded Local Area Networks
 - a. Vector Control (Ball Park Road)
 - b. Animal Shelter/Services (Ball Park Road)
 - c. EMS Headquarters (Ball Park Road)
 - d. Ballpark Rd. network backup WAN connection
 - e. 22 remote fire stations PC's and WAN's
 - f. Solid Waste WAN (Edmund)
 - g. Cayce Magistrate network, server and WAN
 - h. Irmo Magistrate network, server and WAN
 - i. Oak Grove Magistrate network, server and WAN
 - j. Batesburg Magistrate network, server and WAN
 - k. Swansea Magistrate network, server and WAN
 - l. Lexington County library WAN to Administration Building
 - m. Fire Training Center / Temporary EOC network, server and WAN (Ball Park Road)
 - n. Fleet Services network and server expansion (Ball Park Road)
 - o. Judicial Center network and WAN
 - p. Administration Building network expansion –New Side
 - q. Administration Building network expansion – Old Side
8. Wireless Services
 - a. Judicial Center
 - b. EMS (future)
 - i. Lexington County Hospital
 - ii. EMS Operations Center
 - iii. South Congaree Fire/EMS Station
 - iv. Oak Grove Fire/EMS Station
9. Network Management Systems
 - a. Network "Active Directory"
 - b. Spam Blocker
 - c. Employee Internet Access Management

14-67

So, in addition experiencing growth of approximately 20% in “traditional” office technology devices and work requests, IS has become responsible for a much wider variety of technologies many of which are installed at locations remote to IS Department Offices. In addition, various of these systems need to operate around-the-clock for which IS personnel are not available except on an “overtime” basis. More such demands are anticipated for the coming fiscal year as both the Sheriff’s Department and EMS initiate “field reporting” systems that put laptops in the field and involve data uploads to applications servers through wireless “hot spots.”

IS does not have the personnel levels in the Technical Work Group to respond as needed to support all these systems. Technical staff can deal with only one major technical problem at a time—if two major problems occur at the same time, one of them must simply be put on “hold” or extra time consumed in obtaining, informing, and monitoring a third party to address the problem. There is not sufficient manpower in the department to support “cable pulls” for running data and/or voice wiring—currently that is done by Building Services or third parties.

The additional personnel requested under this new program request will address the objectives listed above, as follows:

1. IS technical services staff will be scheduled to work on an around-the-clock basis to provide emergency systems support and do maintenance and repair work when there are no emergencies.
2. IS will have the additional personnel needed to effectively support the greater number and variety of systems that already have been added to its responsibilities and are anticipated to be added in the foreseeable future.
3. IS will be in a position to run network cable rather than needing support from Building Services or third-party contractors to accomplish this.

SECTION V. – SUMMARY OF REVENUES

As an internal service department, IS does not generate revenues from external sources, although user departments may generate revenue from the sale of data compiled through systems it supports and/or operates.

SECTION V. A. - PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

Current Staffing Level:

Program/Title	Nnbr.	GF FTE	Other FTE	Tot FTE	Grade
Program I—Operations/User Services					
Director	1	1		1	32
IT Specialist-Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Program I Total	3	3		3	
Program II- Technical Services					
Systems Analyst II	1	1		1	26
PC / LAN Technician II	3	3		3	16
PC / LAN Technician I	1	1		1	9
PC / LAN Technician I	2 PTT*	1		1	9-PTT*
Program II Total	7	6		6	
Program III- Applications Services					
Systems Analyst II	2	2		2	26
Systems Analyst	3	3		3	24
Programmer Analyst	1	1		1	16
Program III Total	6	6		6	
GRAND TOTAL	16	15		15	

* Part-time temporary Midlands Tech students through the Midlands Tech Co-operative Education program.

Proposed Staffing Level (changes bolded and in italics):

Program/Title	Nnbr.	GF FTE	Other FTE	Tot FTE	Grade
Program I—Operations/User Services					
Director	1	1		1	32
IT Specialist-Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Program I Total	3	3		3	
Program II- Technical Services					
Systems Analyst II	1	1		1	26
PC / LAN Technician II	6	6		6	16
PC / LAN Technician I	3	3		1	9
PC / LAN Technician I	2 PTT*	1		1	9-PTT*
Program II Total	12	11		11	
Program III- Applications Services					
Systems Analyst II	2	2		2	26
Systems Analyst	3	3		3	24
Programmer Analyst	1	1		1	16
Program III Total	6	6		6	
GRAND TOTAL	21	20		20	

* Part-time Midlands Tech students through the Midlands Tech Co-operative Education program.

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SECTION V. B. - OPERATING LINE ITEM NARRATIVES

52100 - OFFICE SUPPLIES \$ 200

Office supplies to meet the annual needs of five additional employees @ \$40 ea.

521100 - DUPLICATING \$ 75

Additional duplicating to meet the annual needs of five additional employees @ \$15 ea.

521200 - OPERATING SUPPLIES \$ 150

Operating Supplies to meet the needs of five additional tech staff @ \$30 ea.

524201 - GENERAL TORT LIABILITY \$ 125

Five additional tech staff @ \$25 ea.

525000 - TELEPHONE \$ 430

One additional shared line for additional tech staff @ 19.16/mo + \$200 installation.

525020 - PAGERS AND CELL PHONES \$ 1,155

Program II - Technical Services		\$ 1,155
Pagers, 2 @ \$105/yr. Ea.	210	
Cell Phones, 3 @ \$265/yr. Ea. + 50 ea. phone purchase	945	0

525240 - PERSONAL MILEAGE \$ 1,100

Personal mileage for five additional tech staff when county vehicles are not available, such as after normal operating hours.

525250 - MOTOR POOL REIMBURSEMENT \$ 480

Charges back to IS for use of a county vehicle to get to offsite locations for equipment installations, repairs, meeting, etc., for five additional tech services personnel.

14-71

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS AND MINOR EQUIPMENT \$ 2,010

Misc. Tools such as repair kits, diagnostic equipment, phone, etc. \$1,500
for five additional technical staff @ \$300 ea.

State Surplus Desk (to be shared by additional tech staff) 150

Other State Surplus Office Furniture (2 chairs @ \$35 ea. = \$70, 210
2 five-drawer file cabinets @ \$50 ea. = \$100, phone @ \$40)

10-Foot OSHA Approved Fiberglass Ladder 150

540010 - MINOR SOFTWARE \$ 256

(2) MS Windows Operating System for Used PC's @ \$128

OTHER CAPITAL \$ 570

(2) Used PC's and Monitors @ \$285 ea. = \$570 to be shared by additional tech staff.

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: General Administration
Organization: 102110 - Microfilming

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 3	64,924	36,495	84,238	82,696		
511112 FICA Cost	4,894	2,702	6,444	6,327		
511113 State Retirement	2,033	2,500	5,770	6,368		
511120 Insurance Fund Contribution - 3	17,280	8,640	17,280	17,280		
511130 Workers Compensation	175	109	253	249		
511213 State Retirement - Retiree	2,415	0	0	0		
* Total Personnel	91,721	50,446	113,985	112,920		
Operating Expenses						
520102 Contracted Maintenance (Microfilm)	4,149	4,236	4,236	4,420		
520200 Contracted Services	276	299	800	600		
520702 Technical Currency & Support		0	0	557		
521000 Office Supplies	59	80	125	350		
521100 Duplicating	257	303	575	1,782		
521200 Operating Supplies	1,661	1,107	1,900	2,532		
522200 Small Equipment Repairs & Maintenance	312	37	600	600		
524000 Building Insurance	261	154	323	459		
524201 General Tort Liability Insurance	454	266	544	584		
524202 Surety Bonds		0	0	24		
525000 Telephone	204	109	204	328		
525010 Long Distance Charges	11	2	25	0		
525100 Postage	107	97	144	197		
525210 Conference & Meeting Expense	0	240	250	400		
525230 Subscriptions, Dues, & Books	150	15	25	290		
525240 Personal Mileage Reimbursement	0	0	25	25		
525250 Motor Pool Reimbursement	0	0	25	25		
525301 Utilities - Courthouse	0	1,190	4,228	4,764		
525323 Utilities - Public Works Complex		0	0	996		
525385 Utilities - Kroger Bldg.	5,651	1,634	1,722	0		
* Total Operating	13,552	9,769	15,751	18,933		
** Total Personnel & Operating	105,273	60,215	129,736	131,853		
Capital						
540000 Small Tools and Minor Equipment		0	0	561		
540010 Minor Software	0	0	100	691		
All Other Equipment	0	0	0	802		
** Total Capital	0	0	100	2,054		
*** Total Budget Appropriation	105,273	60,215	129,836	133,907		

SECTION III – PROGRAM OVERVIEW

Objectives:

To efficiently and professionally provide the best possible support, in the areas of Records Management and Micrographics, to all Department Heads and Elected Officials.

Service Standards:

- a. To assist Departments in identifying, establishing and implementing records retention schedules as mandated by the South Carolina Code of Laws 1976, as amended.
- b. To oversee the safety and security of records stored for County Departments in the Records Center.
- c. To provide quality and secure service to Departments in the destruction of records that have met their required minimum retention period.
- d. To provide microfilming services for Departments to insure records of long term value are preserved.
- e. To assist Departments with the imaging of records.

Service Levels:

<u>Service Level Indicators:</u>	<u>* FY 03-04</u>	<u>Actual 7/04-1/05</u>	<u>Projected FY 04-05</u>
Files Indexed for Microfilming	5,450	5,805	8,071
Pages Microfilmed	157,272	181,123	257,913
Microfilm Jackets typed/loaded	5,450	6,812	9,438
Rolls processed (Includes rolls filmed by Treas. & Clerk of Court)	144	144	212
Files Indexed for Imaging	0	191	573
Pages Imaged	0	24,902	74,706
Retention Schedules established	2	3	5
Records destroyed (in cu/ft)	12.43	194.09	300
Records stored (Each box or book counted as a unit)	3,493	** 4,574	n/a

**Records stored as of 01/05.

**FY 2003-04 are good estimates only. Current Records Manager began in May 2004.*

SECTION V – LINE ITEM NARRATIVES

SECTION V.A. – LISTING OF POSITIONS

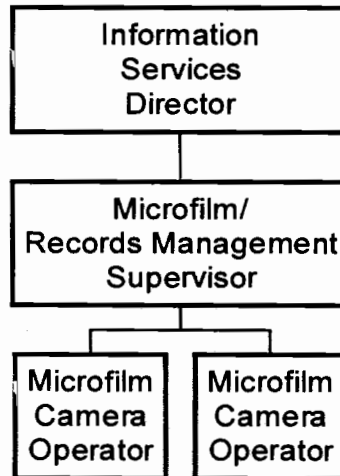
Current Staffing Level:

<u>Job Title</u>	<u>F/T Positions</u>	<u>General Fund</u>	<u>Grade</u>
Microfilm/Records Management Supervisor	1	1	13
Microfilm Camera Operator	<u>2</u>	<u>2</u>	4
Total Positions	<u>3</u>	<u>3</u>	

All of these positions require insurance.

Microfilm/Records Management Division Flowchart:

Microfilm/Records Management is a division of the Information Services Department.



SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520102 - CONTRACTED SERVICES (MICROFILM) \$ 4,420

KODAK: Vendor Contract

(1) Prostar I Processor (\$2,020)

Palmetto Microfilm: Vendor Contract

(1) Canon DR-5060F Scanner/Camera (\$2,400)

This appropriation will cover the maintenance costs from 7/1/05 – 6/30/06 on the equipment listed above.

520200 - CONTRACTED SERVICES \$ 600

This appropriation will cover the costs for methylene blue tests and quality checks, roll duplications, splices, etc performed, by State Archives, on film we develop.

Methylene blue tests: \$20 each (minimum of 1 test per month is performed)

Roll duplication: \$6 per roll (When using the filmer/scanner, the security roll has to be duplicated to create a working roll to return to departments; Also, rolls may need to be duplicated to pull records from rolls kept in the security vault at State Archives)

Administrative Fees: \$10 per billing

Mailing/Handling Fees: \$1.25/roll sent from Archives

Splicing: \$1.75/splice

520702 – TECHNICAL CURRENCY & SUPPORT \$ 557

This appropriation will be used for the maintenance contract on the Simple Records Manager Software that we use to track the inventory of records in the Records Center. The yearly maintenance and support charges are \$525 plus sales tax.

521000 – OFFICE SUPPLIES \$ 350

Used for routine office supplies such as: paper, pens, envelopes, tape, folders, storage boxes, rubber bands, computer disks, post-it-notes, typewriter ribbon, print cartridges for printers and fax machine, business cards etc. Prices obtained from vendors and Central Stores catalog.

(1) Print cartridge for a HP 1200 LaserJet printer: \$54 (includes sales tax)

(1) Print cartridge for a HP LaserJet 5 printer: \$68 (includes sales tax)

(1) Toner cartridge for a Brother 2800 Fax Machine: \$24 (includes sales tax)

521100 - DUPLICATING \$ 1,782

Provide public & legal research copies, enhance poor originals & photostatic copies of originals, produce copies of documents that can't be sent through the automated filmer/scanner (large file folders, oversized plats and maps, newspaper clippings, etc). Copies are necessary in order to film such records for a security and a working copy. Our division has begun imaging records for departments. Therefore, more copies are needed to prepare files for scanning. We began prepping files for imaging in December 2004. The total spent in December 2004 for copies was \$148.50. The requested increase in duplicating is based on December 2004 totals.

SECTION V.B. – OPERATING LINE ITEM NARRATIVES (continued)

521200 – OPERATING SUPPLIES \$ 2,532

To continue the daily operation of the office and provide services to microfilm users. Supplies include but are not limited to:

Film: 11 cs @ \$133/cs plus sales tax = \$1,551

Fixer: 4 cs @ \$47.12/cs plus sales tax = \$200

Developer: 4 cs @ \$67.40/cs plus sales tax = \$286

Systems Cleaner: 1 cs @ \$65.30 plus sales tax = \$70

Shredder Oil: 1 cs @ \$56.46/cs plus shipping & sales tax = \$66

Heavy Duty Shredder Bags: 2 cs @ \$65.79/cs plus shipping & sales tax = \$151

Bags for strip-cup shredder: 1 cs @ \$17.15/cs

Labels: 3 cs @ \$63.10/cs = \$190

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE \$ 600

This appropriation will be used for emergency repair and maintenance of small office machines such as computers, printers, fax machine, typewriters, cameras, microfilm readers, etc.

524000 - BUILDING INSURANCE \$ 459

To cover the cost of allocated building insurance. Figures provided by Risk Management.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 584

To cover the cost of general tort liability insurance. Figures provided by Risk Management.

1-Microfilm/Records Management Supervisor (1 @ \$536) = \$536

2-Microfilm Camera Operators (2 @ \$24) = \$48

524202 - SURETY BONDS \$ 24

To cover the cost of surety bonds for 3 employees (\$8/each employee) in the division. Figures provided by Risk Management.

525000 - TELEPHONE \$ 328

To cover the cost of (1) telephone line at \$19 per month at a total of \$228. Price includes any taxes. Additional \$100 will be used to activate jacks in 2 filming offices. No additional lines will be added. Estimated to cost between \$60-\$100 to activate existing jacks.

525100 - POSTAGE \$ 197

To cover the cost of mailing security microfilm rolls to State Archives. Correspondence is also sent to State Archives for Records Destruction, Retention Schedules, etc. Appropriation based on average of \$16.34 per month from September 2004 to December 2004. Division was not fully staffed until August 2004.

SECTION V.B. – OPERATING LINE ITEM NARRATIVES (continued)

525210 - CONFERENCE AND MEETING EXPENSES \$ 400

To cover the cost of the Records Management Supervisor to attend the SC Public Records Association Annual Conference. Estimated expenses are: Registration = \$75, Lodging = \$134.20, Per Diem = \$52.50, Travel Mileage = \$137.70 for a grand total of \$399.40.

525230 - SUBSCRIPTIONS, DUES, AND BOOKS \$ 290

To cover annual membership dues into:

ARMA (Association of Records Managers and Administrators):\$150

AIIM (Association for Information & Image Management):\$125

SCPRA (SC Public Records Association): \$15

525240 - PERSONAL MILEAGE REIMBURSEMENT \$ 25

To cover the cost of employees using personal vehicles when conducting county business.

525250 - MOTOR POOL REIMBURSEMENT \$ 25

To cover the cost of using a motor pool vehicle when conducting County business.

525301 - UTILITIES - COURTHOUSE \$ 4,764

To cover the cost of utilities in the basement of the old courthouse. The current monthly average is \$397.

525323 – UTILITIES/PUBLIC WORKS COMPLEX \$ 996

To cover the cost of utilities for the off-site storage facility located at the Public Works Complex on Ball Park Road. The current monthly average is \$83.

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS AND MINOR EQUIPMENT **\$ 561**

To cover the cost of replacing any minor office equipment, furniture, batteries for Data Loggers, etc. that cannot be repaired during the fiscal year. This appropriation will also be used to replace 3 office chairs, \$50 each, at a total cost of \$150. The replacement chairs will be purchased from Central Stores. This appropriation will also be used to purchase a calculator for the Records Management Supervisor. The calculator will cost no more than \$40. Also, 2 telephones, \$34.45 each, will be purchased from Central Stores to use in filming rooms at a total cost of \$69. In addition, this appropriation will be used to purchase a hygrometer, which gives instantaneous temperature/humidity readings, at a total cost of \$117. The hygrometer will be used to obtain instant temperature and humidity readings in record storage areas of the Records Center.

540010 - MINOR SOFTWARE **\$ 691**

This appropriation will be used for the purchase of (2) Office Suites @ \$263 each. One of the suites will be installed on our scanning computer, County #24376. The other suite will be installed on a new computer requested to replace a current computer, County #19989. The suites have WORD and EXCEL, which will be used mainly for the indexing of files for filming and scanning, starting/ending documents for filming, Archive work orders, basic correspondence, etc. Pricing for the Office Suites provided by Information Services per county specs. We would like to upgrade from Adobe Acrobat Pro 6.0 to Adobe Acrobat Pro 7.0, which will cost \$120, on our scanning computer, County #24376. Also, we would like to purchase (2) WinZip licenses @ \$45 total, to be installed on pc's with County #'s 24376 and 21249. WinZip will be used to compress and decompress files for transmission to and from other agencies.

(1) - PERSONAL COMPUTER AND MONITOR **\$ 802**

This function 1 standard office computer (\$686) and monitor (\$116) will be purchased as replacements for an old, slow computer, County #19989 that we use for indexing, printing starting/ending documents for filming, Archive work orders, basic correspondence, etc. We cannot run our Records Management Software Client on the current computer due to the software slowing the computer down. The current computer is a Pentium 233 box with 32 mb of RAM. The monitor to be replaced is a 15" Compaq P50 monitor, County #19994. Pricing provided by Information Services per county specs. An additional 1% was added to the pricing for the increasing sales tax on March 1, 2005.

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: General Services
Organization: 111300 - Building Services

		BUDGET				
Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 26	682,500	345,970	737,422	734,339		
510200 Overtime	5,923	986	986	0		
511112 FICA Cost	49,895	25,161	54,331	56,188		
511113 State Retirement	46,981	19,909	44,183	56,556		
511120 Insurance Fund Contribution - 26	138,240	74,880	149,760	149,760		
511130 Workers Compensation	46,214	27,156	56,387	41,689		
511213 State Retirement -Retiree	177	3,857	7,330	0		
* Total Personnel	969,930	497,919	1,050,399	1,038,532		
Operating Expenses						
520100 Contracted Maintenance	16,973	3,810	26,875	24,215		
520200 Contracted Services	12,635	7,676	12,298	12,489		
520241 Refrigerant Disposal & Testing				1,000		
520242 Hazardous Materials Disposal				500		
521000 Office Supplies	701	440	735	800		
521100 Duplicating	421	145	400	400		
521200 Operating Supplies	44,714	24,379	49,600	60,000		
521201 Operating Supplies - Emergency Generator	178	682	1,000	3,000		
522000 Building Repairs & Maintenance	74,616	29,570	79,795	100,000		
522100 Heavy Equipment Repairs & Maintenance	35	0	0	0		
522200 Small Equipment Repairs & Maintenance	4,788	1,602	4,800	4,800		
522300 Vehicle Repairs & Maintenance	6,263	2,765	6,805	10,355		
523200 Equipment Rental	208	98	400	400		
524000 Building Insurance	1,297	789	1,656	1,566		
524100 Vehicle Insurance - 13	6,300	3,445	7,059	8,358		
524201 General Tort Liability Insurance	4,220	2,526	5,179	5,558		
524202 Surety Bonds				216		
525000 Telephone	5,403	3,126	5,430	6,825		
525010 Long Distance Charges	371	105	300	0		
525020 Pagers and Cell Phones	1,417	687	1,710	1,710		
525030 800 MHz Radio Service Charges - 13	6,058	2,800	6,496	6,840		
525031 800 MHz Radio Maintenance Charges - 13	1,273	1,182	1,182	1,206		
525100 Postage	30	10	45	57		
525210 Conference & Meeting Expenses	0	1,864	2,000	1,000		
525230 Subscriptions, Dues, & Books	312	223	235	235		
525250 Motor Pool Reimbursement	133	417	601	1,105		
525300 Utilities - Administration Building	393	0	0	0		
525357 Utilities - Central Whse./Bldg. Maint.	4,627	1,936	5,000	5,500		
525385 Utilities - Kroger Bldg.	923	474	1,300	1,300		
525389 Utilities - Judicial Center	1,194	1,311	1,100	3,300		
525400 Gas, Fuel, & Oil	13,060	8,736	16,000	18,947		
525600 Uniforms & Clothing	5,780	3,278	5,250	5,250		
526500 Licenses & Permits	250	250	350	350		
538000 Claims & Judgments	232	0	400	400		
* Total Operating	214,805	104,326	244,001	287,682		
** Total Personnel & Operating	1,184,735	602,245	1,294,400	1,326,214		

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SECTION IA

COUNTY OF LEXINGTON

Existing Departmental Program Request Fiscal Year - 2005 - 2006

Fund #1000		Fund Title: General Fund				Total 2005-2006 Requested
Organization # 111300		Organization Title Building Services				
Object Expenditure Code Classification	Program #_1_	Program #_2_	Program #_3_	Program #_		
	Administration	Custodial	Maintenance			
Personnel						
510100 Salaries #_26_	91,427	291,802	351,110			734,339
510300 Part Time #_						
511112 FICA Cost	6,995	22,328	26,865			56,188
511113 State Retirement	7,041	22,476	27,039			56,556
511114 Police Retirement						
511120 Insurance Fund Contribution #_26_	11,520	80,640	57,600			149,760
511130 Workers Compensation	3,499	7,796	30,394			41,689
511131 S.C. Unemployment						
* Total Personnel	120,482	425,042	493,008			1,038,532
Operating Expenses						
520100 Contracted maintenance	24,215					24,215
520200 Contracted Services	12,489					12,489
520241 Refrig Disposal & Testing			1,000			1,000
520242 Hazard Waste Disposal			500			500
521000 Office Supplies	500	100	200			800
521100 Duplicating	300	25	75			400
521200 Operating Supplies		50,000	10,000			60,000
521201 Operating Supplies - Emergency Gen			3,000			3,000
522000 Building Repairs & Maintenance			100,000			100,000
522200 Small Equipment Repairs & Maint.			4,800			4,800
522300 Vehicle Repairs & Maintenance	700	490	9,165			10,355
523200 Equipment Rental			400			400
524000 Building Insurance	1,566					1,566
524100 Vehicle Insurance #_14_	597	597	7,164			8,358
524201 General Tort Liability Insurance	560	1,106	3,892			5,558
524202 Surety Bonds	16	112	88			216
525000 Telephone	713	238	5,874			6,825
525020 Other Communications Charges	847	80	783			1,710
525030 800 MHz Radios	570		6,270			6,840
525031 800 HMz Radio Maintenance	93		1,113			1,206
525100 Postage	47	3	7			57
525220 Employee Training	400		600			1,000
525230 Subscriptions, Dues, & Books	110		125			235
525250 Motor Pool Reimbursement	76	713	316			1,105
525357 Utilities - Warehouse/Bldg Svc	5,500					5,500
525385 Utilities - Aux Building		1,300				1,300
525387 Utilities - Judicial		3,300				3,300
525400 Gas, Fuel, & Oil	1,200	1,250	16,497			18,947
525600 Uniforms & Clothing	300	2,000	2,950			5,250
526500 Licenses & Permits	350					350
528000 Claims & Judgement			400			400
* Total Operating	51,149	61,314	175,219			287,682
** Total Personnel & Operating	171,631	486,356	668,227			1,326,214
** Total Capital (From Section II)	783,520		35,000			818,520
*** Total Budget Appropriation	955,151	486,356	703,227			2,144,734

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SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Administration
Program II - Custodial
Program III - Building Maintenance/Grounds

Program I: Administration

Objectives:

We have two employees in this area, the manager and administrative assistant. With their guidance, other programs function properly in Building Services. With continued growth in the county, our work continues to increase. Effective coordinating and communicating insures work orders, special projects, procurement specifications, everyday purchases, as well as adjustments to the budget are performed in a timely manner. Coordination is paramount to the overall flow of work and information. With all functions flowing smoothly in program one (1), it allows other staff to perform their daily task without delays. All work starts in program one (1), being organized to prevent delays, thus allowing an efficient program.

Program II: Custodial

Objectives:

Seventeen custodial employees, to include an employee assigned to Irmo, Lexington, and Cayce-West Columbia libraries (budgeted by library system) and employee assigned to cleaning the Swansea Service Center and the Batesburg Health Center, clean twenty-six facilities, approximately 404,000 square feet. One of the seventeen custodial employees is the supervisor responsible for cleaning a facility and supervision of other staff. This does not allow for constant supervision, however; the staff is well trained and each knows their responsibilities and assignments. If one or more staff is absent for any reason, the supervisor coordinates cleaning of that area.

Program III: Building Maintenance/Grounds

Objectives:

Eleven employees, to include one assigned to Sheriff's Department (budgeted by Sheriff's Department), perform complete renovations to county facilities including, correcting electrical problems, plumbing repairs, designing and construction of work stations, cabinets, desks, book cases, installation of door frames, doors, door closers, locks by certified locksmith, installation and/or repairs to acoustical or suspended ceilings. HVAC mechanics install and/or repair gas or electrical units, capturing refrigerant, and fabricate metal and/or fiberglass ducts in the sheet metal shop. All buildings are painted inside and out, wall preparations for hanging wallpaper, installation and/or repair to carpet, floor tile and cove base. Keys are made for departments, with prior approval, for county facilities and vehicles. These eleven employees are responsible for approximately 122 building throughout the county. There is approximately 872,000 square feet of space which is maintained by Building Maintenance.

SECTION III - SERVICE LEVELS

	Service Level Indicators:		
	Actual FY 2003-04	Estimated FY2004-05	Projected FY 2005-06
Work Orders Received (Maintenance)	3448	3818	3913
Work Orders Received (HVAC)	932	1092	1119
Work Order Completed (Maintenance)	3428	3660	3751
Work Order Completed (HVAC)	939	1074	1100

Buildings Maintained:

Total Number of Buildings - 122 @ Approximately 872,000 Sq. Ft.

- Administrative/ Maintenance Buildings - 25
- Convenience Stations & Landfill - 17
- DSS - 5
- Fire Stations & Training Facilities - 27
- Health Centers - 3
- Libraries - 9
- Magistrates - 5
- Public Works - 11
- Radio Towers - 3
- Sheriff's Department - 17

At present, there are 11 maintenance personnel assigned to the above areas. Nine (9) of those employees are assigned to tasks relating to a particular trade, i.e., carpentry, plumbing, HVAC. One (1) employee is assigned to grounds maintenance for the properties throughout the county and assists custodial in removal of trash from sites to the landfill. Additionally, 10 to 15 trustys, provided by the Sheriff's Department, assist with the various projects. Excluding the grounds person and the individual assigned to the Sheriff's Department, ten (10) members of our staff average approximately 70,000 square feet each of space for maintenance member.

Building Cleaned:

- Libraries - 3 Workers Clean 93,100 Sq. Ft.
- West Columbia Health Center - 1 Worker Cleans 18,265 Sq. Ft.
- Batesburg Health/Magistrate & Swansea Service Center - 1 Worker Cleans 15,555 Sq. Ft.
- DSS - 1 Worker Cleans Four (4) buildings - 30,180 Sq. Ft.
- Office Buildings - 7 Workers Clean 246,900 Sq. Ft.
- * Custodial workers pick up recycled paper and carry to Central Stores storage. They also pick up trash from various sites and carry to the convenience stations. The supervisor and assistant are working supervisors.

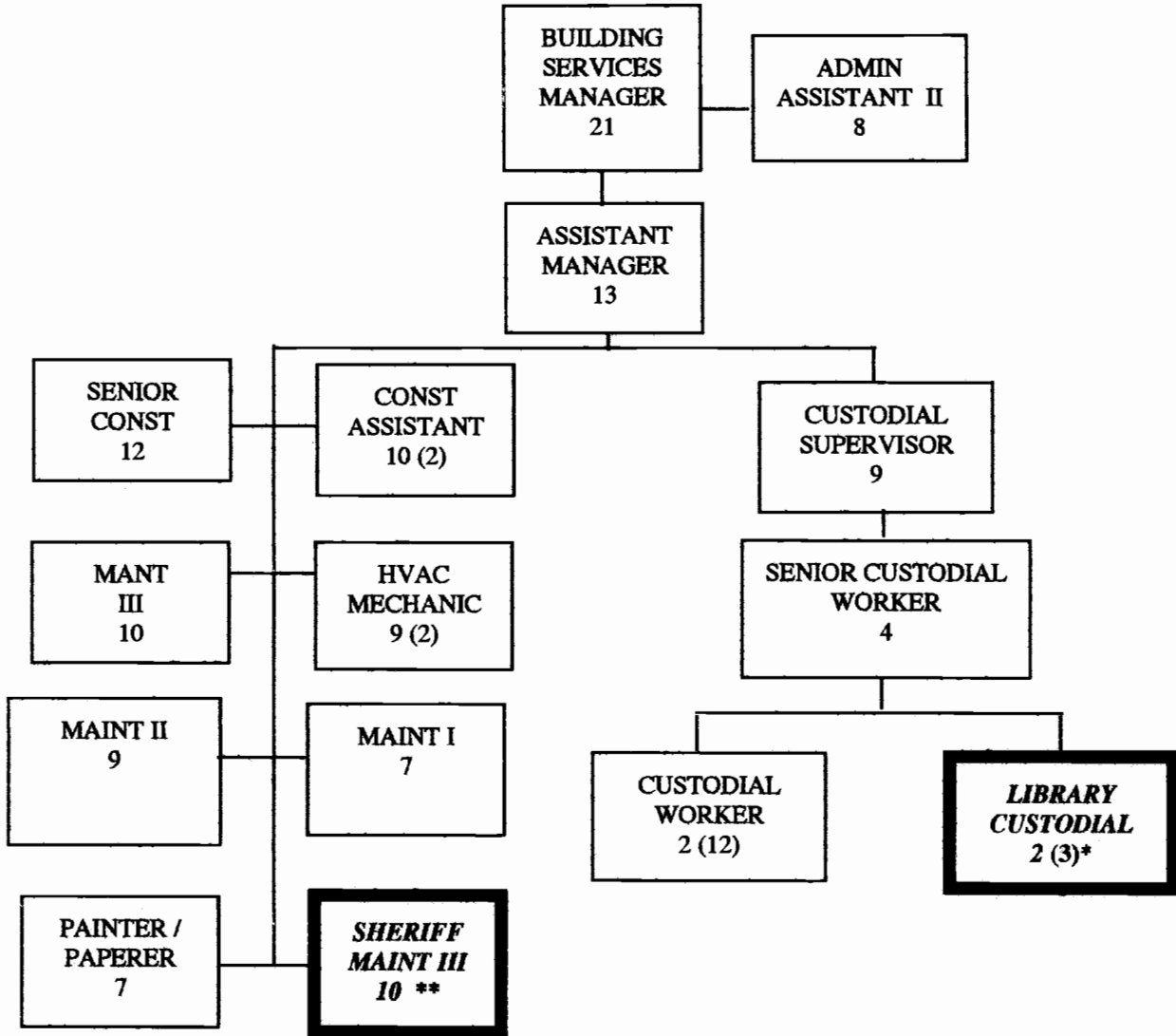
SECTION V.A. - PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Manager	1	1		1	21
Asst. Manager	1	1		1	13
Sr. Const. Asst.	1	1		1	12
Const. Asst.	2	2		2	10
Maint. Asst. III	1	1		1	10
Asst HVAC Me	2	2		2	9
Maint Asst II	1	1		1	9
Cust Supervisor	1	1		1	9
Admin Asst II	1	1		1	8
Paint/Paper	1	1		1	7
Maint. Asst I	1	1		1	7
Sr. Cust. Worker	1	1		1	4
Custodial Worker	<u>15</u>	<u>15</u>		<u>15</u>	2
Total Positions	<u>29</u>	<u>29</u>	<u>0</u>	<u>29</u>	

DEPARTMENTAL ORGANIZATIONAL CHART



* Budgeted By Library

** Budgeted By Sheriff's Department

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SECTION V. B.
OPERATING LINE ITEM NARRATIVES

520100 CONTRACTED MAINTENANCE **\$24,215**

Actual cost for annual contracted maintenance based on current information provided by vendors.

Southern Elevator	6875.
Elevator maintenance contract for the Courthouse - 1 unit	1430.
Elevator maintenance contract for the Administration Building - 2 units	5445.
ThyssenKrupp Elevator	14,040.
Elevator maintenance contract for Judicial Center - 5 units	
Grinnel Fire Protection	2000.
Provide and deliver all materials, equipment and labor to service (refill), repair, inspect, and hydrostatically test approximately 175 fire extinguishers and replace units as necessary.	
American Door	
Deliver all material, equipment, and labor to inspect, service, and maintain overhead doors at Central Stores (4), Fleet Services (12) and Building Services(9). Test fire suppression doors Fleet (1), Central Stores (1) and North Lake Service Center (1).	1300.

520200 CONTRACTED SERVICES **\$12,489**

Actual cost for annual contracted services are based on current information provided by vendors.

Columbia Container Corporation	7,531.
Solid waste collections:	
Auxiliary Administration Building - one can 86.00 x 12 (plus tax) = 1093.92 (Tuesday & Friday)	
Ball Park Road - one can 86.00 x 12 (plus tax) = 1093.92 (Monday & Wednesday)	
Cayce Magistrate - one can 18.00 x 12 (plus tax) = 228.96	
North Lake Service Center - one can 129.00 x 12 (plus tax) - 1640.88 (Monday/Wednesday/Friday)	
West Columbia Health Ctr one can 86.00 x 12 (plus tax) = 1093.92 (Monday & Thursday)	
Swansea Svc. Center South one can 58.00 x 12 (plus tax) = 737.76 (Monday)	
Admin/Judicial Center one can 129.00 x 12 (plus tax) = 1640.88	

Lowman Communications (No Tax - Labor Only) 4,158.
 Maintenance and monitoring for fire and burglar.

- Courthouse- twelve months x 31.50 = 378.
- Administration Bldg- twelve months x 69.00 = 828.
- Museum (2 Buildings) - twelve months x 63.00 = 756.
- Central Stores - twelve months x 31.50 = 378.
- Fleet Services - twelve months x 31.50 = 378.
- Building Maintenance - twelve months x 31.50 = 378.
- Swansea Service Center - Twelve months x 19.50 = 234.
- Lexington Magistrate - Twelve months x 31.50 = 378.
- Judicial Center - Twelve months x 37.50 = 450.

PSI/Carolinas 800.
 Annual flow test for fire pump system 425.
 Administration Building.
 Annual flow test for fire pump system 375.
 Judicial Center

520241 REFRIGERANT RECYCLING & CYLINDER PRESSURE TESTING \$1,000

The Clean Air Act prohibits releasing of refrigerant in the atmosphere, so therefore all refrigerants are recovered. Some of these refrigerants are reused if no contamination has taken place, but the majority is not suitable for reuse. This refrigerant has to be disposed of properly by sending it to a disposal company. Therefore, we have to lease proper disposal containers to ship the refrigerant as specified by the disposal company. The cost will include containers and fees for disposal. Every five years refrigerant cylinders must be pressure tested and cylinder(s) may have to be replaced if they fell the pressure test. All cylinders on hand are scheduled to be tested.

- 5 Replacement Cylinders @ 130.00 = 650.
- 10 Pressure Testing @ 35.00 = 350.

520242 HAZARDOUS WASTE DISPOSAL \$ 500

This account is used for disposal of used thinners, cleaners, oils, and paints. Due to the chemical make up of these materials they are required to be disposed of by an authorized vendor.

521000 OFFICE SUPPLIES \$ 800

This account is used for purchase of office supplies, i. e., typewriter ribbons, toner cartridge for printer, fax paper, pencils, pens, pads, forms, file folders, calendars, etc.

- Printer Paper -55 reams @ \$2.15 = 118.25
- Pens 70 each @ .48 = 33.60
- Color Cartridge - 9 @ \$29 = 261.
- Folders - 1 boxes @ 6.30 = 6.30
- Calendars & Refills - 38.00
- 1" Binders - 6 @ .99= 5.94
- Calculator Paper -10 Rolls @ .35 = 3.50
- Various Forms (Leave Slips, Requisitions, Purchase Orders) - 25.00
- Misc (Staples, Paper Clips, Binder Clips, Memo Pads, Typewriter Ribbon) 28.50
- Writing Pads - (Letter & Memo) 4 pk Letter Size & 4 pk Junior = 35.00
- Pencils 25 Dozen @ .69 = 10.35
- Black Printer Cartridge - 4 @ 28.00 = 112.00
- Fax Cartridge - 2 @ 38.00 - 78.00
- Hanging Folder - 1 @ 5.63 = 5.63
- Address Labels - 1 @ 11.18 = 11.18
- 2" Binders - 6 @ 2.55 = 15.30
- Diskettes - 3 @ 4.00 - 12.00

521100 DUPLICATING **\$400**

This account is used for copy machine duplicating, invoices, correspondence for employees, and vendors necessary to accomplish daily task in the Building Services Department.

8000 Copies @ .05 = 400.00

521200 OPERATING SUPPLIES **\$60,000**

This account is used for purchasing supplies to paint county facilities, cleaning supplies, and ground maintenance supplies. Operating supplies break down:

Administration Bldg.	8,500.	Auxiliary Administration Building.	4,500.
Courthouse and Courthouse Annex	5,000.	DSS and two mobile units	4,250.
Grounds, keys and lock supplies	7,250.	Carpet, tile, and furniture cleaning	6,500.
Paint and Misc paint material	4,800.	DSS Maxway Annex	2,450.
Rish Building (DJJ)	1,350.	Gantt (Probation, Pardon & Parole)	1,350.
Triple Wide DSS (state facility)	1,350.	Judicial Center	12,700.

* Supply List: Brooms, Cleaners, Mops, Tissue, Towels, Wax, Etc.

521201 OPERATING SUPPLIES/EMERGENCY GENERATORS **\$3,000**

This account is used to purchase materials and service calls for maintaining the emergency generators, Administration Building and Judicial Center. These generators must be operational at all times. These units provide emergency backup power for both facilities to keep the facilities operational during power outages.

6 Services Calls @ 500.00 = 3000.

522000 BUILDING REPAIRS AND MAINTENANCE **\$100,000**

This account is used to cover maintenance and repairs in all county buildings; exceptions are the Fire Stations, Law Enforcement Center and Libraries, Public Works, and Solid Waste Management.

This cost covers daily maintenance and repair costs for buildings to exclude those listed separately above. Additionally, it has become necessary to clean the carpets and floors on a more regular basis in order to clean the dust that accumulates.

Air quality inside our building is vital to daily operations and the health of our personnel. In order to maintain good air quality, it is necessary to change the filters and clean the vents and duct system in our buildings more frequently. We have started a policy of changing all ceiling tiles should they become stained due to any type of water damage. This will assist in eliminating possible air quality issues in our buildings. Many of our building have blinds installed in the windows to reduce glare and heat loss. These will require cleaning in order to eliminate accumulation of dust.

In addition to the above repairs, we are required by DHEC to test annually each back flow device which prevents water to reenter the public water system once it passes through the meter. This prevents the public water system from becoming contaminated should there be a break in the water lines at any of our buildings. On a similar note, we are now required to pump sewer lift stations annually, of which we have a number throughout the county's facilities.

Over the last several years the county has undertaken extensive building additions. These include, but not limited to the Administration Building addition, Judicial Center, North Lake Service Center, and the Oak Grove Magistrate building. These facilities will require maintenance in order to keep the facilities in top maintenance condition.

16-10

522200 SMALL EQUIPMENT REPAIRS AND MAINTENANCE **\$4,800**

This account is used to purchase replacement parts and perform minor repairs to existing equipment. Lawn mowers, weed eaters, vacuum cleaners, computers, modems, typewriters, printers, monitors, and other small equipment are repaired in the Building Maintenance department.

- Ladders - 37 each
- Drills - 20 each
- Fans - 6 each
- Routers - 2
- Saws - 14
- Vacuum Cleaners - 31
- Mowers & Lawn Equipment (Edgers, Trimmers) - 18
- Printers - 3
- Computers - 4
- Lift Unit for Changing Fixtures/Tiles -1
- Parking Lot Line Sprayer - 1

522300 VEHICLE REPAIRS & MAINTENANCE **\$10,355**

This account is used to provide service repairs and parts for thirteen vehicles, and one vehicle trailer assigned to the Building Services department. All cost were figured using estimated miles driven through December 2003.

Services are broken down into three (3) types:

- A Service - Every 3 months/5000miles - Check Fluids, Belts and Change Oil, Etc.
- B Service - Every 24 months/30,000 miles - Includes A Services & Check Transmission
- C Service - Every 36 months/60,000 miles - Includes A & B Items, Differential, Wheel Bearings &

Radiator

Vehicle 18930 - 97 Chevrolet Blazer	700.
A service 50.00 x 3 = 150.	
C service 300.00 x 1 = 300.	
Miscellaneous repairs & tires 250.	
Vehicle 24041- 2002 Chevrolet 3/4 ton pickup	450.
A service 50.00 x 3 = 150.	
B service 100.00 x 1 = 100.	
Miscellaneous repairs & tires 200.	
Vehicle 20836 - 99 Ford 3/4 top pickup	625.
A service 50.00 x 3 = 150.	
C Service 300.00 x 1 = 300.	
Miscellaneous repairs & tires = 175.	
Vehicle 21569 - 99 Ford Flatbed 1 ton	570.
A service 50.00 x 3 = 150.	
B service 100.00 x 1 = 100.	
Miscellaneous repairs & tires =320.	

16-11

Vehicle 20786 - 99 Dodge Van A service 50.00 x 3 = 150. B service 100.00 x 1 = 100. Miscellaneous repairs & tires 240.	490.
Vehicle 23102 -2001Chevrolet 3/4 ton service truck A service 50.00 x 3 = 150. B service 100.00 x 1 = 100. Miscellaneous repairs & tires = 200.	450.
Vehicle 21519 - 2000 Ford one ton dump A service 50.00 x 3 = 150. C service 300.00 x 1 = 300. Miscellaneous repairs & tires = 320.	770.
Vehicle 24457 - 02 Dodge Van A service 50.00 x 3 = 150. C service 300.00 x 1 = 300. Miscellaneous repairs & tires 260.	710.
Vehicle 23774 - 2002 Dodge Van A service 50.00 x 3= 150. B service 1 x 100.= 100. Miscellaneous repairs & tires 240.	490.
Vehicle 18619 - 96 Ford pickup A service 50.00 x 3 = 150. C service 300.00 x 1 = 300. Miscellaneous repairs & tires 350.	800.
Vehicle 21570 - 2000 Chevrolet pickup A service 50.00 x 2 = 100. C service 300. x 1 = 300. Miscellaneous repairs & tires 200.	600.
Vehicle 19952 - 98 Chevrolet 3/4 ton service truck A service 50. x 3 = 150. B service 100. x 1 = 100. Miscellaneous repairs & tires 200.	450.
Vehicle 25666 - 04 Ford 3/4 ton service truck A service 50.00 x 3 = 150. B service 100. x 1 = 100. Miscellaneous repairs & tires - 200.	450.

Vehicle 27515 - 88 International bucket truck A service 300. x 2 = 600. Lift certification for boom 1500.	2100.
Miscellaneous Towing Fees	400.
Trailer Repairs & Parts	300.

523200 EQUIPMENT RENTAL **\$400**

This account is used to rent eight gas cylinders for the Maintenance department. Cylinders are used for welding as needed throughout the County. Two argon, two oxygen, two acetylene and two protec cylinders.

16 @ 25.00 = 400.

524000 BUILDING INSURANCE **\$1566**

This account is for insurance on the Building Maintenance building, custodial building and storage shed.

- (Based on figures as provided by Risk Management.)

524100 VEHICLE INSURANCE **\$8358**

This account is for liability insurance on twelve vehicles assigned to the Building Service Department.

- 14 Vehicles @ 597.00 - 8,358
(This is based on a figure as provided by Risk Management.)

524201 GENERAL TORT LIABILITY INSURANCE **\$5,558**

To covers allocated cost for twenty-three employees.

- (Based on figures as provided by Risk Management.)

524202 SURETY BOND **\$216**

To cover the cost for surety bonds for Building Services personnel.

- 27 @ \$8.00 = 216.
(Based on figures as provided by Risk Management.)

5250000 TELEPHONE **\$6825**

This account is for dedicated telephone lines and to operate the computerized (NOVAR) HVAC systems and alarm systems in various county buildings.

26 lines at 18.00(plus tax 10%) = 514.80 x 12 months = \$6177.6
1 line (Cayce Mag. HVAC line) at 49.(plus tax 10%) = 53.90 x 12 months = \$646.80

16-13

525020 PAGERS & CELL PHONES **\$1,710**

Beepers for staff that are either on call twenty-four hours a day or cannot be reached at times by two-way radio or telephone during emergencies.

State wide service $\$8.82 \text{ mo} \times 2 = \$17.64 \times 12 \text{ mo (plus tax)} =$ \$222.26

Local service $\$6.00 \text{ mo} \times 2 = \$12.00 \times 12 \text{ mo (plus tax)} =$ \$79.56

Car phone \$268.16

Monthly Access Fee $\$19.95 \text{ mo} \times 12 \text{ mo (plus tax)} =$ \$256.16

Estimated cost for yearly air time charge (plus tax) = \$12

Car phone \$203.96

Monthly Access Fee $\$14.95 \text{ mo} \times 12 \text{ mo (plus tax)} =$ \$191.96

Estimated cost for yearly air time charge (plus tax) = \$12.

Nextell Service 2 Units 936.00

Monthly Access Fee $\$39. \times 2 \text{ mo} \times 12 \text{ months}$

525030 800 MHZ RADIO SERVICE CHARGES **\$6,840**

Operating cost for 800 MHz radios which are in service at present.

Thirteen radios @ $\$43.84/\text{mo.} = \$569.92 \times 12 \text{ mo} =$ \$6839.04

525031 800 MHZ RADIO MAINTENANCE CONTRACTS **\$1,206**

To provide for the warranty of the 800 MHz radios for Building Services.

Thirteen Units @ $\$92.72/\text{yr} =$ 1205.36

525100 POSTAGE ACCOUNT **\$57**

This account is used to provide postage on mail that cannot be delivered using our in house system.

20 @ .55 = 11.00

30 @ .34 = 10.20

5 @ 7.00 Packages = 35.00

16-14

525220 EMPLOYEE TRAINING **\$1000**

This account is used for staff to stay certificated providing refresher courses and continuing education. Our Certified Indoor Environmentalist is required to have 10 hours of continuing education each year to retain certification. Our plumber who is certified to test backflow devices for our domestic water systems must have continuing education hours to retain certification.

5 Indoor Air Quality Certification Hours @ \$80/hr = \$400.
1 Water Certification Class \$250.
2 HVAC Technical Classes 175. X 2 = 350.

525230 SUBSCRIPTION, DUES & BOOKS **\$235**

These funds are used for purchases of subscriptions and books, reference manuals assisting staff in their work.

Business news publications (plus tax) 110.
Indoor Air Quality Association Dues 125.

525250 MOTOR POOL REIMBURSEMENT **\$1105**

This account is used when county vehicles are out of service and motor pool vehicles must be used.

2725 miles x .405 per mile = 1104.84
(Custodial - 1816 miles Building Maintenance 909 miles)

525357 UTILITIES CENTRAL WAREHOUSE/BUILDING SERVICES **\$5,500**

Utility usage for space occupied by Central Warehouse, and Building Services staff.

525385 UTILITIES CUSTODIAL (AUXILIARY) **\$1300**

Utility usage for space occupied by Custodial staff.

525389 UTILITIES CUSTODIAL (JUDICIAL) **\$3300**

Utility usage for space occupied by Building Services and Custodial staff.

525400 GAS FUEL & OIL **\$18,947**

Gas and/or fuel usage for fourteen vehicles provided for travel to and from different locations throughout Lexington County. Two out of the fourteen vehicles are utilized for staff that are on call at all times (twenty-four hours). Due to an increase in the number of work orders, the Building Services vehicles are traveling more miles each year. Additionally, there are an increased number of facilities which are located outside the immediate Lexington area, thus causing a greater distance which must be traveled to maintain these facilities.

Gasoline 8,718 gallons x 1.40 per gallon = 12,205.20
Oil and Fuel oil 4205 gallons x 1.40 gallon = 5887.00
Miscellaneous gas 561 x 1.40 = 785.40
Miscellaneous oil & fuel 49 x 1.40 = 68.60

16-15

525600 UNIFORM AND CLOTHING **\$5,250**

This account is used to replace uniforms as needed. We provide uniforms to staff identifying them each as County employees. We have twenty-seven employees in Building Services; departments combined are Building Maintenance, Custodial and Security Guards.

13 Building Maintenance Uniforms & Shoes @ \$3250.00
14 Custodial @ \$2000

526500 LICENSE AND PERMITS **\$350**

Permits are necessary for underground fuel tanks at the Administration Building and public water system for Swansea Service Center South.

SC Dept of Health & Environmental Control
Annual fee underground tank
 Administration Building 100.
Safe drinking water permit
 Swansea Service Center South 250.

558000 CLAIMS & JUDGEMENTS **\$400**

Cost to cover any claims and judgements. This account will be used to cover the cost of replacement of any glass or windows broken as a result of any damage caused by construction and/or grounds crews.

SECTION V. C.

CAPITAL LINE ITEM NARRATIVES

540000 SMALL TOOLS AND EQUIPMENT \$10,000

This account covers replacement tools, purchase of new tools, and minor equipment. Continued changes in technology makes replacing parts easier, but also makes some tools obsolete. Replacement tools are as follows, but not limited to: carts, wrenches, drills, skill saws, air filters, elements, telephones, modems, vacuum cleaners, buffers, other custodial equipment, etc.

540010 - MINOR SOFTWARE \$0

This account used to purchase minor software. This year we will upgrade Excel and upgrade our current edition of WordPerfect.

ELEVATORS - ADMINISTRATION BUILDING \$550,000

The Administration Building was constructed with four (4) elevator shafts installed. During the construction phase a decision was made that only two (2) elevators would be installed. The two (2) additional shafts have the rails in place but do not have any cars or operators. The county had grown drastically over the last 27 years and the use of the Administration Building has increased as well. As we continue to grow, it is necessary to add the additional two (2) cars to the existing shafts.

The Administration Building needs a freight elevator to move heavy service equipment, office furniture, and renovation materials to various floors. We have been carrying large items on the top of the elevator, this is not a safe practice, but is the only way we have to get materials and other items to the various floors. One of the two (2) new cars which are included in this request would be a freight elevator. The freight elevator would give us additional space in the car's height to carry larger, over-sized items, but will be available for passengers as well.

ELEVATOR - COURTHOUSE \$60,000

Due to the age of the elevator, repair parts for this unit are becoming consistently harder to purchase. It has become necessary to replace the controllers and the motor in the unit. Replacing these parts will allow us to extend the use of this unit without replacing the entire unit.

SOUND LEVEL METER \$192

This unit is used to test the noise level in an area. As a part of the Indoor Air Quality and Maintenance Plan outlined by Risk Tech we are requesting the sound meter to test the noise level in our facilities when there is a complaint or when the level is in question.

POCKET HYGRO-THERMO ANEMOMETER \$160

This unit is a multi-task instrument used to test light readings, humidity, ambient air temperature, and air velocity. As a part of the Indoor Air Quality and Maintenance Plan outlined by Risk Tech we are requesting the hygro-thermo anemometer to test the indoor/outdoor air temperature, humidity, lighting in areas, as well as air velocity. This instrument will allow Building Services' indoor air quality technician to test areas to ensure we have enough lighting, proper temperature, proper humidity, as well as checking the air flow for HVAC equipment.

16-17

DC AIR SAMPLING PUMP **\$748**

This unit is used to test air quality in when that area becomes suspect for possible contaminants. As a part of the Indoor Air Quality and Maintenance Plan outlined by Risk Tech we are requesting the sampling pump to test for air contaminants, to include mold, lead, and other VOC (volatile organic compounds). This unit will be used to test a suspect area when the incident is reported as well as testing the area when the contaminant is removed/cleared.

GAS DETECTION DEVICE **\$2,420**

This unit is used to test the air for volatile gases, such as carbon monoxide, ammonia, chlorine, hydrogen, hydrogen sulfide, as well other gases which are harmful to humans. AS part of the Indoor Air Quality and Maintenance Plan outlined by Rick Tech we are requesting a gas detection device. The unit will be used to test an area when there is suspected gas in the area. The unit can be left in an area to test for gas exposure over an extended period.

ADMINISTRATION BUILDING - SEAL CONCRETE DECKING/WINDOW FRAME **\$10,000**

The sealant on the joints of the concrete decking and lower window area will be resealed. The sealant has deteriorated and has reached the end of its life expectancy and it no longer pliable. As the material has deteriorated, moisture is being allowed to penetrate the seals.. The sealant will be replaced thus ensuring the moisture is not allowed to penetrate the surface. The sealant was installed when the facility was constructed in the mid 70's.

ADMINISTRATION BUILDING - AIR LOCK **\$20,000**

Install air lock on the south side entrance area. The air lock will serve a two-fold purpose. First and foremost, the air lock will ensure water does not penetrate the basement during heavy rains. During heavy rains water fills a drain located in this area and flows into the basement. Next, installation of an air lock help with keeping the ground floor at a constant temperature, not allowing heated or cooled air to escape when the door is opened.

COURTHOUSE - DOOR LOCKS **\$5,000**

This will provide for the replacement of door locks throughout the courthouse. The door locks have not been update in approximately 30 years. Installing new locks on the doors will allow Building Services to ensure all doors are keyed the county key system, as well as ensuring anyone who may have had keys previously will not be able to access the areas without a key or someone letting them into an area.

ADMINISTRATION BUILDING - AIR HANDLER - 1ST & 2ND FLOORS **\$65,000**

The air handlers in the Administration Building were installed when the facility was constructed in the mid 1970's. The units are quickly reaching their expected life expectancy and should be replaced. As evidenced by the failure of the air handler on the 4th floor during FY 2004-05, we will see the remaining units so show signs of excessive wear and maintenance costs will rise drastically. During this fiscal term we purpose to replace the air handlers on the 1st and 2nd floors. The cost include associated work required to replace the units such as, wall/door removals and replacements. The difference in the cost between the floors is the 1st floor has higher ceilings which require more air movement, thus a larger unit handles this area.

1 st Floor Air Handler	\$40,000
2 nd Floor Air Handler	\$25,000

16-18

COURTHOUSE - GRAND COURTROOM - CEILING REPAIR **\$20,000**

The ceiling in the grand courtroom of the courthouse has intricate wood and plaster molding. The molding and the ceiling are in need of restoration. There are several areas which will need to be repaired. Additionally, the entire area needs to be painted to restore the room to its original condition. The restoration of the plaster and wood work will take skilled craftsmen to repair the damaged area and restore it to its original state.

VEHICLE REPLACEMENT 1997 CHEVY S-10 BLAZER **\$20,000**

The Fleet Services Manager recommended to replace vehicle number 18930, 1997 Chevy Blazer in FY 2005-06. This unit has reached its expected capital recovery replacement schedule. I am resubmitting this request for FY 2005-06 budget with the recommendation of the Fleet Services Manager in order to stay in line with the vehicle replacement policy.

VEHICLE REPLACEMENT 1996 CHEVY SERVICE TRUCK **\$25,000**

The Fleet Services Manager recommended to replace vehicle number 18619, 1996 Ford in FY 2005-06. This unit has reached its expected capital recovery replacement schedule. I am resubmitting this request for FY 2005-06 budget with the recommendation of the Fleet Services Manager in order to stay in line with the vehicle replacement policy.

ADMINISTRATION BUILDING - CEILING TILE REPLACEMENT **\$5,000**

The ceiling tiles in a large amount of the Administration Building (old area) were installed when the facility was constructed in the mid 1970's. Although some of the tiles have been replaced over the years, there are large areas in the facility that have not been replaced. As the facility is now renovated in the old area, Building Services purposes to remove and replace the old ceiling tiles which have become discolored and stained over the years. In some areas it will be necessary to install new cross sections to accommodate 2 x 2 tiles, where 2 x 4 tiles now exist.

2 x 2 Ceiling Tiles 160 x \$31.25 = \$5000.

ADMINISTRATION BUILDING - HVAC CONTROL UNITS - 5TH & 6TH FLOORS **\$25,000**

The control units for the NOVAR system (HVAC remote controls units) were installed in the facility when the building was constructed in the mid 1970's. As these units were manufactured almost 30 years ago, many of the parts are no longer available. In an effort to keep the units in working order, it is necessary to replace some of the units. We purpose to replace the NOVAR controllers on the 5th and 6th floors in the old area of the building. We will cannibalize parts which are removed to repair units on the other floors of the building. Replacement parts will include replacement of actuators, enclosures, sensors, back plates, cables and an expansion panel for the NOVAR controller.

16-19

SECTION I

**COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2005-2006**

Fund # 1000
Organization # 11300
Program # 1

Fund Title: GENERAL
Organization Title: BUILDING SERVICES
Program Title: ADMINISTRATION

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # <u>1</u>	<u>41,966</u>
510300 Part Time # _____	
511112 FICA Cost	<u>3211</u>
511113 State Retirement	<u>3231</u>
511114 Police Retirement	
511120 Insurance Fund Contribution # <u>1</u>	<u>5760</u>
511130 Workers Compensation	<u>1121</u>
511131 S.C. Unemployment	
* Total Personnel	<u>55,289</u>
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	<u>50</u>
521100 Duplicating	<u>10</u>
521200 Operating Supplies	<u>1000</u>
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # _____	
524101 Comprehensive Insurance # _____	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525___ Utilities - _____	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	<u>1060</u>
** Total Personnel & Operating	<u>56349</u>
** Total Capital (From Section II)	
*** Total Budget Appropriation	<u>56349</u>

16-20

**Building Maintenance
Personnel Grade Change
Incorporation of Duties - Indoor Environmentalist/Administrative Assistant**

Proposed Grade: Grade 13
Proposed New Positions: One (1)

Air quality has become a priority as new construction standards have changed.. As Building Services continues to monitor the indoor environment in county buildings, more time will be required to monitor and correct inadequate conditions within county buildings, as it relates to the indoor environment. Providing a healthy environment for those who work and visit our facilities is paramount to the overall operations of our buildings.

Building Services purposes to change the Administrative Assistant position to incorporate additional duties as the Indoor Environmentalist/Administrative Assistant. The position will oversee the air quality environment within our facilities. The position will be under limited supervision of the Building Services Manager. This position shall be meet the requirements of an Certified Indoor Environmentalist.

As the Indoor Environmentalist, the individual will implement all phases of overseeing the indoor environment for all County of Lexington facilities. The Indoor Environmentalist will respond to all reports of inadequate indoor air quality or issues related to the indoor environment. The Indoor Environmentalist will work in cooperation with the maintenance staff.

The Indoor Environmentalist will:

- A. Identify current practices or conditions that currently exist that adversely affect indoor air quality.
- B. Conduct periodic inspections and log results to establish a profile for county facilities.
- C. Investigate complaints of inadequate indoor air quality/conditions.
- D. Test facilities using approved equipment and accepted standards.
- E. Recommend corrective changes and advise the Building Maintenance manager of those changes.
- F. Communicate with occupants to relay information as necessary and to secure their cooperation when solving existing problems.
- G. Notify building occupants of scheduled and unscheduled maintenance which may affect the indoor environment and establish a clear line of communications to keep occupants informed.
- H. Work closely with contractors/vendors during new construction/renovations to ensure the environment is constantly monitored for potential contaminants.
- I. Educate building tenants regarding their role in maintaining good indoor air quality.

The indoor environment covers many disciplines and is complex. The Indoor Environmentalist will work closely with the air conditioning maintenance, custodial, electricians, carpenters, pest control personnel, and vendor/contractors to survey how their work within a building will affect the indoor environment and will make recommendations to keep the building indoor environment healthy.

Equipment is listed on Building Services' capital request for FY 2005-06. If approved will be used in conjunction with this new program.

16-21

SECTION I

**COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2005-2006**

Fund # 1000
Organization # 111300
Program # 2

Fund Title: GENERAL
Organization Title: BUILDING SERVICES
Program Title: CUSTODIAL

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # <u>3</u>	<u>62,028</u>
510300 Part Time # _____	
511112 FICA Cost	<u>4746</u>
511113 State Retirement	<u>4,778</u>
511114 Police Retirement	
511120 Insurance Fund Contribution # <u>3</u>	<u>17280</u>
511130 Workers Compensation	<u>1657</u>
511131 S.C. Unemployment	
* Total Personnel	<u>90,489</u>
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	<u>25</u>
521100 Duplicating	<u>5</u>
521200 Operating Supplies	<u>300</u>
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # _____	
524101 Comprehensive Insurance # _____	
524201 General Tort Liability Insurance	<u>237</u>
524202 Surety Bonds	<u>24</u>
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525___ Utilities - _____	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	<u>495</u>
526500 Licenses & Permits	
* Total Operating	<u>1086</u>
** Total Personnel & Operating	<u>91,575</u>
** Total Capital (From Section II)	<u>0</u>
*** Total Budget Appropriation	<u>91,575</u>

16-22

Building Services
Custodial
Additional Personnel

This year we are asking for **three (3) custodial positions**. The additional staff will be brought in at the current rate of pay for custodial staff. There should not be a need for additional supervisors and should in fact allow the working supervisor the opportunity to fill in as needed much easier should one of the staff be absent for any reason.

The new personnel will be used at the Administration Building, Judicial Center and the other float between the various magistrate offices.

There is two (2) individuals who supervise the custodial staff. One is the supervisor and the other is the senior custodial worker who acts in the supervisors absence. Both the supervisor and senior custodial worker are working field supervisors who assist with all areas.

DSS Custodial - One (1) person assigned - Personnel assigned to this area clean the Department of Social Services buildings on Gibson Road and the Maxway Building on West Main Street.

General Custodial - Ten (10) persons assigned - Personnel assigned to this area clean building in and around the main campus complex to include but not limited to the Administration Building, Auxiliary Administration Building, Courthouse, Courthouse Annex, Judicial Center, Swansea Service Center and they fill in other areas as needed.

West Columbia Health Department Custodial - One (1) persons assigned - Personnel assigned to this area clean the West Columbia Health Center.

Libraries - Three (3) persons assigned plus one (1) trusty - Personnel assigned to this area clean the Irmo Library, Lexington Library and the West Columbia Library. The Lexington Library also is the headquarters for the library systems and uses a trusty from the Lexington County Detention Center daily to assist with the cleaning responsibilities.

Supervisor - Claudietta Davis
Assistant - Joyce Hunter

<u>DSS</u>	<u>General</u>	<u>Health Departments</u>	<u>Libraries</u>
Etheredge, Patricia	Cook, Marian	Wise, Louise	Byrd, Martha
	* Corder, Janet		Walker, Ann
	Dennis, Corine		Isaac, Thelma
	Etheredge, Jessie		
	Hiller, Florence		
	Kennedy, Steven		
	Rivera, Hilda		
	Smith, Gloria		
	Summer, Janice		
	Tackett, Corbett		

** Janet Corder cleans the Swansea Service Center two (2) days per week and the Batesburg Health Center three (3) days per week.*

16-24

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000
 Organization # 111300
 Program # 3

Fund Title: GENERAL
 Organization Title: BUILDING SERVICES
 Program Title: MAINTENANCE - GROUNDS

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # <u>1</u>	<u>29,558</u>
510300 Part Time # <u> </u>	<u> </u>
511112 FICA Cost	<u>2262</u>
511113 State Retirement	<u>2776</u>
511114 Police Retirement	<u> </u>
511120 Insurance Fund Contribution # <u>1</u>	<u>5760</u>
511130 Workers Compensation	<u>2944</u>
511131 S.C. Unemployment	<u> </u>
* Total Personnel	<u>42,800</u>
Operating Expenses	
520100 Contracted maintenance	<u> </u>
520200 Contracted Services	<u> </u>
520300 Professional Services	<u> </u>
520400 Advertising	<u> </u>
521000 Office Supplies	<u>5</u>
521100 Duplicating	<u>3</u>
521200 Operating Supplies	<u>500</u>
522100 Equipment Repairs & Maintenance	<u> </u>
522200 Small Equipment Repairs & Maint.	<u> </u>
522300 Vehicle Repairs & Maintenance	<u>400</u>
523000 Land Rental	<u> </u>
524000 Building Insurance	<u> </u>
524100 Vehicle Insurance # <u>1</u>	<u>597</u>
524101 Comprehensive Insurance # <u> </u>	<u> </u>
524201 General Tort Liability Insurance	<u>361</u>
524202 Surety Bonds	<u>8</u>
525000 Telephone	<u> </u>
<u>525230 800 MHz RADIO</u>	<u>570</u>
<u>525231 800 MHz RADIO MAINT</u>	<u>93</u>
525100 Postage	<u> </u>
525210 Conference & Meeting Expenses	<u> </u>
525220 Employee Training	<u> </u>
525230 Subscriptions, Dues, & Books	<u> </u>
525 <u> </u> Utilities - <u> </u>	<u> </u>
525400 Gas, Fuel, & Oil	<u>1100</u>
525600 Uniforms & Clothing	<u>300</u>
526500 Licenses & Permits	<u> </u>
* Total Operating	<u>3937</u>
** Total Personnel & Operating	<u>46,737</u>
** Total Capital (From Section II)	<u>14377</u>
*** Total Budget Appropriation	<u>61,114</u>

16-25

Building Maintenance
Grounds Maintenance
Additional Personnel

Proposed Grade: Grade 7
Proposed New Positions: One (1)

This position will be responsible for maintaining the grounds for the Administration/Judicial complex. It will include grounds maintenance, removal of debris to convenience stations, maintenance/repair of sprinkler systems, removal of trash in outside trash receptacles, cleaning parking lots, and any other duties necessary.

The Administration Building and Judicial Center complexes were completed in 2004. The complex contains four (4) large parking areas and a two (2) level parking garage. The parking areas contain large areas of landscaping and sprinkler systems.

The addition of the parking areas and parking garage requires constant attention to the grounds and parking areas. During spring, summer and fall, the plants, grass, and sprinkler system requires constant attention. The constant flow of traffic in the parking areas require the removal of debris and trash. Additionally, trees and shrubbery have been planted in various areas. Removal of debris, as well as watering will be required to keep these plants continuously growing. An additional grounds employee will ensure we are able to keep the grounds cut, trees and shrubs limbed, and trash removed in a timely manner at the Administration/Judicial Center.

We purpose retain vehicle 18619 which is scheduled for replacement as per Fleet Services manager for this fiscal year and use it for this position. As the vehicle will be only driven to the Administration/Judicial Center daily we believe this vehicle will suffice for several years. Vehicle will be used to pull ground maintenance trailer and haul debris to the convenience station from the complex.

16-27

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000
 Organization # 111300
 Program # 3

Fund Title: GENERAL
 Organization Title: BUILDING SERVICES
 Program Title: BUILDING MAINTENANCE

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # <u>2</u>	<u>66,222</u>
510300 Part Time # <u> </u>	
511112 FICA Cost	<u>5,066</u>
511113 State Retirement	<u>5,100</u>
511114 Police Retirement	
511120 Insurance Fund Contribution # <u>2</u>	<u>11,520</u>
511130 Workers Compensation	<u>12,364</u>
511131 S.C. Unemployment	
* Total Personnel	<u>100,272</u>
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	<u>35</u>
521100 Duplicating	<u>10</u>
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # <u>2</u>	<u>1194</u>
524101 Comprehensive Insurance # <u> </u>	
524201 General Tort Liability Insurance	<u>722</u>
524202 Surety Bonds	<u>16</u>
525000 Telephone	
<u>525230 800 MHZ RADIO</u>	
<u>525221 800 MHZ RADIO MAINT.</u>	<u>1140</u>
525100 Postage	<u>186</u>
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 <u> </u> Utilities - <u> </u>	
525400 Gas, Fuel, & Oil	<u>2800</u>
525600 Uniforms & Clothing	<u>650</u>
526500 Licenses & Permits	
* Total Operating	<u>6753</u>
** Total Personnel & Operating	<u>107,025</u>
** Total Capital (From Section II)	<u>69,700</u>
*** Total Budget Appropriation	<u>176,725</u>

16-28

Building Maintenance
Additional Personnel

Proposed Grade: Grade 9
Proposed New Positions: Two (2)

In 2003, Building Services added one new position to assist with the maintenance of the buildings being built by the County of Lexington. With the addition of the Judicial Center, additional space added to the Administration Building, Oak Grove Magistrate, and new space being added for the Sheriff's Department for the training facility located near the Columbia Metropolitan Airport, we have added approximately 150,000 sf. of space which will require maintenance. Additionally, Fire Service will construct a new complex in the southern area of Lexington County if federal funding comes available this year and there are two additional stations planned for the near future.

Administration Bldg. Additional square footage added to building as well as grounds upkeep.
EMS Operations: New EMS Operations center
Judicial Center: New Judicial Complex constructed with 98,000 sf. of space added.
Magistrate: North Lake and Oak Grove Complex addition.
Public Works: The administrative area of Public Works was enlarged to accommodate Storm Water.
Sheriff's Department: Training facility near the Columbia Metropolitan Airport and North Lake Complex.
Pelion Airport: Hangers and office area, including space which is leased to individuals for aircraft.

Air quality has become a priority. As Building Services continues to monitor the air quality in county buildings, more time will be required to monitor and correct air quality within these buildings. Changing filters, cleaning HVAC units and grills is a time consuming process.

Additionally, as roof or plumbing leaks are detected, Building Services immediately ensures the water is vacuumed from the carpet and/or flooring. Fans are immediately placed to ensure the area is completely dried to ensure moisture is contained to prevent the potential for mold to grow.

Additionally, Building Services in being called upon to renovate areas as additional personnel are added by the various departments. Many of our building are starting to age and with age comes the requirement for added repairs and maintenance to keep the building fully operational. We have seen in many instances following new construction, Building Services has been required to make changes to buildings once the contractor has completed the project, thus requiring staff to abandon projects until a later time in order to work on these projects.

As we build building in the outlying areas, travel time must be factored into the equation in order to maintain the buildings. Due to the limited staff, many times personnel are required to leave a job on one side of the county in order to handle an emergency on the other side of the county. We have seen this quiet often in recent years.

Additional personnel will allow this department ample time to concentrate on providing better services in a more timely manner. More importantly, it will give Building Services ample staff to concentrate on having staff readily available for emergencies to meet the needs of every department.

16-30

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06

Fund: 1000

Division: General Services

Organization: 111310 - Security Services

		<i>BUDGET</i>					
Object Expenditure Code	Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
510100	Salaries & Wages - 1	31,530	15,703	34,400	34,972		
510199	Special Overtime	6	386	386	0		
510200	Overtime	1,021	0	0	0		
510300	Part-Time - 3-PT/ (1.89 - FTE)	39,414	20,093	52,235	72,081		
511112	FICA Cost	5,323	2,661	6,395	8,190		
511113	State Retirement	1,506	737	1,607	0		
511114	Police Retirement	5,349	2,720	6,562	11,455		
511120	Insurance Fund Contribution - 1	10,426	7,560	15,120	5,760		
511130	Workers Compensation	3,039	1,912	2,443	3,597		
* Total Personnel		97,614	51,772	119,148	136,055		
Operating Expenses							
521000	Office Supplies	15	23	100	100		
521200	Operating Supplies	0	0	75	75		
521208	Police Supplies	5	0	200	200		
521401	Infectious Disease Control Supplies	3	0	0	0		
522300	Vehicle Repairs & Maintenance	118	136	500	500		
524100	Vehicle Insurance - 1	525	265	543	597		
524201	General Tort Liability Insurance	1,235	997	2,044	2,194		
524202	Surety Bonds	0	0	0	10		
525000	Telephone	259	143	355	250		
525010	Long Distance Charges	24	1	20	0		
525020	Pager and Cell Phones	268	314	816	696		
525030	800 MHz Radio Service Charges - 1	495	250	563	648		
525031	800 MHz Radio Maintenance Contracts - 1	90	91	91	100		
525210	Conference & Meeting Expenses	0	0	400	400		
525230	Subscriptions, Dues, & Books	0	0	40	40		
525400	Gas, Fuel & Oil	254	205	400	500		
525600	Uniforms & Clothing	357	0	500	500		
* Total Operating		3,648	2,425	6,647	6,810		
** Total Personnel & Operating		101,262	54,197	125,795	142,865		
Capital							
540000	Small Tools and Minor Equipment:	147	0	0	0		
540010	Computer Software				400		
6A6	(1) Computer				800		
** Total Capital		147	0	0	1,200		
*** Total Budget Appropriation		101,409	54,197	125,795	144,065		

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SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Security Services					
Master Deputy / Security	1	1	0	1	13
Security Guard (PT DP)	1	0.93	0	0.93	05-P/T
PT Deputy/Security Services	1	0.59	0	0.59	10-P/T
PT Deputy/Security Services 62.5%- 111310 & 37.5% - 151200)	1	0.37	0	0.37	10-P/T
Totals:	<u>4</u>	<u>2.89</u>	<u>0</u>	<u>2.89</u>	

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES \$100

The major expenditures in this account are folders, pens, laser printer cartridges etc

521200 - OPERATING SUPPLIES \$75

This account will be used to purchase replacement batteries for equipment, film and other items necessary to perform job duties.

521208 - POLICE SUPPLIES \$200

The deputies must be supplied with batteries, gloves, etc. to perform their daily job duties.

522300 - VEHICLE REPAIRS & MAINTENANCE \$500

This account is used to pay for repairs and services necessary to keep the fleet of vehicles on the road. The amount budgeted is based on 6 month actual average with projection of the same for the remaining 6 months plus an additional amount for extraordinary repairs. Additional funds are requested for extraordinary repairs because the vehicles are one year older with many more miles and may require transmission overhauls, new tires, etc.

524100 - VEHICLE INSURANCE \$597

1 @ \$597.00 each

524201 - GENERAL TORT LIABILITY INSURANCE \$2194

General tort liability insurance amounts as allocated based on number of personnel.

524202 - SURETY BONDS \$10

Surety Bonds are paid every 3 years. The estimated cost was provided by the County Risk Manager.
\$10 law enforcement

525000 - TELEPHONE \$250

Dedicated telephone lines are required for case purposes and for immediate contact.

525010 - LONG DISTANCE \$ 0

The budget for long distance charges is \$0 due to bid of telephone service. PBT will not charge the County any long distance fees.

525020 - PAGERS AND CELL PHONES \$696

Pagers and cell telephones are required for immediate contact for security purposes. Mobile telephones are required for immediate response when emergencies occur. See telecommunication equipment listing for identification detail

and schedule of charges for amount detail. The budgeted amount also includes a contingency for lost pager fees and roaming and long distance charges for cell telephones.

Pagers 2 @ \$9.00 month * 12 months	\$216
1 mobile phone @ \$40 * 12 months	\$480

525030 – 800 MHZ RADIO SERVICE CHARGES **\$648**

Required for communication.

1 Radio at \$54.00 per month x 12 months = \$648

525031 – 800 MHZ RADIO MAINTENANCE CONTRACTS **\$100**

800 MHz radios are required for communications.

1 Radios – estimated maintenance costs prorated across all radios is \$100 per radio = \$100

525210 – CONFERENCE & MEETING EXPENSES **\$400**

To meet requirements for certification, SC Code of Laws, Section 23-23-10 training must be attended. These include: Class I enforcement personnel (40 hours/ 3 years). This reflects our in-house training needs required by law to provide to our personnel. The academy does not teach these courses, and in many cases, we must send people outside the county for training so that they may maintain their certification and acquire advancement in technical fields, which are changing rapidly in the law enforcement. Training seminars requested during the year may vary as they are offered

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$40**

Membership Dues for SCLEOA allows Class I officers to benefit from conference and training workshops for certification and specialized training skills. Legal updates, technical magazine reference materials, the SC Code of Laws must be ordered to provide up to date legal assistance to prevent litigation and to assist in case trials.

525400 - GAS, FUEL & OIL **\$500**

This account includes all fuel, oils, and fluids used in all vehicles, trucks, tractors, etc. that are used. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same.

525600 - UNIFORMS & CLOTHING **\$500**

Uniforms are requested under Section 23-13-30 of the SC Code of Laws. Replacement items will be purchased.

SECTION V. C. –CAPITAL LINE ITEM NARRATIVES

540010 – COMPUTER SOFTWARE **\$ 400**

Software is necessary for the computer to function.

6A6 - (1) COMPUTER **\$ 800**

This computer will be used for typing reports; generating works documents.

SECTION I

COUNTY OF LEXINGTON

GENERAL FUND

Annual Budget

Fiscal Year - 2005-06

Fund: 1000

Division: General Services

Organization: 111320 - Code Enforcement Services

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 5	172,928	74,910	169,124	176,220		
510199 Special Overtime	0	540	541	2,600		
510200 Overtime	566	0	0	0		
511112 FICA Cost	12,916	5,553	12,893	13,680		
511113 State Retirement	2,694	897	1,927	2,170		
511114 Police Retirement	14,356	6,673	15,086	16,120		
511120 Insurance Fund Contribution - 5	28,800	14,400	28,800	28,800		
511130 Workers Compensation	4,707	2,135	4,817	5,147		
* Total Personnel	236,967	105,108	233,188	244,737		
Operating Expenses						
521000 Office Supplies	524	21	600	840		
521100 Duplicating	160	109	200	200		
521200 Operating Supplies	431	0	500	500		
521208 Police Supplies	0	0	400	400		
522300 Vehicle Repairs & Maintenance	4,409	1,593	3,500	4,625		
524100 Vehicle Insurance - 4	2,100	1,060	2,173	2,388		
524201 General Tort Liability Insurance	2,350	1,391	2,852	3,060		
524202 Surety Bonds	0	0	0	48		
525000 Telephone	1,394	613	1,970	500		
525010 Long Distance Charges	32	10	312	0		
525020 Pager and Cell Phones	399	210	485	474		
525030 800 MHz Radio Service Charges - 5	2,475	1,244	3,159	3,240		
525031 800 MHz Radio Maint Contracts - 5	182	437	620	500		
525210 Conference & Meeting Expenses	0	0	2,500	2,500		
525230 Subscriptions, Dues, & Books	90	0	400	400		
525400 Gas, Fuel, & Oil	4,914	3,326	4,500	4,905		
525600 Uniforms & Clothing	2,276	0	2,500	4,000		
* Total Operating	21,736	10,014	26,671	28,580		
** Total Personnel & Operating	258,703	115,122	259,859	273,317		
Capital						
540000 Small Tools and Minor Equipment:						
All Other Equipment	0	69	500	0		
	0	0	450	0		
** Total Capital	0	69	950	0		
*** Total Budget Appropriation	258,703	115,191	260,809	273,317		

18-1

SECTION III. – PROGRAM OVERVIEW

Code Enforcement enforces the county codes and ordinances. The enforcement of these codes and ordinances aids in maintaining the beautification and overall quality of life for the citizens of Lexington County.

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Code Enforcement Services:					
Deputy First Class	4	4	0	4	12
Senior Secretary	1	1	0	1	7
Totals	<u>5</u>	<u>5</u>	<u>0</u>	<u>5</u>	

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES **\$840**

The major expenditures in this account are folders, pens, laser printer cartridges etc. required for preparation of case files.

521100 - DUPLICATING **\$200**

Case files, investigative reports and other materials applying to on going investigations.

521200 - OPERATING SUPPLIES **\$500**

The majority of this account must pay for building cases using tickets, reports, film and film processing for evidence purposes in order to try cases in court.

521208 - POLICE SUPPLIES **\$400**

The deputies must be supplied with certain items such as flashlights, batteries, handcuffs, summons books, holders, etc. to perform their daily job duties. Some disposable supplies must be replaced quarterly such as OC spray, gloves, and batteries.

522300 - VEHICLE REPAIRS & MAINTENANCE **\$4,625**

This account is used to pay for repairs and services necessary to keep the fleet of vehicles on the road. The amount budgeted is based on 6 month actual average with projection of the same for the remaining 6 months plus an additional amount for extraordinary repairs. Additional funds are requested for extraordinary repairs because the vehicles are one year older with many more miles and may require transmission overhauls, new tires, etc.

524100 - VEHICLE INSURANCE **\$2,388**

4 @ \$597 each

524201 - GENERAL TORT LIABILITY INSURANCE **\$3,060**

The amount budgeted is provided by the County Risk Manager.

524202 - SURETY BONDS **\$ 48**

The amount budgeted is provided by the County Risk Manager.

\$8 * 1

\$10 * 4

525000 - TELEPHONE **\$ 500**

Dedicated telephone lines are required for case purposes and for immediate contact. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same. \$70 per month * 12 months = \$840 projected expenditures

18-4

525010 - LONG DISTANCE **\$ 0**

The budget for long distance charges is \$0 due to bid of telephone service. PBT will not charge the County any long distance fees.

525020 - PAGERS AND CELL PHONES **\$474**

Pagers are required for immediate contact for security purposes. See telecommunication equipment listing for identification detail and schedule of charges for amount detail. The budgeted amount also includes a contingency for lost pager fees.

Pagers \$421
Lost Pagers 1 @ \$52.50 \$ 53

525030 - 800 MHz RADIO SERVICE CHARGES **\$3,240**

Required for communication.

5 Radios at \$54.00 per month x 12 months = \$3,240

525031 - 800 MHz RADIO MAINTENANCE CONTRACTS **\$500**

800 MHz radios are required for communications.

5 radios maintenance cost is \$100.00 per radio = \$500

525210 - CONFERENCE AND MEETINGS **\$2,500**

To meet requirements for certification, SC Code of Laws, Section 23-23-10 training must be attended. These include: Class I enforcement personnel (40 hours/ 3 years). This reflects our in-house training needs required by law to provide to our personnel. The academy does not teach these courses, and in many cases, we must send people outside the county for training so that they may maintain their certification and acquire advancement in technical fields, which are changing rapidly in the law enforcement. Training seminars requested during the year may vary as they are offered

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$400**

Membership Dues for SCLEOA allows Class I officers to benefit from conference and training workshops for certification and specialized training skills. Legal updates, technical magazine reference materials, the SC Code of Laws must be ordered to provide up to date legal assistance to prevent litigation and to assist in case trials.

525400 - GAS, FUEL & OIL **\$4,905**

This account includes all fuel, oils, and fluids used in all vehicles, trucks, tractors, etc. that are used. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same.

525600 - UNIFORMS & CLOTHING **\$4,000**

Uniforms are requested under Section 23-13-30 of the SC Code of Laws. Replacement items will be purchased if funds are available. Costs included in this budget amount include leather gear and body armor. A new winter issue uniform will be purchased this fiscal year.

SECTION I

COUNTY OF LEXINGTON GENERAL FUND Annual Budget Fiscal Year - 2005-2006

Fund: 1000
Division: General Services
Organization: 111400 - Fleet Services

Object Code	Expenditure Classification	<i>BUDGET</i>				
		2003-04 Expenditure	2004-05 Expend (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommended
PERSONNEL						
510100	Salaries & Wages - 15	539,658	261,730	566,628	570,300	
510200	Overtime	3,109	1,458	1,458	3,200	
511112	Fica Cost	39,110	19,021	40,872	43,628	
511113	State Retirement	34,652	16,787	36,071	43,916	
511120	Insurance Fund Contribution - 15	86,400	43,200	86,400	86,400	
511130	Worker's Compensation	16,446	9,606	19,460	23,507	
511213	State Retirement - Retiree	2,528	1,242	2,598	-	
*TOTAL PERSONNEL		721,903	353,044	753,487	770,951	
OPERATING EXPENSES						
520302	Drug Testing	-	-	372	372	
520702	Technical Currency & Support	11,560	13,508	13,540	13,110	
521000	Office Supplies	486	85	1,000	1,000	
521100	Duplicating Supplies	467	164	450	450	
521200	Operating Supplies	4,084	2,847	6,950	8,000	
522200	Small Equipment Repairs & Maint.	3,451	880	7,000	8,600	
522300	Vehicle Repairs & Maint.	6,853	3,424	8,000	9,500	
523200	Equipment Rental	2,673	1,020	3,032	3,032	
524000	Building Insurance	2,203	1,304	2,739	2,870	
524100	Vehicle Insurance - 7	4,200	1,855	3,801	4,179	
524201	General Tort Liability Ins.	1,138	673	1,379	1,477	
524202	Surety Bonds	-	-	-	-	
524900	Data Processing Equip. Ins.	68	40	84	85	
525000	Telephone	8,978	4,171	7,670	9,059	
525010	Long Distance Charges	479	213	400	-	
525020	Pagers & Cell Phones	1,661	671	1,447	2,361	
525030	800Mhz Radio Svc. Charges - 9	4,897	2,466	5,413	5,151	
525031	800Mhz Radio Maint. Charges - 9	910	909	910	835	
525210	Conference & Meeting Expenses	1,668	576	681	5,498	
525230	Subscriptions, Dues & Books	238	111	120	660	
525240	Personal Mileage Reimbursement	-	-	100	100	
525250	Motor Pool Reimbursement	102	58	100	100	
525306	Utilities - Fleet Services	16,390	6,835	18,800	18,800	
525400	Gas, Fuel, & Oil	7,114	4,235	7,900	10,203	
525600	Uniforms & Clothing	2,287	2,405	2,705	2,705	
526500	Licenses & Permits	400	400	400	400	
*TOTAL OPERATING		82,307	48,850	94,993	108,547	
*TOTAL PERSONNEL & OPERATING		804,210	401,894	848,480	879,498	
CAPITAL						
540000	Small Tools & Minor Equipment:	1,811	23	2,500	3,000	
540010	Minor Software	6,621	2,558	2,865	700	
	All Other Equipment				51,625	
**TOTAL CAPITAL		8,432	2,581	5,365	55,325	
**TOTAL BUDGET APPROPRIATION		812,642	404,475	853,845	934,823	

SECTION IA

COUNTY OF LEXINGTON Existing Departmental Program Request Fiscal Year - 2005-2006

Fund# 1000

Fund Title: General

Organization # 111400

Organization Title: Fleet Services

Object Code	Expenditure Classification	Program 1 Admin.	Program 2 Sedans Lt. Trks.	Program 3 HD. Trks. Equip.	Program 4 Emer. Veh.	Total 2004-2005 Requested
Personnel						
510100	Salaries -15	114,850	193,224	147,968	114,258	570,300
510200	Overtime	-	-	-	3,200	3,200
510300	Part Time	-	-	-	-	0
511112	Fica Cost	8,786	14,782	11,319	8,741	43,628
511113	State Retirement	8,844	14,879	11,395	8,798	43,916
511120	Ins. Fund Contribution -15	17,280	28,800	23,040	17,280	86,400
511130	Worker's Compensation	2,966	8,714	6,674	5,153	23,507
511131	S.C. Unemployment	-	-	-	-	0
*Total Personnel		152,726	260,399	200,396	157,430	770,951
Operating Expenses						
520302	Drug Testing	0	186	124	62	372
520702	Technical Currency & Support	12,460	0	0	650	13,110
521000	Office Supplies	1,000	0	0	0	1,000
521100	Duplicating Supplies	450	0	0	0	450
521200	Operating Supplies	0	3,500	3,500	1,000	8,000
522200	Small Equip. Repairs & Maint.	4,000	2,500	1,600	500	8,600
522300	Vehicle Repairs & Maint.	0	800	5,600	3,100	9,500
523200	Equipment Rental	0	1,516	1,516	0	3,032
524000	Building Insurance	2,870	0	0	0	2,870
524100	Vehicle Insurance -7	0	597	1,791	1,791	4,179
524201	General Tort Liab. Ins.	584	395	261	237	1,477
524900	Data Processing Equip. Ins.	85	0	0	0	85
525000	Telephone	9,059	0	0	0	9,059
525010	Long Distance Charges	0	0	0	0	0
525020	Pagers & Cell Phones	1,066	0	585	710	2,361
525030	800Mhz Radio Charges-10	614	677	2,105	1,755	5,151
525031	800Mhz Radio Maint. Charges-10	93	93	371	278	835
525210	Conference & Meeting Exp.	3,156	1,686	328	328	5,498
525230	Subscriptions, Dues, & Books	400	130	130	0	660
525240	Personal Mileage Reimbursement	100	0	0	0	100
525250	Motor Pool Reimbursement	100	0	0	0	100
525306	Utilities - Fleet Services	18,800	0	0	0	18,800
525400	Gas, Fuel, & Oil	0	1,306	4,139	4,758	10,203
525600	Uniforms & Clothing	296	625	974	810	2,705
526500	Licenses & Permits	400	0	0	0	400
*Total Operating		55,533	14,011	23,024	15,979	108,547
*Total Personnel & Operating		208,259	274,410	223,420	173,409	879,498
Capital						
540000	Small Tools & Minor Equipment:	0	1,500	1,500	-	3,000
540010	Minor Software	700	0	0	0	700
**Total Capital		700	15,500	17,125	22,000	55,325
*Total Budget Requested		208,959	289,910	240,545	195,409	934,823

SECTION II

**County of Lexington
Capital Item Summary
Fiscal Year - 2005-2006**

**Fund# 1000
Organization# 111400**

**Fund Title: General
Organization Title: Fleet Services**

Program I

Program Title: Administration/Fuel Control

**Budget
2002-2003**

Qty / Amount

ITEM DESCRIPTION

Requested

3

Back Up Software

700

Program II

Program Title: Sedans and Light Trucks

Qty / Amount

ITEM DESCRIPTION

1

Brake Drum Lathe (Replacement)

14,000

Program III

Program Title: Heavy Duty Trucks and Yellow Equipment

Qty / Amount

ITEM DESCRIPTION

1

Hose, Reel & Nozzle

925

1

1/2 Ton Pick Up (Replacement)

12,500

1

10 Ton Floor Jack (Replacement)

2,200

Program IV

Program Title: Emergency Vehicles

Qty / Amount

ITEM DESCRIPTION

1

1 Ton Chassis (Replacement)

22,000

Small Tools & Minor Equipment

3,000

****Total Capital (Transfer Total to Section I and II)**

55,325

SECTION III. – PROGRAM OVERVIEW

Summary of Programs:

Program I	-	Administration / Fuel Control
Program II	-	Sedans and Light Trucks
Program III	-	Heavy Duty Trucks and Yellow Equipment
Program IV	-	Emergency Vehicles

Program I: Administration / Fuel Control

Objectives:

This program coordinates the day-to-day operations at Fleet Services. This area is also responsible for all the fuel and gasoline dispensed at the eight- (8) sites located around the county and two - (2) mobile units. Maintaining the required inventory, preparing the monthly reports, operation and maintaining leak detection devices and tank monitors at each site are a large and very important task due to the strict regulations imposed on the operation of underground storage tanks.

Program II: Sedans and Light Trucks

Objectives:

This area is responsible for repairing and maintaining our large automotive and light truck fleet. All tires, brakes, PM services, and air-conditioning are done "in house."

Program III: Heavy Duty Trucks and Yellow Equipment

Objectives:

This area is responsible for the service and repairs of our large trucks and yellow equipment. We do all the servicing and as many minor repairs as we can handle. A good deal of the repair work is sublet, due to us not being equipped to safely handle the repairs at our facility. This allows us to handle the maintenance and small repairs in a more timely manner rather than keeping our people involved that is reflected in the life we receive from our equipment. We especially strive to keep downtime to a minimum in order to keep the equipment productive.

Program IV: Emergency Vehicles

Objectives:

This program is responsible for keeping our fire apparatus serviced and repaired. We do this with two (2) people; one of which is dedicated only to servicing and minor repairs at the fire stations. All of our fire apparatus is serviced within six (6) month intervals, some more often. The other man is dedicated to more technical repairs as required on the fire apparatus. These repairs are done at the station as much as possible. This area provides a 24-hour on-call support for our emergency vehicles.

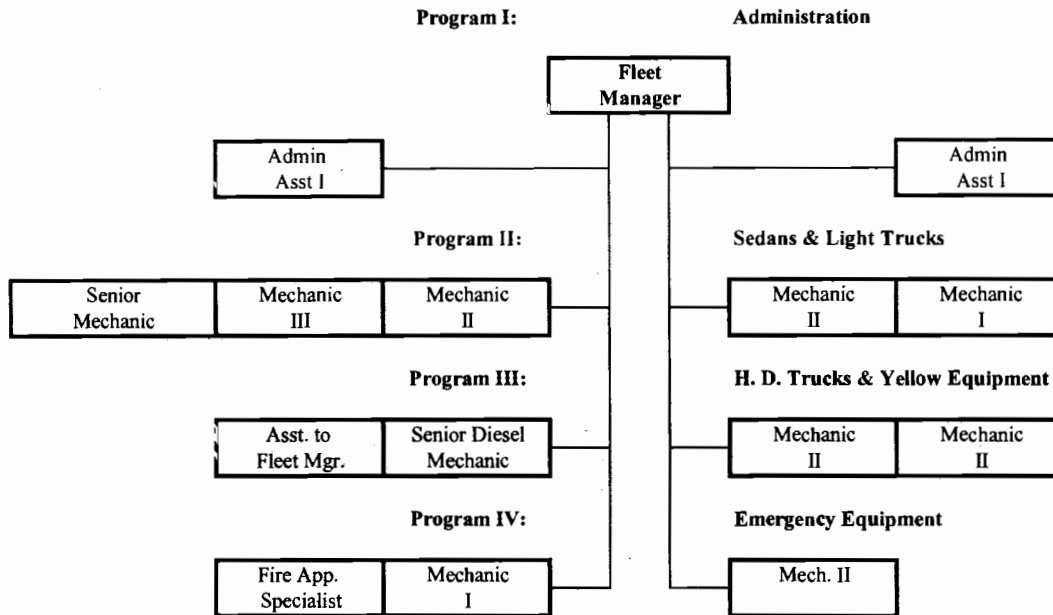
FUND 1000
FLEET SERVICES (111400)
FY 2005-2006 BUDGET REQUEST

SECTION III A - SERVICE LEVELS

Service Level Indicators	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Estimated	FY 2005-06 Projected
Work Orders Processed	4,416	4,385	4,486	4,500
Gasoline Dispensed	587,915	601,890	593,612	600,000
Diesel Dispensed	324,007	340,106	342,746	350,000

**FUND 1000
FLEET SERVICES (111400)
FY 2005-2006 BUDGET REQUEST**

SECTION V. A. ORGANIZATIONAL CHART



Listing of Positions

Job Title	Positions	Full Time Equivalent		Total With Insurance	Grade
		General Fund	Other Fund		
Fleet Manager	1	1		1	21
Senior Mechanic	1	1		1	15
Fire Apparatus Mech	1	1		1	14
Mechanic III	1	1		1	14
Senior Diesel Mech	1	1		1	13
Mechanic II	5	5		5	12
Asst to Fleet Manager	1	1		1	11
Mechanic I	1	1		1	10
Mechanic I	1	1		1	9
Administrative Asst I	2	2		2	5
Total Positions	15	15		15	

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

520302 – DRUG TESTING

372

This account will fund the cost of the mandatory drug-testing program.
6 tests @ \$62.00 each = \$372.00

520700 – TECHNICAL CURRENCY & SUPPORT

13,110

This account will fund the annual support service costs related to the fleet software system we use. The support includes, but is not limited to, telephone support (toll free to us), all software updates for the coming year, special report writing that we request, company newsletters, site visits by their staff, etc. This account will also cover the costs related to support the eight (8) fixed and two (2) mobile Fuel Master units. It will also cover for support and updates to the ambulance and motor pool VDO units. It will also cover the CAT ET, which is engine control module software that sets parameters and gives access to trouble codes. This is a very helpful resource and it has been most beneficial to our operation.

CCG Support = \$3,800.00
Fuel Master Support = \$8,160.00
 \$795.00 per unit X 8 units = \$6,360.00
 \$900.00 per unit X 2 units = \$1,800.00
Taylor Diesel = \$500.00
CAT ET = \$650.00

521000 – OFFICE SUPPLIES

1,000

This account funds supplies used at Fleet Services such as paper, envelopes, carbon paper, paper clips, staples, pens, pencils, requisitions, central store requests, computer supplies, toner for laser printers, etc.

521100 – DUPLICATING

450

This account is used to fund copies of requisitions, invoices, warranty information, service bulletins, etc. This request is based on actual use this year.

521200 – OPERATING SUPPLIES

8,000

This account is used to fund small shop supplies used in the daily operation of the Fleet Services shop. These items include, but are not limited to, shop rags, nuts and bolts, fasteners, electrical connectors, body fasteners, wire, tape, wheel balancing weights, valve stems, tire plugs, brass fittings, cotter pins, set screws, oil dry, paper products, soap (hand and car washes), small batteries, etc. These items are too small to be billed back to the departments so they are all grouped under this heading. This is one of the most important accounts in the operation of Fleet Services. The costs of the supplies are steadily increasing and we are always striving to prevent any wastes where possible. We have been able to realize substantial savings by washing, drying and reusing our shop rags.

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

522200 – SMALL EQUIP. REPAIRS & MAINTENANCE

8,600

This account is used to fund the repairs and maintenance of the shop equipment such as the wheel balancer, brake drum lathe, air tools, gasoline and diesel dispensers, submersible pumps, Fuel Master fuel dispensing system, tire machine, jacks, vehicle lifts, and air compressors. The costs of the annual tank tightness testing for the underground storage tanks are also funded from this account. Due to the fact that we provide 24 hour fueling to emergency vehicles, it is imperative we keep our systems operating. This account will fund the repairs needed for the underground hydraulic vehicle lifts. It is very important from a safety standpoint that these lifts are properly maintained.

522300 – VEHICLE REPAIRS & MAINTENANCE

9,500

This account is used to maintain and repair the seven (7) vehicles used at Fleet Services. Due to the constant use some of these trucks receive, maintenance items such as tires, brakes, oil filters, etc. are used a lot. The three- (3) service trucks that support the emergency vehicles on a 24 hour-seven (7) days per week have accumulated miles rapidly. Due to safety and dependability reasons these trucks must be in top operating condition to provide the response required. Projected costs are as follows:

14961	1992 Ford F-150 Pickup Truck		(159,550 miles)
	Projected Mileage	7,000	
	Est. cost for services & repairs		800.00
16662	1992 Ford Service Truck		(160,994 miles)
	Projected Mileage	10,000	
	Est. cost for services & repairs		600.00
19933	1998 Chevrolet Pickup Truck		(92,086 miles)
	Projected Mileage	9,000	
	Est. cost for services & repairs		800.00
13034	1990 Ford F-350 Service Truck		(284,438 miles)
	Projected Mileage	12,000	
	Est. cost for services & repairs		2,000.00
14304	1991 Ford F-450 Service Truck		(179,078 miles)
	Projected Mileage	10,000	
	Est. cost for services & repairs		3,800.00
20002	1998 Chevrolet 3500 Service Truck		(117,129 miles)
	Projected Mileage	20,000	
	Est. cost for services & repairs		1,000.00
21779	2000 Ford F-350 Service Truck		(101,620 miles)
	Projected Mileage	30,000	
	Est. cost for services & repairs		500.00

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

523200 – EQUIPMENT RENTALS 3,032

This account funds the cost for the rental of the parts washing machine and the brake cleaning machines provided by Safety Kleen. The chemicals used in these machines are classified as hazardous waste and disposal of these chemicals is difficult and expensive. OSHA now mandates the brake-cleaning machine so we have no choice in the matter. Based on this information, it is more cost effective for us to rent these machines rather than own them. The cost of the chemicals is significant as well as the cost to dispose of them. This account also funds the costs for the rental of the Oxygen and Acetylene cylinders used in the shop. I have increased this amount to cover the annual increase that usually comes in July or August. Projected costs are:

Parts Washing Machine: 13 Services @ \$129.00ea	=	\$1,677.00
Brake Cleaning Machine: 8 Services @ \$113.00ea	=	\$ 904.00
13 Cylinders @ \$35.75/mo X 12 mo. = \$429.00 + \$21.45 tax	=	\$ 451.00

524000 – BUILDING INSURANCE 2,870

This account funds the cost of insurance to cover the Fleet Services facility and its contents.

524100 – VEHICLE INSURANCE 4,179

This account will cover the actual cost of the liability insurance coverage for the seven (7) vehicles assigned to Fleet Services. Anticipated costs are:

\$597.00 per vehicle per year X 7 = \$4,179.00

524201 – GENERAL TORT LIABILITY INSURANCE 1,477

524900 - DATA PROCESSING EQUIPMENT INSURANCE 85

This account will fund coverage for lightening damage and other types of damage to the computer and tank monitoring equipment.

525000 – TELEPHONE 9,059

This account funds the cost of monthly service and equipment rentals for the twenty-two (22) standard grade telephone lines at Fleet Services that support our facility as well as the eight (8) fuel sites.

525010 – LONG DISTANCE CHARGES 0

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

525020 – PAGERS & CELL PHONES

2,361

This account covers the cost of the cellular telephones, pagers and Nextel's which are used to coordinate after hours emergency vehicle repairs, contacting wrecker services, communicating with Public Safety duty officers, department heads, and the County Administrator from the scene of an incident location. The Nextel units enable us to respond to and correct outages with our eight (8) refueling stations countywide. There are times after hours and weekends when fuel problems arise that require contact with the Fuel system administrator who in turn advises or takes corrective actions at the main computer.

Pagers
Fleet Manager, Asst. to Fleet Manager, & Fire Apparatus Mech. (Statewide Pagers)
Duty Mechanic (Local Pager)
Pager Costs: 3 Statewide Pagers @ \$8.76/mo. = \$26.28 X 12 = \$315.36
1 Local Pager @ \$6.66/mo. X 12 = \$79.92
Total Pager Costs: \$396.00

Nextel
Fleet Manager = \$40.00/mo X 12 = \$480.00
Assistant to Fleet Mgr = \$40.00/mo X 12 = \$480.00
Admin Asst = \$40.00/mo X 12 = \$480.00
Total Nextel Costs: \$1,440.00

Cellular Telephones
Fire Apparatus Mechanic Basic Service + Air Time = \$43.71 (projected costs) monthly X 12 = \$524.52
Total Cellular Telephone Costs: \$525.00

525030 800MHZ RADIO CHARGES

5,151

This account funds the monthly airtime service and charges for nine (9) 800MHz radios which Neil Ellis has indicated in his listing.

525031-800MHZRADIO MAINTENANCE CHARGES

835

This account will fund the maintenance contract costs for repairs to the nine (9) 800MHz radios operated within Fleet Services per Neil Ellis.

525210 CONFERENCE & MEETING EXPENSE

5,498

This account will fund the cost of attending the annual S.C. Governmental Fleet Managers Conference, which is held in South Carolina. This meeting is very informative and gives the opportunity to share with other fleet managers about programs we have in common. This account will also fund the cost for two (2) staff members to attend the annual CCG Systems/FASTER conference in Norfolk, VA. This is the Fleet Management software we presently use. It will also fund the CCG Systems/FASTER regional workshop that will allow two (2) staff members to attend a local workshop related to new features offered annually to our software. Also funded from this account will be the ASE and EVT mechanic certification programs. These programs allow our staff to develop their specialized skills and be tested and certified in respective areas. This is very important today due to the technology we are faced with in our fleet. These workshops are close enough to drive to. Anticipated costs are:

Fleet Managers Conference
Registration - \$250.00, Gasoline - \$20.00, (3) Night Lodging @ \$90.00 = \$270.00, Per Diem - \$120.00 = \$660.00
CCG/Faster Conference
Registration - \$345.00, Third Day Training - \$225.00, (4) Nights Lodging @ \$120.00 = \$480.00, Per Diem - \$150.00, = \$1,200.00 X 2 = \$2,400.00 + Parking - \$36.00, Gasoline - \$60.00 = \$2,496.00
CCG/Faster Workshop
Registration - \$295.00, (1) Night Lodging - \$100.00, Per Diem - \$60.00 = \$455.00 X 2 = \$910.00 + Gasoline - \$20.00 = \$930.00
Misc. Employee Training = \$500.00
ASE & EVT Certification - \$1,412.00

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

525230 – SUBSCRIPTIONS, DUES & BOOKS 660

This account fund the purchase of reference manuals and technical publications related to the operation of Fleet Services. Some examples are: motor, auto and truck repair manuals, motor service magazines, and manufacturers repair manuals such as: Motor Auto Repair Manual, NADA used car guides, Motor Service Magazine, SCGFMA dues. This account also funds the required course manuals for the ASE & EVT certification programs.

525240 – PERSONAL MILEAGE REIMBURSEMENT 100

This account will fund the reimbursement for use of a personal owned vehicle.

525250 – MOTOR POOL REIMBURSEMENT 100

This account will fund the use of Motor Pool vehicles used for conducting county business.

525306 – UTILITIES – FLEET SERVICES 18,800

This request is based on the actual costs of the 2004-2005 year.

525400 – GAS, FUEL & OIL 10,203

This account funds the costs of fuel and oil for the seven (7) vehicles operated by Fleet Services. Five (5) of these trucks cover the county daily and two (2) go 24-hours, seven (7) days a week. Anticipated costs are:

(3) Gasoline vehicles
Projected gallons of gas – 3,000
3,000 gals @ \$1.40 = \$4,200.00

(4) Diesel vehicles
Projected gallons of fuel – 4,288
4,288 gals @ \$1.40 = \$6,003.00

525600 – UNIFORMS AND CLOTHING 2,705

This account fund the replacement costs for the uniforms, steel toe safety shoes, and jackets used by the staff at Fleet Services. Due to the severe demands put on this clothing, which requires frequent laundering, these clothes barely last from year to year. Since the steel-toed shoes have been required, we have not had any foot related injuries to the staff at Fleet Services. By having our employees in proper uniform, we produce a good image when out in public. Prices are projected as follows:

60 work type uniform shirts @ \$8.25ea = \$495.00
60 work type trousers @ \$9.50ea = \$570.00
120 name & division labels @ \$0.70ea = \$84.00
12 pairs of safety shoes @ \$90.00ea = \$1,080.00
2 pairs ladies safety shoes @ \$49.00ea = \$98.00
12 work type jackets @ \$18.75ea = \$225.00
3 coveralls @ \$51.00ea = \$153.00

FUND 1000
FLEET SERVICES (111400)
FY 2005-2006 BUDGET REQUEST

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

526500 – LICENSES AND PERMITS

400

This account funds the costs of the underground storage tank registration fees required each year for the four (4) tanks at Fleet Services. The present charge is \$100.00 per tank. The following listed accounts are also charged each year:

Fire Service	(1 tank) – 1000-131500-526500 - \$100.00
Solid Waste	(1 tank) – 1000-571000-526500 - \$100.00
PW Transportation	(2 tanks) - 1000-121300-526500 - \$200.00
Sheriff's Department	(2 tanks) – 1000-151200-526500 - \$200.00

**SECTION V. C. – CAPITAL LINE ITEM NARRATIVE
CAPITAL REQUEST**

Program I: Administration / Fuel Control

Program II: Sedans and Light Trucks

(1) AMMCO BRAKE DRUM LATHE and ON VEHICLE DRUM LATHE (REPLACEMENT) 14,000

This will fund the replacement of the existing 20+-year-old brake drum machine presently at Fleet Services. This machine is used constantly all day long turning drums and rotors from our fleet vehicles, both large and small. Some days we will turn up to 24 drums and/or rotors. To turn these rotors and drums at an outside vendor it would cost \$20.00 - \$30.00 per item. Which in one day would amount to \$720.00, which averaged out for a year's time would equal \$172,800.00. As you can see, this machine saves us a considerable amount of money and downtime we have not even addressed.

Program III: Heavy Duty Trucks and Yellow Equipment

(1) HOSE REEL, 50FT HOSE, and OIL DISPENSING NOZZLE 925

This request would fund the cost of adding another overhead engine oil dispensing nozzle in our rear shop. Over the years our fleet has increased in number significantly which has resulted in the addition of more employees and workstations. This request would eliminate the need to draw oil from a drum manually. Also it will more accurately account for oils used. Our present air operated drum pumps are sufficient to accommodate another nozzle.

(1) 10 TON FLOOR JACK (REPLACEMENT) 2,200

This account will fund the replacement of an existing 20+-year-old floor jack that has become very undependable and costly to keep repairing. This is used in our heavy equipment shop and we must have good safe dependable equipment to assist us with our work. This one is just worn out!

(1) ½ TON (2WD) PICK UP TRUCK 12,500

This request will fund the replacement of a 1992 Ford pickup truck (County # 14961) with an excess of 150,000 miles on it used in the daily operations of Fleet Services. This truck is used to pickup parts, perform minor road service requests, pickup employees delivering cars and trucks, etc.

Program IV: Emergency Equipment

(1) CHASSIS REPLACEMENT / BODY REMOUNT 22,000

This request will fund the replacement of the existing 1990 Ford F-350 chassis (County #13034) that is used as the lube truck for the fire service apparatus. The present chassis has in excess of 284,000 miles on it. We will remove the service body and install it on the new chassis. This truck travels to all of the 21 stations in the county that we support. This allows us to service all of our fire apparatus in a timely manner and at the respective stations that keep the trucks in their respective areas also. I anticipate we will receive 15 years of service from a new chassis.

SMALL TOOLS & MINOR EQUIPMENT 3,000

This funding will replace small hand tools that are not cost effective to repair such as electric drills, air wrenches, and creepers, drain pans, safety equipment, bench grinder, etc.

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Public Works
Organization: 121100 - Administration & Engineering

		BUDGET					
Object Expenditure Code	Classification	2003-04 Expend.	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
510100	Salaries & Wages - 11	481,338	223,115	491,778	491,778		
510200	Overtime	1,765	1,893	1,893	0		
510300	Part Time - 1 (.6 - FTE)	0	3,383	12,500	13,168		
511112	FICA Cost	36,041	16,847	38,172	38,172		
511113	State Retirement	27,703	13,101	28,151	34,425		
511120	Insurance Fund Contribution - 11	63,360	31,680	63,360	63,360		
511130	Workers Compensation	9,898	5,517	10,122	10,122		
511213	State Retirement - Retiree	5,390	2,544	5,460			
* Total Personnel		625,495	298,080	651,436	651,025		
Operating Expenses							
520100	Contracted Maintenance	378	378	500	500		
520200	Contracted Services	0	0	378	15,378		
520300	Professional Services	0	0	2,000	2,000		
520702	Technical Currency & Support	1,349	0	1,800	2,960		
521000	Office Supplies	1,241	729	1,500	1,600		
521100	Duplicating	1,388	696	1,400	1,400		
521200	Operating Supplies	3,140	1,738	3,500	3,600		
522000	Building Repairs & Maintenance	73	568	700	700		
522200	Small Equipment Repairs & Maintenance	240	86	600	600		
522300	Vehicle Repairs & Maintenance	1,855	787	3,000	3,000		
524000	Building Insurance	360	185	388	321		
524100	Vehicle Insurance - 6	3,150	1,590	3,260	3,582		
524201	General Tort Liability Insurance	894	528	1,083	1,240		
524202	Surety Bonds				96		
525000	Telephone	2,960	1,243	3,252	2,984		
525010	Long Distance Charges	240	119	300	0		
525020	Pagers and Cell Phones	1,437	535	1,143	723		
525030	800 MHz Radio Service Charges - 8	3,796	1,768	4,414	4,600		
525031	800 MHz Maintenance Charges - 8	728	727	728	742		
525100	Postage	657	408	1,000	1,000		
525110	Other Parcel Delivery Service	0	53	100	100		
525210	Conference & Meeting Expenses	2,665	2,487	6,600	6,600		
525230	Subscriptions, Dues, & Books	1,513	893	1,600	1,600		
525240	Personal Mileage Reimbursement	0	0	200	200		
525250	Motor Pool Reimbursement	939	98	1,500	300		
525323	Utilities - Public Works Complex	10,387	4,088	7,410	7,410		
525400	Gas, Fuel, & Oil	7,484	4,476	8,640	10,290		
525600	Uniforms & Clothing	1,135	345	1,600	1,600		
535000	Storm & Disaster Relief	0	14	0	50		
* Total Operating		48,009	24,539	58,596	75,176		
** Total Personnel & Operating		322,619	710,032	710,032	726,201		

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Public Works
Organization: 121100 - Administration & Engineering

		<i>BUDGET</i>				
Object Expenditure Code Classification	2003-04 Expend.	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Capital						
540000 Small Tools & Minor Equipment:	1,480	796	1,025	<u>2,000</u>		
540010 Minor Software	0	0	365	<u>365</u>		
All Other Equipment	136,889	9,657	9,837	<u>40,881</u>		
** Total Capital	138,369	10,453	11,227	<u>42,446</u>		

*** Total Budget Appropriation	#REF!	333,072	721,259	<u>768,647</u> 769,447
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SECTION III - PROGRAM OVERVIEW

Summary of Programs:

- Program 1 - Administration
- Program 2 - Engineering

Program 1: Administration

The administrative portion of Public Works consists of three (3) full-time personnel; one (1) part-time:

		Grade
1. Director.....	with insurance	38
2. Administrative Assistant....	with insurance	9
3. Dispatch Clerk.....	with insurance	5
4. Part-Time Clerk/Typist.....	without insurance	4

1. **Director** – The director has the overall responsibility of all aspects of this department – budget, all personnel issues, “C” Fund program, etc. This position reports to the County Administrator and is responsible for implementing all policies of the County as to Public Works, Stormwater Management, Vector Control and also serves as Asst. County Administrator.
2. **Administrative Assistant** – This position includes supervision and implementation of proper office procedures in compliance with County policies. This position reports directly to the Director and is responsible for assisting Director with FY budget, processing requisitions for ordering materials and verifying all invoices for payment, keeping complete personnel file, and processing bi-weekly payroll. Also monitors accounts for expenditures, prepares reports as requested, and any other office related duties.
3. **Dispatch/Clerk** – This position is primarily responsible for answering telephone and preparing work orders for road maintenance that is called in by citizens of Lexington County and keeping complete file on completed work. Enters data for “C” Fund Program for prioritization of County roads for paving. Also types all correspondence for County Engineer and Engineering Associates. Cross-trained with Administrative Assistant, assists in preparation of monthly reports as requested and does any other office job-related duties that are required.
4. **Part-Time Clerk/Typist** – This position supports the Administration and Stormwater Management staffs’ clerical needs. Types correspondence, maintains files, answers phones and performs other related duties as needed.

Number of work orders taken in FY 03-04: 5963
Number of work orders completed in FY 03-04: 5443

Previous Year
Number of work orders taken in FY 02-03: 7115
Number of work orders completed in FY 02-03: 6599

Program 2: Engineering

The Engineering component of Public Works is responsible for handling the “above normal” maintenance problems, coordination of engineering information with the Transportation division, coordination with Stormwater Management in new roads accepted by the County, etc. In addition, this program is responsible for the implementation of the “C” Fund program through priority ranking, dealing with citizens, engineers, SC DOT and contractors. This program also ASSISTS OTHER DEPARTMENTS WITH “SPECIAL PROBLEMS” REQUIRING ENGINEERING-TYPE ACTIVITIES ON EXISTING OR PROPOSED FACILITIES. Also included are plans, specifications, supervision, etc., of various Public Works projects as well as other departments’.

Sign Shop Technician handles all street signs and traffic control signs throughout the County, and any specialty signs that are required.

Current Staffing Levels

			Grade
Engineering (8):	1 County Engineer.....	with insurance	30
	1 Engineering Associate IV...	with insurance	20
	1 Engineering Associate III...	with insurance	18
	1 Engineering Associate II....	with insurance	13
	3 Engineering Associate I.....	with insurance	10
	1 Sign Shop Technician.....	with insurance	7

SECTION V. – LINE ITEM NARRATIVES

SECTION V.A. – LISTING OF POSTIONS

510100 – SALARIES AND WAGES (11.6) \$651,025

Salaries, FICA Cost, State Retirement, Insurance Fund Contribution, and Workers Compensation for:

<u>JOB TITLE</u>	<u>GENERAL FUND & FULL-TIME EQUIVILENT</u>
1 Director	1
1 Administrative Assistant	1
1 Dispatch/Clerk	1
1 County Engineer	1
1 Engineering Associate IV	1
1 Engineering Associate III	1
1 Engineering Associate II	1
3 Engineering Associate I	1
1 Sign Shop Technician	1
1 Part-time Clerk Typist	0.6

OPERATING

520100 – CONTRACTED MAINTENANCE \$500

Periodic changes in software for Standard Systems Data Collector Interface and Plotter Drives. Price includes support services for program and updates as they are developed.

520200 - CONTRACTED SERVICES \$15,378

Alarm monitoring @ office \$31.50/mo. x 12 mos. = \$378.00.

High speed scanner with indexing contract. Public Works office has fifty-one (51) four-drawer files of various road and subdivision correspondence and plans. We need to scan and index these so they can be stored on the server. Phase I should be about \$15,000.

520300 – PROFESSIONAL SERVICES \$2,000

Primarily used for County Attorney fees and minor engineering services.

520702 - TECHNICAL CURRENCY & SUPPORT \$2,960

Maintenance of various outside computer programs.

1 each work-order software maintenance.....	\$1,500.00
1 each AutoCad software maintenance.....	850.00
1 each ArcView software maintenance.....	210.00
1 each ArcPad software maintenance.....	400.00
Total..\$2,960.00	

521000 – OFFICE SUPPLIES \$1,600

Paper, pens, file folders, forms, small office machines not considered fixed assets, etc., for the 11 employees of this department. Historical information shows that this amount needs to be budgeted to supply the department.

521100 – DUPLICATING \$1,400

Historical information dictates that this amount should cover copying costs used for in-house copier charges (auditron reading).

521200 – OPERATING SUPPLIES **\$3,600**

Primarily computer supplies, cost includes drafting supplies, blueprint machine supplies, and survey crew supplies (survey stakes, etc.) for Engineering Division. Additional costs related to GIS supplies (paper) and Autocad drawings, "C" Funds.

522000 – BUILDING REPAIRS **\$700**

Miscellaneous building repairs.

522200 – SMALL EQUIPMENT REPAIRS AND MAINTENANCE **\$600**

Used to maintain small equipment repairs in Adm./Engr. Equipment includes word processors, p.c's, drafting plotter, printers, and survey equipment.

522300 – VEHICLE REPAIRS AND MAINTENANCE **\$3,000**

Based on historical information on six vehicles.

524000 – BUILDING INSURANCE **\$321**

Based on figures supplied by Risk Manager. Administration-Engineering occupies fifty-seven percent (57%) of building. $\$562 \times .57 = \320.34

524100 – VEHICLE INSURANCE **\$3,582**

Based on six (6) road vehicles @ \$597 Figures supplied by Risk Manager.

524201 – GENERAL TORT LIABILITY INSURANCE **\$1,240**

To cover cost of tort liability insurance (new rates): Director \$536.00; Sr. Admin. Asst., Dispatch Clerk and Clerk Typist @ \$24.00 each = \$72.00 County Engineer, Engineering Associates IV, III & II at 79.00 each = \$316.00; Three (3) Engineering Associates I @ 79.00 each = 237.00; Sign Shop Tech 79.00.

524202 – SURETY BONDS **\$96**

Twelve employees @ \$8.00 each = \$96.00

525000 – TELEPHONE **\$2,984**

Basic monthly service usage charges for eleven (11) lines, and one (1) fax line charge is:

$$\begin{aligned} 11 \text{ lines @ } \$19.26 &= \$211.86 \text{ plus } 10 \text{ voice mails @ } \$1.00 \text{ each} = \$10.00 \\ \$211.86 + 10.00 &= \$221.86 \times 12 \text{ months} = \$2,662.32 \end{aligned}$$

Access charges per FCC order and taxes are included in the \$19.26 line charge.

525010 – LONG DISTANCE SERVICE **\$-0-**

New rates in effect by Pond Branch Telephone service which has no long distance charges.

525020 – PAGER AND CELL PHONE **\$723**

Basic charges for beeper and mobile telephone plus airtime charges for Director.

(1) Pager @ \$ 8.74/mo. x 12 mo	\$ 104.88
Annual long distance.	\$ 20.00
Estimated overtime minutes	\$ 10.00
(1) NEXTEL @ \$49.00/mo. x 12 mo	\$ 588.00
	\$ 722.88

525030 – 800 MHz RADIO SERVICE CHARGE (8) \$4,600

6 ea. radio @ \$45.94/mo. x 12 mos. = \$3,307.68
1 ea. extra talk group @ \$ 2.10/mo. x 12 mos. = \$ 25.20
1 ea. radio @ \$49.09/mo. x 12 mos. = \$ 589.08 (includes \$5.00/mo. secure)
1 ea. radio @ \$56.44/mo. x 12mos = \$ 677.28
(includes private call \$7.00/mo. and secure \$5.00/mo.)
Total \$4,599.24

525031 – 800 MHz RADIO MAINTENANCE (8) \$742

Maintenance contract on eight (8) each 800 MHz radios. 8 x \$92.72 annually = \$741.76
This covers all repairs except physical damages.

525100 – POSTAGE \$1,000

Based on historical information, includes "C" Fund mailing expenses.

525110 - OTHER PARCEL DELIVERY SERVICE \$100

Used to ship items for repair.

525210– CONF. & MEETING EXPENSES/EMPLOYEE TRAINING \$6,600

SC Association of Counties Summer Conference - 5-day meeting with classes on various aspects of County government. Director working on Level I certificate.

Total estimated cost \$ 1400.00

American Public Works Association (APWA) Summer Conference of APWA in July - 3-day conference with nine technical sessions about various Public Works issues (2 employees) @ \$700. ea.

Total estimated cost \$ 1400.00

Various storm water seminars - Standard storm water design criteria and NPDES (National Pollution Discharge Elimination System) Phase II.

Estimated costs \$ 500.00

County Engineer - Technical sessions on various Public Works issues. Needed for PDH's (Professional Development Hours) required annually to maintain professional license.

Estimated cost \$ 300.00

Land Surveying Seminars - Various technical sessions required for PDH's to maintain professional license.

Estimated costs \$ 300.00

Autocad 2000 Training - Courses offered by Midlands Tech to improve efficiency and productivity as to current software use on Autocad 2000.

Estimated costs - 4 employees @ \$500.00 ea. = \$ 2000

Annual Public Works Week training and meals in May

Estimated cost \$ 700.00

525230 – SUBSCRIPTIONS, DUES AND BOOKS

\$1,600

Subscriptions:

Engineering:

Civil Engineering News \$ 46.00

Updates on Civil engineering, projects, new products, etc.

Safety Meeting Outlines, Inc. \$ 58.00

Dues:

APWA dues for three (3) employees - \$ 270.00

American Public Works Association is a national organization in which Public Works employees, engineers, administrative staff of cities and counties (primarily) share common problems, solutions and have a forum in which knowledge and ideas can be shared.

National Association of County Engineers (NACE) - \$ 110.00

The National Association of County Engineers is an affiliate of the National Association of Counties. Its members enjoy the free exchange of information and ideas addressing Public Works concerns and practices throughout the nation. Technical publications are available and an audio and video library is available to members of NACE. NACE produces continuing education and technical updates to its members.

S. C. Institute of Traffic Engineers - \$ 30.00

Dues for County Engineer and two (2) Engineering Associates.

The Institute of Traffic Engineers, S.C. Chapter, is an affiliate of the National Institute of Traffic Engineers. Traffic engineering practices, techniques and recommendations are made available to ITE members by way of publications, seminars and meetings. It is desirable to keep abreast of current Traffic Engineering practices to ensure the safest use of our road system in Lexington County.

Midlands Chapter of Professional Surveyors - \$ 30.00

Dues for Don Rumbaugh, Engineering Associate

Participation in this society allows the County Surveyor to be abreast of all current State and County Regulation affecting surveying and platting of property in Lexington County. Meetings held monthly with guest speakers dealing with current topic.

General Contractors License - \$ 525.00

License for County Engineer. County Engineer holds this license which goes up to \$250,000. This allows certain projects to be implemented through Public Works without going to outside firms.

Professional Engineers License - \$ 50.00

County Engineer License. This allows Public Works to provide P.E. service for some County projects without utilizing services through a private firm.

Land Surveyor's License - \$ 50.00

Allows Engineering Associate IV to maintain certification with S.C. to survey and stamp plats for County use. Eliminates need to hire surveyor in most cases.

Books:

City Directory - \$ 175.00

Cross Reference Directory - \$ 121.00

Public Works deals with many addresses and locations and these books provide quick references for addresses and telephone numbers.

Miscellaneous periodicals - \$ 135.00

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$200**

To reimburse employees for use of personally owned vehicles for County business.

525250 – MOTOR POOL REIMBURSEMENT **\$300**

Five (5) employees have only three vehicles assigned to them and occasionally need transportation other than what is available. Estimate 739 miles @ \$0.405/miles = \$299.30

525323 – UTILITIES – PUBLIC WORKS COMPLEX **\$7,410**

Based on historical information plus new 2000 square foot addition and public sewer figured at 57 percent of building occupancy: $\$13,000 \times .57 = \$7,410.00$.

525400 – GAS, FUEL AND OIL **\$10,290**

Gas for vehicles of Director, County Engineer, 4 engineering trucks and 1 Sign Shop vehicle. Based on historical information, it is estimated this department uses an average of 550 gallons of gasoline per month:

550 gals. x \$1.40/gal. x 12 months = \$ 9,240.00 Total estimated annual costs

Miscellaneous makeup fluids = 1,050.00

Total \$10,290.00

525600 – UNIFORMS AND CLOTHING **\$1,600**

Shirts with logo and steel-toed boots for six (6) engineering Associates and one (1) Sign Shop coordinator. Shirt replacement each year.

525000 – STORM AND DISASTER RELIEF **\$50**

To reimburse employees for any meals needed during long periods of extreme weather.

SECTION V.C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUESTS

540000 – SMALL TOOLS AND MINOR EQUIPMENT **\$2,000**
For tools, equipment typically under \$500.00. Examples – calculators, chairs, grade rods, etc.

540010 - MINOR SOFTWARE **\$365**
To replace or add minor software programs.

1 EA. REPLACEMENT TRAFFIC EVALUATOR **\$1,800**
Present traffic evaluator is approximately ten (10) years old and has a lot of maintenance problems. This evaluator is used to conduct traffic counts, speed studies, etc. on our roads.

2 EA. REPLACEMENT STANDARD OFFICE COMPUTERS **\$2,106**
These computers will replace two (2) computers that were bought used four (4) years ago. These computers have difficulty running the work order system and other programs. These units will have office XP software at \$260.00/each included.

1 EA. AUTOCADD LAND DEVELOPMENT SOFTWARE **\$2,100**
Presently we only have one (1) AutoCadd Land Development software package in Engineering. This package has the capability of creating road plans and transfer of surveying data to the plans. We are increasing our use of AutoCadd for various projects and another license is essential to maintain production of drainage.

1 EA. ESRI ARCVIEW 9.0 SOFTWARE **\$1,275**
As in the AutoCadd request our use of the GIS system is rapidly increasing. ArcView is essential for creating maps and road plans for construction and presentation purposes.

2 EA. ARCPAD 6.0 SOFTWARE **\$800**
Use of these software packages will allow our recently purchased surveying data collector and our laptop to have not only GIS capability, but also GIS (Global Positioning System) capabilities. This is essential for surveying and mapping on GIS any attributes we need to locate. These can be outfalls, utility lines, fences, buildings, etc. and not only help find such items but also record on GIS these attributes.

1 EA. WORK MANAGER UPGRADE / REPLACEMENT **\$15,000**
Our present Work Manager system will not be supported in this version after this year. Information services has recommended going to a SQL server type of system versus our present setup. I.S. has recommended this change due to the multitude of problems we have had. We have investigated upgrading our present system but also going to another source. It is essential we do this this year.

1 EA. REPLACEMENT PICK-UP TRUCK **\$12,500**
Fleet Services recommends the replacement of this 1994 Chevrolet pick-up with 166,908 miles as of 2-18-05.

1 EA. HIGH SPEED SCANNER **\$4,500**
Need high-speed scanner, indexer to convert paper files to server capability. Presently, we have fifty-one (51) four-drawer cabinets full of information we need. This would allow us to convert paper to computer use.

SECTION I

COUNTY OF LEXINGTON GENERAL FUND Annual Budget Fiscal Year - 2005-06

Fund: 1000
Division: Public Works
Organization: 121300 - Transportation

		<i>BUDGET</i>				
Object Expenditure	2003-04	2004-05	2004-05	2005-06	2005-06	2005-06
Code Classification	Expenditure	Expend.	Amended	Requested	Recommend	Approved
		(Dec)	(Dec)			
Personnel						
510100 Salaries & Wages - 61	1,941,569	942,268	2,045,970	<u>2,045,970</u>		
510200 Overtime	16,631	16,524	16,525	<u>16,525</u>		
511112 FICA Cost	142,030	69,817	150,020	<u>150,020</u>		
511113 State Retirement	123,692	58,627	126,028	<u>126,028</u>		
511120 Insurance Fund Contribution - 61	350,129	175,680	351,360	<u>351,360</u>		
511130 Workers Compensation	160,574	77,244	157,024	<u>164,087</u>		
511213 State Retirement - Retiree	9,707	7,043	13,495	<u>13,495</u>		
* Total Personnel	2,744,332	1,347,203	2,860,422	<u>2,837,465</u>		
Operating Expenses						
520100 Contracted Maintenance	165	0	1,200	<u>1,200</u>		
520200 Contracted Services	9,843	32,224	48,200	<u>50,000</u>		
520300 Professional Services	0	0	1,000	<u>1,000</u>		
520302 Drug Testing Services	1,372	407	1,567	<u>1,567</u>		
521000 Office Supplies	194	213	300	<u>400</u>		
521200 Operating Supplies	21,240	14,118	20,000	<u>25,000</u>		
521600 Road & Drainage Materials	300,129	196,049	300,000	<u>310,000</u>		
521601 Sign Materials	52,382	23,514	55,000	<u>55,000</u>		
522000 Building Repairs & Maintenance	3,783	1,107	4,000	<u>4,000</u>		
522100 Heavy Equipment Repairs & Maintenance	220,209	120,815	250,000	<u>260,000</u>		
522200 Small Equipment Repairs & Maintenance	5,481	2,657	6,500	<u>7,000</u>		
522300 Vehicle Repairs & Maintenance	88,451	56,932	120,000	<u>130,000</u>		
523200 Equipment Rental	416	173	2,000	<u>2,000</u>		
524000 Building Insurance	1,786	1,023	2,147	<u>2,295</u>		
524100 Vehicle Insurance - 44	23,100	11,660	23,903	<u>26,268</u>		
524201 General Tort Liability Insurance	14,656	8,676	17,785	<u>22,021</u>		
524202 Surety Bonds				<u>488</u>		
525000 Telephone	3,227	1,576	3,400	<u>2,548</u>		
525010 Long Distance Charges	294	140	400	<u>0</u>		
525020 Pagers and Cell Phones	315	297	734	<u>1,323</u>		
525030 800 MHz Radio Service Charges - 63	27,512	13,899	31,695	<u>33,464</u>		
525031 800 MHz Maintenance Charges - 63	5,727	5,727	5,727	<u>5,848</u>		
525210 Conference & Meeting Expenses	995	350	1,200	<u>1,200</u>		
525230 Subscriptions, Dues, & Books	241	0	200	<u>200</u>		
525250 Motor Pool Reimbursement	0	0	200	<u>200</u>		
525320 Utilities - Maint. Camp 2 - Swansea	4,890	1,838	4,060	<u>4,060</u>		
525321 Utilities - Maint. Camp 3 - B/L	460	1,381	2,760	<u>3,360</u>		
525322 Utilities - Maint. Camp 4 - Chapin	2,045	1,400	2,500	<u>2,760</u>		
525323 Utilities - Public Works Complex	9,708	4,870	12,000	<u>13,100</u>		
525400 Gas, Fuel, & Oil	194,385	120,304	214,650	<u>257,400</u>		
525600 Uniforms & Clothing	8,709	8,921	15,000	<u>16,000</u>		
526500 Licenses & Permits	750	775	825	<u>825</u>		
535000 Storm Disaster & Relief	137	403	400	<u>400</u>		
538000 Claims & Judgments (Litigation)	946	2,624	3,950	<u>4,000</u>		
* Total Operating	1,003,548	634,073	1,153,303	<u>1,244,927</u>		
** Total Personnel & Operating	3,747,880	1,981,276	4,013,725	4,082,392		

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Public Works
Organization: 121300 - Transportation

		<i>BUDGET</i>				
Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Capital						
540000 Small Tools & Minor Equipment:	3,734	1,205	4,309	4,000		
All Other Equipment	249,195	47,523	383,254	<u>742,615</u>		
** Total Capital	252,929	48,728	387,563	<u>857,691</u>	746,615	

*** Total Budget Appropriation	4,000,809	2,030,004	4,401,288	<u>4,940,083</u>	4,829,007
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**SECTION III
 DEPARTMENT – PROGRAM OVERVIEW**

Transportation

This program is responsible for the maintenance of approximately 1,108 miles of County-maintained roads – approximately 721 miles of dirt and 387 of paved and the associated drainage. This includes right-of-way maintenance, storm drainage repairs and/or replacement, asphalt maintenance, maintenance of various ditches and retention/detention ponds. Also various special projects are accomplished by this program (road paving, various County facility site preparation, special drainage projects).

			Grade
Transportation (61):	1 Superintendent.....	with insurance	23
	1 Assistant Superintendent.....	with insurance	19
	2 Special Project Supervisors....	with insurance	18
	4 Road Maint. Supervisors.....	with insurance	16
	2 Drainage Maint. Supervisors...	with insurance	16
	1 Pavement Supervisor.....	with insurance	16
	2 Heavy Equip. Operator IV.....	with insurance	10
	23 Heavy Equip. Operator III.....	with insurance	9
	11 Heavy Equip. Operator II.....	with insurance	8
	14 Heavy Equip. Operator I.....	with insurance	7

The Superintendent and Assistant Superintendent oversee the activities of the above personnel and they are further divided into nine separate crews:

Special Projects Crew	1 Special Projects Supervisor 1 Heavy Equipment Operator IV 1 Heavy Equipment Operator III 2 Heavy Equipment Operator I
Special Projects Crew	1 Special Projects Supervisor 1 Heavy Equipment Operator IV 1 Heavy Equipment Operator II 1 Heavy Equipment Operator I
Drainage Crew	1 Drainage Supervisor 1 Heavy Equipment Operator III 1 Heavy Equipment Operator II 1 Heavy Equipment Operator I
Drainage Crew	1 Drainage Supervisor 1 Heavy Equipment Operator III 4 Heavy Equipment Operator II 1 Heavy Equipment Operator I
Paving Crew	1 Paving Supervisor 2 Heavy Equipment Operator III 2 Heavy Equipment Operator I

Chapin Maintenance Crew	1 Maintenance Supervisor 2 Heavy Equipment Operator III 1 Heavy Equipment Operator II 2 Heavy Equipment Operator I
Leesville Maintenance Crew	1 Maintenance Supervisor 6 Heavy Equipment Operator III 1 Heavy Equipment Operator II 1 Heavy Equipment Operator I
Swansea Maintenance Crew	1 Maintenance Supervisor 6 Heavy Equipment Operator III 1 Heavy Equipment Operator II 1 Heavy Equipment Operator I
Lexington Maintenance Crew	1 Maintenance Supervisor 4 Heavy Equipment Operator III 2 Heavy Equipment Operator II 3 Heavy Equipment Operator I

SECTION V. - LINE ITEM NARRATIVES

SECTION V.A. - LISTING OF POSITIONS

510100 - SALARIES AND WAGES (61)

\$2,837,465

Salaries, FICA Cost, State Retirement, Insurance Fund Contribution, and Workers Compensation for:

- 1 Superintendent
- 1 Assistant Superintendent
- 2 Special Project Supervisors
- 4 Road Maintenance Supervisors
- 2 Drainage Maintenance Supervisors
- 1 Pavement Supervisor
- 2 Heavy Equipment Operator IV
- 22 Heavy Equipment Operator III
- 11 Heavy Equipment Operator II
- 14 Heavy Equipment Operator I

SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE \$1,200

Maintenance agreement covering overhead doors at various camps:

8 doors @ \$150 each = \$1,200.00.

520200 – CONTRACTED SERVICES \$50,000

- (1) Chemically treating large drainage ditches, retention ponds, etc., on an annual basis. Approximately \$4,000.00
- (2) Right-of-way spraying. \$40,000.00
- (3) Tree removal on an as-needed basis when safety dictates (high-power lines, close proximity to houses, etc.). \$4,000.00

Miscellaneous testing for compaction, etc., on various County projects. \$2,000.00. Total Estimated: \$50,000.00

520300 – PROFESSIONAL SERVICES \$1,000

Various legal services required.

520302 – DRUG TESTING SERVICES \$1,567

Federal D.O.T. requirement for CDL licensing.

Typically 3 drug tests/mo. @ \$32 = \$96 x 12 = \$ 1,152.00

1 alcohol test/mo. @ \$15 x 12 = 180.00

\$ 1,332.00

Allow 5 extra drug tests @ \$32 = \$ 160.00 for new hires / accidents

Allow 5 extra alcohol tests @ \$15 = 75.00 for new hires / accidents

\$ 1,567.00

Federal law requires we randomly test for drugs (at least 50%) and alcohol (at least 25%) on all CDL licensed employees. Also, if they are involved in an accident with over \$2,500.00 damage, employees must be tested.

521000 – OFFICE SUPPLIES \$400

This line item includes purchase of pens, calculators, forms and other supplies for the 61 positions in this department.

521200 – OPERATING SUPPLIES \$25,000

This line item provides funds for supplies needed to operate various pieces of equipment on non-capital items needed for employees. Items such as chain saw blades, concrete saw blades, fire extinguisher refills, misc. small equipment parts, cleaning and household-type supplies at each camp, formwork for concrete work and safety equipment.

Shovels, axes, cones, water coolers, etc. obtained through Central Stores: \$5,000

Radio batteries (replacement) for 800 MHz radios: \$3,000

Various mailbox, wire (fencing), lumber, etc., on an as-needed basis.

521600 – ROAD AND DRAINAGE MATERIALS **\$310,000**

This line item provides funding for materials such as crusher run, slag, clay, concrete, asphalt and emulsion, concrete and plastic storm drainage pipe, catch basin lids, etc. These materials are used by all crews in maintaining roads and also in improving roads.

Some examples of major purchases:

2000 tons asphalt @ \$35.00	= \$ 70,000
630 cy concrete @ \$78.00 cy	= 49,140
325 bags cement @ \$8.00 bag	= 2,600
Storm drain pipe (various sizes)	= 66,000
Quarry 20,000 tons @ \$5.25 ton (i.e. CR14, 57 stone, etc.)	= \$105,000

Since there are various prices within each item, this is shown as an average.

521601 – SIGN MATERIALS **\$55,000**

This supports the Sign Shop in repairing or replacement of stop signs, street signs, traffic control signs, etc. Specialty signs are made also. New subdivision signs are also obtained through this but a separate revenue account gets the income.

522000 – BUILDING REPAIRS AND MAINTENANCE **\$4,000**

Repairs to buildings at Public Works complex and three (3) outlying camps.

522100 – HEAVY EQUIPMENT REPAIRS AND MAINTENANCE **\$260,000**

This line item funds the repairs for motorgraders (19), backhoes (9), trailers, paving machine, AMZ machine, loaders (6), trackhoe, bulldozer, pan, rollers (4), dragline, hydroseeder, etc. Motorgrader tires and blades are also purchased through this account.

522200 – SMALL EQUIPMENT REPAIRS AND MAINTENANCE **\$7,000**

This line item covers the repairs and maintenance of chainsaws, Sign Shop machinery, mortar mixers, drills, air compressors, tamps, welders, etc.

522300 – VEHICLE REPAIRS AND MAINTENANCE **\$130,000**

This line item covers maintenance and repairs of dump trucks (18), pickups (18), water trucks (2), low-boy tractor, fuel truck, sand spreader, hydroseeder, etc. This also includes tires. This figure was generated by historical information.

523200 – EQUIPMENT RENTAL **\$2,000**

This line item covers any specific piece of equipment needed on a very limited basis.

524000 – BUILDING INSURANCE **\$2,295**

Recommended by Risk Management.

524100 – VEHICLE INSURANCE **\$26,268**

Based on 44 road vehicles @ \$597.00 each = \$26,268

524201 – GENERAL TORT LIABILITY INSURANCE **\$22,021**

Recommended by Risk Management.

524202 – SURETY BONDS **\$488**

Recommended by Risk Management \$8.00 x 61 = \$488.00

525000 – TELEPHONE **\$2,548**

Monthly service charges for four (4) phones at Lexington Camp, one (1) at Swansea Camp, one (1) at Leesville, and one (1) at Chapin. There are seven (7) lines in the division.

5 lines @ \$19.26 = \$96.30 plus 5 voice mail @ \$1.00 = \$5.00
\$96.30 + \$5.00 = \$101.30 x 12 months = \$1,215.60

2 lines @ \$53.43 = \$106.86 plus 2 voice mail @ \$4.15 = \$8.30
\$106.86 + \$8.30 = \$111.01 x 12 months = \$1,332.12

\$1,215.60 + \$1,332.12 = \$2,547.72

525010 – LONG DISTANCE CHARGES **\$ -0-**

New rates in effect by Pond Branch Telephone service which has no long distance charges.

525020 – PAGERS AND CELL PHONES **\$1,323**

(7) pagers @ \$8.74/month x 12 = \$734.16

Pagers \$ 734.16 + Nextel \$ 588.00 = \$1,322.16

1 each: Superintendent, Assistant Superintendent, on-call Supervisor and four (4) geographical supervisors. Nextel for Superintendent for communications with staff, Sheriff's Dept. Fire Service, etc. and also so he can call citizens from the field for improved citizen relationships. \$49.00 /month for 12 months = \$588.00.

525030 – 800 MHZ RADIO SERVICE CHARGES (63) **\$33,464**

63 - 800 MHz radios @ \$43.84/mo. x 12 = \$33,143.04

2 of the above add secure operation @ \$ 5.25/mo. x 12 = 126.00

1 radio with private call @ \$ 7.35/mo. x 12 = 88.20

Roaming charges \$105.96 annually 105.96

TOTAL \$33,463.20

525031 – 800 MHZ MAINTENANCE (63) **\$5,848**

Maintenance contract on 63 - 800 MHz radios at \$92.72 annually.

63 x \$92.82 = \$5,847.66

This covers all repairs except physical damages.

525040 – INTERNET SERVICE CHARGES **\$2,640**

Estimate three (3) DSL/Roadrunner type internet service fees at \$65.00 each per month. Plus \$100.00 each installation fee:

3 ea. x \$65.00 = \$195.00 x 12 = \$2,340.00

3 ea. x \$100.00 = 300.00

Total \$2,640.00

525210 – CONF. & MTG. EXPENSES/EMPLOYEE TRAINING **\$1,200**

This will allow four (4) employees to attend four seminars featuring road construction and maintenance (2) and herbicide seminars (2) in order to keep current on methods, equipment, and products, (estimated 4 @ \$50.00 each = \$200.00), plus (3) safety seminars/certifications @ \$100 each = \$300.00.

525230 – SUBSCRIPTIONS, DUES AND BOOKS **\$200**

This will allow selected employees (4) to have membership in a herbicide organization in order to keep current on latest techniques and products.

525320 – MOTOR POOL REIMBURSEMENT **\$200**

Cost for use of Motor Pool Vehicles when vehicles are out of service due to repairs, service, etc.

525320 – UTILITIES – SWANSEA MAINTENANCE CAMP **\$4,060**

Estimated electricity \$313.34/mo. x 12 mos. = \$ 3,760.00
Estimated propane \$ 25.00/mo. x 12 mos. = 300.00
\$ 4,060.00

525321 – UTILITIES - BATESBURG/LEESVILLE MAINT. CAMP **\$3,360**

Estimated electricity \$200.00/mo. x 12 mos. = \$ 2,400.00
Estimated propane \$ 25.00/mo. x 12 mos. = 300.00
Estimated city water \$ 55.00/mo. x 12 mos. = 660.00
\$ 3,360.00

525322 - UTILITIES – CHAPIN MAINTENANCE CAMP **\$2,760**

Estimated water & sewer \$ 30.00 / mo. x 12 = \$ 360.00
Estimated electricity \$200.00 / mo. x 12 = \$2,400.00
TOTAL \$2,760.00

525323 – UTILITIES – LEXINGTON MAINTENANCE CAMP **\$13,100**

Estimated water \$ 50.00 / mo. x 12 = \$ 600.00
Estimated electricity \$875.00 / mo. x 12 = \$10,500.00
Estimated propane \$2,000.00 annually = \$ 2,000.00
TOTAL \$13,100.00

525400 – GAS, FUEL AND OIL **\$257,400**

27,000 gallons of gasoline x \$1.40/gallon = \$ 37,800
144,000 gallons diesel fuel x 1.40/gallon = \$201,600

This is a recap of the first six months of this fiscal year so we request an additional \$10,000 to allow for any shortages. Potential overuse: \$ 10,000.00
Miscellaneous makeup: oil, hydraulic fluid, etc., estimated \$8,000.00 annually.

525600 – UNIFORMS AND CLOTHING **\$16,000**

These 61 employees are required to have certain P.P.E.(personal protective equipment) such as steel-toed boots, back braces, etc. and uniforms (shirts, pants, jackets, etc.). Based on historical expenditures.

526500 – LICENSE AND PERMITS **\$825**

Required by State:
2 ea. underground fuel tanks ----- \$200.00 ea. = \$400.00
Red Bank Pit (Mining License) ----- \$425.00

535000 – STORM DISASTER AND RELIEF **\$400**

This covers any meal expenses incurred by long hours of work in emergencies (i.e., snow removal, tornado damages, heavy rains, etc.). This account is typically reimbursed when under contract with SCDOT for snowstorms.

538000 – CLAIMS AND LITIGATION **\$4,000**

This covers minor tort claims resulting from potholes, rocks falling off trucks, etc.

SECTION V.C. - CAPITAL LINE ITEM NARRATIVE

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT \$4,000

To replace tools and equipment. Examples: Telephones, desks, impact wrenches, grade rods, etc.

1 EA. REPLACEMENT TANDEM DUMP TRUCK \$63,000

Fleet Services recommends the replacement of this 1992 tandem axle dump truck.

5 EA. REPLACEMENT CREW CAB PICK-UP TRUCKS \$111,500

Fleet Services recommends the replacement of these five (5) crew cabs. Two (2) are 1995 Fords, one (1) 1997 Chevrolet and two (2) 1998 Chevrolets. The estimated replacement cost for each vehicle is \$19,000.00. In addition, we request low profile tool bodies be installed on three vehicles at a cost of \$3,500.00 each or an additional \$10,500.00. It is also requested we add 4-wheel drive to the Chapin and Batesburg-Leesville office vehicles estimated at \$6,000.00 or \$3,000.00 each

2 EA. REPLACEMENT EQUIPMENT TRAILERS \$50,000

Fleet Services recommends the replacement of these two (2) 1979 equipment trailers for \$25,000.00 each.

1 EA. REPLACEMENT SLOPE MOWER TRACTOR \$30,000

Recommended by Fleet Services due to age and repair costs. Present tractor is a 1987 Ferguson. Will use the slope mower presently on this tractor on new machine.

1 EA. NEW 15' WIDE BUSH HOG \$8,000

This 15' model will reduce our mowing time by about half. Our present mower is eight (8) feet wide. With increasing large acre mowing requirements (landfills, airport, industrial park), an overall savings can be realized. We have borrowed SCDOT's tractors in the past for the landfills.

1 EA. REPLACEMENT TRACTOR W/SLOPE MOWER \$85,000

Fleet Services recommends replacing this 1987 Ferguson Tractor. We request replacement of both tractor and slope mower. Primarily this is a heavier duty model tractor and bush hog. The bush hog is a "wet blade" model which will apply herbicide while cutting thus reducing follow-up mowing.

2 EA. REPLACEMENT SINGLE AXLE DUMP TRUCKS \$102,000

Fleet Services recommends the replacement of these two (2) trucks at a cost estimated at \$51,000 each.

1 EA. REPLACEMENT FUEL TRUCK \$90,000

Fleet Services recommends the replacement of this 1992 Ford fuel tanker.

2 EA. NEW LEVEL, TRIPOD AND GRADE ROD \$850

We presently have three crews that do not have levels. This is essential equipment for supervisors to have to check grade for road and drainage issues.

1 EA. REPLACEMENT PIPE LASER \$4,500

Request replacement of our approximately twenty (20) year old pipe laser that is getting difficult to maintain.

2 EA. REPLACEMENT ICE MAKERS \$5,000

Building Services recommends replacing the ice makers at the Swansea and Batesburg-Leesville offices at \$2,500.00 each.

1 EA. NEW TRACK MINI-EXCAVATOR \$27,000

This mini-excavator will be utilized in the repair and maintenance of storm drainage lines that are located in extremely tight situations where a larger machine is impractical to operate. This machine has a very close swing radius that allows minimal disruption of existing landscape and natural/man-made obstructions. It is essential in the close situations we encounter to maximize efficiency and minimize damage.

1 EA. NEW VIBRATORY ROLLER \$90,000

This machine is requested to increase construction efficiency. Presently we only have one other machine like this and with two (2) special projects crews, it is difficult to schedule its use.

1 EA. REPLACEMENT VACTOR TRUCK ROOT CUTTER \$3,500

The present root cutter is thirteen (13) years old and is a "band" root cutter, which is ineffective. This replacement is a chain-driven type which is more effective in cutting roots in storm drainage lines.

1 EA. REPLACEMENT MOTORGRADER \$165,000

We have a 1998 Caterpillar 12H motorgrader with 9,858 hours as of 2-16-05. We have projected this machine to reach 10,358 hours next by July 1, 2005. Most vendors recommend a complete engine transmission and differential re-build at 10,000 hours. We recommend this replacement to try to keep it in a life cycle replacement plan.

5 EA. NEW OFFICE COMPUTERS \$5,265

This department needs five (5) office computers with XP software to create, receive and log in work-orders and daily maintenance logs. There are two primary reasons for this:

1. The daily logs record all the work crews perform and must be entered into our Work Manager computer program. This puts a tremendous load on the office staff.
2. The three (3) outlying supervisors deliver and pick-up work orders and daily logs each day. This is estimated, conservatively at \$18,000.00 per year in lost time. With computers, this can be done paperless. Two (2) computers will be located in Lexington, one (1) each in Swansea, Batesburg/Leesville and Chapin.

These computers would also allow this division access to the county web site for maps, property ownership, etc.

3 EA. PRINTERS \$576

The three remote offices need a low speed printer for work orders, maps, etc. Unit price \$192.00. The other two computers will be networked at Lexington Office and would use existing printers.

1 EA. REPLACEMENT PICK-UP ½ TON \$12,500

Fleet Services recommends the replacement of this 2001 Dodge ½ ton pick-up for the Assistant Superintendent with 159,234 miles as of 2-18-05.

SECTION I

COUNTY OF LEXINGTON GENERAL FUND Annual Budget Fiscal Year - 2005-06

Fund: 1000
Division: Public Works
Organization: 121400 - Stormwater Management

		<i>BUDGET</i>					
Object Expenditure Code	Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
510100	Salaries & Wages - 10	329,376	199,904	438,902	438,902		
510200	Overtime	6,051	5,574	5,574	0		
511112	FICA Cost	24,506	15,085	32,416	32,416		
511113	State Retirement	18,784	12,059	25,912	25,912		
511120	Insurance Fund Contribution - 10	52,320	28,800	57,600	57,600		
511130	Workers Compensation	6,027	4,507	8,948	5,442		
511213	State Retirement - Retiree	4,193	2,017	4,266	0		
* Total Personnel		441,257	267,946	573,618	560,272		
Operating Expenses							
520300	Professional services	69,808	8,062	168,344	150,000		
520400	Advertising	0	0	100	100		
520700	Technical Service	3,300	0	7,700	0		
520702	Technical Currency & Support	772	755	1,600	2,060		
521000	Office Supplies	1,035	1,138	1,300	3,000		
521100	Duplicating	945	496	1,400	1,400		
521200	Operating Supplies	1,421	813	1,550	2,500		
522200	Small Equipment Repairs & Maintenance	0	0	525	525		
524000	Building Insurance	142	129	271	251		
524201	General Tort Liability Insurance	900	532	1,090	1,169		
525202	Surety Bonds				80		
525000	Telephone	1,723	1,292	2,520	2,651		
525010	Long Distance Charges	259	138	70	0		
525020	Pagers and Cell Phones	582	1,176	2,340	2,340		
525030	800 MHz Radio Service Charges - 1	3,514	239	525	552		
525031	800 MHz Maintenance Charges - 1	727	91	91	93		
525100	Postage	1,140	678	1,500	1,400		
525110	Other Parcel Delivery Service	0	0	100	100		
525210	Conference & Meeting Expenses	1,505	20	3,400	3,400		
525230	Subscriptions, Dues, & Books	1,034	820	1,350	1,350		
525240	Personal Mileage Reimbursement	0	0	400	400		
525250	Motor Pool Reimbursement	17,131	11,870	18,500	26,325		
525300	Utilities - Admin. Bldg.	3,540	229	1,600	454		
525323	Utilities - Public Works Complex	0	1,071	5,590	2,800		
525400	Gas, Fuel, & Oil	0	0	10	10		
525600	Uniforms & Clothing	194	498	1,000	2,000		
526500	Licenses & Permits	1250	0	2,000	2,000		
* Total Operating		110,922	30,047	224,876	206,960		
** Total Personnel & Operating		552,179	297,993	798,494	767,232		
Capital							
540000	Small Tools & Minor Equipment:	2,225	698	2,500	3,000		
540010	Minor Software	511	0	500	500		
	All Other Equipment	10,604	323	3,879			
	(1) Arcgis 9.0 Spatial Analyst Software				2,500		
** Total Capital		13,340	1,021	6,879	6,000		
*** Total Budget Appropriation		565,519	299,014	805,373	773,232		

SECTION III PROGRAM OVERVIEW

Stormwater Management

The Stormwater Division has the responsibility for aiding people with the development and subdividing of property. In the performance of these duties, we review, approve and inspect all aspects of land disturbance for commercial and subdivision design. We work with proposed plans for: Drainage systems for stormwater, roadway and pavement design, sediment and erosion control methods, lot access, subdividing of property and flood control. We work closely with the general public, homeowners, developers, engineers, surveyors, builders, realtors, various governmental agencies and other County departments.* We also administer the Federal Emergency Management Agency (FEMA) program for all properties/building located within or near the 100-year floodplain. This department will also coordinate the NPDES (National Pollution Discharge Elimination System) program which is a USEPA/SCDHEC unfunded mandate. In addition, this department will be responsible for the ozone reduction plan for the County.

Staffing Level

		Grade
1 Stormwater Manager	with insurance	25
1 Hydrologist	with insurance	23
1 Environmental Coordinator	with insurance	18
2 Engineering Associate III	with insurance	18
3 Engineering Associate II	with insurance	13
2 Engineering Associate I	with insurance	10

*Along with the plan review process there is one (1) inspector who checks commercial projects as well as FEMA issues and two (2) inspectors that check on-going subdivision construction to help insure County standards are met.

Service Levels:

In 2004, 185 Land Disturbance Permits were issued and approximately 145 subdivisions active at any time.

SECTION V. – LINE ITEM NARRATIVES

SECTION V.A. – LISTING OF POSITIONS

510100 - SALARIES AND WAGES (10)

\$560,272

Salaries, FICA cost, state retirement, insurance fund contribution, and workers compensation.

- 1 Stormwater Manager
- 1 Hydrologist
- 1 Environmental Coordinator
- 2 Engineering Associate III
- 3 Engineering Associate II
- 2 Engineering Associate I

SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520300 - PROFESSIONAL SERVICES \$150,000

Consultant work:	1. Draft ordinances.....	\$10,000
	2. Intergovernmental agreements.....	\$ 5,000
	3. TMDL plan.....	\$20,000
	4. Annual dry weather checks.....	\$40,000*
	5. Annual illicit discharge detection.....	\$10,000*
	6. TMDL implementation.....	\$40,000*
	7. Public participation/education.....	\$25,000*
	Total estimated.....	\$150,000

This will provide funding for the on-going NPDES (National Pollution Discharge Elimination System) and the new USEPA TMDL (Total Maximum Daily Load) requirement. This is an unfunded Federal / State mandate.

* Items 3, 4, 5 & 6 totaling \$115,000 are also evaluated through two (2) new programs (attached). These new programs are an additional Engineering Associate II (total cost first year \$79,121 for items 4, 5 & 6 and assistance from Lexington County Soil Conservation for item 6 at \$23,572. Total savings from these two (2) new programs is \$10,879.

520400 - ADVERTISING \$100

For miscellaneous advertising requirements.

520702 – TECHNICAL CURRENCY & SUPPORT \$2,060

Technical support of Autodesk software and other software.		
	1 each AutoCadd software	\$850.00
	1 each ArcView “	\$310.00
	1 each ArcPad “	\$400.00
	1 each Haestad Drainage software	\$300.00
	1 each ArcView 3-D software	\$200.00

521000 - OFFICE SUPPLIES \$3,000

For necessary supplies (folders, note pads, etc.).

521100 - DUPLICATING \$1,400

Cost for necessary duplication of documents.

521200 - OPERATING SUPPLIES \$2,500

Necessary supplies like GIS print paper, color cartridges, etc.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE \$525

Cost for repairing calculators, GPS unit, etc.

524000 – BUILDING INSURANCE \$251

Provided by Risk Manager. \$562.00 x .43 use of Public Works office = \$242.00 plus \$9.00 for employees at County building.

524201 - GENERAL TORT LIABILITY INSURANCE \$1,169

Provided by Risk Manager; averages \$116.90 x ten (10) employees.

FUND 1000
PUBLIC WORKS – STORMWATER MANAGEMENT (121400)
FY 2005-06 BUDGET REQUEST

4

524202 – SURETY BONDS **\$80**

\$8.00 x ten (10) employees = \$80.00

525000 - TELEPHONE **\$2,651**

Ten (10) telephone service lines and one (1) fax line:

11 x \$19.26/mo. \$211.86 x 12 = \$2,542.32

Ten (10) voice mail @ \$1.00 each = \$9.00 x 12 months = \$108.00

\$2542.32 + \$108.00 = \$ 2,650.32

525010 – LONG DISTANCE CHARGES **-0-**

No long distance charges will be incurred with PBT service.

525020 – PAGERS AND CELL PHONES **\$2,340**

Cell phones provide five (5) employees to communicate with each other, developers, engineers and citizens while in the field. 5 ea. cell phones \$39.00/mo. x 12 = \$2,340.00.

525030 – 800 MHz RADIO SERVICE **\$552**

1 each radio (control station) to be used at office to communicate with other Public Works personnel.

\$45.94 x 12 = \$551.28

525031 – 800 MHz RADIO MAINTENANCE CONTRACT (1) **\$93**

Annual maintenance contract = \$92.72

525100 - POSTAGE **\$1,400**

Anticipated postage costs.

525110 – OTHER PARCEL DELIVERY SERVICE **\$100**

525210 - CONFERENCE & MEETING EXPENSES **\$3,400**

SC Association of Hazard Mitigation, 2 ea. @ \$450 = \$ 900

Various stormwater managers, NPDES meetings 900

American Public Works Association Convention, 2 ea. @ \$800 = 1600

\$ 3400

525230 - SUBSCRIPTIONS, DUES, & BOOKS **\$1,350**

Anticipated costs of items needed to keep up to date on program requirements (FEMA, NPDES, Engineering).

SC Association Hazard Mitigation dues, 2 ea. @ \$100.00 = 200.00

Municipal Stormwater Manager dues, 4 ea. @ \$150.00 = 600.00

Professional Engineers license = 120.00

American Society of Civil Engineers membership = 100.00

Various engineer periodicals = 330.00

525250 – PERSONAL MILAGE REIMBURSEMENT **\$400**

Used to reimburse employees required to attend meetings after hours in their personal vehicle.

525300 – UTILITIES/ADMINISTRATION BUILDING **\$454**

For one (1) employees housed at administration building.

FUND 1000
PUBLIC WORKS – STORMWATER MANAGEMENT (121400)
FY 2005-06 BUDGET REQUEST 5

525323 – UTILITIES – PUBLIC WORKS COMPLEX **\$2,800**
Pro-rata share (43%) of utility bills at Public Works office.

525400 – GAS, FUEL & OIL **\$10**
For reimbursement for gas when necessary.

525600 - UNIFORMS & CLOTHING **\$2,000**
Steel-toed shoes and necessary uniforms to identify employees to citizens.

526500 - LICENSES & PERMITS **\$2,000**
Anticipated annual cost (permit) to SCDHEC for NPDES General Stormwater permit: \$2,000.00

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUESTS

540000 – SMALL TOOLS & MINOR EQUIPMENT **\$3,000**

To replace tools and equipment generally under \$500.00. Examples are chairs, engineering calculators, etc.

540010 – MINOR SOFTWARE **\$500**

Addition of minor software as needed.

1 EA. ARCGIS 9.0 SPATIAL ANALYST SOFTWARE **\$2,500**

This software will allow the analysis of various GIS data links and calculate spatial statistics as to flooding, FEMA information and hydrologic modeling to analyze changes in a particular watershed due to use changes.

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000 Fund Title: General
 Organization # 121400 Organization Title: Stormwater Management
 Program # _____ Program Title: Engineering Associate II (Plan Review)

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries #_1__	34,972
510300 Part Time #__	
511112 FICA Cost	2,676
511113 State Retirement	2,448
511114 Police Retirement	
511120 Insurance Fund Contribution #_1_	5,760
511130 Workers Compensation	434
511131 S.C. Unemployment	
* Total Personnel	46,290
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	100
521100 Duplicating	50
521200 Operating Supplies	200
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #__	
524101 Comprehensive Insurance #__	
524201 General Tort Liability Insurance	79
524202 Surety Bonds	
525000 Telephone	244
525100 Postage	
525210 Conference & Meeting Expenses	600
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525250 Motor Pool Reimbursement	203
525__ Utilities - _____	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	1,476
** Total Personnel & Operating	47,766
** Total Capital (From Section II)	1,470
*** Total Budget Appropriation	49,236

SECTION III – NEW PROGRAM OVERVIEW

NEW PROGRAM: ENGINEERING ASSOCIATE II – PLAN REVIEW

The request for this additional position is a result of subdivision plan review delays. Over the last eighteen (18) months, we have averaged about seven (7) new subdivision submittals per month, seventeen (17) re-submittals, five (5) bonded plats and seven (7) as-built drawings. Due to our extensive review process for ensuring plans meet County standards and the complexity, (drainage, road layout, easements, etc.) it is difficult to review plans within the twenty (20) working days required by ordinance.

An additional plan reviewer (Engineering Associate II) should ensure a more efficient and shorter review time. In most cases, the subdivision roads and drainage are dedicated to the County for perpetual maintenance. A high quality of review and inspection minimizes future expenditures of tax dollars on these projects.

In addition, we have reviewed our present fee schedule for plan review and inspection. The following is our present Land Disturbance Permit Fee Schedule and the proposed:

Acreage Proposed for Development	Present Fee	Proposed Fee
1 acre or less	\$ 50	\$ 100
1+ to 2 acres	100	300
2+ to 5 acres	150	500
5+ to 10 acres	200	700
10+ to 20 acres	250	900
20+ to 50 acres	300	1100
50+ to 100 acres	350	1300
100+ acres	400	1500

This should generate approximately \$90,000 in additional revenue. Last years revenue was \$25,405.00.

22-11

PERSONNEL

510100 SALARIES & WAGES (1) \$46,290

Salaries, FICA cost, state retirement, insurance fund contribution, and worker's compensation.

1 Engineering Associate II – Plan Review

OPERATING

521000 OFFICE SUPPLIES \$100

For necessary supplies (pens, pencils, folders, notepads, etc.).

521100 – DUPLICATING \$50

Cost for duplicating documents, letters, etc.

521200 = OPERATING SUPPLIES \$200

Necessary items of operating not classified as office. Maybe 100' measuring tapes, stakes, flagging, etc.

524201 – GENERAL TORT LIABILITY INSURANCE \$79

Insurance to cover possible claims against the County.

524202 – SURETY BONDS \$8

Cost supplied by Risk Manager.

525000 – TELEPHONE \$244

1 each office telephone estimated \$19.26/month x 12 = \$231.12

1 each voice mail @ \$1.00/month x 12 = \$12.00

x 12 months
Total \$243.12

525210 – CONFERENCE & MEETING EXPENSES \$600

Estimated costs for training and information on the local and state level.

525250 – MOTOR POOL REIMBURSEMENT \$203

Estimate five-hundred (500) miles annually @ \$0.405/mile = \$202.50

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund #	1000	Fund Title:	General	
Organization #	121400	Organization Title:	Stormwater Management	
Program #		Program Title:	Engineering Associate II	
Object Expenditure Code Classification				Total 2005 - 2006 Requested
Personnel				
510100	Salaries # <u>1</u>			34,972
510300	Part Time # ____			
511112	FICA Cost			2,676
511113	State Retirement			2,448
511114	Police Retirement			
511120	Insurance Fund Contribution # <u>1</u>			5,760
511130	Workers Compensation			434
511131	S.C. Unemployment			
	* Total Personnel			46,290
Operating Expenses				
520100	Contracted maintenance			1,000
520200	Contracted Services			5,000
520300	Professional Services			
520400	Advertising			
521000	Office Supplies			300
521100	Duplicating			300
521200	Operating Supplies			4,000
522100	Equipment Repairs & Maintenance			
522200	Small Equipment Repairs & Maint.			500
522300	Vehicle Repairs & Maintenance			
523000	Land Rental			
524000	Building Insurance			
524100	Vehicle Insurance # ____			
524101	Comprehensive Insurance # ____			
524201	General Tort Liability Insurance			79
524202	Surety Bonds			8
525000	Telephone			244
525100	Postage			50
525210	Conference & Meeting Expenses			350
525220	Employee Training			
525230	Subscriptions, Dues, & Books			50
525250	Motor Pool Reimbursement			4,050
525323	Utilities - Public Works Complex			600
525400	Gas, Fuel, & Oil			
525600	Uniforms & Clothing			300
526500	Licenses & Permits			
	* Total Operating			16,831
	** Total Personnel & Operating			46,290
	** Total Capital (From Section II)			16,200
	*** Total Budget Appropriation			79,321

**SECTION III
NEW PROGRAM OVERVIEW**

This program utilizes one (1) full-time position.

	Grade
Engineering Associate II	13

Stormwater Management is beginning our next portion of NPDES (National Pollution Discharge Elimination System) Phase II as we anticipate receiving our permit between March and July. This is a federal/state unfunded mandate with serious monetary penalties if the conditions of the permit are not met. In addition, USEPA has added TMDL's (Total Daily Maximum Load) for various streams/rivers in Lexington County and criteria for reducing fecal coliform in these designated areas which will be tied to our NPDES permit. This is an additional unfunded mandate.

Based on the above, the requirements of this position is as follows:

1. Be responsible for the dry weather screening of 1,230 outfalls during the five (5) year permit period or an average of 246 annually. Outfall screening cannot be performed for at least 72 hours after any rainfall, but can be accomplished before the five (5) year time. Our consultant has advised that we can expect about 25% of the outfalls to have a flow. It will take 2-3 hours for each of these to: 1) locate the source and 2) identify what is in it. This will require testing. Mobile labs are included as capital item.
2. Developing and implementing a TMDL plan with our consultant. This too will require testing for fecal coliform but will have to be contracted out. This work can be performed during or immediately after a rain.

All the above is required and does not include providing this service to the seven (7) municipalities at this time since their outfall inventory is not complete, but hopefully we can provide this service to them.

22-15

PERSONNEL

510100 SALARIES AND WAGES (1) \$46,290

Salary, FICA, state retirement, insurance fund contribution and worker's compensation.
1 Engineering Associate II – NPDES Implementation

OPERATING

520200 – CONTRACTED MAINTENANCE \$1,000

Calibration and maintenance of Hach Spectrophotometer as needed.

52100 – OFFICE SUPPLIES \$300

Necessary supplies as needed.

521100 – DUPLICATING \$300

Estimated amount needed.

521200 – OPERATING SUPPLIES \$4,000

Estimated supplies needed, primarily various chemicals necessary for operation of Spectrophotometer analyzing discharges from storm drainage lines.

522200 – SMALL EQUIPMENT REPAIRS AND MAINTENANCE \$500

For necessary repairs of Spectrophotometer.

524201 – GENERAL TORT LIABILITY INSURANCE \$79

Supplied by Risk Management.

524202 – SURETY BONDS \$8

Supplied by Risk Management.

525000 – TELEPHONE \$244

1 each office telephone estimated \$19,26/month x 12 = \$231.12
1 each voice mail @ \$1.00 /month x 12 = \$12.00

525100 – POSTAGE \$350

Projected postage costs.

525210 – CONFERENCE AND MEETINGS EXPENSES \$350

Estimated expenses for training and educational assistance.

525230 – SUBSCRIPTIONS, DUES AND BOOKS \$50

For purchase of appropriate materials related to this job.

525250 – MOTOR POOL REIMBURSEMENT \$4,050

Estimate 10,000 miles @ \$0.405/mile from motor pool.

525323 – UTILITIES – PUBLIC WORKS COMPLEX \$300

Estimated share of electricity, water and sewer use.

FUND 1000
PUBLIC WORKS – STORMWATER MANAGEMENT (121400)
FY 2005-06 BUDGET REQUEST

14

525600 – UNIFORMS & CLOTHING

\$300

To provide uniforms and steel-toed boots for employee. Employee will be beside, behind houses and needs uniforms for identification to public.

22-17

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS & MINOR EQUIPMENT \$1,000

Anticipated amount to cover calculator, specialized small tools under \$500.00 each.

1 EA. NEW SPECTOPHOTOMETER & GLASSWARE \$5,000

Estimated cost of mobile lab and glassware. Mobile lab is used to analyze discharges from stormwater pipes to determine what is in the water that may be a prohibited discharge. Estimate by our consultant.

1 EA. NEW PENTOP COMPUTER WITH SET-UP \$10,000

Recommended by our consultant to interpret and record data from mobile lab.

1 EA. USED DESK \$80

1 EA. USED CHAIR \$40

2 EA. USED FILE CABINETS \$80

22-18

NEW PROGRAM OVERVIEW

Part of the NPDES (National Pollution Discharge Elimination System) is Public Participation and Public Education. We have looked at several ideas on how to meet this obligation without hiring additional personnel. This program would assist the Environmental Coordinator in meeting our requirements at a minimum expense.

We have looked at Clemson's "Carolina Clear" program which is very good but would cost \$70,000 to \$80,000 annually. In working with Soil Conservation, we can use \$ 23,572 of our requested funds (\$25,000) and fund a portion of a salary there and have use of this person for at least two days a week. We recommend this be implemented.

22-19

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Public Safety
Organization: 131100 - Administration

Object Expenditure Code Classification	<i>BUDGET</i>					
	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 1.5	37,491	37,715	81,654	81,654		
511112 FICA Cost	2,668	2,741	6,087	6,087		
511113 State Retirement	2,568	1,212	2,606	2,629		
511114 Police Retirement	0	2,163	4,650	4,650		
511120 Insurance Fund Contribution - 1.5	5,760	4,320	8,640	8,640		
511130 Workers Compensation	101	114	1,534	1,534		
515600 Clothing Allowance	0	200	0	400		
* Total Personnel	48,588	48,465	105,171	105,594	0	0
Operating Expenses						
520300 Professional Services	2,400	0	0			
521000 Office Supplies	427	46	500	500		
521100 Duplicating	637	219	1,200	1,200		
521200 Operating Supplies	296	174	500	500		
522200 Small Equipment Repairs & Maintenance	0	0	100	100		
524000 Building Insurance	36	27	56	71		
524201 General Tort Liability Insurance	19	11	368	404		
524202 Surety Bonds				13		
525000 Telephone	1,516	777	1,360	1,500		
525010 Long Distance Charges	109	56	400	400		
525020 Pagers & Cell Phones	485	165	600	600		
525100 Postage	89	112	350	350		
525210 Conference & Meeting Expense	0	20	200	200		
525230 Subscriptions, Dues, & Books	0	0	100	100		
525300 Utilities - Admin. Bldg.	2,484	1,856	2,200	3,600		
* Total Operating	8,498	3,463	7,934	9,538	0	0
** Total Personnel & Operating	57,086	51,928	113,105	115,132	0	0
Capital						
540000 Small Tools & Minor Equipment:	453	0	500	500		
540010 Minor Software	0	0	500	500		
All Other Equipment	604	0	0			
Scanner				300		
Network Printer				2,500		
** Total Capital	1,057	0	1,000	3,800	0	0
*** Total Budget Appropriation	58,143	51,928	114,105	118,932	0	0

23-1

SECTION III – PROGRAM OVERVIEW

ADMINISTRATION DIVISION

SUMMARY OF PROGRAMS:

Program I – Administration

PROGRAM I: ADMINISTRATION

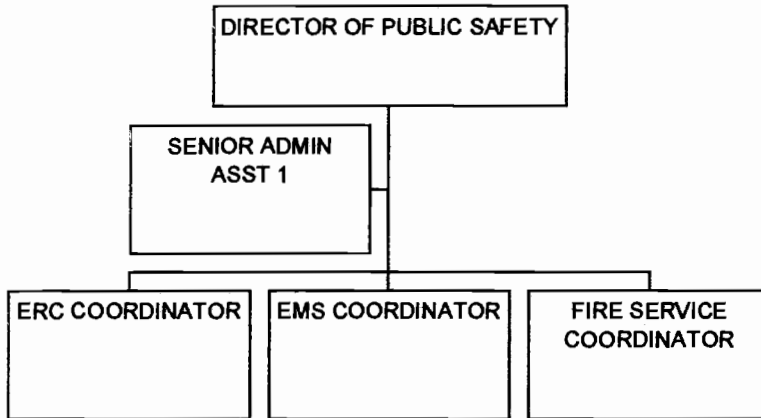
Objectives:

The objectives of this program are to provide coordination, and technical and administrative support to the entities that comprise the Department of Public Safety; the Emergency Management Division, Communications, Emergency Medical Services, and the Fire Service. Additional objectives are to provide effective administrative capabilities to support emergency response to the citizens of the County through dissemination of information through all media.

This program also is responsible to insure that all operations are in compliance with the financial, administrative and legal requirements set forth by county, state, and federal procedures, mandates and statutes. Other functions include the responsibility of insuring that adequate trained staff is employed to provide the most efficient delivery of services to the citizens through the many programs offered by the Public Safety Department.

SECTION V.A – PERSONNEL LINE ITEM NARRATIVE

DEPARTMENT OF PUBLIC SAFETY
ADMINISTRATION DIVISION



SECTION V. - LINE ITEM NARRATIVES

SECTION V.A - LISTING OF POSITIONS

Current Staffing Level:

<u>JOB TITLE</u>	<u>POSITIONS</u>	<u>FULL TIME EQUIVALENT</u>		<u>TOTAL</u>	<u>GRADE</u>
		<u>GENERAL FUND</u>	<u>OTHER FUND</u>		
Director	.5	.5		5	38
Senior Admin Asst I	1	1		1	9
TOTAL POSITIONS	1.5	1.5		1.5	

These positions require insurance.

SECTION V.B – OPERATING LINE ITEM NARRATIVES

**PUBLIC SAFETY
ADMINISTRATION DIVISION**

OPERATING BUDGET

521000 - OFFICE SUPPLIES \$ 500

This account provides for the varied supplies required for the Administrative program which are utilized by the Administrative Assistant and the division management staff to support the entire Public Safety Department.

521100 - DUPLICATING \$ 1,200

This account supports the duplicating efforts of the various programs that make up the Administrative Division. Individual copies are charged back at the cost of five cents per copy.

521200 - OPERATING SUPPLIES \$ 500

This account will be used to purchase supplies associated with the fax machine such as toner, drum, print cartridges, etc.

522200 - SMALL EQUIPMENT REPAIRS \$ 100

This account will be used for repairs as needed to office equipment used by the Administrative Division, to include the typewriter, the computer and printer.

524000 - BUILDING INSURANCE \$ 56

This account is used to purchase building and personal property insurance for the Administrative Division.

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 404**

This account is utilized to provide tort liability for the Administrative Division.

524202 - SURETY BONDS **\$ 13**

This account is utilized to provide surety bonds for Administrative Division.

525000 - TELEPHONE **\$ 1,500**

The telephone account reflects the expenses involved with providing telephone services for the Administrative Division. This amount reflects the pro-rated chargeback of the basic telephone system and other related to telephone services to include the lines for the fax machine and the paging system. Monthly Average - \$120/mo x 12 mo = \$1,440. Telephone Directory - \$40.

525010 - LONG DISTANCE CHARGES **\$ 400**

This account reflects the expenses involved with long distance telephone charges for the Administrative Division, as well as long distance charges associated with the fax machine.

525020 - PAGERS AND CELL PHONES **\$ 600**

This account reflects the expenses involved with a Nextel radio used by the Administrative Division. Monthly Plan \$50/mo x 12 mo = \$600

525100 - POSTAGE **\$ 350**

The Administrative Division is required to correspond with numerous local, state, and federal agencies. Many of these correspondences require that they be registered mail. Some of the specific correspondence provided through this account is mailing agendas, and mailing requested information to citizens concerning the various areas of Public Safety.

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$ 500**

The office chair in the Administrative Division will need to be replaced this year at an estimated cost of \$500.

540010 – MINOR SOFTWARE **\$ 500**

This will provide for upgrade of paging software for desktop computer used in Administration Division. Software needed include flowchart software for budgeting purchases and Adobe Acrobat.

SCANNER **\$ 300**

Many paper documents are generated within the Department of Public Safety. These documents could be scanned into an electronic format and stored in a server environment, reducing precious floor space needed for file storage. Also, State agencies are beginning to request documentation be sent in electronic format.

NETWORK PRINTER **\$2,500**

This printer will replace the existing network printer that services six computer workstations in the Public Safety office. The current printer is approximately six years old and is proving to be unreliable. Due to the nature of materials and public relation items produced to support Fire Service, Emergency Medical Service and Emergency Management, a good quality color printer is required. This is the central printing device for Firehouse software for all reports and records throughout the Fire Service.

525210 - CONFERENCE & MEETING EXPENSE **\$ 200**

This account will be utilized to provide training updates for the Administrative Assistant in order to maintain proficiency in the upgraded computer software programs.

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$ 100**

This account is utilized to subscribe to publications related to administrative and computer software training.

525300 - UTILITIES - ADMIN. BUILDING **\$ 3,600**

This account provides for the utilities necessary to sustain the Administrative Division within the Administration Building. Monthly Average - \$300/mo x 12 mo = \$3,600

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Public Safety
Organization: 131101 - Emergency Management

		BUDGET					
Object Expenditure Code	Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
510100	Salaries & Wages - 2	83,704	40,139	86,844	86,844		
511112	FICA Cost	6,207	2,929	6,357	6,644		
511113	State Retirement	5,734	2,750	5,909	6,687		
511120	Insurance Fund Contribution - 2	11,520	5,760	11,520	11,520		
511130	Workers Compensation	226	120	250	261		
* Total Personnel		107,391	51,698	110,880	111,956	0	0
Operating Expenses							
520100	Contracted Maintenance				450		
520200	Contracted Services	1,890	1,899	6,800	9,000		
520400	Advertising & Publicity	0	0	100	100		
520702	Technical Currency & Support				8,200		
520800	Outside Printing				1,000		
521000	Office Supplies	33	316	500	750		
521100	Duplicating	78	104	150	150		
521200	Operating Supplies	476	75	750	1,000		
524000	Building Insurance	36	27	56	21		
524201	General Tort Liability Insurance	430	254	522	560		
524202	Surety Bonds				16		
525000	Telephone	888	886	3,850	3,850		
525010	Long Distance Charges	47	40	200	200		
525020	Pagers and Cell Phones	280	142	300	300		
525030	800 MHz Radio Service Charges - 2	925	494	1,126	1,179		
525031	800 MHz Maintenance Charges - 2	182	182	182	186		
525100	Postage	80	4	100	100		
525210	Conference & Meeting Expenses	437	549	650	1,200		
525230	Subscriptions, Dues, & Books	50	50	150	150		
525300	Utilities - Admin. Bldg.	2,483	556	2,100	1,800		
525329	Utilities - Emergency Operations Center	0	301	500	750		
* Total Operating		8,315	5,879	18,036	30,962	0	0
** Total Personnel & Operating		115,706	57,577	128,916	142,918	0	0
Capital							
540000	Small Tools & Minor Equipment	89	939	1,000	5,500		
	All Other Equipment	841	0	0			
** Total Capital		930	939	1,000	5,500	0	0
*** Total Budget Appropriation		116,636	58,516	129,916	148,418	0	0

Section IA

**COUNTY OF LEXINGTON
Existing Departmental Program Request
Fiscal Year - 2005 - 2006**

Fund # 1000 Fund Title: General
 Organization # 131101 Organization Title: Emergency Management

Object Expenditure Code Classification	Program # 1	Program # 2	Program # 3	Program # 4	Total 2005 - 06 Requested
	SARA/CCC	EMER MNG			
Personnel					
510100 Salaries # 2					86,844
510199 Special Overtime					
510200 Overtime					
510300 Part Time #					
511112 FICA Cost					6,644
511113 State Retirement					6,687
511114 Police Retirement					
511120 Insurance Fund Contribution # 2					11,520
511130 Workers Compensation					261
511131 S.C. Unemployment					
* Total Personnel					111,956
Operating Expenses					
520100 Contracted Maintenance		450			450
520200 Contracted Services		9,000			9,000
520400 Advertising	100				100
520702 Technical Curreny & Support		8,200			8,200
520800 Outside Printing	1,000				1,000
521000 Office Supplies	350	400			750
521100 Duplicating	50	100			150
521200 Operating Supplies		1,000			1,000
522200 Small Equipment Repairs & Maint.					0
524000 Building Insurance		21			21
524201 General Tort Liability Insurance		560			560
524202 Surety Bonds		16			16
525000 Telephone		3,850			3,850
525010 Long Distance Charges		200			200
525020 Pagers and Cell Phones		300			300
525030 800 MHZ Radio Service Charges		1,179			1,179
525031 800 MHZ Maintenance		186			186
525100 Postage	50	50			100
525210 Conference & Meeting Expenses	600	600			1,200
525230 Subscriptions, Dues, & Books		150			150
525300 Utilities - Admin Bldg	900	900			1,800
525339 Utilities-Emergency Operations Center		750			750
* Total Operating	3,050	27,912			30,962
** Total Personnel & Operating	3,050	27,912			142,918
** Total Capital (From Section III)					5,500
*** Total Budget Appropriation					148,418

**SECTION IV. – PROGRAM OVERVIEW
EMERGENCY MANAGEMENT DIVISION**

With the increased emphasis of Homeland Security at all levels, the Emergency Management community has increased its efforts both in the planning and preparing for response to weapons of mass destruction (WMD). This is evidenced both in the distribution and management of grant funds and in the increased exercising of plans. The Emergency Operations Center is the focal point for decision-making during response events and in training for a WMD response.

Request that the name, Emergency Preparedness Division be changed to Emergency Management Division and the position of Emergency Response Coordinator be changed to Emergency Management Coordinator. This change will be in keeping with the national, state and local agencies that have made the change.

**PROGRAM 1 - SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT OF 1986,
(SARA)/ CITIZENS COORDINATING COUNCIL (CCC)**

The SARA program is mandated by federal law under Title III, Emergency Planning and Community Right-to-Know Act of the Superfund Amendments and Reauthorization Act of 1986. The Citizens Emergency Response Teams (CERT) program provides for the development, training and exercising of citizen emergency response teams located throughout the County.

The Citizens Coordinating Council will serve as the Local Emergency Planning Committee (LEPC) and will address matters that pertain to SARA, Title III.

PROGRAM 2 - EMERGENCY MANAGEMENT

This program provides the capability to plan for natural and man-made disasters which may affect the population of Lexington County. Planning is a continuous process and encompasses mitigation, actions taken to prepare for disaster, actions to be taken during the event which lessen injuries, and a recovery process which will enable the population to resume normalcy in the shortest amount of time. Specific activities include planning for natural disasters (tornadoes, earthquakes, floods, hurricanes, winter storms, etc.) accidents involving the fixed nuclear facility at V.C. Summer Nuclear Station, airport crashes and incidents at the Columbia Metropolitan Airport, and the failure of the Lake Murray Dam. This program also provides a central point for coordination between local government and state and federal assistance agencies in all phases of planning.

SECTION IV.A. - LISTING OF POSITIONS

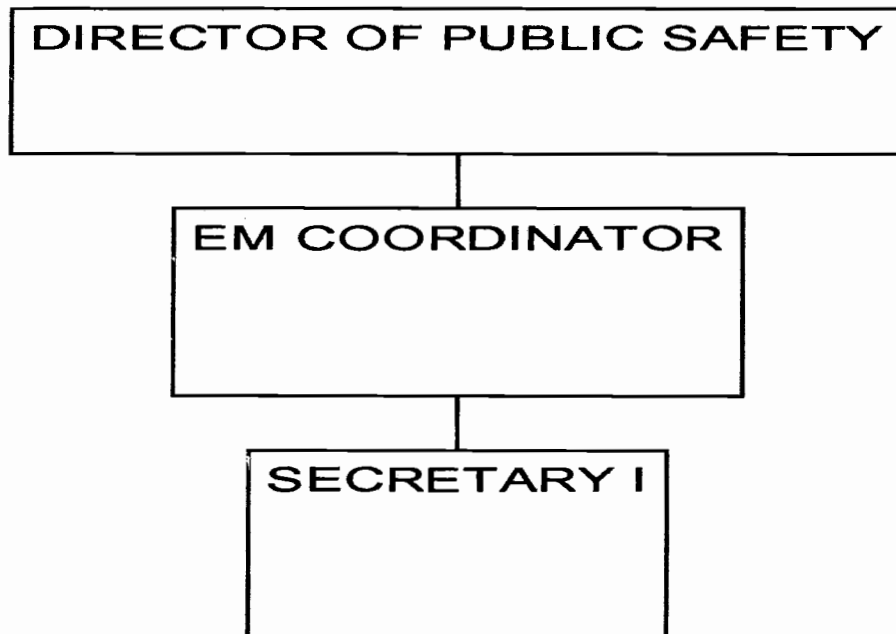
Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General</u> <u>Fund</u>	<u>Other</u> <u>Fund</u>		
Coordinator	1	1		1	22
Secretary I	1	1		1	6
TOTAL POSITIONS	2	2		2	

These positions require insurance

SECTION VI.A – PERSONNEL LINE ITEM NARRATIVE

EMD DIVISION



SECTION VI.B.-OPERATING LINE NARRATIVES

EMERGENCY MANAGEMENT DIVISION

520100 – CONTRACTED MAINTENANCE **\$450**

PROGRAM 2 – EMERGENCY MANAGEMENT \$450

This account will cover maintenance contract for ARC view mapping for reverse 9-1-1 system.

520200 – CONTRACTED SERVICES **\$ 9,000**

Program 2 – EMERGENCY MANAGEMENT \$9,000

This account will cover the cost of the yearly fee for the Meteorologic weather system.

\$184 per mo x 12 mo = \$2,208

Will also cover Reverse 9-1-1 database update for BellSouth - \$5,000

Will cover cost of satellite telephone used by COBRA team - \$1,000

520400 - ADVERTISING **\$ 100**

PROGRAM 1 – SARA/CCC \$100

This account provides for the annual notification of the citizens of Lexington County of the fact that records of hazardous materials within the county are maintained in the Office of Public Safety and are available for review. This notification is required by SARA, Title III.

520702 – TECHNICAL CURRENCY & SUPPORT **\$ 8,200**

PROGRAM 2 – EMERGENCY MANAGEMENT \$8,200

This account will cover maintenance cost for WEB-EOC.

24-7

520800 – OUTSIDE PRINTING

\$1,000

PROGRAM 1 – SARA/CCC

\$1,000

This account will allow for printing of printing of preparedness brochures for distribution to citizens.

521000 - OFFICE SUPPLIES

\$ 750

PROGRAM 1 – SARA/CCC

\$ 350

This account provides for the varied supplies required for the Local Emergency Planning Committee (SARA) program. These supplies are utilized by the Secretary and Coordinator to support these programs.

PROGRAM 2 - EMERGENCY MANAGEMENT

\$ 400

This account provides for the varied supplies required for the Emergency Management program. These supplies are utilized by the Secretary and Coordinator to support these programs.

521100 - DUPLICATING

\$ 150

PROGRAM 1 – SARA/CCC

\$ 50

This account supports the duplicating efforts of the various programs that make up the Emergency Management Division. Individual copies are charged back at the cost of five cents per copy.

PROGRAM 2 – EMERGENCY MANAGEMENT

\$ 100

This account supports the duplicating efforts of the various programs that make up the Emergency Management Division. Individual copies are charged back at the cost of five cents per copy.

521200 - OPERATING SUPPLIES

\$1,000

PROGRAM 2 - EMERGENCY MANAGEMENT

\$1,000

This account is to purchase toner and drum for printer, as well as operating supplies to be used during

disaster operations and exercises. Increased emphasis on Homeland Security and EOC training will necessitate more supplies.

524000 - BUILDING INSURANCE **\$ 21**

PROGRAM 2 - EMERGENCY MANAGEMENT DIVISION \$ 21

This account is used to purchase building and personal property insurance for the Emergency Management Division.

524201 - GENERAL TORT LIABILITY INSURANCE **\$560**

PROGRAM 2 - EMERGENCY MANAGEMENT \$ 560

This account is utilized to provide tort liability for the Emergency Management Division.

524202 - SURETY BONDS **\$ 16**

PROGRAM 2 - EMERGENCY MANAGEMENT \$16

This account will provide surety bonds for Emergency Management personnel.

525010 - TELEPHONE **\$3,850**

PROGRAM 2 - EMERGENCY MANAGEMENT DIVISION \$3, 850

This telephone account reflects the expenses involved with providing telephone services for the Emergency Management Division. This amount reflects the pro-rated chargeback of the basic telephone system.

$$\$68/\text{mo} \times 12 \text{ mo.} = \$816$$

The reverse 9-1-1 system utilizes 15 dedicated phone lines.

$$15 \text{ lines} \times \$15.85/\text{month} \times 12 \text{ mo} = \$2,867$$

525010 - LONG DISTANCE CHARGES **\$200**

PROGRAM 2 - EMERGENCY MANAGEMENT DIVISION \$ 200

This account reflects the expenses involved with long distance telephone charges for the Emergency Management Division.

525020 - PAGERS AND CELL PHONES **\$300**

PROGRAM 2 - EMERGENCY MANAGEMENT DIVISION \$ 300

This account reflects the costs associated with a pager for the Coordinator and a spare cellular telephone to be used during emergencies.

Phone \$16.00/month x 12 month = \$192
Pager \$8.75/mo x 12 month = \$105

25030 - 800 MHZ RADIO SERVICE CHARGES **\$1,179**

PROGRAM 2 - EMERGENCY MANAGEMENT DIVISION \$1,179

This account is to cover monthly operations service charges and roaming charges for 800 MHZ radios.

2 radio x \$50/month x 12 month = \$1,179

525031 - 800 MHZ CONTRACTED MAINTENANCE **\$186**

PROGRAM 2 - EMERGENCY MANAGEMENT DIVISION \$ 186

This account will cover monthly maintenance cost of two 800 MHz radios.

2 x \$93/yr = \$186

525100 - POSTAGE **\$ 100**

PROGRAM 1 - SARA/CCC \$ 50

The Emergency Management Division is required to correspond with numerous local, state, and federal agencies. Many of these correspondences require that they be registered mail. Some of the specific correspondence provided through this account is mailing agendas, mailing requested information to citizens concerning the various areas of Emergency Management and in the Emergency Planning areas.

PROGRAM 2 - EMERGENCY MANAGEMENT \$ 50

The Emergency Management Division is required to correspond with numerous local, state, and federal agencies. Many of these correspondences require that they be registered mail. Some of the specific correspondence provided through this account is mailing agendas, mailing requested information to citizens concerning the various areas of Emergency Management and in the Emergency Planning areas.

525210 - CONFERENCES & MEETING EXPENSE **\$1,200**

PROGRAM 1 - SARA/CCC \$ 600

Monthly CERT meeting supplies - $\$50 \times 12 = \600

PROGRAM 2 - EMERGENCY MANAGEMENT \$ 600

Emergency Management Conference \$600
(Required by CCA - FEMA Funding)

525230 - SUBSCRIPTIONS DUES & BOOKS **\$ 150**

PROGRAM 2 - EMERGENCY MANAGEMENT \$150

This account is utilized to pay for dues to the South Carolina Emergency Management Association (\$50) and to the state merit system (\$100) for rating of EMD positions.

525300 - UTILITIES - ADMIN. BUILDING **\$1,800**

PROGRAM 1 - SARA/CCC \$ 900

This account provides for the utilities necessary to sustain the Emergency Management Division within the Administration Building.

PROGRAM 2 - EMERGENCY MANAGEMENT \$ 900

This account provides for the utilities necessary to sustain the Emergency Management Division within the Administration Building.

525329 - UTILITIES - EMERGENCY OPERATIONS CENTER **\$750**

PROGRAM 2 - EMERGENCY MANAGEMENT \$750

This account provides propane for emergency generators at Emergency Operations Center.

SECTION VI.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

Small Tools and Minor Equipment \$5,500

Replace telephones and cords and equipment used during emergency operations - \$1,500.

Install equipment in the EOC that will allow for wireless operations of all computer equipment - \$4,000

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06

Fund: 1000

Division: Public Safety

Organization: 131200 - Animal Control

Object Expenditure Code Classification	BUDGET					
	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 8	185,835	81,383	205,430	231,631		
510199 Special Overtime	0	111	112	0		
510200 Overtime	5,872	5,311	5,312	5,000		
510300 Part Time - 2 (1.48 - FTE)	30,709	18,337	35,067	35,067		
511112 FICA Cost	16,091	7,686	18,236	20,403		
511113 State Retirement	15,236	7,202	16,329	20,536		
511120 Insurance Fund Contribution - 8	46,080	23,040	46,080	46,080		
511130 Workers Compensation	3,848	2,440	5,553	6,185		
511131 SC Unemployment	7,344	0	0	0		
* Total Personnel	311,015	145,510	332,119	364,902	0	0
Operating Expenses						
520200 Contracted Services	3,096	1,548	5,500	5,500		
520300 Professional Services	1,976	869	3,000	3,000		
520400 Advertising & Publicity	0	0	1,000	1,000		
521000 Office Supplies	772	84	1,250	1,250		
521100 Duplicating	510	223	1,000	1,000		
521200 Operating Supplies	25,284	18,508	32,000	50,000		
521300 Food Supplies	0	0	25	100		
521402 Occupational Health Supplies	2,175	0	2,610	1,022		
522000 Building Repairs & Maintenance	1,112	1,180	2,900	3,500		
522200 Small Equipment Repairs & Maintenance	506	0	1,000	500		
522300 Vehicle Repairs & Maintenance	4,900	2,657	5,600	5,600		
524000 Building Insurance	199	118	248	260		
524100 Vehicle Insurance - 5	2,625	1,325	2,716	2,985		
524201 General Tort Liability Insurance	821	471	965	1,113		
524900 Data Processing Equipment Insurance	11	6	13	13		
525000 Telephone	1,456	749	1,700	1,500		
525010 Long Distance Charges	174	43	500	0		
525020 Pagers & Cell Phones	1,202	599	1,240	1,720		
525030 800MHz Radio Service Charges - 7	3,050	1,526	3,523	3,790		
525031 800MHz Maintenance Charges - 7	636	636	637	677		
525100 Postage	279	131	250	275		
525210 Conference & Meeting Expenses	2,327	1,152	5,500	5,500		
525230 Subscriptions, Dues, & Books	27	0	200	200		
525240 Personal Mileage Reimbursement	0	0	100	100		
525250 Motor Pool Reimbursement	0	25	0	200		
525307 Utilities - Animal Control	18,008	7,822	17,000	17,000		
525400 Gas, Fuel, & Oil	10,236	6,580	10,000	13,000		
525600 Uniforms & Clothing	2,870	1,221	3,000	6,200		
526500 Licenses & Permits	125	0	500	500		
538000 Claims & Judgments (Litigation)	250	0	500	500		
* Total Operating	84,627	47,473	104,477	128,005	0	0
** Total Personnel & Operating	395,642	192,983	436,596	492,907	0	0

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**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Public Safety
Organization: 131200 - Animal Control

Object Expenditure Code Classification	<i>BUDGET</i>					
	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Capital						
540000 Small Tools & Minor Equipment:	2,769	53	2,500	3,145		
540010 Minor Software	0	0	0	63		
All Other Equipment	6,730	8,746	11,775	50,640		
** Total Capital	9,499	8,799	14,275	53,848	0	0

***** Total Budget Appropriation** **405,141 201,782 450,871 546,755 0 0**

SECTION II

COUNTY OF LEXINGTON

**Capital Item Summary
Fiscal Year - 2005-2006**

Fund # 1000 Fund Title: General Administration
 Organization # 131200 Organization Title: Animal Services
 Program # _____ Program Title: _____

**BUDGET
2005-2006
Requested**

<u>Qty</u>	<u>Item Description</u>	<u>Amount</u>
1	1/2 Ton Pick-Up Truck 2 Wheel Drive (Replacement)	12,500
2	Slide-In Deluxe Animal Box for Animal Control Truck	15,000
5	(Function 1) Personal Computer with Monitor	4,200
1	(Function 3) Personal Computer with Monitor	1,200
1	HP Color Laser Jet Printer (Networked)	2,400
1	Car Port	5,000
1	Animal Recovery Cages	4,000
1	800 MHz XTS 5000 Radio (Replacement)	5,350
1	Digital Camera	565
1	Video Camera	425
1	Minor Software	63

**** Total Capital (Transfer Total to Section I and IA) 50,703**

SECTION III – PROGRAM OVERVIEW

Summary of Program:

Objectives:

Provide for the public's safety as well as animal welfare (Dogs, Cats and specified Exotics) by enforcing the Lexington County Animal Control Ordinance. It is also the objective to shelter unwanted, abandoned, stray and impounded animals in a clean and healthy environment.

- Minimize stress on the animals, protect them from the elements, and provide a place of safety and comfort while they are in the shelter's care
- Provide humane disposition of unwanted, sick, dangerous and injured animals
- Responsible placement of adoption animals
- Provide a facility that is attractive to the citizens of Lexington County
- Patrol ~ 750 square miles of the County consisting of an estimated 230,000 citizens as well as eight municipalities

SERVICE LEVELS

Service Level Indicators	Actual	Estimated	Projected
	FY 03/04	FY 04/05	FY 05/06
Animals Received	8,888	9,315	10,000
Animals Euthanized	7,288	7,605	8,500
Animals Adopted/Trans.	842	900	1,000
Animals Reclaimed	376	425	500
Calls for Service	7,270	8,000	8,500
Court Fines & Restitution	N/A	\$78,060	\$80,000

SECTION IV. – SUMMARY OF REVENUES

430000 ANIMAL SERVICE FEES: \$ 22,025

Animal Service fees are based on the number of animals that are reclaimed by their owners as well as animal adoptions.

Estimated reclaimed animals –	425 X 15.00 =	\$ 6,375.00
Estimated Dog adoptions –	155 X 70.00 =	10,850.00
Estimated Cat adoptions -	80 X 60.00 =	4,800.00
Total Estimated Revenue		<u>\$22,025.00</u>

469102 ANIMAL SERVICE DONATIONS: \$ 1,000

Animal Service Donations are based on the unsolicited generosity of the citizens of Lexington County. This account accrues funds year after year until enough money is raised to purchase a capital item.

SECTION IV

**County of Lexington
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2005-2006**

Fund #: 1000

Fund Name: General

Organ. #: 131200

Organ. Name: Animal Services

Treasurer's Revenue Code	Fee Title	Actual Fees FY 2002-03	Actual Fees FY 2003-04	12/31/2004 Year-to-Date FY 2004-05	Anticipated Fiscal Year Total FY 2004-05	Budget				
						Units of Service	Current Fee	Total Estimated Fees FY 2005-06	Proposed Fee Change	Total Proposed Estimated Fees FY 2005-06
430000	Animal Service Fees	23,268	19,106	11,037	20,000					
	Dog Adoptions					155	70	10,850	0	10,850
	Cat Adoptions					80	60	4,800	0	4,800
	Reclaim 1st Offense					425	15	6,375	0	6,375
	Reclaim 2nd Offense						30		0	
	Reclaim 3rd Offense						50		0	
	Vaccinations						10 & 5		0	
469102	Animal Service Donations	N/A	1,095	458	750		N/A	1,000	N/A	1,000

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SECTION V. – LINE ITEM NARRATIVES

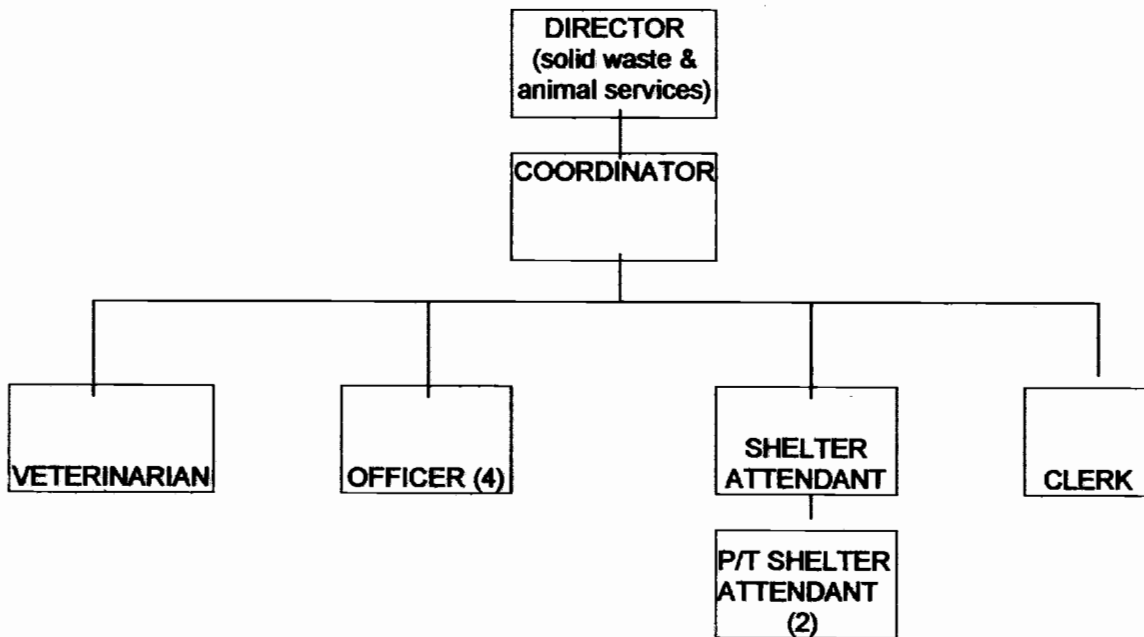
SECTION V.A. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent</u>	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Grade</u>
*Veterinarian		1	1		1	24
*Coordinator		1	1		1	14
*Animal Control Officer		4	4		4	5
*Shelter Attendant		1	1		1	5
Shelter Attendant P/T		2	1.48		1.48	5-P/T
*Clerk		1	1		1	4
Total Positions		<u>10</u>	<u>9.48</u>		<u>9.48</u>	

(*) Denotes positions requiring insurance.

Display organization flowchart:



SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520200 CONTRACTED SERVICES: \$ 5,500

To cover waste disposal service provided under contract by Columbia Container. Service provided Monday thru Saturday at a cost of \$309 per month. Vector control contract (Ecolab) for animal shelter is \$150 per month.

520300 PROFESSIONAL SERVICES: \$ 3,000

To cover Veterinary services for after hour emergency care as well as necropsies. Account is also for any legal fees incurred for the use of county attorney.

520400 ADVERTISING / PUBLICITY: \$ 1,000

To cover advertisements in newspapers, booths at festivals and special event flyers.

521000 OFFICE SUPPLIES: \$ 1,250

To cover routine office supplies (paper, pens, pencils, ribbons, file folders, etc.)

521100 DUPLICATING: \$ 1,000

To cover the cost of making copies of invoices, budget forms and internal control work papers. (Based on 20,000 Copies @ \$.05 = \$1,000)

521200 OPERATING SUPPLIES: \$ 50,000

To cover veterinary supplies (vaccinations, antibiotics, anesthesia, syringes, needles, flea dip, microchips, etc.)
Euthasol® is \$35 per bottle at an average of 25 bottles per month = \$10,500
Micro-Kill shelter cleaner annual cost \$5,000
To cover supplies for animal control officers (leads, darts, tickets, warnings, business cards, gloves etc.)

521300 FOOD SUPPLIES: \$ 100

Currently food is donated and has been donated since 1998. The shelter houses approximately 10,000 animals (dogs and cats) per year. This account covers any special diet food items as well as food for the animal traps.

521402 OCCUPATIONAL HEALTH SUPPLIES: \$1,022

To cover the cost of pre-innoculation against rabies. The vaccine is called Imovax.

\$145 per shot (3 shot series) = \$435 Per Person @ 2 employees = \$870
\$76 for Titer Test per person @ 2 employees = \$152

522000 BUILDING REPAIRS AND MAINTENANCE: **\$3,500**

To cover the cost of yearly repairs to an aging facility (\$1,000). Building Services Department will finish the interior of a Hoover building that will be used as a surgical recovery room (\$2,500).

522200 SMALL EQUIPMENT REPAIRS & MAINT.: **\$ 500**

To cover the cost of repairs to catch poles, animal traps and animal cages.

522300 VEHICLE REPAIRS AND MAINENANCE: **\$ 5,600**

To cover the cost of five vehicles based on the average yearly repairs from maintenance reports prepared by fleet services.

524000 BUILDING INSURANCE: **\$260**

To cover the cost of allocated building insurance per schedule.

524100 VEHICLE INSURANCE: **\$ 2,985**

To cover the cost of allocated vehicle insurance per schedule.

524201 GENERAL TORT LIABILITY INSURANCE: **\$1,113**

To cover the cost of general tort liability insurance (based on new rates).

Coordinator = \$536
(4) Animal Control Officers @ \$79 = \$316
(3) Shelter Attendants @ \$79 = \$237
(1) Clerical = \$24

524900 DATA PROCESSING EQUIPMENT INSURANCE: **\$ 13**

To cover the animal services office at \$9.90 premium for a \$5,000 limit of coverage

525000 TELEPHONE: **\$ 1,500**

To cover all of the telephone service for communicating with internal departments as well as Lexington County citizens. There are 4 lines and 1 fax line.

525010 LONG DISTANCE CHARGES: **\$ 0**

There will be no long distance charges based on new County agreement with Pond Branch Telephone Service.

525020 PAGERS & CELL PHONES: **\$ 1,720**

To cover the cost of (5) pager rentals for the period of July 1, 2005 through June 30, 2006. The pagers are alpha pagers with state wide range at \$9 per month for a cost of \$540

(1) Cell phone for the on-call officer is \$58.33 per month = \$700
(1) Nextel phone for the Coordinator is \$40.00 per month = \$480

525030 800 MHz RADIO SERVICE CHARGES: \$ 3,790

(7) RADIOS @ \$44 PER MONTH(12) = \$3,696
(7) RADIOS @ \$10 PER YEAR ROAMING = \$70
(1) RADIO @ \$2 PER MONTH FOR TALK GROUP=\$24

525031 800 MHz RADIO MAINTENANCE: \$ 677

7 RADIOS @ \$92 PER YEAR = \$644
SC TAX = \$32.20

525100 POSTAGE: \$ 275

To cover the cost of mailing correspondence pertaining to the Animal Services Department .

525210 CONFERENCE & MEETING EXPENSE: \$ 5,500

To cover the cost of animal control officers attending the National Animal Control Association training certification program as well as the yearly euthanasia re-certification for all ten employees. The veterinarian is also required to obtain yearly certification units of education. Prices vary based on location of conference.

525230 SUBSCRIPTIONS, DUES, & BOOKS: \$200

To cover the cost of a subscription to the National Animal Control Association Magazine which provides information and updates on animal services (\$100). This account also covers the dues for the Veterinarian's membership into the SC Veterinary Association (\$100)

525240 PERSONAL MILEAGE REIMBURSEMENT: \$ 100

To cover reimbursement for use of personal vehicles by the Animal Services Department staff on County Business.

525250 MOTOR POOL REIMBURSEMENT: \$ 200

To cover costs associated with use of motor pool vehicle when departmental vehicle is out of service for repair.

525307 UTILITIES- ANIMAL SERVICES: \$ 17,000

To cover the cost of utility allocation for the Animal Services facility.

SEWER \$35 PER MONTH = \$420
WATER ~\$100 PER MONTH = \$1,200
PROPANE ~\$400 PER MONTH (5 MONTH USEAGE) = \$2,000
ELECTRIC ~\$1,000 PER MONTH = \$12,000

525400 GAS, FUEL, & OIL: \$ 13,000

To cover the cost of fuel for five vehicles which are used to patrol Lexington County on a daily basis. The cost is based on fuel usage reports obtained from the Fleet Services Department.

525600 UNIFORMS & CLOTHING: \$ 6,200

Uniform rental from G&K Services for eight (8) weeks at a cost of \$44 per week = \$352

5 pair of BDU pants per 7 employees at \$58 each =	\$2,030
2 pair of BDU pants per 2 employees at \$58 each=	\$232
6 shirts per 7 employees at \$25 each =	\$1,050
2 shirts per 2 employees at \$25 each =	\$100
1 jacket per 6 employees at \$255 each =	\$1,530
1 pair boots per 7 employees at \$125 each =	\$875

526500 LICENSES & PERMITS: \$ 500

To cover the cost of a Drug Enforcement Association license that enables the Animal Services Department to procure scheduled drugs (i.e. Euthosal®). It is required by the State of South Carolina for Animal Shelters to be licensed.

538000 CLAIMS & JUDGEMENTS (LITIGATION): \$ 500

To cover the cost of claims filed against the county.

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 Small Tools & Minor Equipment \$3,145

Catch Poles (5) @ \$87 each = \$435. The poles are used to ensure the safety of the officer while capturing dogs.
Nextel i730 with accessories for the Coordinator = \$185
Public safety emergency vehicle lights with siren, power supply and switch box = \$1,625
Public safety emergency vehicle lights for (3) Animal Control Trucks (replacements) = \$900

540010 Minor Software \$63

Microsoft Publisher. Produce flyers for advertising adoptable animals as well as for festivals in which the department participates.

½ Ton Pick-up Truck 2 WD (replacement) \$12,500

Recommended by County Fleet Services based on the fact that vehicle will have exceeded its expected capital recovery. Further service would not be cost effective

(2) Slide-In Deluxe Animal Box \$15,000

Slide-in unit for Animal Control Officer's truck that is used to safely transport dogs and cats that the officer has picked up. The current animal boxes were leftover from the Humane Society and have been repaired numerous times. The current boxes are nine years old. This box is a vital piece of equipment for the officer to perform his/her duties.

(5) Function 1 Personal Computer w/ Monitor \$4,200

Currently the Animal Services Department has two computers, which are so outdated they cannot perform e-mail. It is essential to case management that each officer (4) has their own computer to keep up with their caseloads. Currently Animal Services relies on the clerk position to input and research all case data. This is not an efficient way to conduct business. The fifth computer will replace the front desk computer. All computers will operate off the County network. Information Services' personnel agree with this need.

(1) Function 3 Personal Computer w/ Monitor \$1,200

To replace a Compaq 32 MB with a 15" monitor (below County standards). The Coordinator will use this computer. This computer will enable the department to burn DVD's from a video camera used to obtain evidence and use the discs during prosecution. It will also be used to plot problem areas utilizing GIS software.

(1) HP Color Laser Jet Printer (Networked) \$2,400

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To cover the cost of one printer for the entire Animal Services Department. All computers will be networked with this printer. The color is essential to officers for their case management notes. The color is also vital on records where we need to have obvious documentation such as "Do Not Euthanize".

Carport **\$5,000**

To cover the cost of a metal structure that will tie into the existing facility. The carport will allow officers to offload animals under cover and protect them from the elements, specifically rain. This price was obtained from the County Building Services Department.

(1) Animal Recovery Cages **\$4,000**

To cover the cost of a twelve (12) unit assembly for dogs and cats to be housed while they are recovering from surgery. We received a price quote on this item.

(1) 800 Mhz XTS 5000 Radio **\$5,350**

To cover the cost to replace an LTS 2000 for the Animal Services Coordinator. The Coordinator is Class I Law Enforcement Certified and should have the Sheriff's department channels programmed on his radio. Since the Sheriff's department operates in encrypted the XTS 5000 is required. Having immediate contact with deputies helps provide safety to officers in the field when emergency back-up is necessary.

Digital Camera **\$565**

To cover the cost of the county standard digital camera. Camera will be used to take pictures of Adoptable Animals and place on County's web page.

Video Camera **\$425**

To cover the cost of a video camera used to obtain video evidence pertinent to successfully prosecuting cases.

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Fund # 1000	
Fund Title: General	
Organization # 131200	
Organization Title: Animal Services	
Program # 2	
Program Title: Animal Control Officer	
Personnel	
510100 Salaries # <u>1</u>	25,703
510300 Part Time # _____	
511112 FICA Cost	1,967
511113 State Retirement	1,980
511114 Police Retirement	
511120 Insurance Fund Contribution # <u>1</u>	5,760
511130 Workers Compensation	687
511131 S.C. Unemployment	
* Total Personnel	36,097
Operating Expenses	
521000 Office Supplies	25
521100 Duplicating	25
521200 Operating Supplies	1,000
521402 Occupational Health Supplies	511
522300 Vehicle Repairs & Maintenance	1,120
524100 Vehicle Insurance # <u>1</u>	597
524201 General Tort Liability Insurance	79
525000 Telephone	
525020 Pagers & Cell Phones	108
525030 800MHz Radio Service Charges	538
525031 800 MHz Maintenance Charges	97
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525400 Gas, Fuel, & Oil	2,000
525600 Uniforms & Clothing	820
526500 Licenses & Permits	
* Total Operating	6,920
** Total Personnel & Operating	43,017
** Total Capital (From Section II)	20,575
*** Total Budget Appropriation	63,592

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NEW PROGRAM 2- OPERATING LINE ITEM NARRATIVES

521000 OFFICE SUPPLIES: \$ 25

To cover routine office supplies (paper, pens, pencils, ribbons, file folders, etc.)

521100 DUPLICATING: \$25

To cover the cost of making copies of invoices, budget forms and internal control work papers. (Based on 500 Copies @ \$.05 = \$1,000)

521200 OPERATING SUPPLIES: \$ 1,000

To cover supplies for animal control officer (leads, darts, tickets, warnings, business cards, gloves etc.)

521402 OCCUPATIONAL HEALTH SUPPLIES: \$511

To cover the cost of pre-innoculation against rabies. The vaccine is called Imovax.

\$145 per shot (3 shot series) = \$435
Titer Test = \$76

522300 VEHICLE REPAIRS AND MAINENANCE: \$ 1,120

To cover the cost of one vehicle based on the average yearly repairs from maintenance reports prepared by fleet services.

524100 VEHICLE INSURANCE: \$ 597

To cover the cost of allocated vehicle insurance per schedule.

524201 GENERAL TORT LIABILITY INSURANCE: \$79

To cover the cost of general tort liability insurance (based on new rates).

Animal Control Officers @ \$79

525020 PAGERS & CELL PHONES: \$ 108

To cover the cost of (1) pager rentals for the period of July 1, 2005 through June 30, 2006. The pagers are alpha pagers with state wide range at \$9 per month for a cost of \$108

525030 800 MHz RADIO SERVICE CHARGES: \$ 538

(1) RADIOS @ \$44 PER MONTH(12) = \$528
(1) RADIOS @ \$10 PER YEAR ROAMING = \$10

525031 800 MHz RADIO MAINTENANCE: \$ 97

1 RADIOS @ \$92 PER YEAR = \$92
SC TAX = \$4.60

525400 GAS, FUEL, & OIL: \$ 2,000

To cover the cost of fuel for one vehicles which is used to patrol Lexington County on a daily basis. The cost is based on fuel usage reports obtained from the Fleet Services Department.

525600 UNIFORMS & CLOTHING: \$ 820

5 pair of BDU at \$58 each = \$290
6 shirts @\$25 each = \$150
1 jacket = \$255
1 pair boots = \$125

NEW PROGRAM 2- CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 Small Tools & Minor Equipment **\$575**

Desk for Animal Control Officer (State Surplus) = \$100
Chair for Animal Control Officer = \$175
Public Safety Emergency Vehicle Lights = \$300

½ Ton Pick-up Truck 2 WD **\$12,500**

Patrol vehicle for Animal Control Officer

Diamond Deluxe Animal Boxes **\$7,500**

Slide-in unit for Animal Control Officer's truck that is used to safely transport dogs and cats that the officer has picked up. This box is a vital piece of equipment for the officer to perform his/her duties.

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000

Organization # 131200

Program # 3

Fund Title: General

Organization Title: Animal Services

Program Title: Shelter Attendant

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # 1	22,613
510300 Part Time # ___	
511112 FICA Cost	1,730
511113 State Retirement	1,742
511114 Police Retirement	
511120 Insurance Fund Contribution # 1	5,760
511130 Workers Compensation	604
511131 S.C. Unemployment	
* Total Personnel	32,449
Operating Expenses	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
521402 Occupational Health Supplies	511
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522300 Vehicle Repairs & Maintenance	
<hr/>	
524100 Vehicle Insurance # 1	
524201 General Tort Liability Insurance	79
525000 Telephone	
525020 Pagers & Cell Phones	
525030 800MHz Radio Service Charges	
525031 800 MHz Maintenance Charges	
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525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
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525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	565
526500 Licenses & Permits	
<hr/>	
* Total Operating	1,155
** Total Personnel & Operating	33,604
** Total Capital (From Section II)	0
*** Total Budget Appropriation	33,604

NEW PROGRAM 3- OPERATING LINE ITEM NARRATIVES

521402 OCCUPATIONAL HEALTH SUPPLIES: \$511

To cover the cost of pre-innoculation against rabies. The vaccine is called Imovax.

\$145 per shot (3 shot series) = \$435
Titer Test = \$76

524201 GENERAL TORT LIABILITY INSURANCE: \$79

To cover the cost of general tort liability insurance (based on new rates).

Shelter Attendant @ \$79

525600 UNIFORMS & CLOTHING: \$ 565

5 pair of BDU at \$58 each = \$290
6 shirts @\$25 each = \$150
1 pair boots = \$125

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000

Organization # 131200

Program # 4

Fund Title: General

Organization Title: Animal Services

Program Title: Animal Service's Software

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # 1	
510300 Part Time #	
511112 FICA Cost	
511113 State Retirement	
511114 Police Retirement	
511120 Insurance Fund Contribution # 1	
511130 Workers Compensation	
511131 S.C. Unemployment	
* Total Personnel	0
Operating Expenses	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
521402 Occupational Health Supplies	
522300 Vehicle Repairs & Maintenance	
524100 Vehicle Insurance # 1	
524201 General Tort Liability Insurance	
525000 Telephone	
525020 Pagers & Cell Phones	
525030 800MHz Radio Service Charges	
525031 800 MHz Maintenance Charges	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	0
** Total Personnel & Operating	0
** Total Capital (From Section II)	8,000
*** Total Budget Appropriation	8,000

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NEW PROGRAM 4- CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

Animal Services' Software

\$8,000

Animal Services Currently operates on a program that was written by a past employee of the Humane Society in Access. There is no county information services support for this program as well as the program does not fulfill the needs of the department. We spoke with other agencies as well as the City of Columbia and determined that Chameleon Animal Services Software program would be adequate for our department. However, if the county's information services department has the time and know-how to develop software that would be adequate for the department, this potentially could be a more cost effective option. The Chameleon Software program requires an annual fee for each computer utilizing the software. Estimated annual cost is \$1,000 per computer. Currently the software would be loaded on six computers. Between now and the budget work sessions our department and information services will meet to discuss possible options.

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06

Fund: 1000

Division: Public Safety

Organization: 131300 - Communications

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	<i>BUDGET</i>		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 38	507,076	436,302	933,588	933,588		
510199 Special Overtime	150,108	56,239	123,917	121,917		
510200 Overtime	0	597	598	598		
510300 Part Time - LS (2.83 - FTE)	35,842	20,678	68,752	68,752		
511112 FICA Cost	50,834	37,585	84,101	84,101		
511113 State Retirement	46,488	25,696	55,215	55,685		
511114 Police Retirement	191	14,403	34,139	34,139		
511120 Insurance Fund Contribution - 38	138,240	109,440	218,880	218,880		
511130 Workers Compensation	3,870	3,297	3,308	3,380		
511213 State Retirement - Retiree	275	69	157			
* Total Personnel	932,924	704,306	1,522,655	1,521,040	0	0
Operating Expenses						
520100 Contracted Maintenance	4,836	2,208	5,000	5,000		
520200 Contracted Services	456	513	1,500	1,500		
520207 SLED Terminals Contract	2,299	0	0	0		
520246 NCIC Access Fee	1,642	1,947	6,500	6,500		
520307 Accreditation Services				12,000		
521000 Office Supplies	1,683	1,259	3,000	3,000		
521100 Duplicating	1,942	1,698	1,500	3,500		
521200 Operating Supplies	2,393	1,388	4,000	4,000		
522200 Small Equipment Repairs & Maintenance	1,112	135	2,500	2,500		
524000 Building Insurance	705	429	900	1,072		
524201 General Tort Liability Insurance	422	242	836	912		
524202 Surety Bonds				304		
524900 Data Processing Insurance	171	101	213	213		
525000 Telephone	25	367	1,000	1,000		
525020 Pagers and Cell Phones	855	492	1,200	1,200		
525210 Conference & Meetings	1,494	537	2,000	11,200		
525230 Subscriptions, Dues, & Books	30	349	480	830		
525250 Motor Pool Reimbursement	632	50	1,000	1,000		
525300 Utilities - Admin. Bldg.	5,286	6,628	3,900	13,000		
525332 Utilities - Comm. Tower	5,765	2,992	5,700	5,700		
525600 Uniforms & Clothing	4,150	3,686	10,000	10,000		
* Total Operating	35,898	25,021	51,229	84,431	0	0
** Total Personnel & Operating	968,822	729,327	1,573,884	1,605,471	0	0

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**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Public Safety
Organization: 131300 - Communications

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Capital						
540000 Small Tools & Minor Equipment:	1,461	1,591	5,000	5,000		
540010 Minor Software	1,389	420	7,400	7,400		
All Other Equipment	29,372	3,325	3,325			
(41) Wall Lockers				4,500		
** Total Capital	32,222	5,336	15,725	16,900	0	0

***** Total Budget Appropriation** 1,001,044 734,663 1,589,609 1,622,371 0 0

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Section IA

COUNTY OF LEXINGTON

**Existing Departmental Program Request
Fiscal Year - 2005 - 2006**

Fund # 1000
Organization # 131300

Fund Title: General
Organization Title: Communications

Object Expenditure Code Classification	Program Title:	Program	Program	Program	Program	Total 2005 - 06 Requested
		# 1 Cen DisOp	# 2 Admin	# 3 CAD	# 4	
Personnel						
510100	Salaries # 38	933,588				933,588
510199	Special Overtime	121,917				121,917
510200	Overtime	598				598
510300	Part Time #	68,752				68,752
511112	FICA Cost	84,101				84,101
511113	State Retirement	55,685				55,685
511114	Police Retirement	34,139				34,139
511120	Insurance Fund Contribution # 38	218,880				218,880
511130	Workers Compensation	3,380				3,380
511131	S.C. Unemployment					
	* Total Personnel	1,521,040				1,521,040
Operating Expenses						
520100	Contracted maintenance	5,000				5,000
520200	Contracted Services	1,500				1,500
520207	SLED Terminal Contracts	6,500				6,500
520307	Accreditation Services	12,000				12,000
521000	Office Supplies	3,000				3,000
521100	Duplicating	2,500	500	500		3,500
521200	Operating Supplies	3,600	400			4,000
522200	Small Equipment Repairs & Maint.	2,500				2,500
522300	Vehicle Repairs & Maintenance					0
524000	Building Insurance	1,072				1,072
524201	General Tort Liability Insurance	912				912
524202	Surety Bonds	304				304
524900	Data Processing Insurance	213				213
525000	Telephone	1,000				1,000
525020	Pagers and Cell Phones	1,200				1,200
525210	Conference & Meeting Expenses		11,200			11,200
525230	Subscriptions, Dues, & Books		830			830
525250	Motor Pool Reimbursement		1,000			1,000
525300	Utilities - Admin Bldg	12,000	1,000			13,000
525332	Utilities-Communications Tower	5,700				5,700
525600	Uniforms & Clothing	10,000			0	10,000
	* Total Operating	69,001	14,930	500	0	84,431
	** Total Personnel & Operating	1,590,041	14,930	500	4,000	1,605,471
	** Total Capital (From Section III)	16,900				16,900
	*** Total Budget Appropriation	1,606,941	14,930	500	4308	1,622,371

**SECTION III – PROGRAM OVERVIEW
COMMUNICATIONS DIVISION**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS

This program consists of most job tasks that are required for daily operations of the 9-1-1 Center (Communications). County Communications operates 24 hours per day, seven days per week, and is responsible for receiving all 9-1-1 calls from citizens, and for dispatching for the Lexington County Sheriff's Department, Lexington County Fire Service, Lexington County Emergency Medical Services, and thirteen municipal police agencies. These police departments are Chapin, Gaston, Airport, Irmo, Pine Ridge, Lexington, South Congaree, Swansea, Pelion, Will Lou Gray Opportunity School Security, and Irmo Chapin Recreation Commission . County receives over 20,000 9-1-1 calls per month which result in approximately 7,000 fire; 23,000 EMS; and 200,000 police and Law Enforcement calls per year. Additionally, County operates a National Crime Information Computer.

PROGRAM 2 - ADMINISTRATION

The Communications Division's administration program consists of most job tasks that do not require a particular individual assignment. The following is a list of these duties.

Animal Services Dispatch - The Communications Division handles after hours and weekend calls for Animal Services and must call Animal Services Officers at home to respond to calls.

Coroner's Office - The Communications Division handles after hours and weekend calls for the Coroner's Office and is responsible for dispatching the Coroner to all calls.

PROGRAM 3 - COMPUTER AIDED DISPATCH

The Communications Division has implemented a computer aided dispatch program. This computer system aids dispatch personnel by instantly providing more details associated with caller's address to allow a more timely dispatch of emergency personnel with hopes of reducing response times and loss of life and property. In addition, the computer system is an excellent records management system and is capable of furnishing data for numerous reports.

SECTION V. – LINE ITEM NARRATIVES

SECTION V.A. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General</u>	<u>Other</u>		
		<u>Fund</u>	<u>Fund</u>		
System Status Controller	1	1		1	18
County Communications Admin	1	1		1	16
Telecomm Shift Supervisor	4	4		4	11
Emergency Medical Dispatchers	8	8		8	8
Telecommunications Operator	24	24		24	7
Temporary Telecomm Operator	NA	2.8		2.8	7-P/T-L/S
TOTAL POSITIONS	38	40.8		40.8	

All full time positions require insurance.

E-911 STATISTICAL REPORT

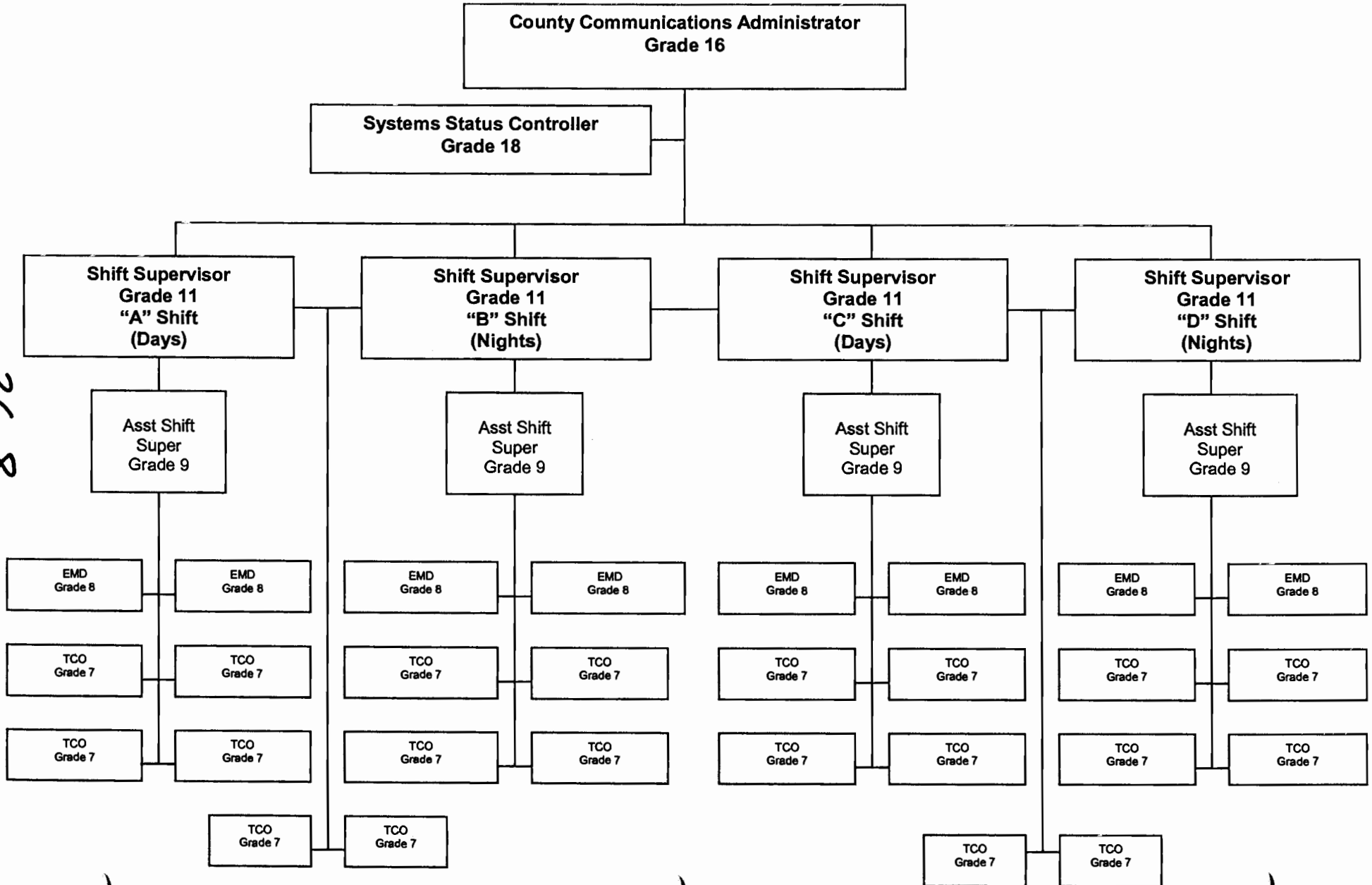
January - December 2004

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
911 Calls	18729	20867	22918	22479	20723	19865	20840	18634	19397	19580	18803	20081	242916
Airport PD	39	41	50	23	22	31	40	32	32	37	30	32	409
Chapin PD	369	246	375	282	191	308	468	375	276	171	302	354	3717
Gaston PD	37	55	74	66	36	42	50	47	63	54	62	69	655
Irmo PD	1454	1696	1872	1440	1212	1388	1571	1365	1375	900	1292	1236	16801
Lexington PD	1870	2390	2437	1523	1241	1542	1752	1412	1362	992	1313	1350	19184
Pelion PD								30	46	22	44	30	172
Pineridge PD	302	284	272	64	100	146	143	153	248	171	242	262	2387
South Congaree PD	493	453	473	367	307	398	465	407	492	288	433	405	4981
Springdale PD	604	687	533	444	356	503	555	679	765	376	537	502	6541
Swansea PD	278	286	303	280	122	204	402	365	304	169	323	391	3427
Lexington County EMS	2054	1883	2136	2125	2534	2271	2304	2096	2102	2085	1857	2065	25512
Batesburg Rescue	28	22	31	28	20	8	36	6	7	6	1	7	200
Lexington County Fire	830	448	643	582	549	565	484	516	481	531	563		6192
Irmo Fire	66	46	75	58	96	90	41	51	54	47	60	52	736
Arson	13	9	33	17	11	19	14	17	13	14	6	24	190
Animal Control	50	44	59	5	25	82	63	62	69	55	68	64	646
Coroner	145	102	184	158	105	214	228	95	91	115	79	84	1600
CAD Updates	500	600	2500	3500	800	500	1200	1200	800	500	1000	500	13600
Cell Calls	6397	6532	6568	6544	6510	6502	6695	6534	6664	6729	6583	6656	78914
Tape Request Completed						45	67	42	64	12	51	66	347
Average Dispatch													
EMS	1m 25sec	1m 21sec	1m 53sec	1m 21sec	1m 17sec	1m 01sec	1m 10sec	1m 06sec	1m 09sec	1m 38sec	1m 42sec	1m 29sec	
FIRE	5m 23sec	4m 32sec	1m 04sec	6m 23sec	1m 38sec	5m 29sec	4m 14sec	6m 18sec	2m 27sec	3m 03sec	2m 33sec	2m 22sec	
POLICE	3m 06sec	3m 45sec	3m 34sec	4m 13sec	3m 06sec	4m 20sec	3m 40sec	3m 05sec	3m 08sec	4m 04sec	3m 29sec	3m 53sec	

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LEXINGTON COUNTY COMMUNICATIONS

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SECTION V.B – OPERATING LINE ITEM NARRATIVES

COMMUNICATIONS DIVISION

520100 - CONTRACTED MAINTENANCE **\$ 5,000**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$5,000**

Covers annual maintenance for VHF remote control backup equipment, base stations, and control stations.

Two-Way Radio - \$5,000

520200 - CONTRACTED SERVICES **\$ 1,500**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$1,500**

Covers cost of monitoring of burglar and fire alarms on transmitter buildings at two sites in the County. These alarms prevent loss of equipment due to fire or vandalism.

\$120/mo x 12 mo = \$1,440

520246 – NCIC ACCESS **\$ 6,500**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$6,500**

Covers cost of operating the National Crime Information System. Increase due to new internet based NCIC system.

\$6/mo x 38 users x 12 mo = \$2,7360

Line Charge - \$190/mo x 12 mo = 2,280

CIO WAN Circuit Charge = \$20/mo x 12 mo - \$240

CIO Router Maintenance Charge = \$70/mo x 12 mo = \$840

CIO Installation of UPN = \$60

520307 - ACCREDITATION SERVICES **\$ 12,000**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$12,000**

Covers cost of National Accrediation for Communications Center through Commission on Accreditation for Law Enforcement Agencies (CALEA).

521000 - OFFICE SUPPLIES **\$ 3,000**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$3,000**

This account is used for dispatch logs, time sheets, pens and maps, printer paper and cartridges for SLED printer, CAD printer and fax machine. Additional funds due to increase in call volume requiring more supplies to support County Communications operations.

521100 - DUPLICATING **\$ 3,500**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$2,500**

This account is used to make copies of fire run cards, EMS run cards, dispatch sheets, NCIC entries, etc. Increase due to establishment of Quality Assurance and in-house training programs.

PROGRAM 2 - ADMINISTRATION **\$ 500**

This account is used to make copies of personnel records, memorandums, etc.

PROGRAM 3 - COMPUTER AIDED DISPATCH **\$ 500**

This account is used to make copies of memos, maps, street guides.

521200 - OPERATING SUPPLIES **\$ 4,000**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$3,600**

Account buys gas, oil and batteries for the transmitters and generator sites, dispatch sheets, toner cartridges for printers. Rising costs of propane gas has caused an increase in this line item. Account also buys cassette tapes for recording purposes. Additional funds requested due to increase in call volume requiring increase in budget line.

PROGRAM 2 - ADMINISTRATION \$ 400

Account buys recorder cleaning supplies, Blue Book, printing of forms, etc.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE \$ 2,500

PROGRAM 1 - COUNTY DISPATCH OPERATIONS \$2,500

Covers cost of repairs not covered under contract including damage due to severe weather, emergency generators, and antennas.

524000 - BUILDING INSURANCE \$ 1,072

PROGRAM 1 - COUNTY DISPATCH OPERATIONS \$1,072

This account covers insurance on transmitter building.

524201 - GENERAL TORT LIABILITY \$ 912

PROGRAM 1 - COUNTY DISPATCH OPERATIONS \$ 912

This protects Communications personnel from liability associated with errors or omission in performance of their duties.

38 employees x \$24/ea = \$912

524202 - SURETY BONDS \$ 304

PROGRAM 1 - COUNTY DISPATCH OPERATIONS \$ 304

38 employees x \$8/ea = \$304

524900 - DATA PROCESSING EQUIPMENT INSURANCE \$ 213

PROGRAM 1 - COUNTY DISPATCH OPERATIONS \$213

This account will cover insurance protection for data processing equipment.

525000 - TELEPHONE **\$ 1,000**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$1,000**

This account covers the cost of adding additional telephone lines for operational purposes.

525020 - PAGERS AND CELL PHONES **\$ 1,200**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$1,200**

This account covers statewide coverage for pager used by CAD Administrator and Systems Status Controller.

2 @ \$8.75/month x 12 months (COUNTY Commo Administrator & Systems Status Controller)
= \$210

Shift Supervisors must be notified if call-back person is unavailable.

4 @ \$6.63 month x 12 months (Telecommunicators & Shift Supervisors) = \$350

Cell phone for County Communications Administrator

\$50/mo x 12 mo = \$600

525210 - CONFERENCE & MEETING EXPENSES **\$ 11,200**

PROGRAM 2 - ADMINISTRATION **\$ 11,200**

This will cover cost of sending dispatchers to following courses.

Terrorism Awareness for Dispatchers (on-line)	4 @ \$299
Communications Training Officer (on-line)	1 @ \$309
Communications Center Supervisor (on-line)	8 @ \$399
Fire Communications (Aiken)	4 @ \$239
Customer Service & Team Building (on-line)	8 @ \$199
Liability Issues (on-line)	8 @ \$199
911 Center Manager (on-line)	1 @ \$459

TDD & You (Video & Training Workbook) 1 @ \$429
911 Public Education Kit (Grades K4-2) 1 @ \$110
CDE Volume 1 (Educational CD & Quizzes) 1 @ \$106
Training in a Box Complete (In-Service Plans) 1 @ \$1,161

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$ 830**

PROGRAM 2 - ADMINISTRATION **\$ 830**

The account covers the cost of NENA/APCO dues for eight people and subscriptions to professional journals.

8 employees x \$80/yr - \$640
2 Instructors x \$95/yr - \$190

525250 - MOTOR POOL REIMBURSEMENT **\$ 1,000**

PROGRAM 2 - ADMINISTRATION **\$ 1,000**

This account will cover cost of travel to training classes, seminars, conferences, and use of motor pool vehicles while assigned vehicle is in for scheduled/unscheduled maintenance.

525300 - UTILITIES - ADMIN BUILDING **\$ 13,000**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$12,000**

The Communications Division is housed in the basement of the County Administration Building. The division is responsible for utilities in the County Dispatch Center.

PROGRAM 2 - ADMINISTRATION **\$ 1,000**

The Communications Division is housed in the basement of the County Administration Building. The division is responsible for utilities in the County Dispatch Center.

525332 - UTILITIES - COMMUNICATIONS TOWER **\$ 5,700**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$5,700**

This account covers the cost of lighting, heating, cooling, and propane for emergency generators at three repeater sites that house radio transmitters. Increase from last year is due to additional equipment which will require more electricity for heating and cooling.

525600 - UNIFORMS & CLOTHING **\$ 10,000**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$10,000**

This account will provide sufficient uniforms for County Communications personnel. Increase is due to addition of personnel.

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

Capital Requests

SMALL TOOLS & MINOR EQUIPMENT \$ 5,000

This account provides for replacement of items which become inoperative that are needed for the day-to-day operations of the Communications Center. Examples include keyboard (replacement cost: \$150), handset/cords for telephones (replacement cost: \$20) and ink cartridges for printer/fax machines (replacement cost: \$300), headsets, shredder, DVD/VCR (estimated cost \$300).

MINOR SOFTWARE \$ 7,400

Covers cost of software to upgrade existing programs (i.e. CAD software upgrades, interface upgrades and other upgrades not covered under maintenance) currently running in County Communications.

2 computers x \$35/mo x 12 month = \$840

Covers cost of installing paging software and internet on all consoles in Communications Center.

9 licenses @ \$250/yr - \$2,250

(42) WALL LOCKERS \$4,500

Will be used by dispatch personnel to store personal items while on duty.

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000
 Organization # 131300
 Program # _____

Fund Title: General
 Organization Title: Communications
 Program Title: Additional Personnel Request - Administrative Clerk

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # <u>(1)</u>	10,534
510300 Part Time # <u>1</u>	
511112 FICA Cost	806
511113 State Retirement	812
511114 Police Retirement	
511120 Insurance Fund Contribution # _____	
511130 Workers Compensation	32
511131 S.C. Unemployment	
* Total Personnel	12,184
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # _____	
524101 Comprehensive Insurance # _____	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 _____ Utilities - _____	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	0
** Total Personnel & Operating	12,184
** Total Capital (From Section II)	
*** Total Budget Appropriation	

ADDITIONAL PERSONNEL REQUEST – ADMINISTRATIVE CLERK

This person will be responsible for the Administrative functions associated with the Communications Division. Duties will include the making of tape recordings for law enforcement and lawyers. Due to the consolidation of Communications Centers, the request for copies of these tape recordings has increased to approximately 70 per month. This person would be trained on the computer aided dispatch system to allow input and update of information. This would include updating of roads/addresses, response requests, contact information, fire pre-plans, and "My 9-1-1" forms.

These tasks are currently being accomplished by existing dispatch personnel while on duty or by the use of overtime. These duties require approximately 20 hours per week.

Grade 4 Entry -- \$21,068 + fringe

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SECTION I

COUNTY OF LEXINGTON
GENERAL FUND

Annual Budget
Fiscal Year - 2005-06

Fund: 1000
Division: Public Safety
Organization: 131400 - Emergency Medical Services

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 114	2,434,925	1,169,305	2,694,964	2,694,964		
510199 Special Overtime	963,929	460,848	883,311	883,311		
510200 Overtime	18,824	7,465	7,465	7,465		
510300 Part Time - L/S (9.94 - FTE)	137,967	90,325	192,876	192,876		
511112 FICA Cost	261,080	126,883	279,144	289,065		
511113 State Retirement	239,403	115,358	249,952	276,102		
511120 Insurance Fund Contribution - 114	656,640	328,320	656,640	656,640		
511130 Workers Compensation	255,352	155,127	336,786	348,767		
511131 S.C. Unemployment	3,860	2,127	0			
511213 State Retirement - Retiree	1,089	921	0			
* Total Personnel	4,973,069	2,456,679	5,301,138	5,349,190	0	0
Operating Expenses						
520100 Contracted Maintenance	9,567	2,927	8,000	10,000		
520201 Physical Fitness Program	0	1,020	7,000	7,000		
520202 Medical Service Contract	19,800	9,900	19,800	19,800		
520300 Professional Services	0	0	900	900		
520302 Drug Testing Services	0	0	300	300		
520305 Infectious Disease Services	6,437	4,932	8,000	10,000		
520900 Rescue Squad Services	60,000	30,000	60,000	60,000		
521000 Office Supplies	611	662	900	900		
521100 Duplicating	4,154	2,825	4,000	5,650		
521200 Operating Supplies	6,709	4,907	9,799	10,000		
521400 Health Supplies	129,388	75,068	142,000	145,000		
522000 Building Repairs & Maintenance				2,500		
522200 Small Equipment Repairs & Maintenance	5,411	5,288	9,500	9,500		
522300 Vehicle Repairs & Maintenance	74,468	39,173	71,500	80,000		
523100 Building Rental	1,500	750	1,500	1,500		
523200 Equipment Rental	1,779	1,064	2,500	2,500		
524000 Building Insurance	241	143	840	928		
524100 Vehicle Insurance - 23	12,075	6,095	12,495	13,731		
524101 Comprehensive Insurance - 20	7,272	4,655	8,507	10,239		
524200 Professional Liability Insurance	6,653	3,944	6,986	8,667		
524201 General Tort Liability Insurance	6,972	4,203	8,617	9,485		
524202 Surety Bonds				912		
524800 Ambulance Equipment Insurance - 14	4,273	2,530	6,370	6,370		
525000 Telephone	7,684	3,901	9,100	9,100		
525004 WAN Service Charges	0	569	1,200	1,200		
525010 Long Distance Charges	1,190	413	2,100	2,100		
525020 Pagers and Cell Phones	8,553	4,397	9,000	10,300		
525030 800 MHz Radio Service Charges - 58	26,624	14,290	29,822	30,790		
525031 800 MHz Maintenance Charges - 58	5,090	5,363	5,364	5,378		
525100 Postage	576	308	675	1,200		
525110 Other Parcel Delivery	109	188	500	500		
525210 Conference & Meeting Expenses	25,783	32,933	46,900	41,650		
525230 Subscriptions, Dues, & Books	229	442	805	3,250		

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Public Safety
Organization: 131400 - Emergency Medical Services

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Con't:						
525250 Motor Pool Reimbursement	0	87	200	500		
525300 Utilities - Admin. Bldg.	2,366	200	1,750	750		
525305 Utilities - Harbison Complex	0	0	100	0		
525312 Utilities - Mag. Dist. 3 - B/L	1,008	521	925	1,035		
525329 Utilities - EMS Operations Center	147	1,631	6,000	7,500		
525353 Utilities - Mag. Dist. 4 - Serv. Ctr. South	505	275	600	600		
525400 Gas, Fuel, & Oil	93,040	63,117	100,000	118,000		
525500 Laundry & Linen Service	10,332	2,750	17,000	10,000		
525600 Uniforms & Clothing	52,351	29,584	55,000	58,820		
525700 Service Awards	383	100	450	1,850		
526500 Licenses & Permits	275	125	300	300		
527020 Volunteer Subsistence	21,710	12,870	30,000	30,000		
535000 Storm Diaster & Relief				500		
53800 Claims & Judgements				1,000		
* Total Operating	615,265	374,150	707,305	752,205	0	0
** Total Personnel & Operating	5,588,334	2,830,829	6,008,443	6,101,395	0	0
Capital						
540000 Small Tools & Minor Equipment:	4,814	1,446	9,897	8,000		
540010 Minor Software	37	0	1,000	1,000		
All Other Equipment	318,878	42,722	397,302			
Printers				1,000		
Desktop Computer w/Monitor & CDRW				814		
Biomedical Accessories				2,000		
Equipment Bags				1,500		
Model 35-A Stretcher Replacement (3)				6,000		
Spinal & Extremity Immobilization Device				10,000		
Airway Instruments				3,000		
Automatic External Defibrillator Access				1,500		
Spare Batteries/Accessories 800 MHZ				5,000		
Rescue Equipment				2,000		
Stair Chair				1,400		
Personal Protection Kits				7,500		
Extrication Gear				8,000		
EMS Unit Remounts (4)				280,000		
Minitor Alert Pagers & Accessories (1)				1,500		
** Total Capital	323,729	44,168	408,199	340,214	0	0
*** Total Budget Appropriation	5,912,063	2,874,997	6,416,642	6,441,609	0	0

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SECTION IA

COUNTY OF LEXINGTON

Existing Departmental Program Request

Fiscal Year - 2005-2006

Fund # 1000 Fund Title: General
 Organization # 131400 Organization Title: Emergency Medical Services

Object Expenditure Code Classification	Program # 1 Operations	Program # 2 Training	Program # 3 MCO	Program # 4 Occu Health	Total
					2005 - 06 Requested
Program Title:					
Personnel					
510100 Salaries # 114					2,694,964
510199 Special Overtime					883,311
510200 Overtime					7,465
510300 Part Time #					192,876
511112 FICA Cost					289,065
511113 State Retirement					276,102
511120 Insurance Fund Contribution # 114					656,640
511130 Workers Compensation					348,767
* Total Personnel					5,349,190
Operating Expenses					
520100 Contracted maintenance	10,000				10,000
520201 Physical Fitness Program				7,000	7,000
520202 Medical Service Contract			19,800		19,800
50300 Professional Services	900				900
520302 Drug Testing Services	300				300
520305 Infectious Disease Services				10,000	10,000
520900 Rescue Squads	60,000				60,000
521000 Office Supplies	450	450			900
521100 Duplicating	3,650	2,000			5,650
521200 Operating Supplies	10,000				10,000
521400 Health Supplies	145,000				145,000
522000 Building Repairs & Maintenance	2,500				2,500
522200 Small Equipment Repairs & Maint.	8,000	1,500			9,500
522300 Vehicle Repairs & Maintenance	80,000				80,000
523100 Building Rental (Cayce)	1,500				1,500
523200 Equipment Rental	2,500				2,500
524000 Building Insurance	928				928
524100 Vehicle Insurance # 23	13,731				13,731
524101 Comprehensive Insurance # 20	10,239				10,239
524200 Professional Liability Insurance	8,667				8,667
524201 General Tort Liability Insurance	9,485				9,485
524202 Surety Bonds	912				912
524800 Ambulance Equipment Insurance	6,370				6,370
525000 Telephone	9,100				9,100
525004 WAN Service Charges	1,200				1,200
525010 Long Distance Charges	2,100				2,100
525020 Pagers and Cell Phones	10,300				10,300
525030 800 MHz Service Charges	30,790				30,790
525031 800 MHz Maintenance	5,378				5,378
525100 Postage	1,200				1,200
525101 Other Parcel Delivery Services	500				500
525210 Conference & Meeting Expenses	150	41,500			41,650
525230 Subscriptions, Dues, & Books	1,900	1,200	150		3,250
525250 Motor Pool Reimbursement	500				500
525300 Utilities - Admin Bldg	750				750
525305 Utilities - Harbison Complex	0				0
525312 Utilities - Mag Dist 3 (BL)	1,035				1,035
525329 Utilities - EMS Operations Center	7,500				7,500
525353 Utilities - Mag Dist 4 (Swansea)	600				600
525400 Gas, Fuel, & Oil	118,000				118,000

525500 Laundry & Linen	10,000				10,000
525600 Uniforms & Clothing	58,820				58,820
525700 Service Awards	1,850				1,850
526500 Licenses & Permits	300				300
527020 Volunteer Subsistence	30,000				30,000
535000 Storm Disaster & Relief	500				500
538000 Claims & Judgements	1,000				1,000
* Total Operating	666,605	46,650	19,950	17,000	752,205
** Total Personnel & Operating	666,605	46,650	19,950	17,000	6,101,395
** Total Capital (From Section III)					340,214
*** Total Budget Appropriation	666,605	46,650	19,950	17,000	6,441,609

Section II

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2005-2006

Fund # 1000 Fund Title: General
 Organization # 131400 Organization Title: Emergency Medical Services
 Program # _____ Program Title: _____

BUDGET
 2005-2006
 Requested

Qty	Item Description	Amount
	Small Tools and Minor Equipment	8,000
	Minor Software	1,000
	Printers	1,000
	Desktop Computer w/Monitor and CDRW (1)	814
	Biomedical Accessories	2,000
	Equipment Bags	1,500
3	Stretcher Replacement	6,000
	Spinal and Extremity Immobilization Devices	10,000
	Airway Instruments	3,000
	Automatic External Defibrillator Accessories	1,500
	Spare Batteries/Accessories for 800MHz Portable Radios	5,000
	Rescue Equipment	2,000
2	Stair Chairs	1,400
	Personal Protection Kits	7,500
	Extrication Gear for EMS Crews	8,000
4	EMS Unit Remounts	280,000
1	Minitor Alert Pagers and Accessories	1,500

**** Total Capital (Transfer Total to Section I and IA)**

340,214

SECTION III – PROGRAM OVERVIEW

EMERGENCY MEDICAL SERVICES DIVISION

PROGRAM 1 - OPERATIONS

The EMS Division is authorized to operate Advanced Life Support (ALS) units, 24 hours a day, seven days a week. The objective of this division is to provide emergency treatment and transportation for the sick and injured, with an optimum response time. In order to meet this objective, all units must be staffed, stocked and operational. This requires all full time slots to be filled plus a reserve of part-time employees that fill in due to personnel shortages. A reserve fleet of spare units is needed to place into operation when first line units are being serviced or repaired.

Any deficiency in fleet or personnel requires the closing of substations. This reduction in service results in prolonged run times, which will reduce the chance of surviving certain cardiac, respiratory or trauma emergencies. These facts are supported by studies published by the American Heart Association and the American Academy of Orthopaedic Surgeons.

PROGRAM 2 - TRAINING

The training program is designed to meet the requirements mandated by the Department of Health and Environmental Control (DHEC) for EMS to operate. A major aspect of the training program is in-service training, which is conducted for all personnel four hours each month. This activity is required to maintain certification for Paramedics and EMTs, and the service license to provide advanced life support. This program also provides for the training of new Paramedics, necessary due to personnel turnover. This program also pays for various internal and regional training needed to keep personnel competent and current in their skills.

Funds for this program are also used to pay subscriptions and purchase various resource material needed by the Training Officer in the preparation of routine and remedial training activities.

PROGRAM 3 - MEDICAL CONTROL OFFICER (MCO)

This program provides for the services of a Medical Control Officer (MCO). This physician authorizes Paramedics to perform advanced life support (ALS) procedure by issuing standing orders. Other MCO duties include in-service reviews, post-call critiques, remedial training, and oversight of the Quality Assurance Program.

PROGRAM 4 - OCCUPATIONAL HEALTH

This program provides for compliance with the Department of Labor/OSHA regulations outlining the employee health care programs, that must be provided by the employer. These requirements are outlined in the following regulations: Fire Protection (1910.156, Subpart L), and Hazardous Materials Response and Operations (1910.120). Another major component of this program is Infectious Disease Control (1910.1030). Requirements include immunizations, post-exposure follow-up, training, personal protection devices, and health and fitness records management.

SECTION V – LINE ITEM NARRATIVES

SECTION V.A. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General</u>	<u>Other</u>		
Coordinator	1	1		1	22
Shift Supervisor	4	4		4	18
Logistics Officer	1	1		1	17
Training Officer	1	1		1	17
Senior Paramedic	15	15		15	14
Paramedic	38	38		38	11
Temporary Paramedic	N/A	1		1	11
Intermediate EMT	16	13		13	10
Emergency Medical Technician	37	37		37	9
Temporary EMT	N/A	1		1	9
Administrative Assistant	1	1		1	9
Total Positions	114	116		116	

These positions require insurance

E-911 STATISTICAL REPORT.

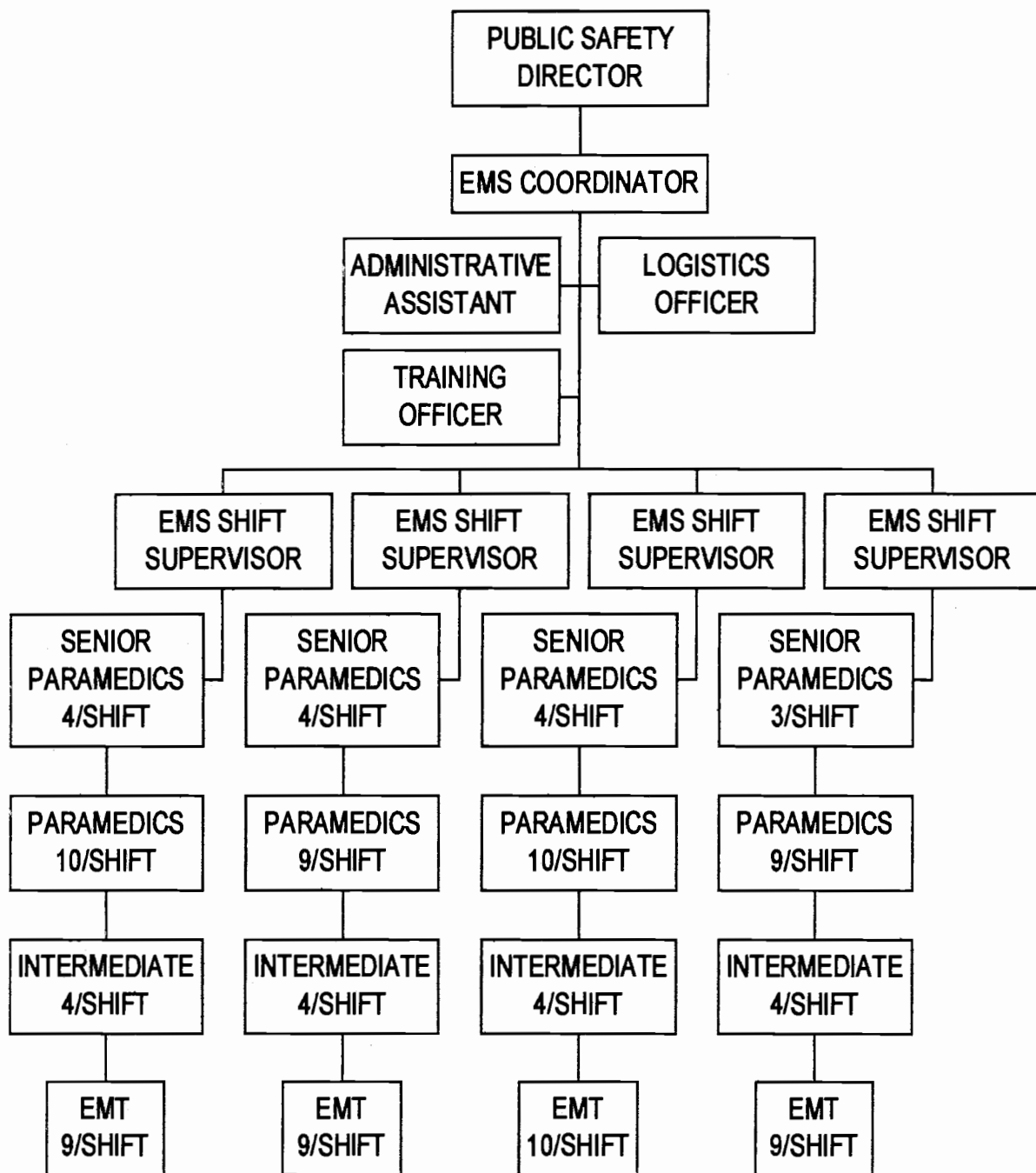
January - December 2004

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
911 Calls	18729	20867	22918	22479	20723	19865	20840	18634	19397	19580	18803	20081	242916
Airport PD	39	41	50	23	22	31	40	32	32	37	30	32	409
Chapin PD	369	246	375	282	191	308	468	375	276	171	302	354	3717
Gaston PD	37	55	74	66	36	42	50	47	63	54	62	69	655
Irmo PD	1454	1696	1872	1440	1212	1388	1571	1365	1375	900	1292	1236	16801
Lexington PD	1870	2390	2437	1523	1241	1542	1752	1412	1362	992	1313	1350	19184
Pelion PD								30	46	22	44	30	172
Pineridge PD	302	284	272	64	100	146	143	153	248	171	242	262	2387
South Congaree PD	493	453	473	367	307	398	465	407	492	288	433	405	4981
Springdale PD	604	687	533	444	356	503	555	679	765	376	537	502	6541
Swansea PD	278	286	303	280	122	204	402	365	304	169	323	391	3427
Lexington County EMS	2054	1883	2136	2125	2534	2271	2304	2096	2102	2085	1857	2065	25512
Batesburg Rescue	28	22	31	28	20	8	36	6	7	6	1	7	200
Lexington County Fire	830	448	643	582	549	565	484	516	481	531	563		6192
Irmo Fire	66	46	75	58	96	90	41	51	54	47	60	52	736
Arson	13	9	33	17	11	19	14	17	13	14	6	24	190
Animal Control	50	44	59	5	25	82	63	62	69	55	68	64	646
Coroner	145	102	184	158	105	214	228	95	91	115	79	84	1600
CAD Updates	500	600	2500	3500	800	500	1200	1200	800	500	1000	500	13600
Cell Calls	6397	6532	6568	6544	6510	6502	6695	6534	6664	6729	6583	6656	78914
Tape Request Completed						45	67	42	64	12	51	66	347
Average Dispatch													
EMS	1m 25sec	1m 21sec	1m 53sec	1m 21sec	1m 17sec	1m 01sec	1m 10sec	1m 06sec	1m 09sec	1m 38sec	1m 42sec	1m 29sec	
FIRE	5m 23sec	4m 32sec	1m 04sec	6m 23sec	1m 38sec	5m 29sec	4m 14sec	6m 18sec	2m 27sec	3m 03sec	2m 33sec	2m 22sec	
POLICE	3m 06sec	3m 45sec	3m 34sec	4m 13sec	3m 06sec	4m 20sec	3m 40sec	3m 05sec	3m 08sec	4m 04sec	3m 29sec	3m 53sec	

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SECTION V.A – PERSONNEL LINE ITEM NARRATIVE

EMERGENCY MEDICAL SERVICES



SECTION V.B – OPERATING LINE NARRATIVES

EMERGENCY MEDICAL SERVICES

520100 - CONTRACTED MAINTENANCE **\$10,000**

PROGRAM 1 - OPERATIONS **\$10,000**

The Model 35-A/Model 35-P stretchers and Ferno Washing stair chairs require periodic maintenance consisting of inspection, cleaning, adjustments, and minor repairs to insure the safety of crew members and patients. This service is performed biannually for stair chairs, and due to heavy use, quarterly for stretchers. The estimated cost of this service is \$8,000.

An overhead door maintenance contract will be necessary to cover costs of overhead doors at EMS Operations Center. Estimated Cost - \$2,000.

520201 – PHYSICAL FITNESS PROGRAM **\$7,000**

PROGRAM 4 – OCCUPATIONAL HEALTH **\$7,000**

Approximately 18 employees will require cardio/respiratory fitness evaluations during FY 05-06 at an approximate cost of \$300 each. This is to maintain compliance with OSHA 1910.120 for eight COBRA team members, who are required to wear SCBA gear. All employees over 40 years of age will also require the same fitness evaluation due to the strenuous physical demands of prehospital medicine. New hires are required to undergo a medical respiratory clearance procedure to maintain compliance with OSHA regulation 1910.134. A recent emphasis on cross training for disaster preparedness and Homeland Security has resulted in an increased number of staff members requiring these evaluations.

Cardio/Respiratory Evaluations - 18 @ \$300 = \$5,400
Medical Fitness Evaluations - 25 @ \$60 = 1,500

520202 – MEDICAL SERVICE CONTRACT **\$19,800**

PROGRAM 3 - MCO **\$19,800**

This account is used to pay a physician to serve as Medical Control Officer (MCO), in conjunction with the in-service/quality assurance requirements. State law requires the service to have a Medical Control Officer in order to maintain the advanced life support license.

12 months @ \$1,650/mo

520300 – PROFESSIONAL SERVICES **\$900**

PROGRAM 1 – OPERATIONS **\$900**

EMS personnel are at risk of developing post-trauma stress problems when exposed to certain types of emergency calls. This can occur as a result of a specific high-stress event, or can accumulate over time, and intervention by mental health professionals is required in order to assist affected employees. Current cost is \$85 per hour.

520302 DRUG TESTING SERVICES **\$300**

PROGRAM 1 – OPERATIONS **\$300**

This account will pay for drug testing for employees for probable cause or accidents.

520305 INFECTIOUS DISEASE SERVICES **\$10,000**

PROGRAM 4 – OCCUPATIONAL HEALTH **\$10,000**

These funds are required to provide all necessary vaccinations and testing as mandated by OSHA bloodborne pathogen Standard 1910.1030. Vaccinations include Hepatitis B, influenza and annual PPD testing. Lexington Medical Center Occupational Health is utilized for this service.

Funds are required for treatment of Worker's Compensation injuries involving exposure to infectious diseases while on duty.

This account also pays for disposal of needles and other contaminated waste.

Estimated cost of vaccinations and testing for 100 employees - \$5,200
Estimated cost of treatment for Exposure incidents - \$3,000
Contaminated waste disposal - \$1,800

520900 - RESCUE SQUAD **\$60,000**

PROGRAM 1 - OPERATIONS \$60,000

This account is used for funding the Batesburg-Leesville Rescue Squad which operates within Lexington County. The use of this rescue squad to augment EMS is a cost effective way to enhance EMS coverage. This squad answers emergencies within its response area, supplementing the county EMS, averaging approximately fifty calls per month.

4 quarterly payments @ \$15,000 = \$60,000

521000 - OFFICE SUPPLIES **\$ 900**

PROGRAM 1 - OPERATING \$ 450

This account is used to pay for various forms and documents, writing materials, and filing supplies needed by the Coordinator and Shift Supervisors in the management of daily reports and general record keeping.

PROGRAM 2 - TRAINING \$ 450

To meet the requirements of the in-service training program, all training activities must be recorded and filed. In addition to filing supplies, the Training Officer needs the materials used to develop audio visual training aids, lesson plans and student hand-outs, training projects such as new personnel training packets and employee skills handbooks.

521100 - DUPLICATING **\$5,650**

PROGRAM 1- OPERATIONS \$3,650

The administrative and supervisory staff for EMS is required to make numerous copies of call run reports to be forwarded to billing and for quality assurance purposes. Other routine duplicating needs include memorandums, announcements, updates and general information for distribution to 10 EMS substations and nearly 100 employees. EMS averaged 300 copies per day in 2004. Also, our recruitment plan, scheduled to kick off this year, will require duplication of handouts for distribution.

Duplicating for Recruitment - \$650

PROGRAM 2- TRAINING \$2,000

The training officer must make copies of numerous tests, quizzes and other training documents for in-service training. Additional increase is due in part to an increased number of in-house courses and a community CPR class planned for this year, which will be offered free to Lexington County citizens.

521200 - OPERATING SUPPLIES **\$10,000**

PROGRAM 1- OPERATIONS **\$10,000**

These funds are used to purchase all non-medical supplies required for EMS operations. Items include housekeeping and cleaning supplies, single use items and light tools and equipment. This account is also used to repair ambulance and other minor equipment. An increase is requested this year for printing brochures/pamphlets to aid in a recruitment initiative aimed at increasing our paramedic staffing.

Housekeeping	\$5,300	Printing	\$2,200
Light Tools	\$2,000	Fire Extinguisher Refills	\$500

521400 - HEALTH SUPPLIES **\$145,000**

PROGRAM 1 - OPERATING **\$145,000**

This account is used to purchase disposable medical supplies. OSHA decontamination regulations require as few reusable items as possible. Most disposable supplies are on the Medical Supplies Contract. These requests are based on FY '04-'05 historical expenditure data. Our primary vendor last year is no longer associated with the county. As a result, their items have been re-bid and the dollar amounts redistributed to other vendors. A slight increase is requested due to anticipated price increases.

VENDOR	'04-'05 PROJECTED EXPENDITURES	'05-'06 REQUESTED
Boundtree	\$ 8,000	\$16,000
Cardinal	22,000	20,000
Emergency Medical Products	36,500	No longer vendor 0

Matrx Medical	15,000	21,000
Pharmaceuticals	21,000	20,000
Tri-Anim	17,500	17,000
Southeastern	27,000	35,000
National Welders	8,000	8,000
LMC Pharmacy	4,000	4,000
Various	3,200	4,000
TOTAL	\$141,200	\$145,000

522000 - BUILDING REPAIRS & MAINTENANCE **\$2,500**

PROGRAM 1 - OPERATIONS **\$2,500**

Incidental repairs to EMS Operations Center, EMS Substations and posting points.

522200 - SMALL EQUIPMENT REPAIR **\$9,500**

PROGRAM 1 - OPERATIONS **\$8,000**

This account covers repairs for biomedical equipment, which needs regular maintenance and calibration. Defective equipment must be repaired and loaners made available. It is required that these services be provided by factory authorized technicians to insure warranty and legal protection. This equipment consists of cardiac monitors, blood pressure monitors, pulse oximeters and CO2 detectors. This account is also needed to repair non-medical equipment and biomedical devices not covered by maintenance contract.

CPR Machines	\$2,000
Hurst Rescue Tools	3,000
VHF Radios	500

Miscellaneous 2,500

PROGRAM 2 – TRAINING \$1,500

Funds are needed to repair training devices such as manikins, rhythm generators, and CPR equipment. This equipment needs to be in good condition for classes and in-service training sessions.

Training Equipment \$1,500

522300 - VEHICLE REPAIRS AND MAINTENANCE \$80,000

PROGRAM 1 - OPERATIONS \$80,000

An estimated 23,000 calls will be handled by EMS in 05-06. In order to keep all EMS vehicles safe and operational, and to obtain maximum economy and utility, this account requires \$80,000.

523100 - BUILDING RENTAL (CAYCE) \$1,500

PROGRAM 1 - OPERATIONS \$1,500

EMS Unit 7 is housed at the Cayce Fire Department, which provides crew quarters and an inside heated parking slot for the unit. This is a strategic location and a cost effective arrangement. \$125 per month x 12 months = \$1,500.

523200 – EQUIPMENT RENTAL \$2,500

PROGRAM 1 – OPERATIONS \$2,500

This account will allow for rental of oxygen tanks. Currently monthly rental is estimated at \$200/month.

524000 - BUILDING INSURANCE \$928

PROGRAM 1 - OPERATIONS \$928

These funds are for an insurance policy on the EMS Operations Center.

524100 - VEHICLE INSURANCE **\$13,731**

PROGRAM 1 - OPERATIONS \$13,731

These funds are for vehicle insurance coverage for the 19 EMS units, Coordinator's vehicle, Shift Supervisor's vehicle, Logistics Officer Durango, and the Quick Response Vehicle.

\$597/vehicle x 23 vehicles

524101 - COMPREHENSIVE INSURANCE **\$10,239**

PROGRAM 1 - OPERATIONS \$10,239

This account is to pay comprehensive and collision insurance on the 20 EMS vehicles as outlined in the vehicle schedule for FY '05-'06.

524200 - PROFESSIONAL LIABILITY INSURANCE **\$ 8,667**

PROGRAM 1 - OPERATIONS \$8,677

These funds are used to pay liability insurance for EMS personnel to protect them in the event of litigation in the conduct of their professional duties.

524201 - GENERAL TORT LIABILITY INSURANCE **\$9,485**

PROGRAM 1 - OPERATIONS \$9,485

This account was established to purchase general tort liability insurance to protect the county's interests in the event of litigation concerning EMS operations.

524202 - SURETY BONDS **\$ 912**

PROGRAM 1 - OPERATIONS \$912

This account will cover surety bonds for 114 employees at \$8/ea.

524800 - AMBULANCE EQUIPMENT INSURANCE **\$6,370**

PROGRAM 1 - OPERATIONS **\$6,370**

The equipment on board each of the fourteen operating EMS units is valued at approximately \$30,000. This account was established to purchase insurance for this property in the event of damage or loss.

Additional funds are needed in order to insure the portable 800 MHZ radios. Due to high call volume (22,000/year), and the nature of emergency responses, the potential for loss of these costly items is significant, and loss protection is required.

15 portables - approximate cash value \$4,000/ea

Cost \$1.053/\$100 ACV

\$1.053 x 40 x 15 portables = \$631

5 portables - approximate cash value \$2,000/ea

\$1.053 x \$20 x 5 portables = \$106

525000 - TELEPHONE **\$9,100**

PROGRAM 1 - OPERATIONS **\$9,100**

This account is used to pay for telephone services used by the ten EMS substations, the EMS Operations Center, and the Coordinator's Office. One additional line was added this year at the Operations Center in the employee common area.

525004 - WAN SERVICE CHARGES **\$1,200**

PROGRAM 1 - OPERATIONS **\$1,200**

Funds are needed for the monthly television charge at two EMS substations.

\$50/mo/substation = \$1,200

525010 - LONG DISTANCE CHARGES **\$2,100**

PROGRAM 1 - OPERATIONS **\$2,100**

This account is used to pay long distance charges for operations and training telephone lines.

2525020 - PAGERS AND CELL PHONES **\$ 10,300**

PROGRAM 1 - OPERATIONS **\$ 10,300**

This account is used to fund pagers for 14 EMS units, the Coordinator, Logistics Officer, Training Officer and Shift Supervisor. Pagers are an additional method of notifying crews of emergency calls, and can be more reliable than radios inside buildings.

Also included in this account is the cost of cellular phones. Each ambulance and two Quick Response Vehicles are equipped with cell phones. These phones are used to contact Urgent Care facilities, by paramedics to contact patients before arrival on calls, and when immediate private conversation is required for work purposes between supervisors and crews.

Plans are to add one Nextel phone this year. The Nextel phones will be used by the Coordinator, Shift Supervisor, Logistics Officer, Administrative Assistant and Training Officer.

- Estimated cost of pager service - \$1,950
- Estimated cost of cellular phones - \$6,200
- Coordinator's Nextel - \$40.00/month x 12 months = \$480
- Logistics, Training and S/S Nextel (3) - \$40.00/month x 12 months = \$1,440
- Administrative Assistant Nextel - \$18.00/month x 12 months = \$216

525030 - 800 MHZ SERVICE CHARGES **\$30,790**

PROGRAM 1 - OPERATIONS **\$30,790**

Operational costs for 800 MHZ radios is as follows:

<u>Mobile Radios</u>	<u>Portables Radios</u>	<u>2 Hospital Radio</u>
19 County EMS Units	14 County EMS Units	
1 Coordinator Vehicle	1 Shift Supervisor	<u>1 Ric Switch</u>
1 Shift Supv Vehicle	1 Coordinator	
1 QRV	2 Logistics	
1 Logistics Officer	3 Spare	
3 Rescue Squad	1 Administration	
1 Spare	1 Training Officer	
	1 Medic 11	
	3 Rescue Squad	
	1 Private Service	

56 radios x \$44/mo

1 radios x \$50/mo
1 radio x 57/mo

525031 - 800 MHZ MAINTENANCE **\$5,378**

PROGRAM 1 - OPERATIONS **\$5,378**

This account is to fund maintenance of all 800 MHZ radios used by the EMS Division. The inventory is: 25 - portables, 23 - mobiles, 1 - desk top, and 1 - ric switch. This includes the six portables and mobiles for Batesburg Rescue Squad and radios are two hospitals.

58 radios x \$93/annual

525100 - POSTAGE **\$ 1,200**

PROGRAM 1 - OPERATIONS **\$1,200**

This account is used to pay for postage fees associated with mailing legal transactions by certified mail and routine correspondence with regulatory agencies. Additional funds are requested this year for mailing of recruitment brochures as part of an overall campaign to raise staffing levels.

Postage for approximately 1,500 pamphlets/brochures for recruitment - \$600.00
Other postage - \$600.00

525101 - OTHER PARCEL DELIVERY SERVICES **\$500**

PROGRAM 1 - OPERATIONS **\$500**

This account will cover for shipping and insurance of medical equipment which needs to be returned to manufacturer for repair.

525210 - CONFERENCES & MEETING EXPENSES **\$41,650**

PROGRAM 1 - OPERATIONS **\$150**

This account is used to pay meal expenses for employees on official business, who are required to travel.

PROGRAM 2 - TRAINING

\$41,500

Funds are required to pay for Paramedic and Intermediate training in order to fill vacant slots for advanced positions.

Additional funding is required to provide continuing education and required updates for adult and pediatric pre-hospital care. This training is vital in maintaining skills proficiency and providing critical updates.

Funds are also requested to send select staff to the State EMS symposium and regional educational events. These events offer participants training and education and the opportunity to interact with peers throughout the state and region. The vendor exhibit offers the opportunity to evaluate new products and equipment.

Paramedic Certification - 6 @ \$4,235 = \$25,410
EMT-I Certification - 2 @ 360 = \$ 720
Continuing Education and Conferences - \$15,400

525230 - SUBSCRIPTIONS, BOOKS, AND DUES

\$3,250

PROGRAM 1 - OPERATIONS

\$1,900

Additional funds are requested this year to purchase a service membership with the South Carolina EMS Association. The benefits of this membership include automatic individual membership for all current EMS employees of the service, and free life insurance benefits and legal services. Our service would benefit greatly from exposure to staff members from other EMS providers around the state. Membership offers a forum for EMS professionals to share ideas and solutions, and service members are granted voting rights in matters brought before the association.

As a member, Lexington County EMS would have a voice in efforts put forth by this association promoting legislation beneficial to EMS as a whole. This group is instrumental in securing state funding, which is spent to improve EMS delivery. The association meets monthly to discuss and exchange information pertaining to EMS operations. Nineteen permitted vehicles would need to be registered.

Permitted Ambulances - 19 @ \$100 = \$1,900

PROGRAM 2 - TRAINING

\$1,200

Funds are required in order to purchase textbooks, instructor manuals, and audiovisual material. These programs are needed in order to maintain the certification status of Lexington County paramedics and EMTs.

In 2004, the EMS division recognized a deficiency in our in-house training program. Steps have been taken this year to correct this deficiency by offering many more courses to our employees than have been available in the past. While we are requesting additional funds for these materials, there are significant financial and practical advantages conducting in-house courses.

Due to aggressive development of our instructor corps this year, EMS was able to produce 29 instructors and certify over 50 employees in various courses. The cost of tuition for these courses at the regional facility would have been over \$7,000.00. EMS requests additional funds this year in order to maintain and improve this training program so that we can continue to provide excellent emergency care to our citizens. A sufficient supply of texts and guidebooks is required to allow EMS to maintain and improve this highly successful and efficient program.

Funds are also requested for trade magazine subscriptions and membership dues for the training officer.

Adult and Pediatric Textbooks - 22 @ \$50	=	\$1100
EMS Educators Association Dues - 1 @ \$75	=	\$75
JEMS Magazine Subscription - 1 @ 30	= \$30 =	\$30

PROGRAM 4 - OCCUPATIONAL HEALTH \$150

These funds are used to pay membership dues for the IDC Officer's Association, which keeps the Designated Officer informed on OSHA regulations and provides recommendations for managing IDC incidents and includes membership dues to the Infectious Control Network

IDC Officer's Association Membership - \$150

525250 - MOTOR POOL REIMBURSEMENT \$ 500

PROGRAM 1 - OPERATIONS \$500

This account will cover charges for use of vehicles in the County Motor Pool fleet used while traveling for out of town training classes.

525300 - UTILITIES - ADMIN BUILDING **\$ 750**

PROGRAM 1 - OPERATIONS \$750

These funds are to pay utility fees associated with EMS operations within the Administration Building and the Emergency Operations Center.

525312 - UTILITIES - MAG. DIST. 3 (BL) **\$ 1,035**

PROGRAM 1 - OPERATIONS \$1,035

These funds are required to pay utilities for the Batesburg EMS substation.

525329 - UTILITIES - EMS OPERATIONS CENTER **\$7,500**

PROGRAM 1 - OPERATIONS \$7,500

Cover utilities and propane for EMS Operations Center.

525353 - UTILITIES - MAG. DIST. 4 (SWANSEA) **\$ 600**

PROGRAM 1 - OPERATIONS \$600

These funds are required to pay utilities for the Swansea EMS substation.

525400 - GAS, FUEL & OIL **\$118,000**

PROGRAM 1 - OPERATIONS \$118,000

This account is used for gasoline, diesel fuel, and motor oil for EMS vehicles. The sum is based on a ten-year retrospective analysis of EMS call volume.

525500 - LAUNDRY & LINEN SERVICE **\$10,000**

PROGRAM 1 - OPERATIONS \$10,000

This account provides for linen products on the ambulances as well as for employee use at 10 EMS stations. Most linen used on calls is exchanged with clean linen from stock in the emergency rooms at area hospitals. However, adequate quantities need to be kept on the units from our own stock to insure a ready supply. The bulk of the linen is used for bedding and cleaning at the substations, and for cleaning and patient comfort on the ambulance. Units must be decontaminated after each call, requiring large quantities of linen. The decrease this year is due in part to the use of smaller, less expensive blankets and OR towels, also large quantities of back stock are no longer maintained at substations. The following list itemizes cost and usage of linen:

Top Sheets 400/month @ 0.75 = 300
Bath Towels 400/month @ 0.50 = 200
Wash Cloths 200/month @ 0.05 = 10
Bath Blanket 100/month @ 2.55 = 255
OR Towels 300/month @ 0.30 = 90

Monthly Total - \$855 x 12 months = \$10,260

525600 - UNIFORMS & CLOTHING

\$58,820

PROGRAM 1 - OPERATIONS

\$58,820

EMS operations are conducted in all types of demanding weather situations. Most uniforms are in need of replacement in less than one year. In that EMS employees represent Lexington County in homes, businesses and hospitals, proper appearance is essential. The EMS Division maintains individual uniform records for each employee. Based on last years turnover and anticipated staffing level increases for next year, we expect a need to outfit 25 to 30 new full and part time employees during this budget cycle. Increased funds are needed this year due to staffing levels.

(A) The following list itemizes uniform equipment issued to **new** employees:

ITEM	UNIT COST	QUANTITY	TOTAL
Short Sleeve Shirt	40.00	3	\$120
Long Sleeve Shirt	43.00	1	43
Pullover Shirt	12.50	2	25
Trousers	56.00	3	168
Belt	15.00	1	15
Boots	95.00	1	95
Tee Shirt	3.00	3	9
Winter Coat	55.00	1	55

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FUND 1000
 PS/EMERGENCY MEDICAL SERVICES (1314)
 FY '05-'06 BUDGET REQUESTS

Rain Coat	45.00	1	45
Hat	8.00	1	<u>8</u>

Average cost per new employee-----\$583
 X 30 employees -----\$17,490

(B) Each year a replacement order is done for all existing employees with one year or more of service. The following list itemizes uniform equipment typically issued to current employees each year:

ITEM	UNIT COST	QUANTITY	TOTAL
Short Sleeve Shirt	40.00	2	80
Long Sleeve Shirt	43.00	0	0
Pullover Shirt	12.50	2	25
Trousers	56.00	3	168
Belt	15.00	0	0
Boots	95.00	1	95
Tee Shirt	3.00	3	9
Winter Coat	55.00	0	0
Hat	8.00	0	<u>0</u>

Average cost per current employee-----\$377
 X 87 employees -----\$32,799

(C) Uniform equipment needs to be replaced for current employees from time to time during the fiscal year due to loss, damage and contamination on ambulance calls, excessive wear, size changes, etc. An allowance needs to be made for these instances.

Average uniform replacement cost per employee-----\$50
 X 100 employees-----\$5,000

(D) In FY '00-'01, a plan to improve winter wear for EMS employees with at least three years tenure was approved and implemented. Twelve winter coats will need to be purchased this year at \$300 each.

Improved winter wear-----\$3,600

525700 – SERVICE AWARDS

\$1,850

PROGRAM 1 – OPERATIONS

\$1,850

The EMS division has in place an employee recognition program that awards one employee per quarter. An EMS employee of the year is selected from the quarterly winners.

Funds are requested this year to offer periodic incentive/awards to the shift with the best performance in selected areas, such as response times and Urgent Care transports. Each member of the shift with the best performance in these areas would receive a small gift (20-24 members per shift). These funds would purchase items such as pins, badges, gift certificates, plaques and small work-related items. Additionally, the EMS employee of year is rewarded a choice of gift certificates from local merchants or a trip of equal value.

Individual Awards

4 employee of the quarter @ \$50 ea. =	\$200
1 employee of the year @ \$200 =	\$200
1 plaque (employee of the year) @ \$50=	\$50

Shift Awards

4 quarterly awards per shift @ \$200 =	\$800
1 annual best shift award @ \$500 =	\$500
1 best shift plaque @ 100 =	\$ 100

526500 – LICENSES AND PERMITS

\$300

PROGRAM 1 – OPERATIONS

\$300

Funds are required to pay state and federal controlled substance permits.

527020 – VOLUNTEER SUBSISTENCE

\$30,000

PROGRAM 1 – OPERATIONS

\$30,000

The Fire Service/EMS First Responder Program provides for initial response to medical emergencies by Fire Service personnel when they are substantially closer to a call than an EMS unit. The first responder unit provides basic life support and is responsible for patient care until turned over to the Paramedic in charge of the arriving EMS unit. At that time they provide assistance as required. This service often eliminates the requirement of having to dispatch additional EMS units as well as providing initial patient care in a more timely manner. This

program will provide for minimum compensation for the use of personal vehicles responding as EMS first responder and to staff the station during these calls. The compensation is distributed according to participation. There are 17 fire stations participating as first responders.

1,000 calls x 3 first responders per calls @ \$10 = \$30,000

535000 – STORM DISASTER & RELIEF **\$500**

PROGRAM 1 – OPERATIONS **\$500**

This account will be used to purchase emergency EMS supplies for inclement weather or natural disasters, such as ice melt, deicer, items for patient and crew comfort, food, etc.

538000 - CLAIMS & JUDGEMENTS **\$1,000**

PROGRAM 1 – OPERATIONS **\$1,000**

This account will cover incidental damage to property by EMS crews in the course of normal operations, i.e. forced entry, damage to fences, mailboxes, shrubbery, etc.

SECTION V.C.-CAPITAL LINE ITEM NARRATIVE

CAPITAL REQUEST

540000 - SMALL TOOLS AND MINOR EQUIPMENT **\$8,000**

In addition to minor office equipment, this account will cover items on the EMS units that are subject to frequent damage such as mobile phones and roof antennas. Also covers maintenance and replacement of appliances and furnishings such as chairs, bedding, phones, televisions, flooring and cooking equipment at ten EMS substations. Chairs at EMS substations are receiving heavy use since the conversion to 12-hour shifts and more will need to be replaced this year. Appliances such as stoves and small refrigerators at the substations are aging and some may need to be replaced this year.

Appliances - \$3,500
Furnishings - \$4,000

Since hardwired cell phones are no longer available, any cell phones on the EMS units in need of repair this year must be replaced with hands-free phones installed in a permanent mount.

Telephones:

EMS Unit Cell Phone Replacements

Nokia Phone – Free
Hand-free kit – 75
Installation charge – 60
Removal Charge – 35
TOTAL-----\$170 per phone X 3 phones = \$510

Funds are requested this year to purchase one Nextel phone for the Training Officer. The purchase of this phone will fully equip EMS management and administrative staff with Nextel phones. These phones will allow for more efficient communication and will prevent the Training Officer from having to use personal equipment for work related matters.

Nextel Phone – 1 @ \$125
Vehicle Charger – 1 @ \$25
Holster - 1 @ \$15
\$165

540010 – MINOR SOFTWARE **\$1,000**

The addition of laptop computers on the ambulances for data reporting may require additional software for communications and other information distribution. A used desktop computer was purchased last year for the Shift Supervisors and may need additional software or an upgraded operating system.

PRINTERS **\$1,000**

At least one office printer will need to be replaced this year. The addition of computers on the EMS units may require the purchase of additional printers for hospitals and substations.

DESKTOP COMPUTER w/MONITOR AND CDRW (1) **\$ 814**

Funds are requested to purchase a *Function 1 Standard Office/counter model* desktop computer for the EMS Training Officer.

The EMS Training Officer currently does not have a PC. A dedicated unit is needed for the Training officer. Data reporting software currently being developed requires the Training Officer to have computer access. This system must be accessible to the Training Officer for call review and compliance issues.

Additionally, this PC will allow the Training Officer a permanent and secure storage medium for critical and sensitive patient care documentation and follow up. Currently, the only computer hardware available to the Training Officer is a laptop, which must be shared with others who are conducting classroom training. The laptop is used in conjunction with a Powerpoint projector for classroom presentations and should be dedicated to that purpose. E-mail and computer access have become crucial to operations and communications between EMS supervisors, administrative staff, and the communications division.

CPU	\$679
Monitor	\$114
CDRW	<u>\$ 21</u>
	\$814

BIOMEDICAL ACCESSORIES **\$ 2,000**

These funds are required to purchase and replace essential components and accessories of the cardiac, blood pressure, and airway monitoring systems onboard the EMS units. Some components have a short life span due to heavy use.

EQUIPMENT BAGS **\$ 1,500**

Each unit is stocked with equipment bags that contain the various medical kits used by EMS crews. Given high volume and heavy use, this equipment is subject to wear and tear and requires periodic replacement.

MODEL 35-A STRETCHER REPLACEMENT (3) **\$ 6,000**

We currently have a number of stretchers in our inventories that are in excess of 10 years old. These funds will allow us to continue our replacement schedule and replace three more stretchers with the standard model 35-A.

SPINAL AND EXTREMITY IMMOBILIZATION DEVICES **\$10,000**

Long and short spine boards, Reeve's Sleeves, scoop stretchers, traction splints and all straps and securing devices receive heavy daily use. These items are required in order to deliver proper trauma care and need to be replaced when worn, damaged, lost or stolen. A large inventory of this equipment is required. Additional funds are requested this year due to a need to replace all traction splints on the units at a cost of approximately \$400 X 14 units, plus spare parts (approximately \$5600).

AIRWAY INSTRUMENTS **\$ 3,000**

Each EMS unit is stocked with a full set of airway management equipment including laryngoscopes, laryngoscope blades, oxygen regulators, tanks, accessories and airway maintenance instruments. Funds are needed to maintain adequate supplies of this equipment. Some of the oxygen cylinders purchased two years ago need to be replaced this year due to wear and damage from heavy use.

AUTOMATIC EXTERNAL DEFIBRILLATOR ACCESSORIES **\$ 1,500**

Due to the dual function of the cardiac monitors now being used on the units, no further Automatic external defibrillators (AEDs) are needed at this time. However, funds are needed for spare batteries for the current inventory and for training materials.

SPARE BATTERIES/ACCESSORIES FOR 800 MHZ PORTABLE RADIOS **\$ 5,000**

Batteries for the portable radios have a relatively short lifespan and need to be replaced often, as do accessories such as, antennas, controls, etc. Portable radios are used by every EMS unit and are critical to safe and efficient operations. Forty batteries will need to be replaced this year due to expiration date. An inventory of 30 to 40 batteries, plus spares, is required for normal daily functions.

Spare batteries – 40 @ \$100 = \$4,000
Accessories \$1,000

RESCUE EQUIPMENT **\$2,000**

Funds are needed to outfit EMS rescue personnel with the appropriate equipment for deployment with the COBRA unit as needed, and to replace worn and unsafe gear.

STAIR CHAIRS (2) **\$1,400**

In 2003, EMS began using stair chairs. They have proven to be invaluable for the safe movement of patients down staircases and through tight spaces, and receive heavy use. They have been added to an existing periodic maintenance contract, which extends the life of this equipment somewhat. However, a replacement schedule needs to be established this year to insure our stock remains in good operating condition.

PERSONAL PROTECTION KITS **\$ 7,500**

In 2004, the federal government mandated personal protection kits be issued to all first responders. These kits were purchased in 2004 for existing employees. However, no provision is in place to provide these kits for new employees. Funds are needed to maintain a back stock of these kits to accommodate new employees, and as replacement kits are needed.

EXTRICATION GEAR FOR EMS CREWS **\$ 8,000**

When responding to motor vehicle accidents and other hazardous scenes, EMS employees are exposed to a wide variety of dangerous situations. Torn metal, broken glass, corrosive fluids, fuel spills, and other hazards can expose the employee to serious injury unless they are equipped with proper protection. Funds are requested this year to purchase fire resistant, high visibility, turnout-

style protective coats for each full-time employee. The equipment currently supplied on the ambulance is worn, aging (in excess of 10 years old), and not sized to individuals. The purchase of this gear will allow each employee to have his/her own protective garment, which will be properly sized to fit each employee. A back stock of common sizes will need to be maintained to accommodate new hires.

100 coats @ \$80 = \$8,000

EMS UNIT REMOUNTS (4) \$280,000

In order to maintain a fleet of 14 operating units, a fleet of 19 is required. The "spare" fleet allows for scheduled maintenance, emergency repairs, body work and factory recalls. Each chassis has a projected life span of five years (5 years/200,000 miles), and each module can be remounted at least twice.

MINITOR ALERT PAGERS AND ACCESSORIES (1) \$1,500

Last year the EMS Division began using Minitor pagers to alert crews when a call is received. These devices are very useful for providing immediate, voiceless notification of EMS calls, thereby increasing efficiency and helping improve response times. Funds are requested to purchase one unit, software and hardware to replace one that was lost in 2004-2005. The Fire Service has been using these devices for many years and they have proven to be durable and effective.

COUNTY OF LEXINGTON
FLEET SERVICES DIVISION
ANNUAL VEHICLE REPLACEMENT
RECOMMENDATIONS

DATE: January 24, 2005

TO: Mike Gillis
EMS Logistics Officer

FROM: Ellis Gammons
Fleet Manager



After reviewing the vehicles / equipment assigned to your department I am recommending to you that you include the following listed items in your 2005-2006 Budget requests. At the time of actual replacement these vehicles / equipment will have met or exceeded their expected capital recovery. Further service would not be cost effective.
The following listed units can be remounted on new chassis'.

<u>COUNTY NUMBER</u>	<u>DESCRIPTION</u>	<u>BUDGET AMOUNT</u>
21422	2000 Wheeled Coach	70,000
22831	2001 Wheeled Coach	70,000
22832	2001 Wheeled Coach	70,000
22833	2001 Wheeled Coach	70,000
		<u>280,000</u>

**New Program
Section I**

**COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2005-2006**

Fund # 1000 Fund Title: General
Organization # 131400 Organization Title: Emergency Medical Services
Program # Program Title: Automated Time Records

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries #	
510300 Part Time #	
511112 FICA Cost	
511113 State Retirement	
511114 Police Retirement	
511120 Insurance Fund Contribution #	
511130 Workers Compensation	
511131 S.C. Unemployment	
* Total Personnel	
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #	
524101 Comprehensive Insurance #	
524201 General Tort Liability Insurance	
524900 Data Processing Insurance	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities -	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	
** Total Personnel & Operating	
** Total Capital (From Section III)	21,000
*** Total Budget Appropriation	21,000

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AUTOMATED SCHEDULING AND TIME RECORD SYSTEM

\$ 21,000

The EMS Division currently consists of over 100 full and part-time personnel working either 8-hour day or 12-hour day/night shifts during 24-hour operations. Shift Personnel report to one of 10 duty stations in rotating patterns. This situation presents unique staffing challenges when compared to the 8-5 operations required with other county offices.

Background/Development

The EMS Division is currently using Excel spreadsheets developed by EMS personnel to establish employee scheduling and rotations. This system is labor intensive and subject to frequent errors and omissions, which result in improper compensation, morale issues and extra administrative work for the EMS and Finance Departments.

Benefits of Automated Scheduling and Time Record System

Improved Efficiency

EMS currently tracks over 100 employees working four different pay codes, overtime and part-time, 24 hours a day. There are critical factors that make Public Safety in general, the most difficult group to schedule effectively and efficiently within Lexington County:

- Complex shift assignments - 12-hour Day vs. Night, part-time vs. overtime, weekends and holidays
- Frequent additional required training as members of Public Safety and Homeland Security
- Day-to-day variations in staffing
- The impact of multiple entries by multiple administrative personnel
- The impact on response times to life-threatening emergencies that may occur with scheduling errors
- Up to 30 personnel per shift report to 11 different locations throughout the entire county.

Currently, EMS Administrative staff spends approximately 30 hours per week scheduling employees and approximately 8 hours a week recording time based upon hours scheduled to work.

An automated scheduling time record system would automatically:

- Adjust the schedule for approved leave requests
- Compare actual hours to scheduled hours
- List employees that have worked more than the specified number of overtime hours
- Track poor attendance habits
- Determine which employees are on duty at any given time

- Display discrepancies in the schedule/time record so that administrative personnel may take appropriate action
- Determine which employees are available for select assignments
- Upload data at predetermined dates and times via existing resources
- Notify personnel of schedules
- Allow viewing of schedules via the internet
- Develop custom reports as needed by EMS or the Finance Department. These reports can be customized to produce output identical to that currently used by Finance.

Improved Staff Morale

Errors and omissions in actual time worked versus reported time worked can have an impact on employee morale. The inefficiency of the current system sometimes causes employees to report to the wrong station, or to remain on duty after their scheduled shift ends. The associated errors in compensation can adversely affect morale.

Benefits

- Reduces time required to locate openings in the daily shift schedules
- Eliminates the possibility of double-scheduling
- Reduces time required to determine employee unit rotations
- Improves productivity by reducing the amount of hours dedicated to time management
- Helps to reduce the inherent complexities of EMS work assignment tasks
- Optimizes staffing by permitting only available qualified personnel to be scheduled in the appropriate positions
- Improves staff morale by instituting fair and consistent scheduling practices, while reducing errors and omissions
- Provides management with accurate and customized information regarding scheduling, staff qualifications and availability, scheduling exceptions or violations, and schedules
- Prevents rule violations by personnel accepting shifts that would violate overtime and scheduling rules, thereby reducing costly overtime expenditures
- Reduce scheduling errors by eliminating some of the manual process of transcribing timecard information
- Provides accountability and an audit trail
- Allows EMS to develop custom time records that are compatible with current systems and acceptable by the County of Lexington Finance Department
- The system could be expanded for use by other departments with similar scheduling and time management challenges

Summary

The current scheduling/time record system that EMS uses, lacks the ability to accurately schedule and record employee attendance. Personnel are manually scheduled based upon appropriate shift assignments, locations and rotations. Variations due to 24-hour scheduling,

absences for leave time, and training and special assignments create complications that are not easily resolved with our current system. The current system also lacks any accountability, relying on personnel to contact supervisor staff to report any non-scheduled time, who then must manually log the changes. The EMS administrative staff must then ensure these changes are entered. Personnel in EMS and Finance must frequently correct errors and omissions. These errors and omissions impact employee compensation, and add extra duties for personnel in both the EMS Division and Finance Department. This system would also increase accountability by providing audit trails of employee time records, and provide additional documentation for wage and hour discrepancies or grievances.

Software for Scheduling and time maintenance - \$2,700
Badge reading devices - 11 @ \$1,400.00 = 15,400
Custom Report Capabilities - \$850
Maintenance, training, programming and installation- \$2,000
Bar code labels - \$50

**New Program
Section I**

COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - 2005-2006**

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Fund # 1000 Fund Title: General
 Organization # 131400 Organization Title: Emergency Medical Services
 Program # _____ Program Title: Automated Patient Care Reporting

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # _____	_____
510300 Part Time # _____	_____
511112 FICA Cost	_____
511113 State Retirement	_____
511114 Police Retirement	_____
511120 Insurance Fund Contribution # _____	_____
511130 Workers Compensation	_____
511131 S.C. Unemployment	_____
* Total Personnel	23,000
Operating Expenses	
520100 Contracted maintenance	_____
520200 Contracted Services	_____
520300 Professional Services	_____
520400 Advertising	_____
521000 Office Supplies	_____
521100 Duplicating	_____
521200 Operating Supplies	_____
522100 Equipment Repairs & Maintenance	_____
522200 Small Equipment Repairs & Maint.	_____
522300 Vehicle Repairs & Maintenance	_____
523000 Land Rental	_____
524000 Building Insurance	_____
524100 Vehicle Insurance # _____	_____
524101 Comprehensive Insurance # _____	_____
524201 General Tort Liability Insurance	_____
524900 Data Processing Insurance	500
525000 Telephone	_____
525100 Postage	_____
525210 Conference & Meeting Expenses	_____
525220 Employee Training	_____
525230 Subscriptions, Dues, & Books	_____
525 _____ Utilities - _____	_____
525400 Gas, Fuel, & Oil	_____
525600 Uniforms & Clothing	_____
526500 Licenses & Permits	_____
* Total Operating	500
** Total Personnel & Operating	23,500
** Total Capital (From Section III)	17,600
*** Total Budget Appropriation	41,100

524900 Data Processing Insurance

\$500

The account will cover insurance premium cost for computer equipment.

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AUTOMATED PATIENT CARE REPORTING SYSTEM

\$40,600*

*** The equipment portion of this line item request will be included in the FY '05-'06 DHEC EMS Grant-in-Aid request. If approved by DHEC, the line item request will be reduced by \$17,600, leaving only the administrative services request of \$23,000.**

The EMS Division is currently using hard-copy triplicate forms for all call run reports. These documents require significant additional tasks; including five (5) separate filing categories: (1) hospital copy (2) DHEC copy (3) billing copy (4) original for archives (5) quality assurance records.

Computerized medical records would significantly streamline the administrative management of medical records, and provide greater efficiency in billing, QA, State reporting, record-keeping, storage, inventory control and security.

Background/Development

EMS has been working closely with Information Services for about 2 years to develop a field reporting system. The estimated cost for developing this system in-house is approximately $\frac{1}{3}$ of a commercial system. In-house development also ensures that the County owns the system, eliminating most of the costs of upgrades, customization, licensing, and yearly maintenance that are necessary with commercial systems.

The bulk of the cost for implementing this system would be the purchase of laptop computers. Plans are in place to purchase these laptops in 2005 through funds provided by 911 tariff. This request is for the balance of the equipment required for this system to be operable. The equipment included in this request is not eligible for purchase with 911 tariff funds.

Benefits of Electronic Patient Care Reporting System

Improved Billing Efficiency

Currently, EMS crews generate DHEC 10-50 forms, billing information sheets, and supply restock forms for each patient or run. These forms are then turned in at the hospital or EMS Operations Center. Because of the difficulties associated with processing numerous forms and the laborious task of sorting, separating and copying, delays in processing frequently occur.

Once received, personnel must manually insert run times, review paperwork for completeness, error correction, supply restock and Quality Assurance. This delays processing by the billing service, and therefore the reimbursement of funds. Available personnel spend approximately 6-8 hours a day collecting, sorting, reviewing, copying, and filing patient care reports and associated forms.

A patient care reporting system would provide:

- Quicker processing from EMS to Finance. Processing of paperwork by EMS may take one to three weeks, but generally takes 5-7 days.
- Quicker remittance process by Finance to the billing service. Currently, Finance takes up to 7 days to process the paperwork for remittance to the billing service.
- Quicker reimbursement through an automated remittance process. Our current billing service advises that conversion to electronic format may improve their processing by up to 5 days. Once received by the billing service, submission to the insurance company takes about 24 hours.
- Improved legibility, elimination of spelling errors, and "close-call rules" identified by Finance and the billing service, may improve collection rates by about 5%, based on billing service estimates.
- "Frequent patient" feature saves the biographical data of patients and eliminates re-entering data.
- Pre-populated run reports with data via the CAD and data storage capabilities.
- Improved tracking of patient care reports, preventing lost, misplaced and damaged paper reports.
- Electronic archiving capabilities for all patient care reports and associated forms, eliminating the need to store bulky documents and do time consuming searches.

Improved Quality Assurance

Currently, Shift Supervisors spend approximately 2-4 hours a night reviewing paperwork and compiling statistical data as part of the Quality Assurance program. In addition, personnel must forward to the Medical Control Physicians, paperwork that meets their requirements for review. A patient care reporting system would allow EMS to monitor skills performance and compliance to protocols. This ensures that personnel receive further training or guidance early in the intervention process.

A patient care reporting system would provide:

- Improve data collection and feedback for analysis and reporting of employee patient care skills. This includes:
 - Intubation proficiency – Frequently a source of litigation in EMS, if difficulty with airway management can be determined early in the process, additional refresher training can be used to improve employee's performance.
 - IV proficiency – Difficulty initiating an IV line and administering life-saving medications can be detrimental to patient care. If problems are identified, they can be overcome with additional training.
 - Call Type proficiency – Personnel that have not encountered certain types of calls can receive additional training in those areas.
 - Feedback – Timely feedback ensures that problems are resolved quickly. Currently, data is compiled monthly. A patient care reporting system would allow for continuous monitoring of skills proficiency and notification of problems.
- The generation of daily and weekly static reports. The production of exception reports will ensure issues needing the attention of crews or the management staff will be

addressed more quickly. A fully customizable reporting feature will allow EMS to collect and sort any field data entered on the patient care report, providing valuable information on performance and efficiency.

- Methods of sharing patient care trends with other services or state and local organizations.

DHEC Clinical Reporting Requirements

DHEC requires monthly submission of patient care data. This information is necessary to ensure proper funding of State supported programs, including grant-in-aid. Currently, personnel spend approximately 2-4 hours a month compiling and processing the data for submission. Currently, up to 1500-2000 copies of DHEC 10-50 forms must be mailed or carried to DHEC by available on-duty personnel.

A patient care reporting system would provide:

- Automatic conversion of collected data to the Access database format required by DHEC for monthly submission.
- Easy submission to DHEC via email or floppy disk, saving personnel hours or postage costs associated with the transfer of this data.

HIPAA - Improved Patient Privacy Compliance

Federal and State Laws set requirements for patient care information and confidentiality. The current system allows for areas of potential misuse of confidential patient information. Failure to comply with government mandates in patient privacy could result in substantial fines or legal action.

A patient care reporting system would provide:

- Data tracking of all patient record create, look, modify, and delete activity.
- HIPAA level information security.
- Fully customizable security levels that prevent unauthorized access to patient care documents.

Improved Record-Keeping and Search Capability

Hard copies of patient care reports are kept at the administration building, Central Stores and the EMS Operations Center, depending on the dates of service. No backups of these records exist.

EMS personnel conduct searches of patient care reporting forms on a daily basis. Issues with complaints, Quality Assurance, patient property disposition, legal issues, and continuity of care create a need to access patient care records frequently.

A patient care reporting system would provide:

- Rapid search capabilities for specified fields. Currently, patient care records may need to be accessed several years after the incident.

- Central storage of data. Currently, records are kept in at least 3 areas, depending on date of incident.
- Backup and disaster recovery capability.

Reduce Legal Liability

A complete and accurate patient care report is pivotal to a strong defense. An electronic system reduces liability and improves legal protection of pre-hospital care providers and Lexington County from litigation by insuring accurate, legible, complete and comprehensive documentation of the patient care treatment.

A patient care reporting system would provide:

- Improved legibility.
- "Close call rules" that allow management to specify minimum data sets that ensure reports are complete, reducing errors and omissions.
- Ensure HIPAA and confidentiality compliance.
- Improved documentation of EMS Unit and Equipment disposition and availability through a daily unit and equipment inventory checklist.

Supply

EMS stocks and supplies up to 22 EMS Units and 18 Fire Service First Responder units on a daily basis in 4 different locations throughout the County. Currently, available personnel spend approximately 2 hours per day compiling lists for restock of supplies at resupply locations.

The patient care reporting system would include a Vehicle and Equipment Checklist. The current checklist is an 8-page document, filled out daily for each unit, twice daily. The conversion of this document to electronic form would have an impact on printing costs and storage space, since these documents must be archived for three months. The electronic Vehicle and Equipment Checklist would provide:

- A report of type and quantity of supplies used by the crews throughout a shift. Eliminating the need to manually tabulate supply usage daily.
- Information for proper inventory retention and turnover, to prevent unnecessary waste as unused medications and supplies expire.
- Assurance of compliance with DHEC regulations regarding unit equipment and supply disposition.

Summary

Lexington County EMS responds to over 22,000 calls yearly. Currently, EMS employs the same system for managing patient care records that it has since its inception in 1974. This system no longer meets the needs of the service. User fees (collections) can be increased by improvement in documentation and required "close-call rules". Response time and patient care can be improved by determining trends. Legal liability can be improved with regards to privacy issues, response times and patient care issues. Computerized medical records would significantly streamline the

FUND 1000
PS/EMERGENCY MEDICAL SERVICES (1314)
FY '05-'06 BUDGET REQUESTS

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administrative management of medical records, and provide greater efficiency in many areas, such as billing, QA, reporting requirements, record-keeping, and inventory control, while reducing man hours and improving collections.

- Estimated man hour reduction - 4-6 hours daily = 1,460 to 2,190 hours annually
- Estimated increase in collections - +5% over 12 months

Hardware - \$13,100
Software - \$ 4,500
Personnel - \$23,000

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EMS Field Reporting Management Information System (FRMIS) Project Budget

HARDWARE				
Item	Qty	Unit Price	Extended Price	Remarks
Production Server	1	\$2,220.42	\$2,220.42	Dell Quote (See Note 1)
Wireless Access Points (4)	1	\$7,391.78	\$7,391.78	See Separate Detail (includes installation)
Printers	6	\$473.00	\$2,838.00	Network printers for 6 sub-stations (See Note 2)
Tax on Above (5%)			\$622.51	
Subtotal:			\$13,072.71	
SOFTWARE				
Item	Qty	Unit Price	Extended Price	Remarks
Windows 2000 Server	1	\$469.81	\$469.81	
Windows 2000 CAL	20	\$19.16	\$383.20	
VERITAS Backup Exec Remote Agent	1	\$171.86	\$171.86	
SQL Server Standard Edition	1	\$435.66	\$435.66	
SQL Server CAL	20	\$95.80	\$1,916.00	
Crystal Reports Ver 10, Developer Edition	1	\$714.00	\$714.00	
PCAnywhere	1	\$173.25	\$173.25	
Tax on Above (5%)			\$213.19	
Subtotal:			\$4,476.97	
SERVICES				
Part-time Programmer/Analyst (hours)	1200	\$16.49	\$19,788.00	12 Months
Benefits for Part-time Employee	1	\$2,968.20	\$2,968.20	15% of Gross
Subtotal:			\$22,756.20	
Project Total:			\$40,305.88	
Note 1: An option to buying a new server would be to upgrade the existing AVL server.				
Note 2: Optional portable printers \$250 each.				

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SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Public Safety
Organization: 131500 - County Fire Service

BUDGET

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel					
510100 Salaries & Wages - 102	2,895,449	1,432,327	3,192,369	3,240,676	
510199 Special Overtime	119,201	59,230	109,160	109,160	
510200 Overtime	153	15	40	40	
510300 Part Time - L/S (3.29 - FTE)	26,057	16,055	87,816	87,816	
511112 FICA Cost	220,062	109,311	240,724	244,419	
511113 State Retirement	152	283	469		
511114 Police Retirement	321,179	158,122	338,047	343,216	
511120 Insurance Fund Contribution - 102	540,000	276,480	552,960	587,520	
511130 Workers Compensation	127,029	87,332	178,963	181,711	
511213 SCRS - Retiree	0	0	2,885		
511214 PORS - Retiree	2,881	1,370	0		
516130 Workers Compensation - Non Employees	22,813	13,709	27,399	27,399	
* Total Personnel	4,274,976	2,154,234	4,730,832	4,821,957	0
Operating Expenses					
520100 Contracted Maintenance	24,426	8,871	39,350	36,850	
520200 Contracted Services	2,034	1,494	2,450	2,450	
520201 Phys. Fitness Prog. (OSHA Reg.1990)	41,028	19,401	43,000	60,000	
520209 Driver History Screening	3,030	555	3,500	3,500	
520230 Pest Control	1,915	1,340	2,600	2,600	
520302 Drug Testing	0	0	200	200	
520304 Fire Protection Services	81,187	42,693	85,387	85,387	
520500 Legal Services	1,179	0	500	1,000	
521000 Office Supplies	3,650	2,032	3,650	5,000	
521100 Duplicating	2,026	982	2,500	2,500	
521200 Operating Supplies	29,842	16,785	26,000	26,000	
521202 Fire Prevention Supplies	478	1,361	1,500	3,000	
521203 Fire Investigation Team Supplies	405	0	1,000	1,000	
521204 Foam	14,994	0	16,000	16,000	
521205 Hazardous Materials Supplies	3,746	1,258	5,000	5,000	
521401 Infectious Disease Control Supplies	324	150	4,500	14,000	
522000 Building Repairs & Maintenance	22,850	19,157	31,000	35,000	
522200 Small Equipment Repairs & Maintenance	24,090	16,852	28,000	33,000	
522300 Vehicle Repairs & Maintenance	150,156	74,444	150,000	150,000	
522600 Water Site Maintenance	0	0	1,000	1,000	
524000 Building Insurance	9,760	5,943	12,480	12,837	
524100 Vehicle Insurance - 104	55,380	27,560	56,498	63,879	
524101 Comprehensive Insurance - 65	22,648	12,077	24,745	24,745	
524200 Professional Liability Insurance	722	428	855	855	
524201 General Tort Liability Insurance	5,561	3,298	6,760	7,492	
524208 Surety Bond				826	
524300 Volunteer Fireman Disability Insurance	5,384	4,296	4,296	4,296	
525000 Telephone	20,077	8,818	21,000	21,000	
525004 WAN Service Charges	16,757	8,870	17,780	17,780	
525010 Long Distance Charges	1,944	774	2,200	2,200	

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**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Public Safety
Organization: 131500 - County Fire Service

Object Expenditure Code Classification	BUDGET				
	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Cont Operating Expenditures:					
525020 Pagers and Cell Phones	5,530	2,795	5,200	5,500	
525030 800 MHz Radio Service Charges - 174	75,264	37,686	87,424	92,108	
525031 800 MHz Contracted Maintenance - 174	15,725	15,817	15,817	16,133	
525100 Postage	609	197	800	800	
525110 Other Parcel Delivery Services	102	171	500	500	
525210 Conference & Meeting Expenses	17,049	8,374	24,000	24,000	
525230 Subscriptions, Dues, & Books	997	841	1,300	1,300	
525240 Personal Mileage Reimbursement	0	0	300	300	
525250 Motor Pool Reimbursement	776	1,023	1,000	2,000	
525300 Utilities - Admin. Bldg.	3,390	2,084	3,000	3,000	
525333 Utilities - Boiling Springs	4,277	1,753	4,158	4,158	
525334 Utilities - Chapin	7,807	3,774	7,400	7,600	
525335 Utilities - Edmund	4,867	3,183	5,300	5,600	
525336 Utilities - Fairview	4,743	2,577	4,500	5,100	
525337 Utilities - Gilbert	5,336	3,104	5,500	6,000	
525339 Utilities - Hollow Creek	7,443	3,614	7,000	7,000	
525340 Utilities - Gaston	4,336	2,136	4,800	4,800	
525341 Utilities - Lake Murray	6,272	3,300	6,200	6,400	
525342 Utilities - Lexington	19,928	8,933	19,500	19,500	
525343 Utilities - Mack Edisto	3,357	1,799	3,575	3,575	
525344 Utilities - Oak Grove	17,549	8,557	16,505	16,505	
525345 Utilities - Pelion	5,339	2,710	4,568	4,800	
525346 Utilities - Round Hill	5,207	2,556	6,000	6,000	
525347 Utilities - Sandy Run	4,414	2,133	4,300	4,300	
525348 Utilities - South Congaree	17,782	7,661	16,752	16,752	
525349 Utilities - Swansea	5,861	2,498	5,800	5,800	
525368 Utilities - Pine Grove	6,596	3,211	5,417	5,417	
525369 Utilities - Amicks Ferry	3,472	1,501	3,603	3,603	
525373 Utilities - Cross Roads (FS 23)	3,680	1,693	3,800	3,800	
525374 Utilities - Red Bank	4,602	2,517	5,321	5,321	
525379 Utilities - Training Facility	7,120	4,806	6,000	9,000	
525382 Utilities - Samaria	4,537	2,127	4,800	4,800	
525400 Gas, Fuel, & Oil	67,090	40,380	57,000	82,000	
525500 Laundry and Linen	4,520	2,194	4,200	4,200	
525600 Uniforms & Clothing	41,574	35,821	49,738	55,000	
525700 Employee Service Awards	4,831	0	11,500	11,500	
525720 Employee Incentive Payments	0	0	25,000	25,000	
526500 Licenses & Permits	403	400	600	600	
527020 Volunteer Subsistence	399,952	195,411	400,000	400,000	
535000 Storm Disaster & Relief	0	0	500	500	
538000 Claims & Judgments	185	0	1,000	1,000	
* Total Operating	1,338,115	698,776	1,433,429	1,520,669	0
** Total Personnel & Operating	5,613,091	2,853,010	6,164,261	6,342,626	0

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Public Safety
Organization: 131500 - County Fire Service

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	<i>BUDGET</i>		
			2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Capital					
540000 Small Tools & Minor Equipment:	1,568	1,071	1,110	2,100	
540010 Minor Software	0	0	525	525	
540020 Fire Hose	0	29,926	57,000	15,000	
540021 Fire Ground & Special Equipment	10,372	15,878	49,629	45,000	
540022 Personal Protective Equipment	47,883	0	50,400	54,000	
540023 Air Packs & Air Cylinders	34,990	0	0		
540024 Haz-Mat Equipment	4,199	0	4,410		
All Other Equipment	520,554	712,739	2,625,302		
Air Pack System Replacement				875,000	
Monitor/Receiver Replacement				31,500	
Class "A" Foam System				16,000	
Training Manikin				1,600	
Fire Station Emergency Generator				25,000	
Hose Test Machine				2,300	
Air Cylinder Replacement				37,500	
Pumper Replacement (1)				300,000	
Service Truck Replacement (2)				110,250	
Portable Radios				19,800	
Firehouse Software & Server Upgrade				13,000	
Shoreline Connections				8,750	
Rapid Intervention Team Bags & Eqpt				25,000	
Parking Lot Repairs				15,000	
** Total Capital	619,566	759,614	2,788,376	1,597,325	0
*** Total Budget Appropriation	6,232,657	3,612,624	8,952,637	7,939,951	0

Section IA

COUNTY OF LEXINGTON
Existing Departmental Program Request
Fiscal Year - 2005 - 2006

Fund # 1000
Organization # 131500

Fund Title: General
Organization Title: Fire Service

Object Expenditure Code Classification	Program # 1 Operations	Program # 2 Training	Program # 3 Fire Preven	Program # 4 OccupHealth	Total 2005 - 06 Requested
Personnel					
510100 Salaries # 96					
510199 Special Overtime					
510200 Overtime					
510300 Part Time # L/S (4.16 FTE)					
511112 FICA Cost					
511113 State Retirement					
511114 Police Retirement					
511120 Insurance Fund Contribution # 96					
511130 Workers Compensation					
511131 SC Unemployment					
511213 SCRS - Retiree					
511214 PORS - Retiree					
516100 Volunteer Subsistence					
516130 Workers Compensation - Non Employees					
* Total Personnel					
Operating Expenses					
520100 Contracted Maintenance	36,850				
520200 Contracted Services	2,450				
520201 Phys. Fitness Prog. (OSHA Reg. 1990)				60,000	
520209 Driver History Screening	3,500				
520230 Pest Control					
520300 Professional Services					
520302 Drug Testing				200	
520304 Fire Protection Services					
520500 Legal Services	1,000				
521000 Office Supplies	4,525	400	75		
521100 Duplicating	1,400	900	100		
521200 Operating Supplies	21,000	5,000			
521202 Fire Prevention Supplies			3,000		
521203 Fire Investigation Team Supplies	1,000				
521204 Foam	16,000				
521205 Hazardous Materials Supplies	5,000				
521401 Infectious Disease Control Supplies				10,800	
522000 Building Repairs & Maintenance	34,000	1,000			
522200 Small Equipment Repairs & Maintenance	30,300	2,700			
522300 Vehicle Repairs & Maintenance	145,350	750	400		
522400 Water Site Maintenance	1,000				
524000 Building Insurance	12,417	420			
524100 Vehicle Insurance #104	62,685	597	597		
524101 Comprehensive Insurance # 65	24,745				
524200 Professional Liability Insurance					
524201 General Tort Liability Insurance	7,492				
524202 Surety Bonds	826				
524300 Volunteer Firemen Disability Insurance					
525000 Telephone	20,250	500	250		
525004 WAN Service Charge	17,780				
525010 Long Distance Charges	1,900	200	100		
525020 Pagers & Cell Phones	4,900	300	300		
525030 800 Mhz Radio Service Charger - 173	90,878	615	615		
525031 800 Mhz Radio - 173	15,947	93	93		

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525100 Postage	615	100	50	
525110 Other Parcel Delivery Services	500			
525210 Conference & Meeting Expenses	1,990	19,448	562	
525230 Subscriptions, Dues, & Books	365	60	875	
525240 Personal Mileage Reimbursement	200	100		
525250 Motor Pool Reimbursement	2,000			
525300 Utilities - Admin Building	3,000			
525333 Utilities - Boiling Springs	4,158			
525334 Utilities - Chapin	7,600			
525335 Utilities - Edmund	5,600			
525336 Utilities - Fairview	5,100			
525337 Utilities - Gilbert	6,000			
525339 Utilities - Hollow Creek	7,000			
525340 Utilities - Gaston	4,800			
525341 Utilities - Lake Murray	6,400			
525342 Utilities - Lexington	19,500			
525343 Utilities - Mack Edisto	3,575			
525344 Utilities - Oak Grove	16,505			
525345 Utilities - Pelion	4,800			
525346 Utilities - Round Hill	6,000			
525347 Utilities - Sandy Run	4,300			
525348 Utilities - South Congaree	16,752			
525349 Utilities - Swansea	5,800			
525368 Utilities - Pine Grove	5,417			
525369 Utilities - Amicks Ferry	3,603			
525373 Utilities - Crossroads	3,800			
525374 Utilities - Red Bank	5,321			
525376 Utilities - Training Facility	9,000			
525382 Utilities - Samaria	4,800			
525400 Gas, Fuel, & Oil	76,550	1,200	1,250	
525500 Laundry & Linen	4,200			
525600 Uniforms & Clothing	32,900	400	400	
525700 Employee Service Awards				
525720 Employee Incentive Program	25,000			
526500 Licenses & Permits	600			
527020 Volunteer Subsistence				
535000 Storm Disaster & Relief	500			
538000 Claims& Judgements	1,000			

* Total Operating	868,446	34,783	8,667	71,000
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** Total Personnel & Operating				
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** Total Capital (From Section III)				
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*** Total Budget Appropriation	868,446	34,783	8,667	71,000
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Section IA

COUNTY OF LEXINGTON
Existing Departmental Program Request
Fiscal Year - 2005 - 2006

Fund # 1000 Fund Title: General
Organization # 131500 Organization Title: Fire Service

Object Expenditure Code Classification	Program # 5	Program # 6	Program # 7	Program # 8	Total 2005 - 06 Requested
	Program Title: First Responder	Contract Maint	Volunteer Ser	Awards	
Personnel					
510100 Salaries # 96					3,240,676
510199 Special Overtime					109,160
510200 Overtime					40
510300 Part Time # L/S (4.16 FTE)					87,816
511112 FICA Cost					244,419
511113 State Retirement					
511114 Police Retirement					343,216
511120 Insurance Fund Contribution # 96					587,520
511130 Workers Compensation					181,711
511131 SC Unemployment					
511213 SCRS - Retiree					
511214 PORS - Retiree					
516100 Volunteer Subsistence					
516130 Workers Compensation - Non Employees					27,399
* Total Personnel					4,821,957
Operating Expenses					
520100 Contracted Maintenance					36,850
520200 Contracted Services					2,450
520201 Phys. Fitness Prog. (OSHA Reg. 1990)					60,000
520209 Driver History Screening					3,500
520230 Pest Control		2,600			2,600
520300 Professional Services					0
520302 Drug Testing					200
520304 Fire Protection Services		85,387			85,387
520500 Legal Services					1,000
521000 Office Supplies					5,000
521100 Duplicating				100	2,500
521200 Operating Supplies					26,000
521202 Fire Prevention Supplies					3,000
521203 Fire Investigation Team Supplies					1,000
521204 Foam					16,000
521205 Hazardous Materials Supplies					5,000
521401 Infectious Disease Control Supplies	3,200				14,000
522000 Building Repairs & Maintenance					35,000
522200 Small Equipment Repairs & Maintenance					33,000
522300 Vehicle Repairs & Maintenance	3,500				150,000
522400 Water Site Maintenance					1,000
524000 Building Insurance					12,837
524100 Vehicle Insurance #104					63,879
524101 Comprehensive Insurance # 65					24,745
524200 Professional Liability Insurance	855				855
524201 General Tort Liability Insurance					7,492
524202 Surety Bonds					826
524300 Volunteer Firemen Disability Insurance			4,296		4,296
525000 Telephone					21,000
525004 WAN Service Charge					17,780
525010 Long Distance Charges					2,200
525020 Pagers & Cell Phones					5,500
525030 800 Mhz Radio Service Charger - 175					92,108
525031 800 Mhz Radio - 175					16,133

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525100 Postage			35	800
525110 Other Parcel Delivery Services				500
525210 Conference & Meeting Expenses	2,000			24,000
525230 Subscriptions, Dues, & Books				1,300
525240 Personal Mileage Reimbursement				300
525250 Motor Pool Reimbursement				2,000
525300 Utilities - Admin Building				3,000
525333 Utilities - Boiling Springs				4,158
525334 Utilities - Chapin				7,600
525335 Utilities - Edmund				5,600
525336 Utilities - Fairview				5,100
525337 Utilities - Gilbert				6,000
525339 Utilities - Hollow Creek				7,000
525340 Utilities - Gaston				4,800
525341 Utilities - Lake Murray				6,400
525342 Utilities - Lexington				19,500
525343 Utilities - Mack Edisto				3,575
525344 Utilities - Oak Grove				16,505
525345 Utilities - Pelion				4,800
525346 Utilities - Round Hill				6,000
525347 Utilities - Sandy Run				4,300
525348 Utilities - South Congaree				16,752
525349 Utilities - Swansea				5,800
525368 Utilities - Pine Grove				5,417
525369 Utilities - Amicks Ferry				3,603
525373 Utilities - Crossroads				3,800
525374 Utilities - Red Bank				5,321
525376 Utilities - Training Facility				9,000
525382 Utilities - Samaria				4,800
525400 Gas, Fuel, & Oil	3,000			82,000
525500 Laundry & Linen				4,200
525600 Uniforms & Clothing		21,300		55,000
525700 Employee Service Awards			11,500	11,500
525720 Employee Incentive Program				25,000
526500 Licenses & Permits				600
527020 Volunteer Subsistence		400,000		400,000
535000 Storm Disaster & Relief				500
538000 Claims & Judgements				1,000
* Total Operating	12,555	87,987	425,596	11,635
** Total Personnel & Operating				6,342,626
** Total Capital (From Section III)				1,597,325
*** Total Budget Appropriation				7,939,951

Lexington County Fire Service					
Capital Budget Appropriations Worksheet					
	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010
Special Note: Budget estimates below include capital and operating expenses (see attached project sheets).					
Lexington County Airport @ Pelion	\$0.00	\$11,096.80	\$11,540.67	\$12,002.30	\$12,482.39
Corley Mill Fire Station	\$0.00	\$442,236.00	\$459,925.44	\$452,225.61	\$470,314.64
Old Lexington Road Fire Station	\$0.00	\$112,102.36	\$116,586.45	\$121,249.91	\$126,099.91
Chapin Fire Station Relocation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lake Murray Fire Station Relocation	\$0.00	\$50,000.00	\$607,665.00	\$26,096.72	\$27,140.59
Hwy. 6 & Fish Hatchery Rd. Fire Station	\$0.00	\$0.00	\$0.00	\$1,606,850.96	\$366,573.83

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	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2009-2010
Service Truck Replacement	\$110,250.00	\$115,762.50	\$121,550.63	\$63,814.08	\$67,004.78
Pumper Replacement	\$300,000.00	\$630,000.00	\$661,500.00	\$694,575.00	\$729,303.75
Tanker Replacement	\$0.00	\$236,250.00	\$248,062.50	\$260,465.63	\$273,488.91
Aerial Apparatus Acquisition	\$0.00	\$735,000.00	\$0.00	\$0.00	\$850,854.38
Sedan Replacement	\$0.00	\$0.00	\$22,050.00	\$0.00	\$24,310.13
Wildland Vehicle Acquisition	\$0.00	\$77,175.00	\$81,033.75	\$85,085.44	\$89,339.71
Communications Equipment Acquisition	\$51,300.00	\$42,840.00	\$44,982.00	\$47,231.10	\$49,592.66
Additional Personnel FY2005-2006	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Additional Personnel FY2006-2007		\$244,371.17	\$254,146.02	\$264,311.86	\$274,884.33
Additional Personnel FY2007-2008			\$444,459.72	\$462,238.11	\$480,727.64
Additional Personnel FY2008-2009				\$172,296.54	\$179,188.41
Additional Personnel FY2009-2010					\$240,363.82
Firefighting Equipment Capital Purchases	\$1,143,275.00	\$253,811.25	\$233,592.19	\$260,263.04	\$283,911.87

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	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2009-2010
Projected Value Of A Mill For Fire Service	\$552,724.15	\$574,833.12	\$597,826.44	\$621,739.50	\$646,609.08
Current Millage	13.931	13.931	13.931	13.931	13.931
Projected Revenue	\$7,700,000.13	\$8,008,000.14	\$8,328,320.14	\$8,661,452.95	\$9,007,911.07
Total Estimated Operating and Re-Occurring Costs Due To Existing Personnel and Operating Expenditures	\$6,336,126.00	\$6,589,571.04	\$6,853,153.88	\$7,127,280.04	\$7,412,371.24
Available Fund Balance (Does Not Include Carryover)	\$1,363,874.13	\$1,418,429.10	\$1,475,166.26	\$1,534,172.91	\$1,595,539.83
Total Capital and Re-occurring Costs Due To New Personnel and Operating Expenditures	\$1,604,825.00	\$2,950,645.08	\$3,307,094.37	\$4,528,706.31	\$4,545,581.73
Total Estimated Annual Fiscal Requirement Including New Initiatives / Programs	\$7,940,951.00	\$9,540,216.12	\$10,160,248.25	\$11,655,986.34	\$11,957,952.97
Total Projected Revenue Less Estimated Annual Fiscal Requirement	(\$240,950.87)	(\$1,532,215.98)	(\$1,831,928.11)	(\$2,994,533.39)	(\$2,950,041.90)
Additional Millage Required to Support Additional Improvments	(0.44)	(2.67)	(3.06)	(4.82)	(4.56)

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Lexington County Airport @ Pelion JET Station Breakout					
	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010
Recurring costs are estimated including a 4% appropriation each year					
Land					
Building Construction Cost	\$546,240.00				
Station Furnishing	\$7,000.00				
Personnel					
3 Apparatus Operators Existing					
Total Personnel Existing	Existing	Existing	Existing	Existing	Existing
Pumper / Equipment					
Tanker / Equipment					
Personal Protective Equipment Existing					
Monitor / Receiver Existing					
Radio Equipment					
Estimated Annual Operating	\$10,670.00	\$11,096.80	\$11,540.67	\$12,002.30	\$12,482.39
Computer and Printer	\$0.00				
Less Hud Funding	\$563,910.00				
Total	\$0.00	\$11,096.80	\$11,540.67	\$12,002.30	\$12,482.39
Corley Mill Fire Station Breakout					
	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010
Recurring costs are estimated including a 4% appropriation each year					
Land	\$100,000.00				
Building Construction Cost	\$556,240.00				
Station Furnishing	\$7,000.00				
Personnel					
3 Captains	\$153,171.00				
3 Apparatus Operators	\$130,176.00				
3 Firefighters	\$118,680.00				
Total Personnel for .25 year	\$100,507.00	\$418,108.00	\$434,832.32	\$452,225.61	\$470,314.64
Pumper / Equipment	\$329,000.00				
Tanker / Equipment	\$238,000.00				
Personal Protective Equipment	\$14,000.00				
Monitor / Receiver	\$9,000.00				
Radio Equipment	\$20,000.00				
Estimated Annual Operating .25 year	\$5,800.00	\$24,128.00	\$25,093.12		
Computer and Printer	\$1,000.00				
Less Appropriations Budget 00-01	\$552,621.00				
Less Fund Balance Appropriation	\$827,926.00				
Total	\$0.00	\$442,236.00	\$459,925.44	\$452,225.61	\$470,314.64

Chapin Station Relocation Breakout					
	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010
Recurring costs are estimated including a 4% appropriation each year					
Land	\$80,000.00				
Building Construction Cost	\$688,740.00				
Station Furnishing	\$7,000.00				
Personnel					
3 Captains					
3 Apparatus Operators					
3 Firefighters					
Total Personnel	Existing	Existing	Existing	Existing	Existing
Pumper / Equipment					
Tanker / Equipment					
Personal Protective Equipment					
Monitor / Receiver					
Radio Equipment					
Estimated Annual Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Less Fund Balance	\$775,740.00				
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cedar Grove Road Fire Station Breakout					
	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010
Recurring costs are estimated including a 4% appropriation each year					
Land	\$15,000.00				
Building Construction Cost	\$547,740.00				
Station Furnishing	\$7,000.00				
Personnel					
2 Apparatus Operators	\$86,784.00				
Total Personnel	\$86,784.00	\$90,255.36	\$93,865.57	\$97,620.20	\$101,525.01
Pumper / Equipment					
Tanker / Equipment					
Personal Protective Equipment	\$18,000.00				
Monitor / Receiver	\$9,000.00				
Radio Equipment	\$20,000.00				
Estimated Annual Operating .25 year	\$5,252.00	\$21,847.00	\$22,720.88	\$23,629.72	\$24,574.90
Less Fund Balance Appropriation	\$708,776.00				
Total	\$0.00	\$112,102.36	\$116,586.45	\$121,249.91	\$126,099.91

Lake Murray Station Relocation					
	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010
Recurring costs are estimated including a 4% appropriation each year					
Land		\$50,000.00			
Building Construction Cost			\$575,000.00		
Station Furnishing			\$7,572.00		
Personnel					
3 Captains			Existing	Existing	Existing
3 Apparatus Operators			Existing	Existing	Existing
Total Personnel	\$0.00	\$0.00	Existing	Existing	Existing
Pumper / Equipment					
Tanker / Equipment					
Personal Protective Equipment					
Monitor / Receiver					
Radio Equipment					
Estimated Annual Operating			\$25,093.00	\$26,096.72	\$27,140.59
Total	\$0.00	\$50,000.00	\$607,665.00	\$26,096.72	\$27,140.59
Highway 6 & Fish Hatchery Fire Station Breakout					
	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010
Recurring costs are estimated including a 4% appropriation each year					
Land	\$30,000.00				
Building Construction Cost				\$575,000.00	
Station Furnishing				\$7,875.00	
Personnel					
3 Captains				\$172,296.54	
3 Apparatus Operator				\$146,430.30	
Total Personnel				\$318,726.84	\$331,475.91
Pumper / Equipment				\$347,287.50	
Tanker / Equipment				\$260,465.63	
Personal Protective Equipment				\$33,748.00	
Monitor / Receiver				\$10,000.00	
Radio Equipment				\$20,000.00	
Estimated Annual Operating				\$33,748.00	\$35,097.92
Less Fund Balance Appropriation	\$30,000.00				
Total	\$0.00	\$0.00	\$0.00	\$1,606,850.96	\$366,573.83

Additional Personnel Breakout					
	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010
Base salary + fringe including a 4% appropriation each year					
Firefighter	\$39,560.00	\$41,142.40	\$42,788.10	\$44,499.62	\$46,279.60
Apparatus Operator	\$43,392.00	\$45,127.68	\$46,932.79	\$48,810.10	\$50,762.50
Captain	\$51,057.00	\$53,099.28	\$55,223.25	\$57,432.18	\$59,729.47
Assistant Fire Inspector	\$43,392.00	\$45,127.68	\$46,932.79	\$48,810.10	\$50,762.50
Assistant Fire Instructor	\$43,392.00	\$45,127.68	\$46,932.79	\$48,810.10	\$50,762.50
Administrative Assistant	\$38,409.28	\$39,945.65	\$41,543.48	\$43,205.22	\$44,933.42
Position Upgrades	\$1,850.00				
Number of Positions					
Firefighter	0	0	6	0	3
Apparatus Operator	0	0	4	0	2
Captain	0	3	0	3	0
Assistant Fire Inspector	0	0	0	0	0
Assistant Fire Instructor	0	1	0	0	0
Administrative Assistant	0	1	0	0	0
Position Upgrades	0	0	0	0	0
Total	0	5	10	3	5
Budgetary Amount	\$0.00	\$244,371.17	\$444,459.72	\$172,296.54	\$240,363.82

Vehicle Breakout					
	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010
Base cost + 5% appropriation each year					
Service Truck	\$55,125.00	\$57,881.25	\$60,775.31	\$63,814.08	\$67,004.78
Pumper	\$300,000.00	\$315,000.00	\$330,750.00	\$347,287.50	\$364,651.88
Tanker	\$225,000.00	\$236,250.00	\$248,062.50	\$260,465.63	\$273,488.91
Aerial	\$700,000.00	\$735,000.00	\$771,750.00	\$810,337.50	\$850,854.38
Sedan	\$20,000.00	\$21,000.00	\$22,050.00	\$23,152.50	\$24,310.13
Wildland Pumper	\$73,500.00	\$77,175.00	\$81,033.75	\$85,085.44	\$89,339.71
Number of vehicles by year					
Service Truck	2	2	2	1	1
Pumper	1	2	2	2	2
Tanker	0	1	1	1	1
Aerial	0	1	0	0	1
Sedan	0	0	1	0	1
Wildland Pumper	0	1	1	1	1
Total	3	7	7	5	7
Budgetary Amount	\$410,250.00	\$1,794,187.50	\$1,112,146.88	\$1,103,940.14	\$2,009,991.52
Communications Equipment					
Base cost + 5% appropriation each year					
VHF Portables	\$1,200.00	\$1,260.00	\$1,323.00	\$1,389.15	\$1,458.61
800 MHz Portables	\$2,600.00	\$2,730.00	\$2,866.50	\$3,009.83	\$3,160.32
Pagers	\$500.00	\$525.00	\$551.25	\$578.81	\$607.75
Number of VHF portables per year	10	10	10	10	10
Number of 800 MHz portables per year	3	3	3	3	3
Number of pagers per year	63	42	42	42	42
Budgetary Amount	\$51,300.00	\$42,840.00	\$44,982.00	\$47,231.10	\$49,592.66

Capital Firefighting Equipment					
	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010
Base cost + 5% appropriation each year					
Bunker Gear	\$1,200.00	\$1,260.00	\$1,323.00	\$1,389.15	\$1,458.61
Air Packs (MSA) System Replacement	\$3,500.00	\$3,675.00	\$3,858.75	\$4,051.69	\$4,254.27
Gear Washer	\$5,700.00	\$5,985.00	\$6,284.25	\$6,598.46	\$6,928.39
Face Fit Test Machine	\$11,000.00	\$11,550.00	\$12,127.50	\$12,733.88	\$13,370.57
Breathing Air Compressor	\$27,500.00	\$28,875.00	\$30,318.75	\$31,834.69	\$33,426.42
Class A Foam System	\$8,000.00	\$8,400.00	\$8,820.00	\$9,261.00	\$9,724.05
Fire Hose Replacement	\$15,000.00	\$15,750.00	\$16,537.50	\$17,364.38	\$18,232.59
Miscellaneous Equipment	\$45,000.00	\$47,250.00	\$49,612.50	\$52,093.13	\$54,697.78
Small Tools & Minor Equipment	\$2,100.00	\$2,205.00	\$2,315.25	\$2,431.01	\$2,552.56
Minor Software	\$525.00	\$551.25	\$578.81	\$607.75	\$638.14
Haz-Mat Equipment	\$4,500.00	\$4,725.00	\$4,961.25	\$5,209.31	\$5,469.78
Thermal Imaging Cameras	\$15,000.00	\$15,750.00	\$16,537.50	\$17,364.38	\$18,232.59
SCBA Cylinder Replacement	\$750.00	\$787.50	\$826.88	\$868.22	\$911.63
Training Dummies	\$800.00	\$840.00	\$882.00	\$926.10	\$972.41
Ladder Testing Equipment	\$5,000.00	\$5,250.00	\$5,512.50	\$5,788.13	\$6,077.53
Flashover Simulator	\$38,000.00	\$39,900.00	\$41,895.00	\$43,989.75	\$46,189.24
Station Generator for Station 05	\$25,000.00	\$26,250.00	\$27,562.50	\$28,940.63	\$30,387.66
Hose Test Machine	\$2,300.00	\$2,415.00	\$2,535.75	\$2,662.54	\$2,795.66
New Firehouse Server	\$3,500.00	\$3,675.00	\$3,858.75	\$4,051.69	\$4,254.27
Updated Software	\$9,500.00	\$9,975.00	\$10,473.75	\$10,997.44	\$11,547.31
Shoreline Connections for Trucks	\$350.00	\$367.50	\$385.88	\$405.17	\$425.43
PM Program for small engines and tools	\$50.00	\$52.50	\$55.13	\$57.88	\$60.78
RIT Team Bags	\$1,000.00	\$1,050.00	\$1,102.50	\$1,157.63	\$1,215.51
Parking Lot Repairs	\$15,000.00	\$15,750.00	\$16,537.50	\$17,364.38	\$18,232.59
Sets of gear					
	45	45	45	45	45
Number of Replacement Airpacks	250	5	5	5	5
Gear washer	0	0	0	1	1
Face fit test machine	0	0	1	0	0
Breathing air compressors	0	0	0	1	1
Class A foam systems	2	2	2	0	0
Fire hose replacement packages	1	1	1	1	1
Misc. equipment packages	1	1	1	1	1
Small Tools & Minor Equipment	1	1	1	1	1
Minor Software	1	1	1	1	1
Haz-Mat Equipment	0	1	1	1	1
Thermal Imaging Cameras	0	1	1	1	1
Number of Replacement Cylinders	50	25	25	25	25
Number of Training Dummies	2	0	0	2	0
Ladder Testing Equipment	0	1	0	0	0
Flashover Simulator	0	1	0	0	0
Station Generator	1	0	0	0	0
Hose Test Machine	1	0	0	1	0
Firehouse Server	1	0	0	0	1
Firehouse Software Package	1	0	0	0	1
Number of Shoreline Connections	25	1	0	1	0
Equipment to be PM'd per year	150	200	250	300	300
Number of RIT Bags	25	1	5	5	5
Parking Lot Repair Project	1	0	0	0	0
Budgetary Amount	\$1,143,275.00	\$253,811.25	\$233,592.19	\$260,263.04	\$283,911.87

SECTION III. – PROGRAM OVERVIEW

FIRE SERVICE DIVISION

PROGRAM 1 - OPERATIONS

The Operations Program of the Lexington County Fire Service provides fire protection to all areas of Lexington County with the exception of the municipalities of Cayce, West Columbia, Batesburg-Leesville, and the Irmo Fire District. The fire suppression effort is comprised of 21 fire stations strategically located throughout the county, manned by a paid staff of 102 full time and a volunteer staff of over 325 personnel. The stations are operated 24 hours a day, 365 days a year, and are equipped with 104 apparatus/vehicles used for firefighting.

Also, provided in this program are the necessary supplies for maintaining these stations, operations of the Fire Service fleet, and equipping of personnel.

PROGRAM 2 - TRAINING

The Training Program is developed to meet the training mandates established by the Department of Labor - OSHA. This includes the following regulations: Fire Protection (1910.156 Subpart L), Hazardous Materials Response and Operations (1910.120), Confined Space (1910.1040), Infectious Disease Control and Hazardous Materials Communications (1910.1030). In addition to these mandated standards, this program also provides for meeting the requirement outlined by the National Fire Protection Association (NFPA) and the Insurance Service Office (ISO).

The Training Program includes a Training Officer that operates the County's Fire Training Center. The Fire Training Center is comprised of the classroom building and the drill field. The classroom building features two classrooms, administrative office space, kitchen, and apparatus bay. The drill field features seven training props including our burn building and drill tower. The Training Officer coordinates all training for the paid staff of 102 full time, as well as over 325 volunteers. It also provides for necessary supplies and resources to carry out these training requirements.

PROGRAM 3 - FIRE PREVENTION

The Fire Prevention Program provides for promoting fire and life safety throughout the Fire Service. As required by State Statute 23-9-36, it provides for a Fire Prevention Officer, who must inspect public buildings and business establishments and submit quarterly reports to the State Fire Marshal in order to receive benefits from the Firemen's Insurance and Inspection Fund. In November, 1999, Lexington County, as a requirement of State law, adopted the Standard Fire

Prevention Code as a part of its code package. As a part of this code adoption, the Fire Prevention Officer is required to perform plan review and fire protection system review on all new construction projects in Lexington County. Code compliance inspections are required to be performed on all new and existing commercial properties in Lexington County.

This program also provides for fire prevention activities included but not limited to public education in primary and secondary public and private schools. Discussion meetings are conducted upon request with homeowner's associations, civic, rotary, and garden clubs, local business chambers, and business associations.

PROGRAM 4 - OCCUPATIONAL HEALTH

This program provides for compliance with the Department of Labor - OSHA regulations outlining the employee health care programs, that must be provided by the employer. These requirements are outlined in the following regulations: Fire Protection (1910.156, Subpart L), Hazardous Materials Response and Operations (1910.120), Confined Space (1910.1040) and Infectious Disease Control (1910.1030).

PROGRAM 5 - FIRST RESPONDER

The First Responder Program provides for initial response to medical emergencies by Fire Service personnel when they are substantially closer to a call than an EMS unit. The first responder unit provides basic life support and is responsible for patient care until turned over to the Paramedic in charge of the arriving EMS unit. At that time they provide assistance as required. This service often eliminates the requirement of having to dispatch additional EMS units as well as providing initial patient care in a more timely manner.

PROGRAM 6 - CONTRACT MANAGEMENT

This provides for contracting with the municipalities of Irmo, West Columbia and Batesburg-Leesville to provide fire protection to areas of Lexington County adjacent to their city limits.

PROGRAM 7 - VOLUNTEER SERVICES

The Lexington County Fire Service is staffed with a volunteer force of over 325. This program provides for compensation for responding to fire calls, attending training programs, retaining certifications, and continuing education. The compensation is distributed according to participation and qualifications. Also included in this program is a supplemental disability insurance policy, which will assist volunteer firefighters with financial assistance should they become disable or injured while performing fire department duties.

PROGRAM 8 - AWARDS

This provides an Awards Program for each of the county's fire departments. Each department selects a firefighter and fire officer of the year. Those selected in each category then participate in the Lexington County Fire Service Firefighter and Fire Officer of the Year. Service awards are also presented, recognizing personnel for their years of service (five, ten, fifteen, twenty, twenty-five and thirty years of service). All the awards are presented at the annual Fire Service Awards Dinner.

SECTION V. – LINE ITEM NARRATIVES

SECTION V.A. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Coordinator	1	1		1	22
Fire Chief	2	2		2	18
Chief Administrative Officer	1	1		1	19
Chief Operations Officer	1	1		1	19
Training Officer	1	1		1	16
Fire Prevention Officer	1	1		1	15
Captain	24	24		24	14
Breathing Air Coordinator	1	1		1	12
Fire Apparatus Operator	52	52		52	10
Firefighter	18	18		18	8
Temporary Firefighter	NA	.5		.5	8
TOTAL POSITIONS	102	102.5		102.5	

All of these positions require insurance.

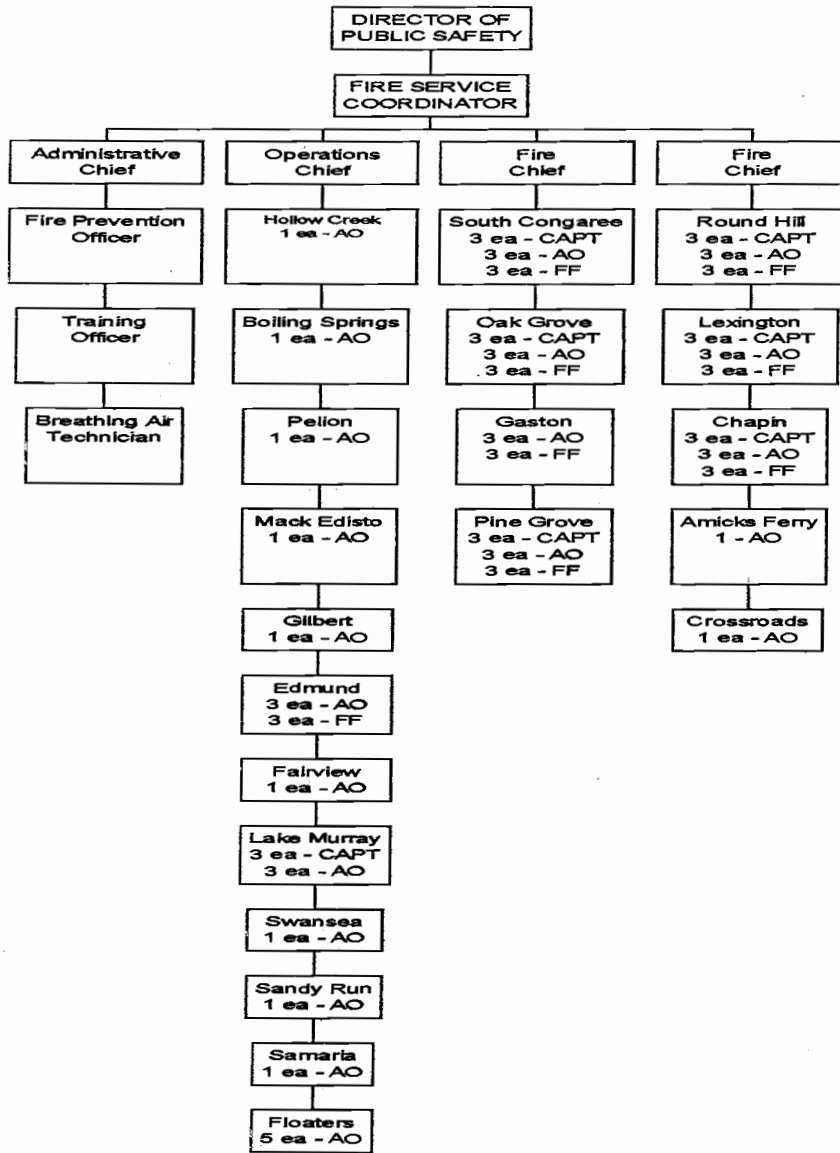
Lexington County Fire Service

Incidents by District (Summary)

Alarm Date Between {01/01/2004} And {12/31/2004}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
01 Headquarters	41	0.59 %	\$4,360	0.08 %
02 Hollow Creek Fire Station	174	2.54 %	\$14,250	0.27 %
03 Round Hill Fire Station	201	2.93 %	\$13,230	0.25 %
04 Boiling Springs Fire Station	214	3.12 %	\$364,500	6.79 %
05 South Congaree Fire Station	696	10.16 %	\$1,239,150	23.09 %
06 Pelion Fire Station	252	3.67 %	\$154,500	2.88 %
07 Mack Edisto Fire Station	63	0.92 %	\$70,550	1.31 %
08 Gilbert-Summit Fire Station	384	5.60 %	\$287,950	5.37 %
09 Oak Grove Fire Station	614	8.96 %	\$134,250	2.50 %
10 Lexington Fire Station	644	9.40 %	\$207,275	3.86 %
11 Chapin Fire Station	277	4.04 %	\$170,920	3.18 %
12 Gaston Fire Station	645	9.41 %	\$599,433	11.17 %
13 Edmund Fire Station	500	7.30 %	\$276,000	5.14 %
14 Fairview Fire Station	176	2.57 %	\$203,050	3.78 %
15 Lake Murray Fire Station	209	3.05 %	\$277,300	5.17 %
16 Swansea Fire Station	375	5.47 %	\$546,100	10.18 %
17 Irmo Fire Station	7	0.10 %	\$0	0.00 %
18 Sandy Run Fire Station	195	2.84 %	\$101,700	1.89 %
19 Pine Grove Fire Station	482	7.03 %	\$218,925	4.08 %
22 Amicks Ferry Fire Station	93	1.35 %	\$6,050	0.11 %
23 Crossroads Fire Station	91	1.32 %	\$98,000	1.83 %
24 Red Bank Fire Station	355	5.18 %	\$19,925	0.37 %
25 Leesville Fire Dept	3	0.04 %	\$0	0.00 %
27 Samaria Fire Station	146	2.13 %	\$359,500	6.70 %
ARP Airport Fire	5	0.07 %	\$0	0.00 %
WC West Columbia Fire Department	6	0.08 %	\$0	0.00 %
Total Incident Count: 6848			Total Est Losses: \$5,366,918	

LEXINGTON COUNTY FIRE SERVICE



SECTION V.B. – OPERATING LINE ITEM NARRATIVES

FIRE SERVICE DIVISION

520100 - CONTRACTED MAINTENANCE **\$ 36,850**

PROGRAM 1 - OPERATIONS **\$36,850**

The Fire Service requires specialized equipment which requires routine maintenance and services. Since the County does not have staff personnel to provide this service, it is necessary to contract them. This includes the following:

Communications Equipment	\$17,000
Breathing Air Compressor	\$ 2,100
Overhead Door Service	\$ 4,300
Ladder Testing	\$ 5,200
Fire Extinguishers	\$ 2,100
Air Bottle Hydrostatic	\$ 2,000
Breathing Air Test	\$ 2,000
Calibration Fit Test Machine	\$ 800
Fire Alarm Maintenance	\$ 750
Software Maintenance	\$ 600

520200 - CONTRACTED SERVICES **\$ 2,450**

PROGRAM 1 – OPERATIONS **\$2,450**

This account provides for specialized services not provided by County staff.

Refuse Collection	\$ 1,725
Fire Alarm Monitoring	\$ 725

520201 – PHYSICAL FITNESS PROGRAM **\$ 60,000**

PROGRAM 4 - OCCUPATIONAL HEALTH **\$60,000**

OSHA Regulation 1910.156, Fire Brigades, Section 2, Personnel, states, effective September 15, 1990, personnel who are expected to do interior structural firefighting are to be physically capable

of performing these duties. Personnel with known heart disease, epilepsy, or emphysema are not allowed to participate, unless a physician certifies the person is physically capable of performing these duties. Also, OSHA Regulation 1910.120, Hazardous Waste Operations and Emergency Response, requires hazardous materials team members to have annual physicals. Physicals are scheduled as follows:

- * All new personnel
- * Annually for salaried personnel
- * Annually for volunteer personnel (based on age)

Cost projections are:

* New personnel	60 @ \$300 = \$18,000
* Volunteer personnel	36 @ \$300 = \$10,600
* Salaried personnel	104 @ \$300 = \$31,200

520209 – DRIVER HISTORY SCREENING **\$ 3,500**

PROGRAM 1 – OPERATIONS **\$3,500**

This account will provide for driving histories to be obtained on all Fire Service personnel authorized to drive county fire apparatus, as well as new applicants – salaried and volunteer. This program was begun in FY '00-'01. Cost of driver history screening is \$7.75 ea.

450 histories @ \$7.75/ea = \$3,500

520230 – PEST CONTROL **\$ 2,600**

PROGRAM 6 – CONTRACT MANAGEMENT **\$2,600**

This account provides termite inspection for 21 fire stations and Training Facility. It also provides for extermination of roaches, mice, ants, etc, as needed

520302 – DRUG TESTING SERVICES **\$ 200**

PROGRAM 4 – OCCUPATIONAL HEALTH **\$ 200**

This account will provide funds for drug testing associated with probable cause or vehicle accidents involving County vehicles.

520304 - FIRE PROTECTION SERVICES **\$ 85,387**

PROGRAM 6 - CONTRACT MANAGEMENT **\$85,387**

This provides for contract fees to two municipalities (Batesburg-Leesville and West Columbia) to provide fire protection to areas adjacent to their city limits. These contract fees are authorized by inter-governmental contracts.

Batesburg-Leesville	\$35,000
West Columbia	\$50,387

520500 - LEGAL SERVICES **\$ 1,000**

PROGRAM 1 - OPERATIONS **\$1,000**

This provides for fees for the use of the County's attorneys for legal services.

521000 - OFFICE SUPPLIES **\$ 5,000**

PROGRAM 1 - OPERATIONS **\$4,525**

This provides resources for all fire departments and staff with the necessary clerical supplies, forms, and files for the required record keeping. This includes fire reports, pre-plans, personnel records, general correspondence, etc.

PROGRAM 2 - TRAINING **\$ 400**

This provides for clerical supplies for conducting training classes, drills and maintain training files.

PROGRAM 3 - FIRE PREVENTION **\$ 75**

This provides for clerical supplies for conducting fire inspections, fire prevention programs, and maintaining inspection files.

521100 - DUPLICATING **\$ 2,500**

PROGRAM 1 - OPERATIONS **\$1,400**

Duplicating service provides for correspondence with fire victims, vendors, insurance companies, meeting agendas, as well as memorandums within the Fire Service about policy, procedures, and emergency response changes.

PROGRAM 2 - TRAINING \$ 900

Duplicating service provides for producing and distributing training announcements, copies of lesson plans, making transparencies and maintaining training files.

PROGRAM 3 - FIRE PREVENTION \$ 100

Duplicating service is used by the Fire Prevention Officer for daily fire inspection reports and correspondence.

PROGRAM 8 - AWARDS \$ 100

This provides for producing programs and invitations for the Fire Service Awards program.

521200 - OPERATING SUPPLIES **\$26,000**

PROGRAM 1 - OPERATIONS \$21,000

This account is used to provide supplies for all the fire departments, that are necessary for the day-to-day operations of the stations. This includes cleaning supplies and equipment; expendable items such as batteries, bulbs, etc; replacement of damaged items such as shovels, rakes, lanterns, etc.; and toner cartridges.

PROGRAM 2 - TRAINING \$5,000

This provides for the necessary supplies to conduct training classes and drills. This includes projector bulbs, slide trays, VCR tapes, training foam, LP gas, fire extinguisher refills, etc.

521202 - FIRE PREVENTION SUPPLIES **\$3,000**

PROGRAM 3 - FIRE PREVENTION \$3,000

This account provides fire prevention literature, films, demonstrations, exhibits and classes to

educate people of all ages on the importance of fire prevention. It is used to provide this information and supplies for all the fire departments to be used throughout the county. Last year the Fire Service participated in demonstrations and conducted many prevention programs in the schools, and participation in Public Safety booth at State Fair.

521203 - FIRE INVESTIGATION SUPPLIES **\$ 1,000**

PROGRAM 1 - OPERATIONS \$ 1,000

The objective of fire investigations is to determine the cause and origin of fires, which is in accordance with state laws. This will provide for items used in this specialized work to include film, film development, evidence containers, etc.

521204 - FOAM **\$16,000**

PROGRAM 1 - OPERATIONS \$16,000

Due to the increased exposure to hazards that require specialized extinguishing foam agents (Class A for structure, woods, and grass fires, and Class B foam for flammable liquid fires) it is necessary to carry a supply of foam on each pumper (10 gallons per ISO recommendations). A central supply is also maintained that can be dispatched as incidents dictate. This will also provide for replacing foam that is used throughout the year.

521205 - HAZARDOUS MATERIALS SUPPLIES **\$ 5,000**

PROGRAM 1 - OPERATIONS \$5,000

This account provides for the specialized supplies used in incidents involving hazardous materials. This includes chemical suits, gloves, boots, containment materials, etc.

521401 - INFECTIOUS DISEASE CONTROL SUPPLIES **\$14,000**

PROGRAM 4 - OCCUPATIONAL HEALTH \$10,800

This will provide for the infectious disease control program that has been implemented by the Fire Service to comply with OSHA 1910.1030, which outlines protective measure for employees who

breathing apparatus, smoke generators, VCR, projectors, etc.

522300 - VEHICLE REPAIR & MAINTENANCE **\$ 150,000**

PROGRAM 1 - OPERATIONS **\$145,350**

This will provide for the repair and maintenance of vehicles assigned to the fire stations and Fire Service Coordinator, Chief Administrative Officer and Chief Operations Officer, as outlined in the vehicle schedule.

PROGRAM 2 - TRAINING **\$ 750**

This will provide for the repair and maintenance of vehicle assigned to Training Officer.

PROGRAM 3 - FIRE PREVENTION **\$ 400**

This will provide for the repair and maintenance of vehicle assigned to Fire Prevention Officer.

PROGRAM 5 - FIRST RESPONDER **\$3,500**

This provides for the portion of repairs and maintenance of vehicles used for first responder calls.

(Special Note: This budget estimate is subject to increase during the fiscal year due to unplanned maintenance costs.)

522400 - WATER SITE MAINTENANCE **\$ 1,000**

PROGRAM 1 - OPERATIONS **\$1,000**

In many areas of the county there are no water systems with fire hydrants. In these areas the Fire Service utilizes many ponds, streams and lake access. Insurance Service Office has established a standard that these sights must be properly marked and accessible in all weather conditions. This provides for this maintenance and marking of these sites throughout the county.

524000 - BUILDING INSURANCE **\$12,837**

PROGRAM 1 - OPERATIONS **\$12,417**

This provides protection of the county fire stations and out buildings against loss due to theft, fire and severe weather.

PROGRAM 2 - TRAINING \$ 420

This provides protection of the county training facility against loss due to theft, fire and severe weather.

524100 - VEHICLE INSURANCE **\$ 63,879**
(Please see vehicle schedule)

PROGRAM 1 - OPERATIONS \$62,685

This provides for liability coverage on vehicles assigned to the fire stations and Fire Service Coordinator, Chief Administrative Officer, and Chief Operations Officer.

105 vehicles x \$597 = \$62,685

PROGRAM 2 - TRAINING \$ 597

This provides for liability coverage on the vehicle assigned to the Training Officer.

PROGRAM 3 - FIRE PREVENTION \$ 597

This provides for liability coverage on the vehicle assigned to the Fire Prevention Officer.

524101 - COMPREHENSIVE INSURANCE **\$ 24,745**
(Please see vehicle schedule)

PROGRAM 1 - OPERATIONS \$24,745

This provides for comprehensive insurance on vehicles assigned to the Fire Service fleet (73 vehicles).

524200 - PROFESSIONAL LIABILITY INSURANCE **\$ 855**

PROGRAM 5 - FIRST RESPONDER \$ 855

This is to provide protection from civil litigation brought about through errors in the performance of providing medical services as first responders.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 7,492

PROGRAM 1 - OPERATIONS \$ 7,492

This is to protect all fire personnel from civil litigation brought about through errors of omission during the performance of their duties.

524208 - SURETY BONDS \$ 826

PROGRAM 1 - OPERATIONS \$ 826

This is to provide coverage for 102 employees.

524300 - VOLUNTEER FIREMEN DISABILITY INSURANCE \$ 4,296

PROGRAM 7 - VOLUNTEER SERVICES \$4,296

This will assist in providing the Fire Service's 325 volunteer firefighters with financial assistance in the event they would be injured or disabled in the performance of their firefighting duties.

525000 - TELEPHONE \$21,000

PROGRAM 1 - OPERATIONS \$20,250

This account provides for telephone service for all fire stations. It is necessary for personnel to make calls between stations, communicate with fire victims, communicate with vendors, insurance companies, etc., and three phone lines dedicated for the records management system.

PROGRAM 2 - TRAINING \$ 500

In order to conduct a countywide training program, it is necessary for the Training Officer to have

communications with each station in order to coordinate training classes and drills. It is also necessary to communicate with other fire departments; instructors; and contact vendors reference equipment and training programs.

PROGRAM 3 - FIRE PREVENTION \$ 250

This provides for communications for the Fire Prevention Officer. This includes scheduling fire inspections as well as communicating with the general public.

525004 WAN SERVICE CHARGES \$ 17,780

PROGRAM 1 - OPERATIONS \$17,780

Each fire station has a computer that is dedicated to the Fire Services Records Management System (RMS). This system is utilized to collect and maintain all aspects of Fire Service data. This will provide for the continued used of high speed, high bandwidth data access in each fire station.

525010 - LONG DISTANCE CHARGES \$ 2,200

PROGRAM 1 - OPERATIONS \$ 1,900

This provides long distance service for all fire stations. It is necessary to make long distance calls between stations, communicate with fire victims, communicate with vendors, insurance companies, etc.

PROGRAM 2 - TRAINING \$ 200

In order to conduct a countywide training program, it is necessary for the Training Officer to place long distance calls to fire departments, instructors, and contact vendors reference equipment and training programs.

PROGRAM 3 - FIRE PREVENTION \$ 100

This provides for long distance calls for the Fire Prevention Officer in communicating with the general public reference fire inspections.

525020 - PAGERS AND CELL PHONES \$ 5,500

PROGRAM 1 - OPERATIONS \$ 4,900

This provides for a Nextel phone and pager for the Fire Service Coordinator, Chief Administrative Officer, and Chief Operations Officer, Nextel phones for two Fire Chiefs, Breathing Air Technician, and cellular phone for the Emergency Response Unit.

PROGRAM 2 - TRAINING \$ 300

This provides for a Nextel phone and pager for the Training Officer.

PROGRAM 3 - FIRE PREVENTION \$ 300

This provides for a pager and Nextel phone for the Fire Prevention Officer.

525030 - 800 MHZ RADIO SERVICE CHARGES \$ 92,108

PROGRAM 1 - OPERATIONS \$90,878

This provides for the operating cost of 800 MHz radios for all fire stations.

169 units x \$43.84/mo x 12 mo = \$88,908
2 units x \$56.44/mo x 12 mo = \$ 1,355
1 units x \$51.19/mo x 12 mo = \$ 615

PROGRAM 2 - TRAINING \$ 615

This provides for the 800 MHz radio assigned to the Training Officer.

1 unit x \$51.19/mo x 12 mo = \$615

PROGRAM 3 - FIRE PREVENTION \$ 615

This provides for the 800 MHz radio assigned to the Fire Prevention Officer.

1 unit x \$51.19/mo x 12 mo = \$615

525031 - 800 MHZ RADIO MAINTENANCE CONTRACT \$16,133

PROGRAM 1 - OPERATIONS \$15,947

This provides for contracted maintenance for the 800 MHz radios.

172 units @ \$92.72 = \$15,947

PROGRAM 2 - TRAINING \$ 93

This provides for contracted maintenance for the 800 MHz radio for the Training Officer.

1 unit @ \$92.72 =

PROGRAM 3 - FIRE PREVENTION \$ 93

This provides for the contracted maintenance for the 800 MHz radio for the Fire Prevention Officer.

1 unit @ \$92.72

525100 - POSTAGE \$ 800

PROGRAM 1 - OPERATIONS \$ 615

This provides for distributing information between the fire departments, which include meeting agendas, minutes and memorandums concerning policy and procedures. It also includes correspondence with other Fire Service groups, vendors, as well as the general public.

PROGRAM 2 - TRAINING \$ 100

This provides for distributing training announcements, training schedules, certificates and correspondence between other Fire Service organizations.

PROGRAM 3 - FIRE PREVENTION \$ 50

This provides for distributing fire inspection reports as well as correspondence with the general public.

PROGRAM 8 - AWARDS \$ 35

This provides for the mailing of information, announcements, and invitations for the awards program.

525110 - OTHER PARCEL DELIVERY SERVICES **\$ 500**

PROGRAM 1 - OPERATIONS **\$ 500**

This account will provide for shipping of items to manufacturers for repair. A majority of these repairs need to be insured.

525210 - CONFERENCE & MEETING EXPENSES **\$24,000**

PROGRAM 1 - OPERATIONS **\$ 1,990**

In order for chief officers and other specialized personnel to maintain current in their related fields, it is necessary to attend workshops, seminars and conferences. This will allow these personnel to maintain their certifications, evaluate equipment and stay current with new developments within the Fire Service.

Fire Service Coordinator - SC State Associations of Fire Chiefs
(location not yet available)

Registration	- \$ 75
Per Diem	- \$ 78
Lodging 3 nights @ \$95	- \$285

SC Firemens Convention
(Myrtle Beach)

Registration	- \$100
Per Diem	- \$ 90
Lodging 3 nights @ \$120	- \$360

Fire Investigators (4 Team Leaders) - SC State Arson Association
(location not yet available)

Registration	4 @ \$75	- \$300
Per Diem	4 @ \$78	- \$312
Lodging 2 rm @ \$65 x 3 ni-		\$390

PROGRAM 2 - TRAINING **\$ 19,448**

The South Carolina Fire Academy requires instructors to meet professional development standards to maintain their certification. This account will provide for sending the Training Officer to the annual Instructors Improvement Conference to meet this requirement.

Training Officer - Instructors Improvement Conference
(locations not yet available)

Registration	- \$ 75
Per Diem	- \$ 90
Lodging 4 ni @ \$95/ni	- \$380

This also provides for the training mandated by Department of Labor – O.S.H.A., and the standards established by NFPA and ISO. It allows training for over 400 full-time and volunteer personnel. It includes the following: monthly in-service training, new recruit training, apparatus operator training, officer training, and hazardous materials training. Cost projections are as follows:

New Recruit - SCFA 1152 and 1153; wildland firefighting; flammable liquid, CPR, first aid, haz-mat first responder, radiological monitoring, vehicle firefighting, fire service orientation.

Apparatus Operator - Emergency vehicle drivers training, pump operations, mobile water supply, large diameter hose.

Officer Training - Incident command system, Leadership I, II, III, managing company operations, firefighter safety and survival, volunteer fire service management.

Specialized Training - HazMat, Confined Space Rescue, Arson Investigation, Instructor Certification.

PROGRAM 3 - FIRE PREVENTION

\$ 562

This will allow the Fire Prevention Officer to attend the annual Fire Inspection Conference, which allows him to stay current with the standard fire prevention codes administered by the State Fire Marshal's Office.

Fire Prevention Officer - SC Fire Inspection Conference
(location not yet determined)

Registration	- \$ 75
Per Diem	- \$ 90
Lodging 4 ni @ \$99	- \$397

PROGRAM 5 - FIRST RESPONDER \$ 2,000

This allows for the required training for personnel who respond to EMS calls and provide initial patient care. Cost projections are:

First Responder 16 @ \$125 = \$2,000

525230 - SUBSCRIPTIONS, DUES & BOOKS \$ 1,300

PROGRAM 1 - OPERATIONS \$ 365

This provides for membership dues in fire related organizations, and publications, which are necessary for staying abreast in firefighting technology, regulations and other items affecting the Fire Service. Projected costs are:

Intl Asso of Arson Investigators 2 @ \$60 = \$120
(2 Fire Investigation Team Leaders)
S.C. State Asso of Fire Chiefs \$ 50
(Fire Service Coordinator)
National Fire Protection Association (Dept) \$ 90
Fire Engineering Magazine \$ 30
Fire House Magazine \$ 25
Lexington County Fire Officers Asso (3) \$ 50

PROGRAM 2 - TRAINING \$ 60

This provides for the membership of the Training Officer in the Society of Fire Service Instructors, which allow the Fire Service to stay current in training requirements.

Society of Fire Service Instructors \$ 60
(Training Officer)

PROGRAM 3 - FIRE PREVENTION \$ 875

This will provide for renewal of the State Fire Marshal certifications as required by the State Fire Marshal's Office. It also provides for publications necessary for stay abreast of the latest regulations and standards.

Renewal State Fire Marshal Cert 10 @ \$15 = \$ 150
(Chief Inspector and nine Inspectors)
National Fire Protection Association Standards - \$570
International Building and Fire Codes - \$155

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$ 300**

PROGRAM 1 - OPERATIONS **\$ 200**

The purpose of this account is to reimburse personnel who use their personal vehicle for travel while conducting approved Fire Service business. This includes the following:

PROGRAM 2 - TRAINING **\$ 100**

This provides for reimbursement for volunteer instructors who used their personal vehicle while conducting training.

525250 - MOTOR POOL REIMBURSEMENT **\$ 2,000**

PROGRAM 1 - OPERATIONS **\$ 2,000**

This provides use of motor pool vehicle in the event an authorized vehicle is out of service due to repair or scheduled maintenance.

525300 - UTILITIES - ADMIN BUILDING **\$ 3,000**

525333 - UTILITIES - BOILING SPRINGS **\$ 4,158**

525334 - UTILITIES - CHAPIN **\$ 7,600**

525335 - UTILITIES - EDMUND **\$ 5,600**

525336 - UTILITIES - FAIRVIEW **\$ 5,100**

525337 - UTILITIES - GILBERT **\$ 6,000**

<u>525339 - UTILITIES - HOLLOW CREEK</u>	<u>\$ 7,000</u>
<u>525340 - UTILITIES - GASTON</u>	<u>\$ 4,800</u>
<u>525341 - UTILITIES - LAKE MURRAY</u>	<u>\$ 6,400</u>
<u>525342 - UTILITIES - LEXINGTON</u>	<u>\$ 19,500</u>
<u>525343 - UTILITIES - MACK EDISTO</u>	<u>\$ 3,575</u>
<u>525344 - UTILITIES - OAK GROVE</u>	<u>\$ 16,505</u>
<u>525345 - UTILITIES - PELION</u>	<u>\$ 4,800</u>
<u>525346 - UTILITIES - ROUND HILL</u>	<u>\$ 6,000</u>
<u>525347 - UTILITIES - SANDY RUN</u>	<u>\$ 4,300</u>
<u>525348 - UTILITIES - SOUTH CONGAREE</u>	<u>\$ 16,752</u>
<u>525349 - UTILITIES - SWANSEA</u>	<u>\$ 5,800</u>
<u>525368 - UTILITIES - PINE GROVE</u>	<u>\$ 5,417</u>
<u>525369 - UTILITIES - AMICKS FERRY</u>	<u>\$ 3,603</u>
<u>525373 - UTILITIES - CROSSROADS</u>	<u>\$ 3,800</u>
<u>525374 - UTILITIES - RED BANK</u>	<u>\$ 5,321</u>
<u>525379 - UTILITIES - TRAINING FACILITY</u>	<u>\$ 9,000</u>
<u>525382 - UTILITIES - SAMARIA</u>	<u>\$ 4,800</u>
<u>525400 - GAS, FUEL AND OIL</u>	<u>\$ 82,000</u>
<u>PROGRAM 1 - OPERATIONS</u>	<u>\$76,550</u>
This provides gas, fuel and oil for vehicles outlined in the county vehicle schedule.	
<u>PROGRAM 2 - TRAINING</u>	<u>\$ 1,200</u>

This provides gas, fuel and oil vehicles outlined in the county vehicle schedule.

PROGRAM 3 - FIRE PREVENTION **\$ 1,250**

This provides gas, fuel and oil vehicles outlined in the county vehicle schedule.

PROGRAM 5 - FIRST RESPONDER **\$ 3,000**

This provides for the portion of gas, fuel and oil for vehicles used for first responder calls.

5225500 - LAUNDRY AND LINEN **\$4,200**

PROGRAM 1 - OPERATIONS **\$ 4,200**

This account provides for sheets, pillow cases, towels, etc., for personnel assigned to work 24-hour shifts. Cost projections for 40 personnel per month are as follows:

Sheets	200 @ \$.50	\$100.00
Pillow Cases	200 @ \$.11	22.00
Spread	75 @ \$1.41	105.75
Towels	500 @ \$.22	110.00
Wash Clothes	500 @ \$.03	15.00

525600 - UNIFORMS AND CLOTHING **\$ 55,000**

PROGRAM 1 - OPERATIONS **\$ 32,900**

In order to maintain a neat and professional appearance all paid staff are issued clothing at time of hire and worn or damaged items are replaced as needed. The following is an itemized list issued to each employee:

<u>Item</u>	<u>Unit Price</u>	<u>Qty Issued</u>	<u>Total</u>
Short Sleeve Shirt	\$21	2	\$ 42
Long Sleeve Shirt	\$24	2	\$ 48
Trousers	\$46	3	\$138
Belt	\$19	1	\$ 19
Uniform Boots	\$130	1	\$130
Jacket	\$129	1	\$129

Nametag	\$ 9	1	\$ 9
Utility Shirts	\$ 6	3	\$ 18
Polo Shirts	\$25	2	\$ 50
Jumpsuit	\$28	1	\$ 28

PROGRAM 2 - TRAINING \$ 400

This provides clothing for the Training Officer.

<u>Item</u>	<u>Unit Price</u>	<u>Qty Issued</u>	<u>Total</u>
Short Sleeve Shirt	\$21	3	\$ 63
Long Sleeve Shirt	\$24	2	\$ 48
Trousers	\$46	3	\$138
Belt	\$19	1	\$ 19
Uniform Boots	\$130	1	\$130
Nametag	\$ 9	1	\$ 9
Utility Shirts	\$ 6	3	\$ 18
Polo Shirts	\$25	3	\$ 75
Jumpsuit	\$28	1	\$ 28

PROGRAM 3 - FIRE PREVENTION \$ 400

This provides clothing for the Fire Prevention Officer.

<u>Item</u>	<u>Unit Price</u>	<u>Qty Issued</u>	<u>Total</u>
Short Sleeve Shirt	\$21	3	\$ 63
Long Sleeve Shirt	\$24	2	\$ 48
Trousers	\$46	3	\$138
Belt	\$19	1	\$ 19
Uniform Boots	\$130	1	\$130
Nametag	\$ 9	1	\$ 9
Utility Shirts	\$ 6	3	\$ 18
Polo Shirt	\$25	3	\$ 75
Jumpsuit	\$28	1	\$ 28

PROGRAM 7 - VOLUNTEER SERVICES \$21,300

As part of the volunteer incentive program in an effort to recruit and retain volunteers one each

shirt and pants will be issued to each volunteer that completes and maintains their firefighter certification.

Trousers \$46/ea
Polo Shirts \$25/ea

5257000 - SERVICE AWARDS \$11,500

PROGRAM 8 - AWARDS \$11,500

This provides for the awards program, which includes all the county fire departments. The awards program includes a dinner, where Firefighter and Fire Officer of the Year, as well as personnel with five, ten, fifteen, twenty, and twenty-five years of service are recognized.

Meals/Facility Rental (300 persons)	= \$6,000
Plaques/Engraving	= 500
Souviners/Gifts	= 2,500
10 ea 30-year awards @150/ea	= 1,500
10 ea 25-year awards @100/ea	= 1,000

525720 - EMPLOYEE INCENTIVES \$25,000

PROGRAM 1 - OPERATIONS \$25,000

As outlined in the County's Education and Pay Procedure , this will allow for rewarding employees that have obtained certifications that have enhanced their skills in their present position. This plan will also serve as an incentive for employees to obtain skills allowing the continuing upgrading of our workforce.

26500 - LICENSES & PERMITS \$600

PROGRAM 1 - OPERATIONS \$ 600

This provides for complying with DHEC requirements for drinking water permits for wells at the Sandy Run, Amicks Ferry, Crossroads, Samaria and Fairview fire stations.

527020 - VOLUNTEER SUBSISTENCE **\$400,000**

PROGRAM 7 - VOLUNTEER SERVICES **\$400,000**

This allows for compensation for volunteers for cost incurred in responding to fire calls, maintaining certifications, and attending certified training.

Fire Calls	-	\$294,000
Achieving & Maintaining Certification	-	48,000
Attending Certified Training	-	58,000

535000 - STORM DISASTER & RELIEF **\$500**

PROGRAM 1 - OPERATIONS **\$500**

This provides for supplies and meals for personnel when required to work for prolonged periods during emergency operations.

538000 - CLAIMS & JUDGEMENTS **\$1,000**

PROGRAM 1 - OPERATIONS **\$1,000**

This account will provide reimbursements for damages to personal property not covered by county insurance, while responding to fire calls.

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

Capital Request

540000 - SMALL TOOLS AND MINOR EQUIPMENT \$2,100

This account will provide for the replacement of miscellaneous small equipment

2 - Chairs	-	\$400
1 - Slide Projector (lens and case)	-	\$600
- Household Appliance Replacement	-	\$1,100

520010 – MINOR SOFTWARE \$ 525

This will be used to acquire software that will allow the Fire Service to realize the maximum benefit from the inventory of computing devices. This software includes but is not limited to updated paging software, Adobe Acrobat, and other productivity titles.

FIRE GROUND AND SPECIAL EQUIPMENT \$45,000

The county's fire departments use fire ground and special equipment to meet the demands of firefighting. Because of severe demands placed on this equipment, some items will require replacing during the year. These items include but are not limited to nozzles, salvage covers, flashlights, chainsaws, assorted tools, fire rakes, etc. In addition to normal replacement, this will allow us to continue toward equipping all fire apparatus to meet the ISO and NFPA standards. This type of equipment will include heat detecting devices, cutting torches, generators, stepladders, electric fans, foam adductors, etc. This line item will also help standardize firefighting vehicles throughout the county.

FIRE HOSE REPLACEMENT \$15,000

Fire hose has an expected service life of approximately ten years and much of the Fire Service hose is nearing the end of it's service life. Also, damaged hose or hose that does not pass annual service testing must be replaced. Every effort is made to maximize the service life of our hose by placing older hose into second out apparatus. This will include replacing all sizes of fire hose – 5", 3", 1.75", and 1"

PERSONAL PROTECTIVE EQUIPMENT **\$ 54,000**

OSHA Regulations have required us to update and provide firefighters with the necessary equipment to protect them from the hazards to which they are exposed. It is projected that protective clothing last approximately five to eight years under normal use. With approximately 400 firefighters, it is necessary to budget for replacement as well as additional equipment. This includes the following equipment: pants and coat, suspenders, helmet, boots, and gloves. This will allow for replacement of approximately 45 sets of gear.

AIR PACKS (MSA) SYSTEM REPLACEMENT (250) **\$875,000**

OSHA Regulations 1910.156 Subpart L require that respiratory protection must be worn while inside buildings or confined spaces where the toxic products of combustion or an oxygen deficiency is in all likelihood present. Therefore, it is necessary to replace non-serviceable units as well as add additional units as the demand increases. Effective 2004, our existing style SCBA was discontinued, and no longer meets the new NFPA standard. The new standard makes the new systems incompatible with the old ones. This standard affects all SCBA's on the market and is not make/model specific. Due to this incompatibility, SCBA systems must be phased in using a plan that will allow for all station members to be fitted with new equipment, as one is not compatible with the other. If we do not make a system wide conversion we will have incompatible systems in the field. This line item will allow for the conversion of our entire service to the new SCBA systems. (250 units)

The Fire Service is applying for a FEMA Assistance to Firefighter Grant which, if successful, would provide for 70% of this project (175 units @\$612,500) and would require a 30% match (75 units @ \$262,500) which will be funded from this account, leaving the remaining funds available.

MONITOR/RECEIVER REPLACEMENT (6⁵) **\$31,500**

Monitors are utilized to alert personnel of an emergency call. Each of the approximately 400 volunteers is issued a monitor. Many of the existing units are approaching 20 years old and are in need of replacing. Additional monitors are required in order to meet an increase in personnel, as well as replace monitors that are lost, stolen, damaged, or no longer serviceable. This will allow for the replacement/purchase of 65 monitors.

AIR CYLINDER REPLACEMENT (MSA) (50 each) **\$37,500**

Air cylinders used in our SCBA systems have a finite lifespan of 10 to 15 years depending on construction type. In addition, all cylinders must be hydro-tested periodically to assure they can withstand the extreme operating temperatures and pressures they were designed for. The fire service MUST remove 25 cylinders from service this year due to the age of the cylinder. Based

service also has a significant need to increase the number of spare cylinders in our system. This will allow for the replacement of 50 cylinders.

PUMPER REPLACEMENT (1) **\$300,000**

The Fire Service has pumpers in service that were purchased in 1975 and have a pumping capacity of 750 GPM to 1000 GPM. The anticipated life expectancy is approximately 12-15 years. The Fire Service also had a pumper that was damaged beyond repair in an accident and removed from service. This vehicle is presently being replaced by a second out pumper that was purchased in 1989. This will provide for the replacement of one pumper.

SERVICE TRUCK REPLACEMENT (2) **\$110,250**

The service truck is a vital part of the Fire Service fleet. This vehicle is used for transporting specialized equipment and personnel to emergency scenes. The Insurance Service Office and the National Fire Protection Association recognize it as a vital piece of firefighting equipment. The capability of this vehicle greatly enhances our firefighting capabilities as well as contributes to lowering our ISO rating. This will allow for the replacement of two vehicles. The anticipated life expectancy of this type apparatus is 15 years. Based on this, a replacement schedule has been developed to replace and upgrade these vehicles. This will replace two vehicles.

PORTABLE RADIOS (13) **\$19,800**

While the increased volume of emergency calls and the continued need for effective fire ground communications, Fire Services uses the available VHF frequencies. To accomplish this plan as well as maintain a backup to the 800 MHz system, it is necessary to add VHF portable radios. This will provide for ten VHF radios which is compatible with existing batteries, chargers and other accessories, and for the replacement of three 800 MHz radios to replace radios that have been damaged or destroyed during use. These radios will be replacement only and will result in no additional service charges for 800 MHz service.

CLASS "A" FOAM SYSTEM **\$16,000**

Class A foam is a firefighting equipment option that is quickly becoming standard equipment for most attack pumpers. All new pumpers purchased for our fleet have the benefit of Class A foam on board. Class A foam mixed in standard concentration with water is three times as effective as water alone used to extinguish fire. When used effectively it can reduce total time on calls and decrease the possibility of a re-flash fire. It is extremely effective in woods and grass fires, as well as mop-up or overhaul operations on structure fires. This line item will be used to retrofit two existing attack pumpers with Class A foam capabilities.

TRAINING MANIKIN (2) **\$1,600**

Training manikins have proven themselves to be an invaluable tool for the Emergency Services Division. Using "live victims" for fire training increases the level of danger that someone could get hurt during training evolutions, however, using training props such as CPR manikins do not afford the firefighter a realistic rescue experience during the practical exercise portion of fire training. This line item will provide for two training mannequins that are life sized, have jointed articulating limbs, and are of the average adult weight of 150lbs. This will provide a more realistic scenario for the firefighter in training to be better prepared during actual events.

FIRE STATION EMERGENCY GENERATOR **\$25,000**

The South Congaree Fire Station was constructed in 1978 and is one of the busiest fire stations in our system today. Significant problems have been realized with the generator at this station over the last two years. The Building Services Director has recommended that the generator be replaced during this budget process as maintenance costs are no longer cost effective. This line item will provide for the replacement of the emergency generator at the South Congaree Fire Station.

HOSE TEST MACHINE **\$2,300**

All fire hose is required to undergo annual service testing to assure the hose is fit for service. Hose testing using the fire attack pumper to build the required test pressure to properly test fire hose has proven itself to be unsafe for the tester in the event of a failure of the hose or coupling as the failure can be quite violent. Additionally, the fire attack pumper is subject to significant wear and tear during the testing process. The fire service has two test machines currently in service, and both are over ten years old. Repair costs for these machines are becoming significant. This line item will allow for one existing test machine to be removed from service and be used for parts to support the other existing machine and the addition of one new hose test machine.

FIREHOUSE SOFTWARE AND SEVER UPGRADE **\$ 13,000**

Our Firehouse Records Management System has become the backbone of all reporting and recordkeeping within the Fire Service. Additionally, our client/server configuration has received regional acclaim and has drawn many fire stations from around the region to visit our county and learn more about our system. The system was first brought online in a test capacity in 2001. We began keeping dual records in 2002, and went live in May 2003 and now rely completely on the system for all records management needs for the fire service. The server is now used/accessed by

multiple disciplines as our Communications Center and Sheriff's Office now research information regularly in Firehouse. The capacity of the server purchased in 2001 is being exceeded regularly and needs to be replaced. Additionally, the ability to print reports, queries, and records in the field is becoming necessary. Our client/server software must be updated to allow for printing in the field as well as provide a stable platform for Firehouse software in the years to come. This line item will allow for the replacement of our existing server with a rack server compatible with IS requirements and all related Windows and Citrix software.

SHORELINE CONNECTIONS **\$8,750**

Fire trucks are increasingly outfitted with more and more equipment that is battery powered and charged through the 12 volt charging system. The battery maintenance for this equipment which includes flash lights, thermal imaging cameras, radios, etc. places a strain on the trucks charging system. This line item will allow for the addition of shoreline connections to be installed in our fire stations to support the charging systems of all our first out trucks.

RAPID INTERVENTION TEAM (RIT) BAGS AND EQUIPMENT **\$25,000**

The fire service is required by OSHA 1910.120 to provide two firefighting personnel outside of each structure whenever firefighters enter an hazardous atmosphere inside a burning structure.

This team outside of the fire must have special tools and equipment contained in a compact carrying case that is designed to withstand the rigors of firefighting in the event the team inside the house "goes down," and the RIT team is required to go inside the hazardous atmosphere and rescue the rescuers. This line item will allow for one RIT Team bag and equipment to be placed on each of our primary attack pumps.

PARKING LOT REPAIRS **\$15,000**

The parking lots at the South Congaree, Oak Grove, Hollow Creek, Gaston & Lake Murray Fire Stations have been evaluated by the Public Works Department. They have determined extensive repairs to the asphalt and concrete pads are needed to prevent further damage.

Hollow Creek - \$2,000
Gaston - \$5,000
Lake Murray - \$2,000
Oak Grove - \$2,000
South Congaree - \$4,000

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Public Safety
Organization: 131599 - Fire Service Non-Departmental Costs

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
511112 FICA Cost - Salary Adjustment	0	0	7,222	8,004	_____	
511114 Police Retirement - Sal. Adjustment	0	0	5,400	11,195	_____	
511130 Workers Compensation	0	0	5,369	5,950	_____	
519901 Wage & Salary Adjustment	0	0	153,162	104,622	_____	
* Total Personnel	0	0	171,153	129,771	_____	
Operating Expenses						
525400 Gas, Fuel, & Oil	0	0	40,000	40,000	_____	
529903 Contingency	0	0	39,627	0	_____	
* Total Operating	0	0	79,627	40,000	_____	
**Total Personnel & Operating	0	0	250,780	169,771	_____	
Transfer To Other Funds:						
812474 Multi Anti-Terrorism Grant	0	0	0	0	_____	
812478 Operations & Firefighter Safety Grant	0	0	0	0	_____	
Residual Equity transfers:						
834600 R.E.T. - Fire Station / Service Ctr. Const.	0	0	0	0	_____	
**Total Transfers To Other Funds	0	0	0	0	_____	
Capital						
549904 Capital Contingency	0	0	699,116	0	_____	
Other Capital Contributions	361,760	5,557	13,617			
** Total Capital	361,760	5,557	712,733	0	_____	
*** Total Budget Appropriation	361,760	5,557	963,513	169,771	_____	

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SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06

Fund: 1000 Judicial
 Division: Judicial
 Organization: 141100 - Clerk of Court

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 13	423,464	195,292	438,787	537,334		
510101 State Supplement	1,388	643	1,377			
510200 Overtime	18,547	4,748	18,000	6,000		
510300 Part Time - 2 (1.26 - FTE)	9,805	2,565	17,060	20,600		
511112 FICA Cost	32,796	14,736	35,106			
511113 State Retirement	25,750	10,615	24,727			
511120 Insurance Fund Contribution - 13	74,880	37,440	74,880			
511130 Workers Compensation	1,224	609	1,327			
511131 S.C. Unemployment	88	0	0			
511213 State Retirement - Retiree	4,595	3,132	6,707			
* Total Personnel	592,537	269,780	617,971	563,934	0	0
Operating Expenses						
520100 Contracted Maintenance	200	428	428	416		
520200 Contracted Services	0	0	1,000			
520300 Professional Services	20	12,000	12,000			
520702 Technical Currency & Support	3,250	3,250	3,250	3,250		
521000 Office Supplies	11,472	4,771	13,988	18,863		
521100 Duplicating	18,084	11,731	24,000	24,000		
521200 Operating Supplies	1,089	466	2,074	2,500		
521400 Health Supplies	480	410	500	500		
522200 Small Equipment Repairs & Maint.	0	544	2,000	2,000		
523200 Equipment Rental	5,400	2,700	5,400			
524000 Building Insurance	1,531	923	1,938	1,810		
524201 General Tort Liability Insurance	680	389	798	824		
524202 Surety Bonds	0	0	460	144		
525000 Telephone	7,942	3,188	7,900	6,059		
525010 Long Distance Charges	1,242	620	2,200	540		
525020 Pagers and Cell Phones	895	367	660	3,825		
525090 Other Communication Charges	753	344	1,200	0		
525100 Postage	12,619	6,218	21,600	21,600		
525210 Conference & Meeting Expenses	5,522	665	5,500	3,500		
525230 Subscriptions, Dues, & Books	1,069	246	1,795	2,044		
525240 Personal Mileage Reimbursement	237	0	400	200		
525250 Motor Pool Reimbursement	4	0	200	200		
525301 Utilities - Courthouse	15,378	0	0	0		
525389 Utilities - Judicial Center	14,710	16,189	31,000	32,891		
525700 Employee Service Awards	0	104	200	200		
527010 Jury Pay & Expenses	113,624	48,187	200,000	259,000		
* Total Operating	216,201	113,740	340,491	384,366	0	0
** Total Personnel & Operating	808,738	383,520	958,462	948,300	0	0

30-1

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

00 Judicial
: Judicial
tion: 141100 - Clerk of Court

Expenditure Classification	BUDGET					
	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Capital						
Small Tools & Minor Equipment:	837	598	1,234	2,584		
Minor Software	3,056	0	315	777		
All Other Equipment	7,788	1,108	2,887	11,761		
** Total Capital	11,681	1,706	4,436	15,122	0	0
*** Total Budget Appropriation	820,419	385,226	962,898	963,422	0	0

SECTION II

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2005-2006

Fund # 1000 Fund Title: General Fund
Organization # 141100 Organization Title: Clerk of Court
Program # 140 Program Title: _____

BUDGET
2005-2006
Requested

Qty	Item Description	Amount
1	Small Tools & Minor Equipment	2,584
1	Minor Software	777
1	All other equipment	11,761

**** Total Capital (Transfer Total to Section I and IA)**

15,122

SECTION III. – PROGRAM OVERVIEW

Summary of Programs:

- Program I – Administration Department
- Program II – Common Pleas Department
- Program III – General Sessions Department

Program I: Administration and Court Criers

Objectives:

To provide all support functions necessary for the operation of the Clerk of Court's office for Lexington County. To file all new cases, orders and miscellaneous pleadings in an efficient and timely manner. To monitor all bank accounts. To process monies collected by the Clerk's office and to keep accurate records of these transactions. To make sure the treasurer receives all money collected on a daily basis and the reports are accurate. To handle all court needs as required. To research and prepare an accurate operational budget. To maintain all supplies necessary for the daily functions of the Clerk's office. To insure all equipment is operational. To maintain a professional level of performance for court personnel. To keep records on all proceedings such as passport request, certifying public notaries, registering businesses, and issuing fireworks licenses. To organize and maintain all evidence submitted in Common Pleas and Family Court trials and make available to Supreme Court for the appeals process. The goal of this program is commitment to excellent service and to assist the public in a friendly and courteous manner and to modernize the Clerk of Courts' office and save the County money by reducing the cost to process and mail paperwork in a case. Additional responsibilities include security of the courthouse by implementation and control of proximity cards for the entire courthouse.

Program II: Common Pleas Department

Objectives:

To maintain all documents pertaining to jury and non-jury cases, arbitration and post conviction relief cases. To process these documents error free for viewing by the public. To report all cases to Court Administration as required. To provide internet access to rosters notifying attorneys and public of cases being called to court, both jury and non-jury. To process mail in a timely manner daily. To make sure the case jackets are prepared properly and are filed in numerical order. To work with all judges in a professional manner. To maintain and administrate the schedule of cases before the civil court. To keep records on all proceedings, orders and verdicts. To coordinate jury selection and jury support services. To maintain all exhibits introduced in jury and non-jury trials in a manner governed by Court Administration. To keep mediation and arbitration records. Assist attorneys in obtaining certified mediators and arbitrators and see that the civil cases are mediated or arbitrated according to the guidelines set by the state. To set automobile arbitration hearings, select three attorney panels to hear these cases. Write jury checks and certificates and mail out after each term of court.

Program III: General Sessions

Objectives:

To achieve and maintain a high standard of accuracy and efficiency regarding all arrest warrants, bonds, indictments and sentences for the county. To insure all records are received and processed for county magistrates and municipalities. To report this information to various other entities (Solicitor, Public Defender, Probation Department, and attorneys. To report "disposition of charges" information to South Carolina Court Administration for disbursement throughout the state. To assist and advise circuit court judges, solicitors, attorneys and the public. To interview all individuals to determine qualification for court appointed counsel. To maintain and run both General Sessions Court and Transfer Court. To maintain and collect fines imposed by judges in both these courts. To organize and maintain all evidence submitted in criminal trials and make available to Supreme Court for the appeals process. To maintain all bonding company licenses and provides current information of those companies to all magistrates. To prepare and mail all jury summons for circuit and criminal court in an efficient and timely manner. To assist all persons drawn for jury duty and maintain all juror information for civil, criminal, and transfer court. To compile all jury information for trials in these courts. To coordinate jury selection and jury support service. The goal of this department is to assure accurate transmittal of information pertaining to criminal offenses occurring in Lexington County, produce revenue for the county by timely collection of fines and continued service to the citizens.

FUND 1000
 CLERK OF COURT (141100)
 FY 2005-06 BUDGET REQUEST

SECTION III – SERVICE LEVELS

Service Level Indicators:

	Actual FY02-03	Actual FY03-04	Estimated FY04-05	Projected FY05-06
Program 1: Administration Department				
Issue Purchase Order	105	108	115	132
Issue Blanket Order	9	9	9	22
Issue Change Orders	9	8	8	20
Approve Invoices	110	110	112	128
Process Surety Bonds	20	20	20	23
Issue Central Stores Requisitions	40	50	55	63
Issue ABT'S	10	10	10	25
Issue Information Service Work Request	75	75	80	92
Condemnation/Accounts Opened	24	30	30	35
Passports Issued	450	500	500	575
Cases filed in F.C. and C.P. & DSS	8,317	9,149	10,000	15,000
Misc. pleadings filed such as answers certificates motions, etc. for civil and family court	25,155	23,570	25,000	28,750
Lis Pendens Filed	1,945	2,139	2,300	2,645
Judgments Filed	2,937	3,231	3,300	3,795
Juvenile Cases filed	720	792	800	920
Dismissals filed	4,070	4,477	4,500	5,175
Trip Requests	15	15	15	10
Arbitration Cases filed	13	15	16	18
Fireworks Licenses	43	45	50	57
Program 11: Common Pleas				
Common Pleas Jury and Non-Jury Cases	5,031	5,535	6,000	6,900
Judgments Index	2,937	3,231	3,300	3,795
Rosters Fax & Mailed For Jury Court	3,850	4,235	4,300	4,945
Rosters Fax & Mailed for Non-Jury Court	5,720	6,292	6,400	7,360
Terms of Court for Jury Court	25	23	25	28
Terms of Court for Non-Jury	24	24	25	28
Pending Cases	4,286	4,714	4,725	5,433
Arbitration Cases	13	15	15	17
Lis Pendens Indexed	1,945	2,139	2,200	2,530
Dismissals Indexed	4,070	4,477	4,500	5,175
Misc. pleading such as answers, certificates Motions, etc. (Avg. of 50 pages per/case)	25,155	26,032	26,100	30,015
Appeals	125	138	145	166
Cancellation of Lis Pendens	1430	1573	1,600	1,840
Change of Venue	105	115	115	132
Order to Restore	143	157	165	189
PCRS	79	87	90	103
Satisfaction of Hospital Liens	232	250	258	296

FUND 1000
 CLERK OF COURT (141100)
 FY 2005-06 BUDGET REQUEST

CONTINUED SECTION III – SERVICE LEVELS

Service Level Indicators:

	Actual FY02-03	Actual FY03-04	Estimated FY04-05	Projected FY05-06
Program 111: General Sessions				
General Sessions Warrants Received	7,700	7,507	7,800	8,970
Indictments	8,100	6900	7,400	8,510
Depositions	8,900	6,011	6,100	7,015
Bench Warrants	1,500	1,500	1,600	1,840
Terms of Court	80	110	115	132
Jurors Drawn & mailed for civil	8,415	9,557	9,800	11,270
	and criminal court			
Public Defender Interviews	908	1,500	1,600	1,840
Pending Cases	8,277	10,000	10,200	11,730
Expungements	1,134	1,350	1,700	1,955

*Lexington Clerk of Court is the only place for processing passports in Lexington Co. Saluda Co. and Newberry Co. The post offices in Columbia/Richland Co. stop processing at 4:00 P.M.

** Condemnations vary according to SCDOT funds available. (Projects: Platt Springs & Hwy. 6)

*** By state law, restitution goes to the Probation Office as of July 1999. However, the Clerk of Court's office still has to collect the old restitution cases.

**** These figures depend on number of General Session with fines and fees as ordered by the Judge.

**FUND 1000
CLERK OF COURT (141100)
FY 2005-06 BUDGET REQUEST**

SECTION IV. – SUMMARY OF REVENUES

431100-CLERK OF COURT FEES \$202,360.96

This revenue fund is generated from the fees charged for letter of no judgments (\$3.00), surety bonds (\$10.00) business (\$.25) & fire works licenses (\$50.00), true copies (\$1.00), bond issue (\$10.00), notary commission (\$5.00), transcripts (\$10.00), arbitration panel (\$5.00) lis pendens (\$10.00), confessions (\$10.00), and forfeitures (\$25.00). The revenues generated from the filing fees of these fee titles go 100% to the county. The filing fees for new cases for the Common Pleas (\$150.00), and (foreign judgments) (\$150.00), are distributed 56% to the county and 44% to the state. Based on the Daily Worksheet for the period of 07/01/04 – 02/01/05 (7 months) Fund 1000 generated \$101,180.48.

431102-GENERAL SESSIONS COURT FEES \$28,634.80

This revenue fund is generated from the three percent collected from criminal restitution and fines plus a 3% collection cost charge and also from the \$35.00 filing fee for expungements. These fees go 100% to the county. Based on the Daily Worksheet for the period of 07/01/04 - 02/01/05 (7 months) Fund 1000 generated \$14,317.40

431103 – CP/DL REINSTATEMENT FEE \$224.00

This is a driver license reinstatement fee with 44% to the County and 56% to the State. This is used when a driver license has been suspended because of being a habitual offender. They can partition the civil court to have their license reinstated. This figure was based on the Daily Worksheet for the period of 07/01/04 – 02/01/05 (7months).

437601-COPY SALES-CLERK OF COURT \$12,880.72

A copy charge of .25 cents per page to the public and attorneys for copies of requested documents such as warrants, expungments, civil law suits, in detail jury list, divorces and any other miscellaneous documents filed with the Clerk of Courts' office. These fees go 100% to the county. The county keeps 80% and 20% is put back into the Clerk of Courts operating expense budget. Based on the Daily Worksheet for the period of 07/01/04 – 02/01/05 Fund 1000 generated \$6,440.36

443000 – CIRCUIT COURT FINES \$69,888.90

This revenue fund is generated from the collection of criminal fines that a circuit court judge imposes. The revenue generated in the General Sessions and Common Pleas court from the fines requires that 56% of all such money shall be paid over to the county. The remaining 44% of all such money must be forward to the County Treasurer for remittance to the State Treasurer. Based on the Daily Worksheet for the period of 07/01/04 – 02/01/05 Fund 1000 generated \$34,944.45 (7 months).

443500 – BOND ESTREATMENT COUNTY \$0

A judge or magistrate sets a bond on someone that has been arrested and if they violate the conditions of a Bond, the court estreats the amount of the bond. The bonds are no set amount. Funds resulting from a bond estreatment are divided as follows. (25% to the State, 25% to the Solicitors office, and 50% to the County General fund.). We have no way to know how much we will generate. However, as of 07/01/02 a handling fee of 4% of the original bond will be imposed on any bond estreatment put on installments. That 4% has to be paid at the time the 1st installment is made. Based on the Daily Worksheet for the period of 07/01/04 – 02/01/05 (7 months) Fund 1000 generated \$0

**FUND 1000
CLERK OF COURT (141100)
FY 2005-06 BUDGET REQUEST**

SECTION IV. – SUMMARY OF REVENUES

462000 – CLERK OF COURT BUDG. REIMB. \$3,220.18

The revenues generated from the sales of copies. The Cost per copy at .25 cents each. These fees go 100% to the county. The county keeps 80% and 20% is put into the Clerk of Courts budgetary reimbursement account. Based on the Daily Worksheet for the period of 07/01/04 – 02/01/05 Fund 1000 generated \$1,610.09 (7 months).

451802 – IV-D CASE FILING FEE \$35,464.00

The revenues generated from the fees collected from Title IV-D new cases. Based on the Daily Worksheet for the period of 07/01/04 – 02/13/05 Fund 1000 generated \$17,732.00 (7 months).

FUND 1000
 CLERK OF COURT (141100)
 FY 2005-06 BUDGET REQUEST

SECTION V – LISTING OF POSITIONS

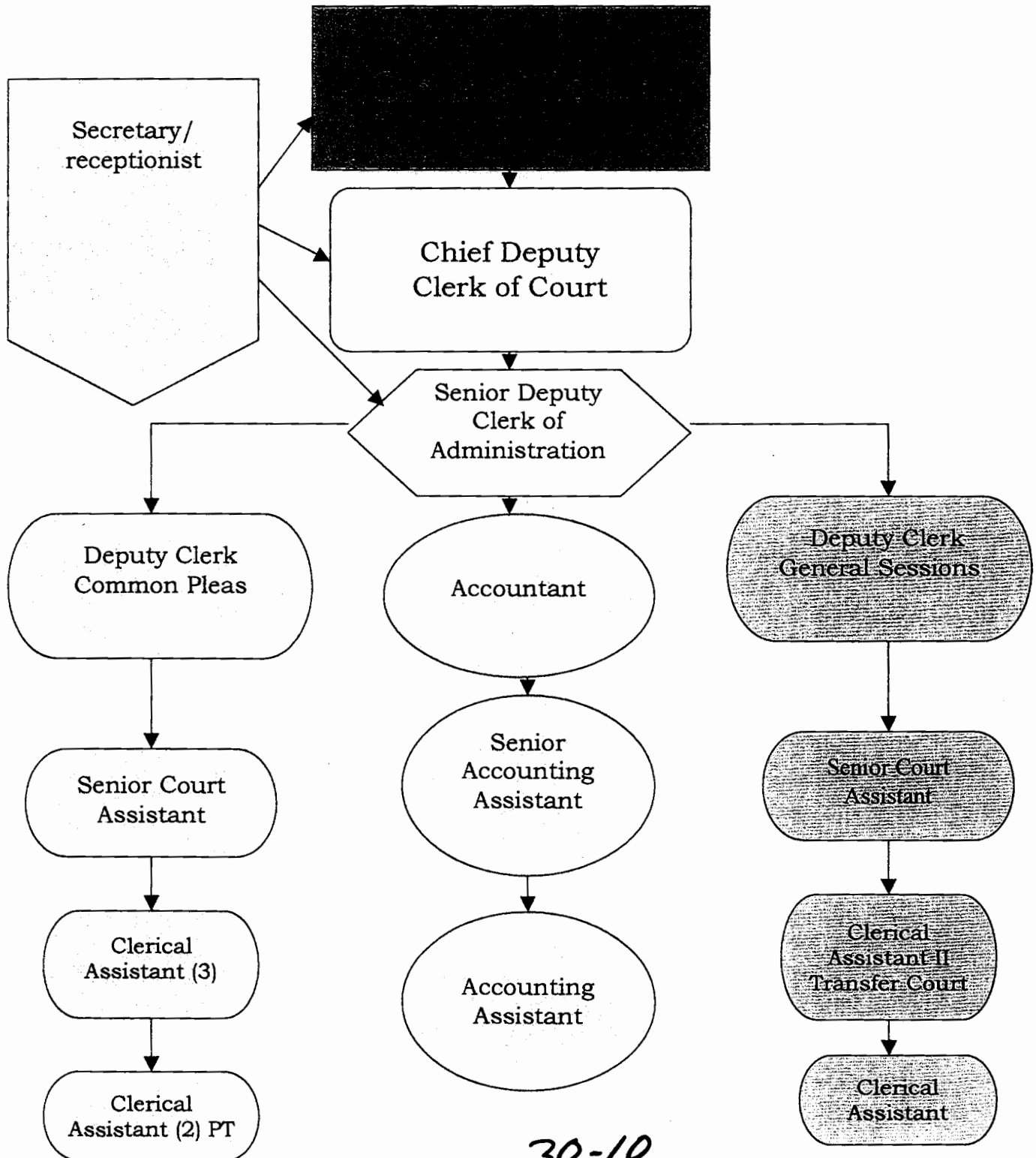
Current Staffing Level:

Job Title Grade	<u>Full Time Equivalent</u>			Total	
	Positions	General Fund	Other Fund		
Clerk of Court	1	1		1	Unc.
Chief Deputy Clerk of Court	1	1		1	18
Senior Deputy Clerk of Court	1	1		1	15
Receptionist/Admin. Assistant	1	1		1	6
Accountant	1	1		1	15
Senior Account Assistant	1	1		1	12
Accounting Assistant	1	1		1	7
Deputy Clerk, General Sessions	1	1		1	12
Deputy Clerk, Common Pleas	1	1		1	12
Senior Court Asst., General Sessions	1	1		1	8
Senior Court Asst., Common Pleas	1	1		1	8
Clerical Asst. 1, General Sessions	2	2		2	4
Clerical Asst. 1, Common Pleas	3	3		3	4
Clerical Asst. 1, Transfer & Consent	1	1		1	4
P/T Clerical Assistant	<u>2</u>	<u>2</u>		<u>2</u>	<u>P/T</u>
Total Positions	19	19		19	

All of these positions require insurance except the two (2) P/T Clerical Assistant

SECTION V - PERSONNEL ORGANIZATION CHART

Administration



**FUND 1000
CLERK OF COURT (141100)
FY 2005-06 BUDGET REQUEST**

SECTION V.B – PERSONNEL OVERTIME

510200- ADMINISTRATION, COMMON PLEAS, & GENERAL SESSIONS OVERTIME \$6,000.00

This account is used for Program I (Administration), Program II (Common Pleas), and Program III (General Sessions). There is an estimated total of 46 weeks Common Pleas, jury and non-jury court and 33 weeks of General Sessions Court and 30 weeks of Transfer Court scheduled for 2005-06. The Lexington County Court schedule is sent to us from Court Administration and this office has no control of this schedule. Some of these weeks are double court, which means Common Pleas jury, and non-jury court, on many occasions can have two jury trials in one week (term) and General Sessions and Consent/Transfer court is scheduled for the same week. Usually there are two courts scheduled during the same week; however, we have had three courts being held at the same time. These courts usually run past 5:00 due to waiting on the jurors' decisions or the cases lasting longer than expected. The employees in Common Pleas jury and non-jury court and General Sessions and Consent/Transfer court have to work overtime.

FUND 1000
CLERK OF COURT (141100)
FY 2005-06 BUDGET REQUEST

SECTION V.B – OPERATING LINE ITEM NARRATIVES

520100 CONTRACTED MAINTENANCE **\$416.00**

To cover maintenance contracts on four (4) time stamp machines

Program I: Two (2) time stamp machines are located in the Administration area for walk in cases and documents

Model # 1605-9001 S# B08111-EW and Model # 1605-9001 S# B98327-1R

2@ \$104.00 **Total** 208.00

Program II: One (1) time stamp machine located in Common Pleas for clocking mail. Model # 1605-9001 S# B08110-EW

1@ \$104.00 **Total** 104.00

Program III: One (1) time stamp machine located in the General Sessions Department. Model # 1605-9001 S# B84119-FV

1@ \$104.00 **Total** 104.00

520702-TECHNICAL SUPPORT & CURRENCY **\$3,250.00**

Program II: Common Pleas has Evans Caseloads software installed on their computers. The cost for the Caseload 2005-2006 subscription for licenses is \$350.00 each times six (6) for a total of \$2,100.00 and three (3) query licenses at \$150.00 each for a total of \$450.00. These licenses have enabled the Common Pleas department to run rosters, monitor cases and to operate more efficient. The public uses the Kiosks and abstractors to view judgments, lis pendens, and search by name any Common Pleas and Family court documents.

Total 3,250

FUND 1000
 CLERK OF COURT (141100)
 FY 2005-06 BUDGET REQUEST

SECTION V.B – CONTINUE OF OPERATING LINE ITEM NARRATIVES

521000-OFFICE SUPPLIES **\$18,862.90**
 To cover routine office supplies (pencils, file folders, and etc.) as well as printing.

Program I: Administration Department

Case folders 6000 @ 177.35 per/1000 (includes tax)	1,064.10
Miscellaneous office supplies such as pens, pencils, batteries, extension cords, calendars, computer paper & rubber stamps	1,003.00
Printing of letterhead, envelopes and forms	1,000.00
Drum cartridges for the Hewlett Packard Laser Jet LJ3200XI (fax)	
-10 per year at (C4092A) 59.84 (includes tax)	598.40
Drum cartridges for the Hewlett Packard Laser Jet 5 SI (printer)	
-8 per year at (C3909A) 174.29 (includes tax)	1,394.32
Ricoh staples for Ricoh copy machines – 3 boxes @ \$63.00 (includes tax)	189.00
Simplex time stamp machine ribbons for three time stamps	
-24 @ \$15.87 (includes tax)	380.88
Passport Brochures/Applications(500 @ \$1.50)	750.00
Toner cartridges for Canon Microfilm 90 printer –2 @ \$136.50 (includes tax)	273.00
HP toner cartridge(s) in Black, Cyan, Yellow, Magenta (8000 pages)	678.60
Maint. Kit for HP Printer	300.00
TOTAL	7,631.30

Program II: Common Pleas

Case folders 5000 @ 177.35 per/1000 (includes tax)	886.75
Printing cost for judgment forms, juror envelopes, letterhead and other miscellaneous printing.	500.00
Miscellaneous office supplies such as pens, pencils, batteries, extension cords, calendars, computer paper, evidence tape & rubber bands.	1,500.00
Drum cartridges for the Hewlett Packard Laser Jet 4050TN (printer)	
-10 per year at (C4127X) 135.44 (includes tax)	1,354.40
Drum cartridges for the Hewlett Packard Laser Jet 3100 (fax)	
10 per year at (C3906A) \$ 61.94 (includes tax)	619.40
Toner cartridges for Canon Microfilm 90 printer –2 @ \$136.5 includes tax	273.00
3 toner cartridges @ 122.00 each x	384.30
TOTAL	5,517.85

Program III: General Sessions

Case folders 5000 @ 177.35 per/1000 (includes tax)	886.75
Printing sentencing sheets	936.84
Miscellaneous office supplies, such as pens, pencils, batteries, extension cords, calendars, computer paper, evidence tape & rubber bands, collated numbers, etc.	1,000.00
Simplex time stamp machine ribbons for one time stamps	
12 @ \$15.87 each (includes tax)	190.44
Ricoh staples for Ricoh copy machines – 3 boxes @ \$63.00 each	189.00
Juror disk, data base format from the S.C. Election Commission	75.00
Toner cartridges for Canon Microfilm 90 printer –2 @ \$136.50 (includes tax)	273.00
Drum cartridges for Hewlett Packard Laser Jet 4100N (printer)	
-8per year at (C8061X) \$142.78 (includes tax)	1,142.24
Drum cartridges for the Hewlett Packard Laser Jet J4000N (printer)	
-6 per year at (C4127A) 135.44 each (includes tax)	812.64
Drum cartridges for Panasonic KX-FL521 (fax)	
-6 per year at (KX—FA76) \$\$30.61 (includes tax)	207.84
TOTAL	5,713.75

FUND 1000
 CLERK OF COURT (141100)
 FY 2005-06 BUDGET REQUEST

SECTION V.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

521100-DUPLICATING **\$24,000.00**

This account covers the expense from three auditrons (# 454, 455, 456) located in the Clerk of Court's office and two circuit court judges' auditrons (458 & 461), Probation (#462) also a coin-machine. Copier machine duplication of court orders, cases, expungements, jury and non-jury rosters (weekly), miscellaneous pleadings that are mailed to attorneys and public, warrants, tickets, bonds and other miscellaneous documents pertaining to criminal records used in the daily accomplishment of three programs operations. There are six auditron readings these expenses cover. Average spent for five auditrons is 2,000.00 per month @ \$.05 a copy.

Program I: Copies of expungements, miscellaneous pleadings, cases, court orders and letters received from attorneys and public. # 454 **\$5,700.00**

Program II: Copies of rosters weekly for jury and non-jury trials sent to all attorneys on record, copies of orders and other miscellaneous pleadings. # 455 **\$8,800.00**

Program III: Copies of warrants, bonds, tickets and other miscellaneous pleading pertaining to criminal court for attorneys and the public. This department has a higher expense because of the juror venires that have to be copied to make up the jury list for attorneys of record and clients. # 456 & #462 **\$9,500.00**

521200-OPERATING SUPPLIES **\$2,500.00**

This account is necessary in order to cover the expense of receipt for fees and restitution being paid

Program I

Receipts for restitution, fine and fee payments, copies, expungements fees, public defender application fees and other fees taken in. (30,000 @ 27.50 per/1000) includes tax

TOTAL **1,492.00**

Program II

Checks for jury pay for civil court (3000 @ \$168.00) includes tax

TOTAL **504.00**

Program III

Checks for jury pay for criminal court (3000 @ \$168.00) includes tax

TOTAL **504.00**

521400-HEALTH SUPPLIES **\$500.00**

This account was set up to replenish the supplies in the Zee first aid medical cabinet that was installed in the Clerk of Court area. The company comes out quarterly and stocks the cabinet with the necessary supplies. This medical cabinet has proven to be worthwhile, as it has helped everyone within the office

FUND 1000
 CLERK OF COURT (141100)
 FY 2005-06 BUDGET REQUEST

SECTION V.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

<u>522200-SMALL EQUIPMENT REPAIRS ADMINISTRATION</u>	<u>\$2,000.00</u>
Programs I, II and III uses this account for maintenance and repair on typewriters at \$65.00 an hour plus cost for parts. Repairs on electric seals, printers and any other miscellaneous equipment located within the Clerk of Courts' office. We have spent approximately \$293.00 alone on repair for our typewriters. This account is also used to repair the Circuit Court computers and other miscellaneous equipment they have. APC replacement batteries \$36.75 x 13= \$477.75.	
<u>524000-BUILDING INSURANCE</u>	<u>\$1,810.00</u>
This is based on the information provided by Mr. Ed Salyer Program I administers this fund.	
<u>524201-GENERAL TORT LIABILITY INSURANCE</u>	<u>\$824.00</u>
Program I- One Director \$536.00 and three (3) employees (\$24.00) per fee schedule provided by Ed Salyer.	
	608.00
Program II	
Four employees @ 24.00 each per fee schedule provided by Ed Salyer.	96.00
Program III	
Five employees @ \$24.00 each per fee schedule provided by Ed Salyer.	120.00
<u>524202 SURETY BONDS</u>	<u>144.00</u>
The cost for 18 employees' at \$8.00 each with coverage of \$10,00.00 each per Ed Salyer.	
<u>525000-TELEPHONE</u>	<u>\$6,058.64</u>
Program I (Administration Depart.) currently has eight employees plus a fax machine @ \$20.14. each including voice mail for a total of \$181.26 x 12 months	
TOTAL	\$2,175.12
Program II (Common Pleas) currently has four (4) full time employees and one P/T plus one (1) fax machine @ \$20.14 each including voice mail for a total of \$120.84 x 12 months for a total of \$1,450.08. This program is also requesting one (1) additional full time employee and one additional P/T @ \$20.14 each including voice mail for a total of \$40.28 x 12 months for a total of \$483.36.	
TOTAL	\$1,933.44
Program III (General Sessions) currently has five (5) employees plus one (1) fax @ \$20.14 each including voice mail for a total of \$120.84 x 12 months \$1,450.08.	
TOTAL	\$1,450.08
This account is also used for any replacement, moves, or changes.	
TOTAL	\$500.00

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**FUND 1000
CLERK OF COURT (141100)
FY 2005-06 BUDGET REQUEST**

SECTION V.B – CONTINUE OF OPERATING LINE ITEM NARRATIVES

525010-LONG DISTANCE CHARGES \$540.00

Program II, III, & I will use this account for international charges to judges, attorneys and other agencies in reference to court related matters dealing with Lexington County. This also covers directory assistance. The charges will be with PBT. Additional 20% for estimated increases.

**Program I-\$150.00
Program II-\$150.00
Program III-\$150.00**

525020-PAGERS AND CELL PHONES \$3,824.40

Six Nextel phones at a monthly cost of 42.00 service, which includes 400 anytime minutes for estimated cost of \$42.00 x 6 X 12 months = \$3,024.00. Estimated cost for 10% increase is \$302.40. Additional \$500.00 for unexpected overage.

525100-POSTAGE \$21,600.00

Program I – uses this account for administrative document mailings, and other correspondence to attorneys of records. Mailing of letters, records and other documents to individual that request copies of cases. Passport processing and restitution payments mailed to victims.

Program I: \$500.00 monthly totaling 8,000.00

Program II – uses this account for mailing of rosters weekly, letters of no judgments, three part order forms and other miscellaneous documents. Mailing of all civil juror summons

Program II: \$600.00 monthly totaling 7,200.00

Program III – uses this account for mailing of documents, tickets, warrants and bonds to other agencies, letters of no criminal judgments and other miscellaneous documents. This expense of this account also is for the juror summons during the course of a year. There are 300 plus jurors drawn for each death penalty cases that are scheduled. There are two death penalty cases scheduled to be retried for this fiscal year 2005-06.

Program III: \$700.00 monthly totaling 8,400.00

According to the Status report the monthly average cost is approximately \$1,439.00, however, this figure can change depending upon the number of juror notices sent.

525210-CONFERENCE AND MEETING EXPENSE \$3,500.00

The Clerk of Court uses this account for conferences and meetings to stay abreast of the new laws and procedures.

S.C. Assoc. of Counties annual spring and fall conference registration, estimated cost for lodging, per diem and mileage which is usually held in Hilton Head or Myrtle Beach.

FUND 1000
CLERK OF COURT (141100)
FY 2005-06 BUDGET REQUEST

SECTION V.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

525230-SUBSCRIPTIONS, DUE, & BOOKS \$2,044.00

This account is used for the Clerk of Court for dues and subscriptions to various organizations. *We have checked with Richland County and Court Administration in reference to this account due to the past years' cost. Due to Court Administration making the law book information available on the internet, and all judges have laptops, we are saving the County a substantial amount of money by not providing the hard copies.*

Program I

S.C. Association of Clerk of Court & Registers of Deeds	50.00
S.C. Bar x 10 @ 27.00 ea	270.00
S.C. Public Records Association	25.00
This account also covers the renewals and new notary public application fee of \$25.00 each.	
Every job within the Clerk's office requires a notary public.	200.00
S.C. Legislative Council for S.C. Codes of Law @ \$333.00 x 3	999.00
TOTAL	\$1,544.00

Program I, II, & III use this account for purchases of book such as new zip code, blue book with current address for bench warrants and rule to show causes, replacing the S.C. Code of Laws books in the courtrooms, cross reference directories and other misc. volumes of books that help them in their daily performance of their duties.

TOTAL **500.00**

525240-PERSONAL MILEAGE \$200.00

This account is needed to reimburse Clerk of Court personnel for trips to the post office for taking passports that require express delivery. The mileage is 3 miles per trip. The cost is .37 ½ per mile. This will also include any personal mileage that the Clerk of Court uses.

525250-MOTOR POOL REIMBURSEMENT \$200.00

The account covers the expenses for mileage for motor pool vehicles that are used to attend seminars and other educational functions. **This fund is used by program II, III, and I.**

525301-UTIL/COURTHOUSE \$32,891.00

This account is charged by the square footage located inside the judicial center used by the Clerk of Court's office. The average monthly charge is not known at this point.

525700-EMPLOYEE SERVICE AWARDS \$200.00

This account will cover awards for retiring employees in our Department for their dedication and loyalty.
Program I- administers this fund

FUND 1000
CLERK OF COURT (141100)
FY 2005-06 BUDGET REQUEST

SECTION V.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

527010-JURY PAY AND EXPENSES **\$259,000.00**

Program II (Common Pleas) draw's and average of 150 jurors per week of court. There will be an estimated total of 46, which 25 weeks are jury trials, weeks of court from January 1, thru December 30, 2005 @ \$15.00 a day plus \$.28 per mile and per diem for every day that a juror serves. *The average spent per term of court for C.P. court is 2,908.00.*

Program II 72,700.00

Program III (General Sessions) draws an average of 150 jurors per week of court. This would include a jury draw of 300+ jurors. There will be an estimated total of 33 weeks of G.S. Court from January 1, through December 30, 2005 @ \$15.00 a day plus \$.28 per mile and per diem for every day that a juror serves. There are also 18 jurors on the Grand Jury that meets twice a month. The average spent per term for General Session Court, Transfer/Consent court, and for the Grand Jury is \$7,500.00. There are two (2) death penalty cases scheduled for this fiscal year and one retrial. *The expenses for retrials are around \$21,000.00 and each death penalty is approximately \$25,000.00*

Program III 186,300.00

**FUND 1000
CLERK OF COURT (141100)
FY 2005-06 BUDGET REQUEST**

SECTION V.C – CAPITAL LINE ITEM NARRATIVES

540000-SMALL TOOLS AND MINOR EQUIPMENT \$2,583.84

This account is used for calculators, telephone replacement, and electric pencil sharpeners. We average replacing each phone per year.

Program I

Calculator 2 @ 124.95 each (includes tax)	249.90
Telephones four (2) @\$44.00	88.00
Two electric pencil sharpener \$39.95 (includes tax)	79.90
Two paper shredder that fit on trash can @ 50.00 each	100.00
Two coat rack's	<u>200.00</u>
TOTAL	\$717.80

Program II

Telephones (3) @ \$44.00	132.00
Electric heavy duty stapler \$178.49 (includes tax)	178.49
Two electric Stapler (2) @ 39.95 (includes tax)	79.90
Three electric pencil sharpener \$39.95 (includes tax)	119.85
Two coat rack's	200.00

Nextel Phones

	<u>250.00</u>
TOTAL	\$960.24

Program III

Calculator 2 @ \$124.95 each (includes tax)	249.90
Telephones (4) @ \$44.00	176.00
Electric pencil sharpener \$39.95 (includes tax)	39.95
Two electric staplers @ 39.95 (includes tax)	39.95

Three (3) handgun trigger locks and three (3) long gun trigger locks. According to the Chief Justice no gun shall be in court as an exhibit in a case unless the bullet and the weapon(s) has/have a trigger lock on it/them. In many criminal cases there will be one or more firearms put in evidence. Currently we have no locks for either type weapon. The cost for each is estimated at \$25.00. \$150.00

Nextel Phones \$250.00

TOTAL
\$905.80

540010 – MINOR SOFTWARE \$776.60

(1) MS WORD SOFTWARE \$180.60

This software will be needed to install on first floor courtroom personal computer.

(1) WINDOWS 2000 SOFTWARE \$596.00

This software is needed to be installed on the four (4) lap top computers that will serve as dual rolls in the courtroom and the employee's workstations. The cost is 139.00 each with \$10.00 added for freight on each laptop.

**FUND 1000
CLERK OF COURT (141100)
FY 2005-06 BUDGET REQUEST**

CAPITAL \$11,761.00

(4) LAP TOPS \$8,800.00

Due to the limited space at the workstations in the courtrooms, I am requesting four (4) lap top computers. These laptops will be used for duel rolls in the Clerk's office and in the three courtrooms on the third floor and the fourth floor courtroom. During court they will be used in the courtrooms and then brought down to be used for the employees workstations in the office. The existing computers can then be recycled and used for the family court personnel. This way we can save money with less. The laptops cost approximately \$2,200.00 each.

(2) DATE/STAMP MACHINES \$1,470.00

The paper flow is steadily increasing. One employee can continue to clock in their work while another can be clocking in motions, orders, etc. At present, the employee's have to share one clock, which causes a lot of wasted time and the turn around on the work slow. This will eliminate employees from having to wait to use the one existing date/stamp machine. This will also assist the employee's working in the courtrooms with filing the orders immediately instead of having to bring the orders down to the office to file once the judge has signed them. It will also assist in when the time clock breaks we have another one we can continue to use. When any of the date/stamp machines need repairing the company has to take them to the shop leaving the office without a clock to operate with. This causes a lot of down time. Programs 1 and program 11 will use these date/stamp machines.

(3) ELECTRIC SEALS \$1,491.00

Electric seals are use to make certified copies of legal documents within the Clerk's office and also documents that required the Clerk of Court's signature have to have the court seal attached. The amount of paper work has increased thus causing more documents needing to be certified. All documents sent to the jail by the Clerk's office are required to be certified. The Clerk of Court's office will be issuing passport with require the Clerk's signature to be certified before sending to Miami to process. The existing seals are hand held seals that require you to press down hard on the handle and the dies are worn out. The electric seals will assist in being more efficient.

(1) Cannon Copier \$2,527.25

Due to an increase in orders and Rule's being issued in the Clerk's office, the current copier is outdated, warn and not adequate to accommodate the increased demand. With a top-of-the-line copier, work productivity could double and the Clerk's office will have the ability to maintain the day-to-day increased work load in a timely manner.

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000 Fund Title: General Fund
 Organization # 141100 Organization Title: Clerk of Court
 Program # 140 Program Title: _____

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # <u>25,703</u>	<u>25,703</u>
510300 Part Time # _____	_____
511112 FICA Cost	_____
511113 State Retirement	_____
511114 Police Retirement	_____
511120 Insurance Fund Contribution # _____	_____
511130 Workers Compensation	_____
511131 S.C. Unemployment	_____
* Total Personnel	_____
Operating Expenses	
520100 Contracted maintenance	_____
520200 Contracted Services	_____
520300 Professional Services	_____
520400 Advertising	_____
521000 Office Supplies	<u>200</u>
521100 Duplicating	_____
521200 Operating Supplies	_____
522100 Equipment Repairs & Maintenance	_____
522200 Small Equipment Repairs & Maint.	_____
522300 Vehicle Repairs & Maintenance	_____
523000 Land Rental	_____
524000 Building Insurance	_____
524100 Vehicle Insurance # _____	_____
524101 Comprehensive Insurance # _____	_____
524201 General Tort Liability Insurance	<u>20</u>
524202 Surety Bonds	_____
525000 Telephone	<u>317</u>
525100 Postage	_____
525210 Conference & Meeting Expenses	_____
525220 Employee Training	_____
525230 Subscriptions, Dues, & Books	_____
525 _____ Utilities - _____	_____
525400 Gas, Fuel, & Oil	_____
525600 Uniforms & Clothing	_____
526500 Licenses & Permits	_____
* Total Operating	_____
** Total Personnel & Operating	_____
** Total Capital (From Section II)	<u>473</u>
*** Total Budget Appropriation	<u>26,713</u>

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FUND 1000
Clerk of Court (141100)
FY 2005-06 Budget Request

**NEW PROGRAM OVERVIEW FOR ONE ADDITIONAL PERSONNEL
I (ACCOUNTING ASSISTANT – Grade 7)**

Program I: Administration

Objectives of Accounting Assistant:

Under general supervision performs a variety of standard clerical and administrative duties associated with the Office of Family Court.

The new Accounting assistant will perform many different functions associated with the Accounting dept.

- The assistant will be responsible daily for adding and depositing child support batches into the Family Court system as well as making bank deposits. The assistant will also keep a record of DSS checks deposited into the State Treasurers account.
- The assistant will prepare child support/alimony checks daily for mailing and keep a record of those checks with no mailing address.
- The assistant will perform several tasks associated with the daily operation of the accounting dept. Included, but are not limited to the following:
- Issue hand checks on closed cases, void and re-issue stale dated checks, place stop payments on checks, deliver NSF checks to the Solicitors office for collection, post bank drafts and credit card payments as well as direct deposits. The assistant will be in direct contact with the bank regarding the disposition of electronic checks and utilizing the positive pay system.
- The assistant will also input requests for name and address changes into the Family Court system.
- The assistant will routinely answer questions from the general public concerning child support/alimony payments as well as other
- The assistant will prepare monthly reports as requested and issue checks to the appropriate department such as to the Lexington County Treasurer for court costs.
- The assistant will also be cross-trained in other areas of the department such as the filing of pleadings for the Common Pleas, General Sessions and Family Court system.
- The assistant will also be trained to collect fines, restitutions and family court payments per court orders and balance these fees daily. Out of balances will require the clerk to find the cause and make corrections as needed
- The assistant will also be responsible for the collection and recording of Family Court evidence

The assistant must possess a high degree of integrity due to having full access to confidential records and large amounts of money.

Experience with computers (PC), copying machine, fax, check processing equipment, telephone is required. Use of Microsoft Excel, Outlook, and Word is recommended.

FUND 1000
Clerk of Court (141100)
FY 2005-06 Budget Request

OPERATING LINE ITEM NARRATIVES FOR ONE NEW EMPLOYEE

Program I: Administration
Accounting Assistant

52100-OFFICE SUPPLIES **\$200.00**
Miscellaneous office supplies such as pens, pencils, extension cords, calendars, computer paper, rubber bands, etc.

521000 – GENERAL TORT INSURANCE **\$ 20.00**
To cover the cost of General Tort Liability insurance

521000-TELEPHONE **\$ 316.68**
To cover the cost of a new line at \$20.14 a month plus installation charges of approximately \$75.00 for wire and jack. $20.14 \times 12 = \$241.78$.

FUND 1000
Clerk of Court (141100)
FY 2005-06 Budget Request

CAPITAL LINE ITEM NARRATIVES FOR ONE NEW POSITION IN PROGRAM I
(Accounting Assistant)

Program I: Administration
Accounting Assistant

524000 – MINOR OFFICE EQUIPMENT **\$ 150.00**

The accounting assistant requires a chair at \$50.00 and a desk at \$100.00.

540010 – MINOR SOFTWARE **\$ 323.00**

(1) Office Suite software package

**FUND 1000
CLERK OF COURT (141100)
FY 2005-06 BUDGET REQUEST**

ANTICIPATED SERVICE LEVELS FOR NEW PERSONNEL IN PROGRAM I

Service Level Indicators for One Accounting Assistant

	Projected FY 2005-06
Program I: Administration	
Generate and Mail checks Daily	400
Enter daily pleadings for Family Court	20
Enter daily pleadings for GS and CP	75

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SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000 Fund Title: General Fund
 Organization # 141100 Organization Title: Clerk of Court
 Program # 140 Program Title: _____

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # _____	21,068
510300 Part Time # _____	_____
511112 FICA Cost	_____
511113 State Retirement	_____
511114 Police Retirement	_____
511120 Insurance Fund Contribution # _____	_____
511130 Workers Compensation	_____
511131 S.C. Unemployment	_____
* Total Personnel	_____
Operating Expenses	
520100 Contracted maintenance	_____
520200 Contracted Services	_____
520300 Professional Services	_____
520400 Advertising	_____
521000 Office Supplies	200
521100 Duplicating	_____
521200 Operating Supplies	_____
522100 Equipment Repairs & Maintenance	_____
522200 Small Equipment Repairs & Maint.	_____
522300 Vehicle Repairs & Maintenance	_____
523000 Land Rental	_____
524000 Building Insurance	_____
524100 Vehicle Insurance # _____	_____
524101 Comprehensive Insurance # _____	_____
524201 General Tort Liability Insurance	20
524202 Surety Bonds	_____
525000 Telephone	317
525100 Postage	_____
525210 Conference & Meeting Expenses	_____
525220 Employee Training	_____
525230 Subscriptions, Dues, & Books	_____
525___ Utilities - _____	_____
525400 Gas, Fuel, & Oil	_____
525600 Uniforms & Clothing	_____
526500 Licenses & Permits	_____
* Total Operating	_____
** Total Personnel & Operating	_____
** Total Capital (From Section II)	473
*** Total Budget Appropriation	22,078

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FUND 1000
CLERK OF COURT (141100)
FY 2005-06 BUDGET REQUEST

NEW PROGRAM OVERVIEW FOR ONE ADDITIONAL PERSONNEL
1 (CLERICAL ASSISTANT – Grade 4)

Program II: Common Pleas Department

Objectives of Clerical Assist.:

To maintain all documents pertaining to jury and non-jury cases, arbitration and post conviction relief cases. To process these documents error free for viewing by the public. To report all cases to Court Administration as required. To fax and mail rosters notifying attorneys and public of cases being called to court. To process mail in a timely manner daily. To make sure the case jackets and docket sheets are prepared properly and are filed in numerical order. To work with all judges in a professional manner. To maintain and administrate the schedules of cases before the civil court. To keep records on all proceedings, orders and verdicts. To coordinate jury selection and jury support services. To maintain exhibits in an orderly manner that are introduced in all civil cases.

The Common Pleas Department has not hired a new person since 1975. We have and still are operating this department with four employees. Common Pleas Court's caseload has increased tremendously over these years. Employees are behind in their work. They have to work over a lot of times to keep afloat. The Clerical Assistant is four months behind in indexing all new cases received. Court Administration has to wait on the reports due to this tremendous workload. The new Clerical Assistant I positions would assist in indexing Common Pleas, Arbitration, Lis Pendens, PCR and etc. The workload has increased due to the fact that the county has grown. The lawsuits and other civil cases have gone up in proportion to the county's growth. Cases have not been indexed in the books timely. This is creating a problem and hindering the jobs of researching cases. These persons will assist in getting this done in a timely manner.

Over the last ten years, the number of new cases in Common Pleas has increased by 45%. Just this past year January 1, 2004 through December 31, 2004, the increase was 36%. For each case that is filed, there is an average of 50 documents filed per case over its duration, which is usually about one year before it comes up to trial or is disposed of. In the period of January 1, 2004 – December 31, 2004, we filed 4727 cases; therefore, at 50 documents per case, we are generating approximately 236,350 documents that would have to be indexed on the computer by an employee. This is including other employees.

**FUND 1000
CLERK OF COURT (141100)
FY 2005-06 BUDGET REQUEST**

OPERATING LINE ITEM NARRATIVES FOR ONE NEW EMPLOYEE

Program II: Common Pleas
Clerical Assistant

52100-OFFICE SUPPLIES \$200.00

Miscellaneous office supplies such as pens, pencils, extension cords, calendars, computer paper, rubber bands, etc.

521000 - GENERAL TORT INSURANCE \$ 20.00

To cover the cost of General Tort Liability insurance

521000-TELEPHONE \$ 316.68

To cover the cost of a new line at \$20.14 a month plus installation charges of approximately \$75.00 for wire and jack. $20.14 \times 12 = \$241.78$.

**FUND 1000
CLERK OF COURT (141100)
FY 2005-06 BUDGET REQUEST**

ANTICIPATED SERVICE LEVELS FOR NEW PERSONNEL IN PROGRAM II

Service Level Indicators for One Clerical Asst. I

	Projected FY 2005-06
Program II: Common Pleas	
Common Pleas Jury and Non-Jury Cases	4327
Judgments Index	6325
Rosters Fax & Mailed For Jury Court	3850
Rosters Fax & Mailed for Non-Jury Court	5720
Terms of Court for Jury Court	28
Terms of Court for Non-Jury	14
Pending Case	3190
Arbitration Cases	19
Lis Pendens Indexed	1750
Dismissals Indexed	4081
Misc. pleading such as answers, certificates motions, etc	27720

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000 Fund Title: General Fund
 Organization # 141100 Organization Title: Clerk of Court
 Program # 140 Program Title: _____

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # _____	10,534
510300 Part Time # _____	
511112 FICA Cost	
511113 State Retirement	
511114 Police Retirement	
511120 Insurance Fund Contribution # _____	
511130 Workers Compensation	
511131 S.C. Unemployment	
* Total Personnel	
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	200
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # _____	
524101 Comprehensive Insurance # _____	
524201 General Tort Liability Insurance	20
524202 Surety Bonds	
525000 Telephone	317
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities - _____	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	
** Total Personnel & Operating	
** Total Capital (From Section II)	473
*** Total Budget Appropriation	11,544

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11,544

FUND 1000
CLERK OF COURT (141100)
FY 2005-06 BUDGET REQUEST

NEW PROGRAM OVERVIEW FOR ONE ADDITIONAL P/T PERSONNEL
1 (P/T - Grade 4)

Program II: Common Pleas Department

Objectives of Clerical Assist.:

To maintain all documents pertaining to jury and non-jury cases, arbitration and post conviction relief cases. To process these documents error free for viewing by the public. To report all cases to Court Administration as required. To fax and mail rosters notifying attorneys and public of cases being called to court. To process mail in a timely manner daily. To make sure the case jackets and docket sheets are prepared properly and are filed in numerical order. To work with all judges in a professional manner. To maintain and administrate the schedules of cases before the civil court. To keep records on all proceedings, orders and verdicts. To coordinate jury selection and jury support services. To maintain exhibits in an orderly manner that are introduced in all civil cases.

The Common Pleas Department has not hired a new person since 1975. We have and still are operating this department with four employees. Common Pleas Court's caseload has increased tremendously over these years. Employees are behind in their work. They have to work over a lot of times to keep afloat. The Clerical Assistant is four months behind in indexing all new cases received. Court Administration has to wait on the reports due to this tremendous workload. The new Clerical Assistant I positions would assist in indexing Common Pleas, Arbitration, Lis Pendens, PCR and etc. The workload has increased due to the fact that the county has grown. The lawsuits and other civil cases have gone up in proportion to the county's growth. Cases have not been indexed in the books timely. This is creating a problem and hindering the jobs of researching cases. These persons will assist in getting this done in a timely manner.

Over the last ten years, the number of new cases in Common Pleas has increased by 45%. Just this past year January 1, 2004 through December 31, 2004, the increase was 36%. For each case that is filed, there is an average of 50 documents filed per case over its duration, which is usually about one year before it comes up to trial or is disposed of. In the period of January 1, 2004 - December 31, 2004, we filed 4727 cases; therefore, at 50 documents per case, we are generating approximately 236,350 documents that would have to be indexed on the computer by an employee. This is including other employees.

FUND 1000
CLERK OF COURT (141100)
FY 2005-06 BUDGET REQUEST

OPERATING LINE ITEM NARRATIVES FOR ONE NEW EMPLOYEE

Program II: Common Pleas
Clerical Assistant (P/T)

52100-OFFICE SUPPLIES **\$200.00**
Miscellaneous office supplies such as pens, pencils, extension cords, calendars, computer paper, rubber bands, etc.

521000 - GENERAL TORT INSURANCE **\$ 20.00**
To cover the cost of General Tort Liability insurance

521000-TELEPHONE **\$ 316.68**
To cover the cost of a new line at \$20.14 a month plus installation charges of approximately \$75.00 for wire and jack. $20.14 \times 12 = \$241.78$.

**FUND 1000
CLERK OF COURT (141100)
FY 2005-06 BUDGET REQUEST**

ANTICIPATED SERVICE LEVELS FOR NEW P/T PERSONNEL IN PROGRAM II

Service Level Indicators for One P/T	Projected <u>FY 2005-06</u>
Program II: Common Pleas	
Common Pleas Jury and Non-Jury Cases	4327
Judgments Index	6325
Rosters Fax & Mailed For Jury Court	3850
Rosters Fax & Mailed for Non-Jury Court	5720
Terms of Court for Jury Court	28
Terms of Court for Non-Jury	14
Pending Case	3190
Arbitration Cases	19
Lis Pendens Indexed	1750
Dismissals Indexed	4081
Misc. pleading such as answers, certificates motions, etc	27720

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06

Division: Judicial
 Organization: 141101 - Family Court

Object Expenditure Code Classification	2003-04	2004-05	2004-05	2005-06	2005-06	2005-06
	Expenditure	Expend. (Dec)	Amended (Dec)	Requested	Recommend	Approved
BUDGET						
Personnel						
510100 Salaries & Wages - 8	202,058	94,060	217,803	309,618		
510200 Overtime	8,261	1,000	10,000	5,000		
511112 FICA Cost	15,164	6,993	16,805			
511113 State Retirement	14,407	6,512	15,047			
511120 Insurance Fund Contribution - 8	46,080	23,040	46,080			
511130 Workers Compensation	568	285	631			
511131 S.C. Unemployment	2,850	2,280	0			
* Total Personnel	289,388	134,170	306,366	314,618	0	0
Operating Expenses						
520100 Contracted Maintenance	2,168	2,302	2,307	2,768		
520200 Contracted Services	0	0	950			
520300 Professional Services	35	0	650			
521000 Office Supplies	5,618	3,129	6,800	10,325		
521100 Duplicating	2,962	2,363	4,500	5,400		
521200 Operating Supplies	7,622	212	9,834	15,103		
522200 Small Equipment Repairs & Maintenance	886	481	1,728	1,728		
523100 Building Rental	1,051	0	1,548			
524000 Building Insurance	898	641	1,345	1,256		
524201 General Tort Liability Insurance	191	113	232	312		
524900 Data Processing Equipment Insurance	180	107	175	226		
525000 Telephone	5,657	3,030	5,800	6,284		
525010 Long Distance Charges	813	486	1,200	600		
525020 Cell Phones and Pagers				570		
525090 Other Communication Charges	632	397	950	0		
525100 Postage	46,018	21,495	55,000	72,000		
525210 Conference & Meeting Expense	0	0	3,100	1,100		
525230 Subscriptions, Dues & Books	101	340	644	810		
525301 Utilities - Courthouse	4,359	0	0			
525389 Utilities - Judicial Center	10,211	11,242	7,500	23,609		
* Total Operating	89,402	46,338	104,263	142,091	0	0
** Total Personnel & Operating	378,790	180,508	410,629	456,709	0	0
Capital						
540000 Small Tools & Minor Equipment	681	0	0	0		
540010 Minor Software	2,402	0	315	881		
All Other Equipment	3,706	1,551	1,876	9,128		
** Total Capital	6,789	1,551	2,191	10,009	0	0
*** Total Budget Appropriation	385,579	182,059	412,820	466,718	0	0

SECTION II

COUNTY OF LEXINGTON

**Capital Item Summary
Fiscal Year - 2005-2006**

Fund Title: Family Court
Organization # 141101 Organization Title: Clerk of Court
Program # 140 Program Title: _____

BUDGET
2005-2006
Requested

Qty	Item Description	Amount
3	Lap top computers	6,600
1	Cannon Copier	2,527

**** Total Capital (Transfer Total to Section I and IA)**

2,527

**CLERK OF COURT (141101)
FY 2005-06 BUDGET REQUEST**

SECTION III – PROGRAM OVERVIEW

Program 1 :

Objectives:

To achieve and maintain a high standard of accuracy completeness and security in matters involving domestic and family relations, and those involving minors who are neglected or abused or those under age the age of 17 who are alleged to have violated a state law or municipal ordinance or within the Family Courts jurisdiction. To insure juvenile are handled and maintained in a professional manner. To maintain the records of the Family Court in the manner designated by Court Administration. To process the docket sheets, submission of statistical reports, distribution of forms to indigents, and receipt of disbursements of alimony, child support, and other payments ordered to be made through the court in a efficient manner. To insure the confidential records in Family Court records are maintained in a confidential manner and inspected only with special permission. Juvenile delinquency, adoption, termination of parental rights, abuse and neglect, and any sealed records must be kept in a secure location with carefully controlled access. To insure the Docket sheets in all these case types are marked to indicate their confidentiality. To insure the collection and disbursement of alimony, child support, and fines are handled in an efficient and timely manner. To pay a special attention to the funds received and disbursed due to the high volume of received. To serve as many deadbeat parents as possible to get the children's deserved child support.

**CLERK OF COURT (141101)
FY 2005-06 BUDGET REQUEST**

SECTION III. - SERVICE LEVELS

Service Level Indicators: PROGRAM I

	<u>Actual</u> <u>FY 2002-03</u>	<u>Actual</u> <u>FY 2003-04</u>	<u>Estimated</u> <u>FY2004-05</u>	<u>Projected</u> <u>FY2005-06</u>	
Divorces		975	950	990	1188
Annulments	3		4	5	6
TPR's		37	38	40	48
Separate Maintenance Agree		307	315	325	390
Name Change		54	57	60	63
Custody		266	275	280	294
Support Orders		733	740	750	900
Neglect Cases		150	175	190	228
Dismissals		179	190	200	240
Domestic Abuse		246	260	275	330
Struck Cases		458	470	485	582
Order of Protection		246	250	255	306
Family Court New Cases		2892	2900	3000	3600
Juvenile New Cases		708	715	750	900
Restored Cases		35	40	45	54
RTSC		12,249	22,200	26,640	31,968
Bench Warrants		500	515	520	624
Order of Discharge		1200	1275	1530	1836
Transport Order		310	312	325	390
Payment History		26,040	42,500	51,000	61,200
Audit Accts & Review Orders		1875	3000	3200	3840
Aff. Of Service & Non-Service		4011	6080	6500	7800
Child Support Orders		4500	4821	4900	5880
Files Reviewed		5,000	5200	5500	6600
Correspondence		20,000	22,000	25,000	30,000
Phone Calls		90,000	100,000	110,000	132,000
Address Changes		4000	5,000	6,000	7,200
Filing		100,000	110,000	120,000	144,000
Summary Report for Court		23,000	25,000	30,000	36,000
Preparation Orders for Court		4800	5000	5100	6120
Child Support Posted		15,362,003	17,000,000	19,000,000	22,800,000
Child Support Receipts		110,000	120,175	130,000	156,000
Child Support Batches		1800	1900	2000	2400
Child Support Checks		98,148	99,000	100,000	120,000
Scanned Documents		425,000	435,025	456,000	547,200

**CLERK OF COURT (141101)
FY 2005-06 BUDGET REQUEST**

SECTION IV. – SUMMARY OF REVENUES

431101–CLERK OF COURT FEES D.R. (A) (44% county portion) \$130,796.00

The revenues that are generated from Domestic Relation fees, name changes make up the revenue code. These fees are distributed 56% to the state and 44% to the county.

431101-CLERK OF COURT FEES D.R. (B) (100% county portion) \$113,061.00

The domestic relation reimbursement fee is an assessment that a family court judge imposes on someone that has been served with a rule to show cause for arrearage on child support and or alimony. The fee goes 100% to the county to reimburse the court for the paperwork generated by the process. The amount of the fee varies due to the circumstance and judge.

431200-FAMILY COURT FEES \$766,179.19

These are revenues that are generated from Family Court Child Support court costs which are now 5%. The amount varies as the amount of child support an individual pays. These fees are distributed 56% to the county and 44% to the state.

442000–CLERK OF COURT FINES D.R. \$0

The general rule for distribution of fines generated in family court is 56% of all such monies remain with the County treasury and 44% is remitted to the state treasurer. The fine amount varies per case and family court judge. Based on the attached Daily Worksheet, the amount collected from 07/01/03 – 02/13/04 is \$56.00 (7 months). This figure was doubled to get an estimate for the 2004/2005, budget.

**CLERK OF COURT/FAMILY COURT (141101)
FY 2005-06 BUDGET REQUEST**

SECTION V. – LISTING OF POSITIONS

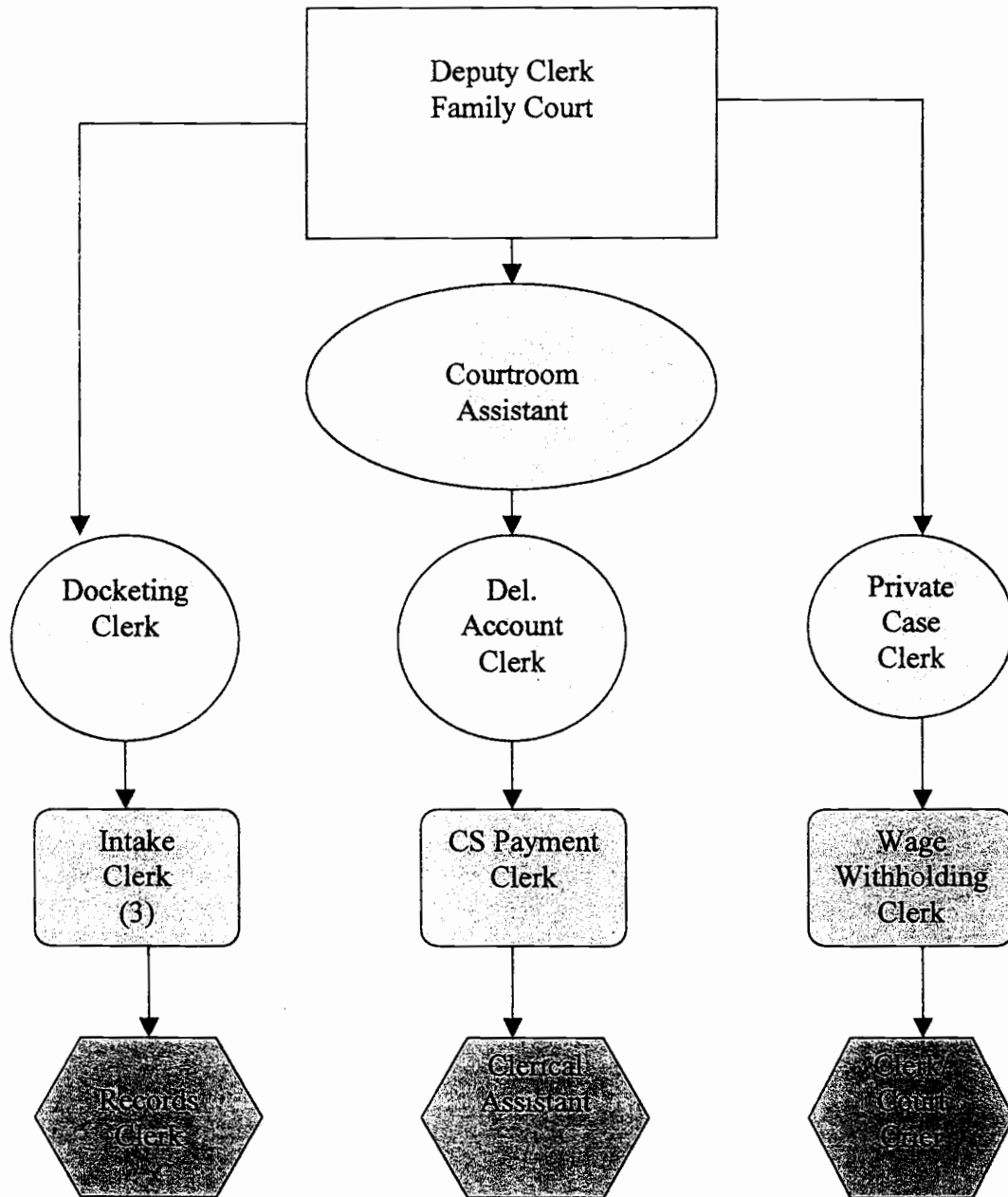
Current Staffing Level: Program I

Full Time Equivalent

Job Title	Positions	General Fund	Other Fund	Total	Grade
Deputy Clerk	1	1		1	12
Courtroom Assistant	1	1		1	8
Delinquent Account Clerk	1	1		1	12
Docket Clerk	1	1		1	6
Clerical Assistant I	1	1		1	4
Payment Clerk/Child Support	1	1		1	4
Intake Clerks	3	3		3	6
Private Case Worker	1	1		1	6
Wage With Holding Clerk	1	1		1	5
Clerk/Court Crier (P/T)	1	1		1	4
Total Positions	13	13		13	

SECTION V - PERSONNEL ORGANIZATION CHART

Family Court



- Pro-se litigant case manager provided at no charge by Sister Care to handle all domestic cases who need to file an action but are not represented by counsel.

CLERK OF COURT (141101)
FY 2005-06 BUDGET REQUEST

SECTION V..B – PERSONNEL OVERTIME

510200-FAMILY COURT OVERTIME \$5,000.00

This account is used by Program 1 (Family Court). This program has had an increase in their caseload. With Lexington County's growth we have more divorces, adoptions and juvenile court scheduled. The Family Court schedule is sent to use from Court Administration. There are three courts scheduled to be heard the same weeks. Many times court is held past 5:00 causing overtime for this program. With our new courthouse, we are adding a new courtroom. With this increase of personnel, we should be able to hold overtime to this amount.

SECTION V..B – OPERATING LINE ITEM NARRATIVES

520100-CONTRACT MAINTENANCE \$2,768.40

There is a MP90 W/Universal Carrier located in the record's room that is used to view the records that are on microfilm. Most all of family court cases are on microfilm. This machine is used by attorneys, paralegal and public. This machine is also used to read the rolls of film that has copies of all child support checks received by this office. (1) Model MP90 Serial # AR301632. The cost of maintenance is \$1302.00

Total 1302.00

There is a 560D camera located in the Family Court account area that is used to make copies of all child support Checks received by this office. This machine puts the copies of the checks on a roll. The rolls are then read on the MP90 Carriers. The Family Court accounting area has to pull copies of child support checks due to claims of forgery and other reasons stated by the parties involved. (1) Model 560D Camera Serial # 32100082. The cost of maintenance is \$942.00

Total 942.00

There are two time/date stamp machine in Family Court area that need to be placed on a maintenance contract. (1) Model 1605-9001 Serial # B84115FV & (1) Model 1605-9001 Serial #B08109EW 2@ \$124.50

Total 249.60

There is also a Pitney Bowes mail opener that is used to open 400 pieces of mail daily. The maintenance on this machine is very important to this office. Without contracted maintenance, the cost for one repair is \$274.80 per hour plus parts. The contracted maintenance cost is \$274.80.

Total 274.80

CLERK OF COURT (141101)
FY 2005-06 BUDGET REQUEST

SECTION V..B – CONTINUE OF OPERATING LINE ITEM NARRATIVES

521000-OFFICE SUPPLIES	\$10,325.22
Printing Special Direct Forms ACH Forms	300.00
Ricoh Staples for Ricoh copy machine 3 boxes @ \$75.60	226.80
Family Court Case Folders \$430.00 per 1000 (3000 x \$430.00)	1500.00
Juvenile Court Case Folders \$430.00 per 1000 (1000X430.00)	550.00
Simplex time stamp machine ribbons for Two (6) time stamps. 72 @ \$19.04 (includes tax)	1370.88
Drum Cartridges for (2) HP Laser Jet J4050N printer 16 per year at (C4127X) \$162.53 (includes tax)	2,594.40
Family Court Notification Forms	500.00
Drum cartridges for Hewlett Packard Laser Jet 1200 (printer) 9- per year at (C7115A) \$78.06 (includes tax)	702.54
Drum cartridges for Hewlett Packard Laser Jet 1200 (printer) ***** 12- per year (C7115A) \$65.05 (includes tax)	780.60
**** Proposed for the (3) new LJ1200 for the (3) Family Court courtrooms which Court Administration mandated that we have.	
Printing of forms, miscellaneous office supplies such as rubber stamps, page reinforcements for the index books, direct line labels for wage withholding forms, file folders for juvenile cases, out cards for sealed cases, computer stock paper for printouts to function on a daily basis.	<u>1,800.00</u>
TOTAL	\$10,325.22

**CLERK OF COURT (141101)
FY 2005-06 BUDGET REQUEST**

SECTION V..B – CONTINUE OF OPERATING LINE ITEM NARRATIVES

521100-DUPLICATING \$5,400.00

This account is used to cover the meter readings from two auditions (#416 & #453). Copies of court orders, divorce cases, child support cases and other miscellaneous pleadings pertaining to this court. This includes the meter readings from two auditions located in the family court area used by our judges and their secretaries. The average cost per month from this account is $\$252.00 \times 12 = 3024.00$

521200-OPERATING SUPPLIES \$15,103.25

Family Court processes on the average 450 to 500-child support checks daily.
Items required to operate Family Court; Project change to on-line, direct deposit banking for 2006/2007.

Family Court Child Support Checks:

18.90 per 1000 (125,000 x 18.90) includes tax.....5,130.00

Family Court Child Support Receipts:

28.86 per 1000 (125,000 x 28.22) includes tax 4,329.00

Family Court Envelops:

22.14 per 1000 (125,000 x 22.14) includes tax3,321.00

Wage Withholding Certified Mailers Form# 35662

\$460.97 per 1000 x 4 2,323.25

Total \$15,103.25

522200-SMALL EQUIPMENT REPAIRS & MAINTENANCE \$1,728.00

Program 1 uses this account to cover the repairs and maintenance on equipment not covered under the contracted maintenance account. There are 12 typewriters located in the Family Court area that require maintenance and repairs through out the year. The Martin Yale check signer Model # 931 and Martin Yale check perforator Model # 970A are not covered under the contracted maintenance account due to the age of the equipment. These two machines are used on a daily bases and we need to have some way of getting them repaired if they break down. The hourly rate for these two machines is \$110.00 per hour. The record's room hi-density mobile filing system crank assembly and adjustments is taken out of this account. The hourly rate is \$95.00 (the cost of repairs have been as much as \$450.00) Computer repairs and all other equipment such as adding machines, electric and hand seals, etc. These machines are located in the family court area and are used by family court personnel. UPS replacement batteries $\$36.75 \times 14 = \514.50 . (2) Preventive maintenance kits for Laser Jet 4050 @ $\$262.00$ each x 2 = $\$524.00$

**Also, we have been having problems with our hi-density mobile filing system's crank and it appears we will be having to do maintenance on this unit until we move into the new courthouse.

**CLERK OF COURT (141101)
FY 2005-06 BUDGET REQUEST**

SECTION V..B – CONTINUE OF OPERATING LINE ITEM NARRATIVES

<u>524000-BUILDING INSURANCE</u>	<u>\$1,256.00</u>
Figures based on fee schedule provided by Ed Salyer.	
<u>524201-GENERAL TORT LIABILITY INSURANCE</u>	<u>\$ 312.00</u>
Thirteen employees times \$24.00 for a total of \$312.00. This is figured based on the schedule provided by Ed Salyer.	
<u>524900-DATA PROCESSING EQUIPMENT INSURANCE</u>	<u>\$226.00</u>
This account covers the computer equipment insurance within the Clerk of Court's office. This figure was arrived from last years figure of \$146.00 x 20% for an estimated figure.	
<u>525000-TELEPHONE</u>	<u>\$6,283.68</u>
There are a total of 26 phones charged to this account with an average base rate of \$20.14 X 12 months. This covers staff, judges and their personnel, deputies, holding cell, etc..	
<u>525010-LONG DISTANCE CHARGES</u>	<u>\$600.00</u>
This account was set up to cover the expense of long distance charges made by Family Court personnel to attorneys of record, out of state agencies, other clerks of court offices, and judges and their personnel. The monthly average for long distance charges with PBT, International calls and Directory Assistance.	
<u>525020-PAGERS AND CELL PHONES</u>	<u>\$570.00</u>
Six Nextel phones at a monthly cost of 42.50 service, which includes 400 anytime minutes for estimated cost of \$42.50 X 12 months = \$510.00. Estimated cost for 10% increase is \$51.00. Additional \$90.00 for unexpected overage.	
<u>525100-POSTAGE</u>	<u>\$72,000.00</u>
Program 1 uses this account for mailing out Family Court wage withholding forms, notice of hearing forms, pretrial orders, family court checks, receipts, notifications, and general office mailing for all cases in Lexington County. The average spend monthly from this account is \$4,300.00. This is obtained from figures of the Status Report provided by Finance. ** As of 2/1/03 the Family Court Judges are requiring that the Docket Clerk mail each hearing notice rather than insert in their box located in the Clerk's office. Also, the judges are continuing ordering more and more people to pay thru the courts, there more receipts will be mailed. This figure will depend on just how many are ordered to pay through the court.	
<u>525210-CONFERENCE & MEETING EXPENSES</u>	<u>\$1,100.00</u>
This account will be used for any conferences & meetings that are related Family Court. The conference and meetings affect the entire office and assist everyone who is involved to stay abreast of the new laws and requirements.	
Annual meeting of Association of Counties	\$1100.00

**CLERK OF COURT (141101)
FY 2005-06 BUDGET REQUEST**

SECTION V.B – CONTINUE OF OPERATING LINE ITEM NARRATIVES

<u>525230-SUBSCRIPTIONS, DUES & BOOKS</u>	<u>\$810.00</u>
Family Court's employees have personnel who to have their notary. The cost is \$25.00 each.	
Two (2) @ \$25.00	50.00
City Directory	350.00
Cross Reference (Blue Book)	150.25
SC Lawyers Desk Book 10 X \$26.00	<u>260.00</u>
TOTAL	<u>\$810.00</u>

<u>525301-UTILITIES-COURTHOUSE</u>	<u>\$23,609.00</u>
This account is charges by the square footage located inside the Judicial Center used by the Clerk of Courts Office, the average monthly charge is not known at this point. This is an estimate.	

**CLERK OF COURT (141101)
FY 2005-06 BUDGET REQUEST**

SECTION V.C – CAPITAL LINE ITEM NARRATIVES

540010 – MINOR SOFTWARE	\$ 881.00
(2) WINDOWS 2000 SOFTWARE LICENSE	278.00
These licenses will be used for the first floor courtroom and the child support payment drive through.	
(2) MS WORD LICENSES	361.20
These licenses will be used for the first floor courtroom and the child support payment drive through.	
(1) Nextel Phone	250.00
CAPITAL	\$9,127.25
(3) LAP TOPS	\$6,600.00
Due to the limited space at the workstations in the courtrooms, I am requesting three (3) lap top computers. These laptops will be used for duel rolls in the Clerk's office and in the three courtrooms on the second floor courtrooms. During court they will be used in the courtrooms and then brought down to be used for the employees workstations in the office. The existing computers can then be recycled and used for other personnel and as an upgrade for existing workstations which are out-of-date. The clerk's office is saving money and recycling. The laptops cost approximately \$2,200.00 each.	
(1) Cannon Copier	\$2,527.25
Due to an increase in orders and Rule's being issued in the Clerk's office, the current copier is outdated, warn and not adequate to accommodate the increased demand. With a top-of-the-line copier, work productivity could double and the Clerk's office will have the ability to maintain the day-to-day increased work load in a timely manner	

SECTION IV.C. – LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(13) **Office Phones**

(1) **Fax**

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SECTION I

COUNTY OF LEXINGTON GENERAL FUND Annual Budget Fiscal Year - 2005-06

Fund: 1000
Division: Judicial
Organization: 141200 - Solicitor

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommenc	2005-06 Approved
Personnel						
510100 Salaries & Wages - 30 (29.72 - FTE)	971,904	479,148	1,236,368	1,392,164		
510200 Overtime	5,037	2,554	10,000	12,025		
511112 FICA Cost	72,432	35,874	95,347	107,328		
511113 State Retirement	58,653	28,949	76,827	97,600		
511114 Police Retirement	7,969	4,013	8,951	13,935		
511120 Insurance Fund Contribution - 29	125,093	86,396	178,080	172,800		
511130 Workers Compensation	4,808	2,918	7,194	7,736		
511213 State Retirement - Retiree	0	82	0	0		
511214 Police Retirement - Retiree	4,944	2,182	4,681	0		
* Total Personnel	1,250,840	642,116	1,617,448	1,803,588	0	0
Operating Expenses						
520100 Contracted Maintenance	2,415	45,815	45,815	45,914		
520200 Contracted Services	9,257	15,194	33,535	32,600		
520207 SLED Terminals	3,027	0	0	0		
520500 Legal Services	16,758	7,591	30,000	30,000		
520800 Outside Printing	0	1,180	1,181	5,000		
521000 Office Supplies	15,758	9,843	19,785	19,800		
521100 Duplicating	10,201	5,885	13,200	14,000		
521200 Operating Supplies	0	12	1,950	1,000		
521206 Training Supplies	300	0	300	600		
522200 Small Equipment Repairs & Maint.	678	185	900	1,000		
522300 Vehicle Repairs & Maintenance	4,445	1,919	11,500	11,502	11,500	
523100 Building Rental	1,124	1,200	1,200	1,200		
523200 Equipment Rental (Vehicle)	2,032	0	0	0		
524000 Building Insurance	1,983	1,374	1,509	2,741		
524100 Vehicle Insurance - 9	4,200	2,120	4,344	5,373		
524101 Comprehensive Insurance - 1	267	173	200	350		
524201 General Tort Liability Insurance	822	447	1,523	1,003		
524203 Handgun Permits	50	0	100	100		
524900 Data Processing Equipment Insurance	180	107	146	225		
525000 Telephone	17,132	9,890	19,255	23,000		
525010 Long Distance Charges	2,070	1,389	2,500	2,900		
525020 Pagers and Cell Phones	7,437	3,656	8,875	9,500		
525030 800 MHz Radio Service Charges - 6	862	1,419	2,999	3,409		
525031 800 MHz Radio Maintenance Charges - 6	182	545	546	556		
525100 Postage	15,990	19,971	18,940	36,000		
525110 Other Parcel Delivery Service	20	25	60	60		
525210 Conference & Meeting Expenses	17,842	18,655	27,400	27,400	28,900	
525230 Subscriptions, Dues, & Books	15,654	7,085	19,100	19,100		
525240 Personal Mileage Reimbursement	76	0	250	250		
525250 Motor Pool Reimbursement	628	171	1,200	1,300		
525301 Utilities - Courthouse	1,652	0	0	0		
525303 Utilities - Solicitor's Annex	13,331	0	0	0		
525389 Utilities - Judicial Center	21,984	24,527	30,000	50,000		

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**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Judicial
Organization: 141200 - Solicitor

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommenc	2005-06 Approved
525400 Gas, Fuel, & Oil	7,948	4,359	9,200	10,917		
525600 Uniforms & Clothing	70	0	250	600		
525700 Employee Service Awards	0	35	150	150		
* Total Operating	196,375	184,772	307,913	357,550	<i>359,048</i>	0
** Total Personnel & Operating	1,447,215	826,888	1,925,361	2,161,138		0
Capital						
540000 Small Tools & Minor Equipment	1,114	1,722	1,783	550		
540010 Minor Software	234	0	620	0		
All Other Equipment	38,599	34,919	53,775	45,807		
** Total Capital	39,947	36,641	56,178	46,357	<i>44,857</i>	0
Sub-Total Budget Appropriation	1,487,162	863,529	1,981,539	2,207,495		

Op Tm to Case Mgr. Coord. 2468	13,255
Op Trn to Tk Force Narc. Enf. 2436	20,187
Op Tm to Victim Witness 2500	24,000
** Operational Transfers	57,442

Total Solicitor's Budget	
General Fund - 1000	2,207,495
Case Mgr. Coord. 2468	13,255
Tk Force Narc. Enf. - 2436	20,187
Vict Witness Prog. - 2500	24,000
Total	<u>2,264,937</u>

COUNTY POPULATION PER 2000 CENSUS

LEXINGTON -	216,014
EDGEFIELD -	24,595
SALUDA -	19,171
MCCORMICK -	9,958
TOTAL -	269,738

*** Total Budget Appropriation	1,487,162	863,529	1,981,539	2,207,493 2,264,937	0	0
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SECTION II

COUNTY OF LEXINGTON Capital, Small Tools & Minor Equipment, and Minor Software Item Summary Fiscal Year - 2005-2006

Fund: 1000
Division: Judicial
Organization: 141200 - Solicitor

		BUDGET 2005-2006 Requested
<u>Small Tools & Minor Equipment</u>		
Qty	Item Description	Amount
1	Dual Cassette Tape Player	150
1	Heavy Duty Mobile Audio Visual Cart with Cabinet	400
Total Small Tools & Minor Equipment		550

		Amount
<u>Minor Software</u>		
Qty	Item Description	Amount
		\$1,687 0
Total Minor Software		0

*✓ MINOR SOFTWARE
SEE BELOW*

		Amount
<u>Capital</u>		
Qty	Item Description	Amount
40	Microsoft Exchange Client Access Licenses	19,990
4	Function 2 Computers	2,940
4	Microsoft Office Standard Edition	1,092 ✓
1	Function 7 Desktop Replacement Laptop w/ Docking Station & Case	2,240
1	Microsoft Office Professional	335 ✓
1	Presentation and Desktop Laptop w/ Docking Station	3,400
1	Microsoft Office with Powerpoint	260 ✓
1	Infocus LP820 or equivalent LCD Projector	3,675
1	HP LaserJet 4350dtn with Envelope Feeder	2,568
1	27" TV / VCR / DVD Player Combo	575
1	5+ MegaPixels Digital Camera with appx. 10x Optical Zoom	536
1	512 MB Digital Camera Memory	100
7	19" Monitors	1,426
2	Shredders	4,000

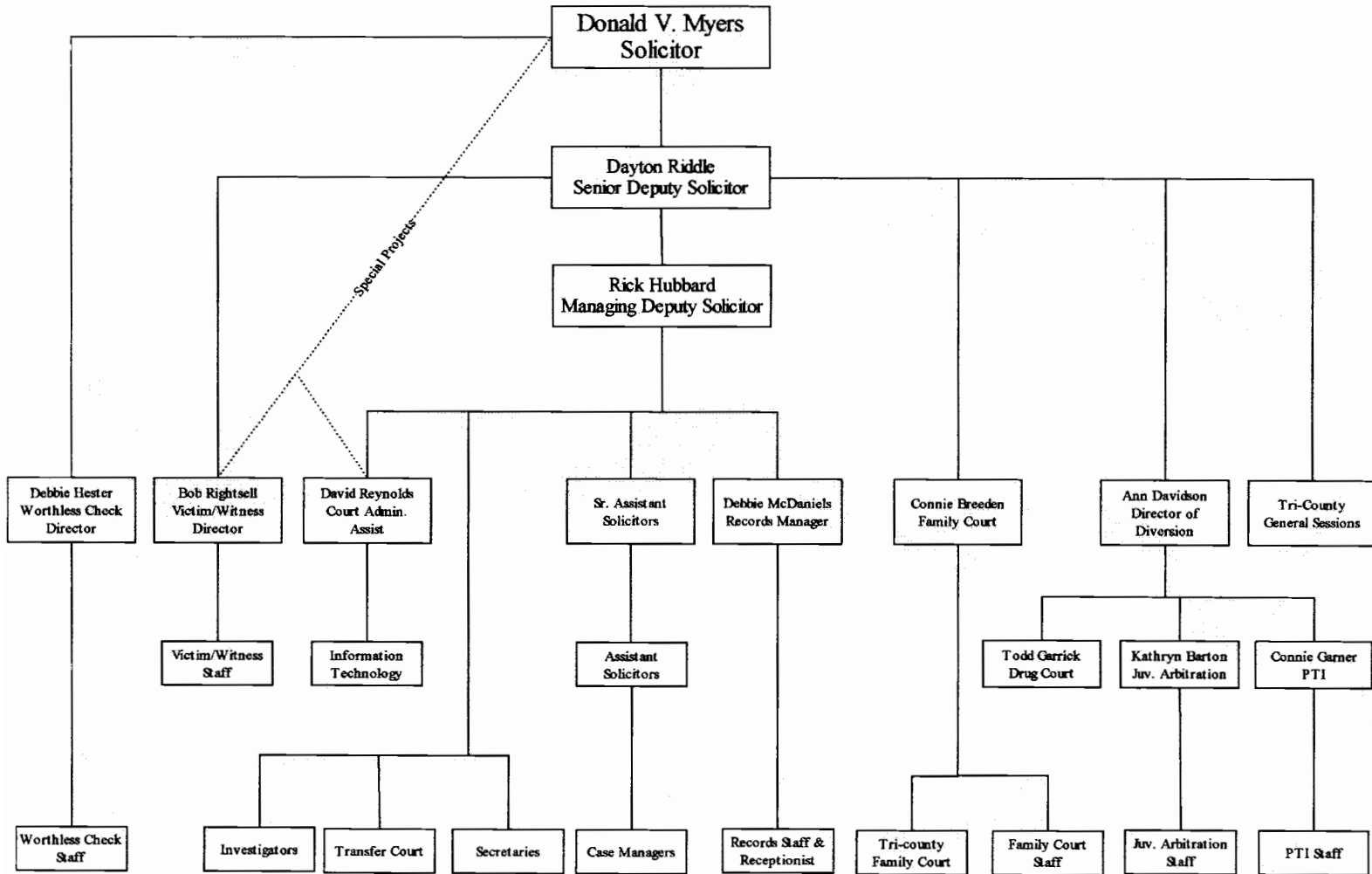
SECTION II

<u>1</u>	<u>Access Programming Class (CONFERENCE & MEETING)</u>	<u>1,500</u>
<u>2</u>	<u>Handheld PCs with Cradle</u>	<u>1,170</u>
	<u>Total Capital Equipment</u>	<u>45,807</u>
	<u>Total Small Tools & Minor Equipment, Minor Software, Capital Equipment</u>	<u>46,357</u>
		44,857

COUNTY OF LEXINGTON
Listing of Positions
Fiscal Year - 2005-2006

Fund: 1000
Division: Judicial
Organization: 141200 - Solicitor

<u>Job Title</u>	<u># of Positions</u>	<u>Grade</u>
Deputy Solicitor II	2	31
Deputy Solicitor I	1	28
Senior Assistant Solicitor III	2	27
Assistant Solicitor II	7	25
Assistant Solicitor I	1	19
Administrative Court Assistant	1	22
System Technician	1	13
Investigator	3	13
Records Manager	1	10
Case Manager	7	9
Senior Secretary	2	7
Secretary I	1	6
<u>Total with Insurance</u>	<u>29</u>	



COUNTY OF LEXINGTON
Operating Summary
Fiscal Year - 2005-2006

Fund: 1000
Division: Judicial
Organization: 141200 - Solicitor

520100	Contracted Maintenance	45,914
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This item includes:

CRIMES Support and Maintenance (Customer Support) - 29,000

As outlined in the RFP no P01004-04/05/01, the support and maintenance handles all the bugs, software updates and 2nd level help desk support. This support only applies to their software and does not include the Oracle license support or the Oracle Database upkeep.

CRIMES Support and Maintenance (Database Support) - 14,400

As outlined in the RFP no P01004-04/05/01, Ciber offers proactive support in maintaining the Crimes Oracle Database. This maintenance and support includes checking the database logs; rebuilding indexes; verify database integrity; apply any oracle software updates and patches; and verifying that the database is being properly backed up.

CRIMES Support and Maintenance (Oracle License Support) - 2,514

As outlined in the RFP no P01004-04/05/01, Oracle charges an annual cost for its customers to receive software updates and patches. The Oracle license support only applies to the Oracle software that is utilized by Crimes. Without this support, if a new security patch or update is needed, the software cannot be legally updated.

520200	Contracted Services	32,600
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This item includes:

Criminal Intelligence Information Access 400

The investigators within the Solicitor's Office need to be able to find people and other various pieces of information relating to the cases prosecuted within the Solicitor's Office. The requested service is a secure intranet using state-of-the-art technology to save time and effort when obtaining criminal intelligence information. The desired company of choice is the Criminal Intelligence Unit. Similar programs cost \$300 - \$400 per month; however the chosen company receives federal grants to reduce the cost to Law Enforcement Agencies.

Nexus Legal Research Access 7,200

The Solicitor's Office has switchhed from Westlaw to Nexus as a cost-saving measure, reducing the annual amount required by \$2,335. Nexus is used for legal research and trial preparation by attorney staff.

Contracted Case Management Support 25,000

The Solicitor's Office has contracted with a retired employee who led RFP development that resulted in our purchase of the CRIMES case management system. He assists with ensuring that changes in law and our internal procedures are incorporated into CRIMES.

Statements will be submitted against this account as billed.

520500 Legal Services 30,000

Used to cover a variety of costs associated with trials of death penalty and other major cases. Useage varies widely from year to year due to the number of these cases tried, whether victims and witnesses must be brought in from out of state, whether out-of-state travel is required for investigators, as well as variances in the individual costs of food, lodging, and mileage.

520800 Outside Printing 5,000

Printing of letterhead, business cards, and other forms as necessary. More is sought this year due to the planned change of all County telephone numbers.

521000 Office Supplies 19,800

This covers purchase of case file folders, badges, printer and copier paper, printer, copier, and fax toner and ink refills, film development, camcorder tapes, laminator film, maintenance kits required for printer upkeep, as well as standard supplies such as pens, pencils, legal pads, notebooks, rubber stamps, etc.

521100 Duplicating 14,000

Significant duplicating is required due to the nature of the work performed by this office.

521200 Operating Supplies 1,000

Various operational supplies that are required from time to time.

521206 Training Supplies 600

Our investigators are required to complete annual training in order to retain their certifications. This account is used for the purchase of ammunition, which is needed for firearms training.

522200 Small Equipment Repair & Maintenance 1,000

Repairs as needed for computer terminals, typewriters, replacement batteries for APC power back-up systems, etc.

522300 Vehicle Repairs & Maintenance 11,500

Normal maintenance for nine vehicles in addition to any repairs needs that may arise.

523100	Building Rental	1,200
	Rental of mini-warehouse unit needed for storage of closed case files and other	
524000	Building Insurance	2,741
	Per Risk Management Division advisory.	
524100	Vehicle Insurance	5,373
	Per Risk Management Division advisory.	
524201	Comprehensive/Collision Insurance	350
	Comprehensive/Collision Insurance on Solicitor Myers' Vehicle.	
524201	General Tort Liability Insurance	1,003
	Per Risk Management Division advisory	
524203	Handgun Permits	100
	New and renewal application with SLED.	
524900	Data Processing Equipment Insurance	225
	Self explanatory	
525000	Telephone	23,000
	Estimate of line charge and voice mail.	
525010	Long Distance Charges	2,900
	E+B119estimate of Long Distance charges.	
525020	Pagers and Cell Phones	9,500
	Estimate for digital pager and cell phone charges.	
525030	800MHz Radio Service Charge - 6	3,409
	Per Public Safety Division advisory.	
525031	800 MHz Radio Maintenance Charges	556
	Per Public Safety Division advisory.	
525100	Postage	36,000
	While the Solicitor's new 'fast-track' prosecution system will reduce postage charges over time, the concurrent increased emphasis on reducing the number of back-logged cases will increase the cost. Another factor is that the Solicitor's Office is now once again able to issue Bench Warrants and pursue Bond Estreatments (which generates revenue for the County). This will also increase postage costs, which are running significantly higher than expected for FY 04-05. Therefore, a significant increase is indicated here.	
525110	Other Parcel Delivery Service	60
	Only needed occassionally.	

525210	Conference and Meeting Expense	27,400
	Primarily used to allow attorney and some other staff to attend the annual Solicitor's Training Conference, where they are able to accrue the required CLE and Legal Ethics credits. Also used for selected other conferences the Solicitor attends, or to which he sends staff members.	<u>+1,500</u> 28,900
	<i>* See Line item in Capital Request for Access Training.</i>	
525230	Subscriptions, Dues & Books	19,100
	Legal update materials, renewals, selected publications, directories, newspapers, legal memberships for attorneys and some other staff, and Notary renewals.	
525240	Personal Mileage Reimbursement	250
	Used only when County vehicles are not available.	
525250	Motor Pool Reimbursement	1,300
	Use of motor pool cars when County vehicles are being serviced and, if available when no Solicitor's vehicles are available.	
525389	Utilities	50,000
	Estimated from actual costs for the first 6 months of FY-04-05, which are significantly higher than expected.	
525400	Gas, Fuel, & Oil	10,917
	Increased due to higher petroleum costs and the addition of one vehicle.	
525600	Uniforms & Clothing	600
	Used by investigators for official clothing items as needed.	
525700	Employee Service Awards	150
	Used as appropriate to recognize employees.	

COUNTY OF LEXINGTON
Small Tools & Minor Equipment Requests
Fiscal Year - 2005-2006

Fund: 1000
Division: Judicial
Organization: 141200 - Solicitor

#	Description	Cost
1	Heavy-duty mobile audio-visual cart with cabinet	400
<p>The requested cart would allow the requested TV/VCR/DVD Player Combo Unit to be safely moved from place to place.</p>		
1	Dual Cassette Tape Player	150
<p>A basic dual deck cassette player is needed to duplicate cassette tapes that are received from law enforcement.</p>		
Total Small Tools & Minor Equipment Requests		550

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COUNTY OF LEXINGTON
Capital Account Requests
Fiscal Year - 2005-2006

Fund: 1000
Division: Judicial
Organization: 141200 - Solicitor

40	Microsoft Exchange Client Access Licenses	19,990
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Over the past couple of years, the Solicitor's Office has increased its reliance on the functionality of Microsoft Exchange. Even our Crimes software interacts with the Exchange program we use. Microsoft Exchange manages the data within each user's Microsoft Outlook. With Exchange our office has been able to share multiple calendars, assign and track tasks, etc. With the growth of our office in FY04-05, the reliance on Exchange has dramatically increased. However, we do not have enough licenses to allow everybody in our office to use Exchange. It is requested that we purchase the additional licenses to allow everybody to use the functionality of Exchange.

4	Function 2 Computers	2,940
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Four function 2 replacement computers are requested to replace older computers. A significant performance difference is noted within our Crimes software when we compare how the software runs on older PCs and new PCs.

4	Microsoft Office Standard Edition	1,092
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Microsoft Office is needed for the 4 desktop computers requested. The Solicitor's Office uses Microsoft Word, Excel and Outlook on a daily basis. The standard edition includes Word, Excel, Outlook and PowerPoint.

1	Function 7 Desktop Replacement Laptop w/ Docking Station & Case	2,240
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Upgrade the Court Administrative Assistant (David Reynolds) laptop to handle the strain being placed on his older laptop. The current laptop is being used as a desktop PC and for PowerPoint presentations. The requested laptop will allow for better performance on the digital imaging, Crystal Report writing and Access programming being done. The current laptop will be used as a floating laptop for the attorneys to use for courtroom presentations. Presently, a prosecutor has to borrow laptop for court, thus leaving the person who he borrowed the laptop from without a computer.

Microsoft office is needed for the requested function 7 laptop. The key programs used will be Word, Excel, Outlook, PowerPoint, Publisher and Access. All these programs are included in the professional version.

The Solicitor wishes to upgrade his current laptop, which he also uses as his desktop computer. The new laptop must be able to handle the large presentations, sometimes over a gigabyte in size. These presentations include sounds, video, animated graphic designs, etc. These presentations have already tapped the resources of function 2 desktops. Based on the Solicitor's request and current presentation demands, the Solicitor's needs exceed the normal county recommendations for presentation laptops. The requested laptop takes in consideration the Solicitor's increased use of video clips and animation within his presentations. The video clips and animation place a strain on the system's processor, hard drive speed and storage, RAM and video display. The requested laptop addresses the main performance problem areas by requesting a laptop that has a Pentium 4 3.4GHz or faster Processor with Hyper-Threading, 128MB of video memory, 1024MB of RAM, 60GB 7200rpm hard drive. The requested laptop would have a CD-RW/DVD drive, floppy drive, wireless network card, and docking station with extra AC adapter

Microsoft is needed for the Solicitor's Presentation Laptop that contains PowerPoint.

The Solicitor requests a high-end LCD Projector that does not create an image that appears washed out and/or hard to see in brightly lit rooms. In addition, he wants the picture to be clear and crisp for when he plays video clips in his presentations. The requested projector has two main features that meet the Solicitor's request. The first is the 3200 lumens that the requested projector has. The more lumens a projector has, the brighter the room can be. The requested projector is 1400 lumens (more than 75%) brighter than the projector the Solicitor uses now. The second issue is the contrast ratio of the projector. The higher the contrast ratio, the sharper and the quality of the projected image will be. When the contrast ratio is higher, blacks look more black, whites look brighter and shadows are more defined. The contrast ratio can make a difference between a flat, fuzzy image and a very crisp, striking one. The requested projector has 800:1 contrast ratio. This is a big difference from the 100:1 contrast ratio of the projector being used now.

7

19" Monitors

1,426

The case managers are required to spend a lot using the Crimes software with a resolution of 1024x768, which is the resolution that Crimes was designed to be viewed in. The case managers have 17" monitors which work; however, the same font size built into Crimes and the high resolutions creates eye strain for some of the case managers. Some of the Case Managers have wonder if they could purchase their own 19" monitor. Information Services has frowned on the idea of the use of personal IT equipment within the county. Therefore, we are requesting to upgrade their monitors.

2

Shredders

4,000

Currently, the Solicitor's Office only has one heavy-duty shredder, which is located on the 3rd Floor. In the old Solicitor's Office, the one shredder was located where the General Sessions and Juvenile records files were kept; however, the General Sessions records are split between the 3rd and 4th floor and the Juvenile files are on the 2nd Floor. It is requested that a heavy duty shredder is placed on the 4th and 2nd floors to ensure that documents are shredded.

1

Access Programming Class

1,500

To increase the overall functionality of the Access programs being used within the Solicitor's Office, it is recommended that a basic Access Programming Class is attended by the Court Administrative Assistant.

2

Handheld PCs with Cradle

1,170

Under the fast track prosecution program, the Solicitor's Office has two team leaders (prosecutors) that run and oversee court and pleas. It would be advantageous for these team leaders to have the functionality of the handheld PCs for calendars, emails, task, schedules, contacts, etc. while in or running court.

TOTAL CAPITAL REQUESTS 45,807

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Judicial
Organization: 141299 - Circuit Court Expenses

		BUDGET				
Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
* Total Personnel	0	0	0	0	0	_____
Operating Expenses						
520501 Legal Expenses (Public Defender)	0	0	50,000	50,000	_____	_____
520502 Legal Services (Extradition)	1,693	3,456	15,000	15,000	_____	_____
521200 Operating Supplies	0	269	3,000	3,000	_____	_____
524000 Building Insurance	1,728	1,369	2,876	2,630	_____	_____
525000 Telephone - Circuit Judges	2,929	1,527	4,065	4,065	_____	_____
525010 Long Distance Charges	274	214	500	500	_____	_____
525020 Pagers and Cell Phones	1,034	319	651	651	_____	_____
525327 Utilities - Circuit Judges	5,472	0	0	0	_____	_____
525389 Utilities - Judicial Center	18,445	23,534	33,200	47,812	_____	_____
* Total Operating	31,575	30,688	109,292	123,658	_____	_____
** Total Personnel & Operating	31,575	30,688	109,292	123,658	_____	_____
Capital						
** Total Capital	0	0	0	0	_____	_____
*** Total Budget Appropriation	31,575	30,688	109,292	123,658	_____	_____

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SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Judicial
Organization: 141300 - Coroner

		<i>BUDGET</i>				
Object Expenditure	2003-04	2004-05	2004-05	2005-06	2005-06	2005-06
Code Classification	Expenditure	Expend.	Amended	Requested	Recommend	Approved
		(Dec)	(Dec)			
Personnel						
510100 Salaries & Wages - 3	137,457	66,626	143,948	<u>145,896</u>		
510101 State Supplement	692	611	1,280	<u>1,280</u>		
510200 Overtime	192	0	0	<u>0</u>		
510300 Part Time - 7 (4.52 - FTE)	96,661	61,531	141,097	<u>146,642</u>		
511112 FICA Cost	17,482	9,662	21,281	<u>22,379</u>		
511113 State Retirement	4,966	3,516	7,555	<u>14,960</u>		
511114 Police Retirement	9,253	4,444	16,038	<u>15,488</u>		
511120 Insurance Fund Contribution - 4	24,000	11,520	23,040	<u>23,040</u>		
511130 Workers Compensation	4,632	2,845	6,172	<u>6,922</u>		
511214 Police Retirement - Retiree	7,737	3,636	7,565	<u>9,210</u>		
* Total Personnel	303,072	164,391	367,976	<u>385,817</u>		
Operating Expenses						
520200 Contracted Services	39,804	24,475	43,000	<u>49,000</u>		
520300 Professional Services	125,322	73,287	138,250	<u>181,750</u>		
521000 Office Supplies	850	136	1,100	<u>1,500</u>		
521100 Duplicating	372	154	500	<u>500</u>		
521200 Operating Supplies	13,638	2,204	16,500	<u>15,350</u>		
522200 Small Equipment Repairs & Maintenance	15	55	100	<u>100</u>		
522300 Vehicle Repairs & Maintenance	1,380	844	1,800	<u>2,000</u>		
524000 Building Insurance	48	29	60	<u>63</u>		
524100 Vehicle Insurance - 4	2,100	1,060	2,173	<u>2,388</u>		
524101 Comprehensive Insurance - 1	104	57	117	<u>128</u>		
524201 General Tort Liability Insurance	631	380	1,033	<u>1,033</u>		
524202 Surety Bonds	0	0	400	<u>400</u>		
525000 Telephone	1,709	865	1,830	<u>1,830</u>		
525010 Long Distance Charges	234	98	1,500	<u>1,000</u>		
525020 Pagers and Cell Phones	3,542	1,677	4,000	<u>4,000</u>		
525030 800 MHz Radio Service Charges - 3	1,294	647	1,500	<u>1,579</u>		
525031 800 MHz Radio Maint. Charges - 3	273	273	273	<u>279</u>		
525100 Postage	190	73	296	<u>296</u>		
525210 Conference & Meeting Expenses	2,932	0	2,100	<u>4,500</u>		
525230 Subscriptions, Dues, & Books	410	611	710	<u>775</u>		
525240 Personal Mileage Reimbursement	0	0	350	<u>350</u>		
525380 Utilities - Coroner	4,052	2,359	4,000	<u>4,800</u>		
525400 Gas, Fuel, & Oil	3,826	2,283	4,000	<u>4,500</u>		
525600 Uniforms & Clothing	1,277	1,432	3,000	<u>3,000</u>		
* Total Operating	204,003	112,999	228,592	<u>281,121</u>		
** Total Personnel & Operating	507,075	277,390	596,568	<u>666,938</u>		

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**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Judicial
Organization: 141300 - Coroner

		<i>BUDGET</i>				
Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Capital						
540000 Small Tools & Minor Equipment:	728	0	1,000	<u>1,000</u>		
All Other Equipment	4,373	1,780	3,435	<u>22,598</u>		
** Total Capital	5,101	1,780	4,435	<u>23,598</u>		

***** Total Budget Appropriation** 512,176 279,170 601,003 690,536

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SECTION II

COUNTY OF LEXINGTON

PAGE 4

Capital Item Summary

Fiscal Year - 2005-2006

Fund # 1000 Fund Title: General
 Organization # 141300 Organization Title: Coroner
 Program # _____ Program Title: _____

BUDGET
 2005-2006
 Requested

Qty	Item Description	Amount
	Small Tools and Minor Equipment	1,000
3	XTS2500 Model II Two-Way Radios (Replacement)	4,152
3	Digital/Smartzone Operations (Replacement)	4,486
3	Extended Warranties	205
3	Rapid Chargers (Replacement)	268
3	Remote Speaker Microphones (Replacement)	235
3	Spare Batteries	268
4	XTL2500 Mobile Radios (Replacement)	5,342
4	Digital Operations (Replacement)	1,840
4	3.0 dB Gain Antenna - Elevated Feed (Replacement)	269
4	G442 Control Heads (Replacement)	1,042
4	W22 Palm Microphones (Replacement)	256
4	G66 Dash Mounts (Replacement)	445
4	G24 2 Year Extended Warranties	294
4	B18 5 Watt Speakers (Replacement)	214
25	Grave Markers	3,282
	** Total Capital (Transfer Total to Section I and IA)	23,598

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SECTION III. - PROGRAM OVERVIEW

Program I.

Objectives:

To determine the cause and manner of death by responding to the scene, securing the area and evidence, photographing and gathering statements from witnesses. To take possession of and preserve personal belongings. Order autopsies and coordinate death investigations between law enforcement, pathologist and Coroner's Office. To make notification of kin. Testifies in court. Processes and distributes public health information. To investigate and arrange for disposition of indigent and unclaimed bodies. To maintain communication with families, insurance companies, physicians, chemists, attorneys, law enforcement personnel, etc. To gather and process information needed by other agencies and the public. To maintain official records of the Coroners Office. On call 24 hours a day, 7 days a week, as needed.

**FUND - 1000
DIVISION - JUDICIAL
CORONER - 141300
FY 2005-2006 BUDGET REQUEST**

SERVICE LEVELS

Service Level Indicators:

	Actual FY 2003-2004	Estimated FY 2004-2005	Projected FY 2005-2006
Deaths	1070	10	1100
Victims Transported	247	275	325
Autopsies	163	180	230
Indigent Deaths	9	20	25

SECTION V. A. - LISTING OF POSITIONS

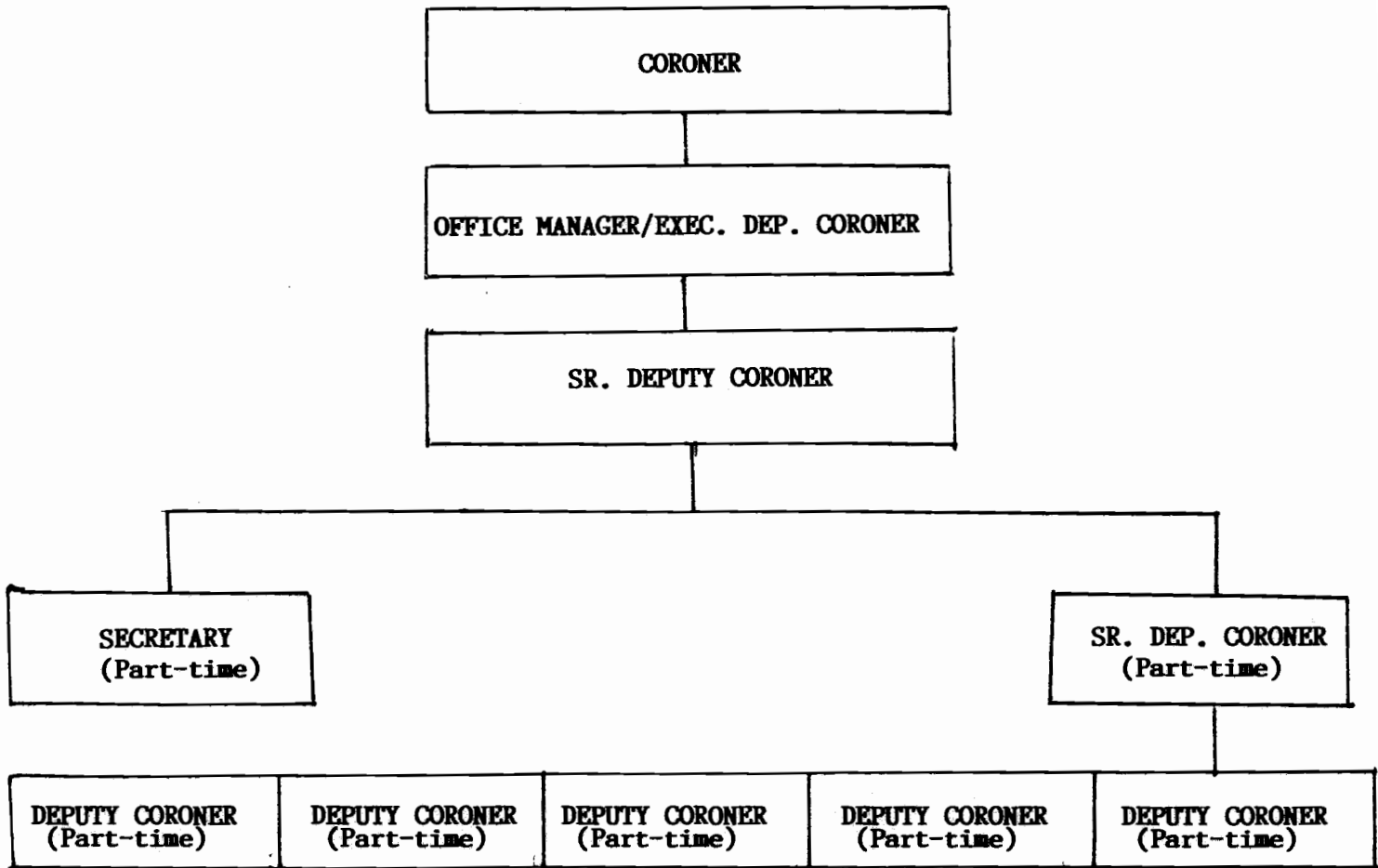
CURRENT STAFFING LEVEL:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Coroner	1	1		1	Unc.
Sr. Deputy Coroner	1	1		1	14
Sr. Deputy Coroner	1	0.63		0.63	14/PT
Deputy Coroner	5	3.15		3.15	11/PT
Office Manager/Exec.	1	1		1	11
Dep. Coroner					
Secretary I	1	0.74		0.74	6/ PT
	<u>10</u>	<u>7.52</u>		<u>7.52</u>	

REQUESTING:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Coroner	1	1		1	Unc.
Sr. Deputy Coroner	1	1		1	14
Sr. Deputy Coroner	1	0.63		0.63	14/PT
Deputy Coroner	5	1.8		1.8	11/PT
Office Manager/Exec.	1	1		1	11
Dep. Coroner					
Secretary I	1	0.74		0.74	6/PT
	<u>10</u>	<u>7.52</u>		<u>7.52</u>	

SECTION V.A. - LISTING OF POSITIONS
PERSONNEL ORGANIZATIONAL FLOWCHART



SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES \$ 49,000.00

Contract with Knight Systems for removal of bodies from death scenes and transportation to and from autopsies mandated by law - estimated 325 removals and transportations out of an estimated 1100 deaths at \$ 165.00 each. Demurrage charge per hour for standby \$ 40.00 in 15 minute increments. Transportation from Lexington County to Newberry County Memorial Hospital Morgue, cost per trip \$ 225.00. One additional body, same trip \$85.00.

As of 12/31/04, we had used \$ 24,475.00 leaving a balance of \$ 18,525.00 with six months left in FY 04-05.

Averaging \$ 4,079.17 per month for this service X 12 months = \$ 48,950.04

520300 - PROFESSIONAL SERVICES \$ 181,750.00

Contract with Newberry County Memorial Hospital, forensic pathologist
50 autopsies @ \$ 895.00 each = 44,750.00

As of 12/31/04, we have already sent 24 cases to Newberry.
\$ 795.00 x 24 = \$19,080. PO opened for \$ 37,000.00, balance with six months remaining is \$ 17,920.00.

Contract with Pathology Associates of Lexington
130 autopsies @ \$ 700.00 each = 91,000.00
10 autopsies @ \$ 825.00 each = 8,250.00

PO opened for \$ 50,000.00, as of 12/31/04 we've spent \$ 43,520.29, leaving a balance of \$ 6,479.61 with six months remaining.

Contract with Lexington Radiology Associates (reading of x-rays for various deaths, no set fee per x-ray, each case different) 750.00

Contract with Lexington Medical Center Lab 35,000.00
We opened a PO for \$ 16,000.00 and as of 12/31/04 we've spent \$ 14,543.39, leaving a balance of \$ 1,456.61 for the remaining 6 months.

SECTION V. B. - OPERATING LINE ITEM NARRATIVES CONTINUED

520300 - PROFESSIONAL SERVICES CONTINUED

Contract with Albert Porth - toxicology 1,000.00

Contract with Edward V. Hite - toxicology 1,000.00

These contracts fund autopsies, lab fees, x-rays and other tests vital to establishing the cause and manner of death.

521000 - OFFICE SUPPLIES \$ 1,500.00

This account is used for the purchase of office supplies such as typewriter and printer ribbons, pens, pencils, paper supplies, file folders, computer and fax paper, letterhead, envelopes, computer disks, printer toner, fax toner, etc.

521100 - DUPLICATING \$ 500.00

This account is used for copier machine duplicating. Administration and public information 800 copies per month @ 5 cents each. Increase due to increase in workload and legal matter (i.e. subpoenas).

521200 - OPERATING SUPPLIES \$ 15,350.00

Body pouches 175 lightweight @ \$ 10.00 each plus tax	1,838.00
Body pouches 175 heavy duty @ \$ 43.00 each plus tax	7,901.00
Body pouches 30 odorless @ \$ 62.00 each plus tax	1,953.00
Body pouches 12 water retrieval @ \$ 48.00 each plus tax	605.00
Film - Polaroid 25 packs for 1100 deaths @ 17.10 per twin pack plus tax	428.00
Toner cartridges for fax machine, tri-color cartridges for computer printers, tri-color ink cartridges for photo printer, etc.	1,485.00

SECTION V. B. - OPERATING LINE ITEM NARRATIVES CONTINUED

521200 - OPERATING SUPPLIES CONTINUED

*Protective gloves 12 boxes @ \$29.85 each plus tax	376.00
*Protective clothing 2 cases @ \$ 73.50 each plus tax	154.00
*Tyvek shoe cover, 1 case @ 103.50 each plus tax	109.00
Miscellaneous (baby thermometers, flashlights, batteries, septic soap, etc.)	500.00
*Mandated by OSHA requirements	

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE \$ 100.00

These funds are used for repairs of camera, video equipment, etc.

522300 - VEHICLE REPAIRS & MAINTENANCE \$ 2,000.00

Funds are used for regular quarterly service of vehicles assigned to Coroner and three vehicles for six deputy coroners to share - 30,000 miles servicing, parts and repairs.

524000 - BUILDING INSURANCE \$ 63.00

524100 - VEHICLE INSURANCE \$ 2,388.00

Liability insurance premium for four vehicles through SC Reserve Fund.

524101 - COMPREHENSIVE INSURANCE \$ 128.00

To cover cost of comprehensive insurance.

SECTION V. B. - OPERATING LINE ITEM NARRATIVES CONTINUED

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 1,033.00**

To cover cost of general tort liability insurance.

524202 - SURETY BONDS **\$ 400.00**

525000 - TELEPHONES **\$ 1,830.00**

Basic service charges for usage of phones. \$ 152.50 per month X 12 months.

525010 - LONG DISTANCE CHARGES **\$ 1,000.00**

Our office has to make long distance phone calls in order to locate and notify next of kin. This account is to pay for long distance service.

525020 - PAGERS AND CELL PHONES **\$ 4,000.00**

Cellular phones and pagers for the Coroner and six deputies have been an absolute must in emergency situations where radio communications are not feasible nor other phones are available. Mobile and transportable phones also expedite investigations by saving time and allowing some uncharged calling. Pagers are also a must since these people are on call 24 hours.

525030 - 800 MHZ RADIO SERVICE CHARGES **\$ 1,579.00**

525031 - 800 MHZ RADIO MAINTENANCE CHARGES **\$ 279.00**

SECTION V. B. - OPERATING LINE ITEM NARRATIVES CONTINUED

525100 - POSTAGE **\$ 296.00**

Mailings - approximately 800 letters mailed yearly @ .37 cents each.

525210 - CONFERENCE AND MEETING EXPENSES **\$ 4,500.00**

These funds are used for the Coroner to attend meetings and conferences SCLEOA (South Carolina Law Enforcement Officers Association), SCAC (South Carolina Association of Counties), LCPFF (Lexington County Planning for the Future), and SCCA (South Carolina Coroners Association).

Also, 16 hours CEU's (continuing education units mandated by law) yearly for the Coroner and each deputy coroner - estimated \$ 500.00 per person. Most of these seminars are announced just weeks prior. These funds include the cost of seminars, lodging, mileage, per diem, etc. Training is essential in securing and keeping qualified individuals. Education must be provided for updated techniques. Legislation requiring Coroners and Deputy Coroners 16 hours training yearly has been mandated. We have been fortunate because of free and in-town training which we can't guarantee each year.

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$ 775.00**

Coroner's Dues

SCLEOA	30.00
SCCA	50.00
LCLEOA	10.00

SECTION V. B. - OPERATING LINE ITEM NARRATIVES CONTINUED

525230 - SUBSCRIPTIONS, DUES & BOOKS CONTINUED

Deputy Coroners

SCLEOA	240.00
SCCA	200.00
LCLEOA	80.00

Books

Physician's Desk Reference & Supplements	165.00
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(Dues paid are for law enforcement and Coroners Association. Subscriptions pertain to various types of deaths which educate coroners on newly discovered causes and manners of deaths. Books are for reference).

525240 - PERSONAL MILEAGE REIMBURSEMENT \$ 350.00

This office has four vehicles, one being assigned to Coroner Harman, one being assigned to our Sr. Deputy Coroner and the others are shared among five other deputies. With two individuals on call, extra private extra private vehicles are a necessity. Considering the overall expense of vehicle operation and the liability, mileage is a very inexpensive mode for the county.

525301 - UTILITIES \$ 4,800.00

525400 - GAS, FUEL & OIL \$ 4,500.00

525600 - UNIFORMS & CLOTHING \$ 3,000.00

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS & MINOR EQUIPMENT	\$ 1,000.00
To purchase items for daily office operations under \$ 500.00 as needed.	
(3) XTS2500 MODEL II TWO-WAY RADIOS (REPLACEMENT)	\$ 4,152.00
To update our portable/hand held radios and to provide adequate, mutual aid communications. The replacement radios will provide adequate and visual information of the channels in the radios.	
(3) DIGITAL/SMARTZONE OPERATIONS (REPLACEMENT)	\$ 4,486.00
Must be included in XTS2500 Model II Two-Way Radios	
(3) EXTENDED WARRANTIES	\$ 205.00
Extended warranties on XTS2500 Model II Two-Way Radios	
(3) RAPID CHARGERS (REPLACEMENT)	\$ 268.00
Needed for XTS2500 Model II Two-Way Radios	
(3) REMOTE SPEAKER MICROPHONES (REPLACEMENT)	\$ 235.00
Needed for XTS2500 Model II Two-Way Radios	
(3) SPARE BATTERIES	\$ 268.00
Needed for XTS2500 Model II Two-Way Radios	
(4) XTL2500 MOBILE RADIOS (REPLACEMENT)	\$ 5,342.00
To update and adequately equip our vehicles for emergency responses, and to be able to communicate with mutual aid agencies. To convert from 400MHz to 800MHz.	
(4) DIGITAL OPERATIONS (REPLACEMENT)	\$ 1,840.00
Needed for XTL2500 Mobile Radios	
(4) 3.0 dB GAIN ANTENNA - ELEVATED FEED (REPLACEMENT)	\$ 269.00
Needed for XTL2500 Mobile Radios	

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES CONTINUED

(4) G442 CONTROL HEADS (REPLACEMENT) Needed for XTL2500 Mobile Radios	\$ 1,042.00
(4) W22 PALM MICROPHONES (REPLACEMENT) Needed for XTL2500 Mobile Radios	\$ 256.00
(4) G66 DASH MOUNTS (REPLACEMENT) Needed for XTL2500 Mobile Radios	\$ 445.00
(4) G24 2 YEAR EXTENDED WARRANTIES Extended warranties for XTL2500 Mobile Radios	\$ 294.00
(4) B18 5 WATT SPEAKERS (REPLACEMENT) Needed for XTL2500 Mobile Radios	\$ 214.00
(25) GRAVE MARKERS	\$ 3,282.00

To purchase and place 25 permanent granite markers for cremated and/or unidentified remains of indigent persons @ \$ 125.00 each plus \$ 6.25 tax for a total of \$ 131.25 per marker.

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Judicial
Organization: 141400 - Public Defender

		<i>BUDGET</i>					
Object Expenditure		2003-04	2004-05	2004-05	2005-06	2005-06	2005-06
Code	Classification	Expenditure	Expend. (Dec)	Amended (Dec)	Requested	Recommend	Approved
Personnel							
	* Total Personnel	0	0	0	0	0	0
Operating Expenses							
534000	Contributions	281,250	140,625	281,250	392,671		
	* Total Operating	281,250	140,625	281,250	392,671	0	0
	** Total Personnel & Operating	281,250	140,625	281,250	392,671	0	0
Capital							
	** Total Capital	0	0	0	0	0	0
*** Total Budget Appropriation							
		281,250	140,625	281,250	392,671	0	0

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LEXINGTON COUNTY DEFENDER AGENCY, INC.
206 E. MAIN STREET
LEXINGTON, SOUTH CAROLINA 29072
(803) 957-8873
FAX: (803) 957-1443

ELIZABETH C. FULLWOOD
Public Defender

SALLY J. HENRY
Assistant Public Defender

BRADLEY M. KIRKLAND
Assistant Public Defender

WALLIS A. ALVES
Assistant Public Defender

JACK DUNCAN
Assistant Public Defender

BOARD OF DIRECTORS

GEORGE W. BRANSTITER
Chairman

LEX A. ROGERSON, JR.

JONATHAN R. HENDRIX

BELINDA ELLISON

C. VANCE STRICKLIN, JR.

February 15, 2005

Art Brooks
County Administrator
Lexington County Administrative Building
212 South Lake Dr.
Lexington SC 29072



Re: Lexington County Public Defender FY 05-06 budget request

Dear Mr. Brooks:

Enclosed is the Public Defender's Office budget request for fiscal year 2005-2006. We are asking for money to add an attorney position and a paralegal position. For the past two years, we have informed the County that this office needs additional funding in order to meet increased demands for our services. At this juncture, it is imperative that we receive funding sufficient to meet our obligations to our clients, to the courts, and to Lexington County.

The Solicitor's Office implemented a case management system effective January 1, 2005. Its purpose is to expedite the disposition of circuit court criminal cases. In anticipation of the program, Council granted the solicitor additional funds to create new attorney and case manager positions to implement the new system.

Under this system, defendants are screened for public defender services at their initial bond hearings. They may renew their requests for appointed counsel at their first court appearance. The practical effect for this office is that we are being appointed in more cases.. From January 1 to date, we have opened 34% more cases than we did for the same period last year. We expect this trend to continue. Historically, we conduct approximately 75% of daily courtroom business. We expect that percentage to increase under the case management system. In addition to General Sessions court, we are expected to represent most of the juveniles who appear in Family Court for delinquency matters.

We cannot efficiently process a third more cases with our current staff. We presently have 5 attorneys, compared to the 16 assistant solicitor positions that are presently filled. Our support staff consists of 3 paralegals and a receptionist, while the solicitor's office has support staff


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consisting of secretaries, case managers, investigators, and victims' assistants. This office will receive \$281,250.00 from the County during the current fiscal year, while \$1,981,262.00 of County funds was approved for the solicitor's office for the same time period. At least proportional parity needs to exist between the prosecution and defense functions if Lexington County wishes to use its court resources efficiently and decrease the time inmates spend in pre-trial detention. The court needs counsel for both parties prepared and ready to go forward to dispose of cases. We have received no increase in funding since FY 2001/2002. Since that time, our state per capita appropriation has decreased due to budget cuts. We have not created new staff positions since 1995. We cannot continue to provide effective representation if we cannot increase our staff.

The courts will ultimately hold this office, and perhaps the County, responsible to the people we represent, because they have a constitutionally protected right to effective assistance of counsel. The caseload of each attorney on this staff exceeds national standards as to maximum caseloads. Those standards are annual limits of no more than 150 felonies, or 400 misdemeanors, or 200 juvenile cases. This office handled over 2,500 cases last year. This means that each attorney here is responsible for approximately 500 cases a year, the majority of which are felonies.. The sheer number of clients makes it difficult to fulfill our duties to each individual client. We are concerned this may leave us vulnerable to claims of civil rights violations, similar to the recent litigation in the Atlanta area. This is especially true in light of an opinion of the Ethics Advisory Committee of the South Carolina Bar Association issued last November. The opinion holds that public defenders should not undertake caseloads that result in violating ethical obligations of competence, diligence and communication. This opinion cited the national standards referred to above as a factor to consider in determining whether an individual attorney's caseload violates ethical standards.

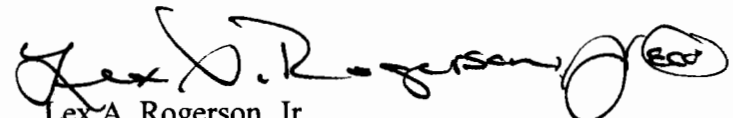
While the increase requested may seem large compared to the amount we presently receive, we believe it is modest in light of the freeze in our funding level over the last 4 years and the amount of funding the Solicitor's Office receives from the County. It is certainly substantially less than this office, the County, or the State would be required to expend to defend against malpractice or civil rights claims.

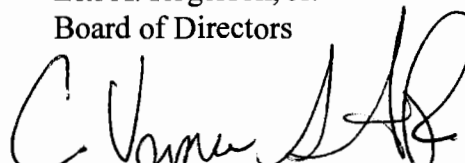
Our Chief Attorney or any member of the Board of Directors will welcome any questions the County has concerning our proposed budget.

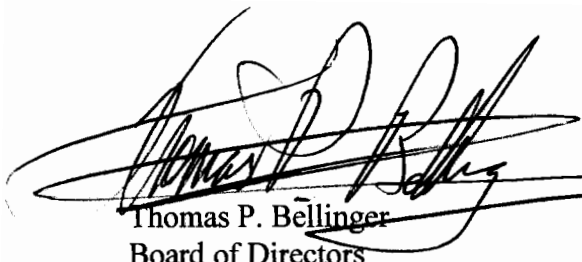

George W. Branstetter
Chairman, Board of Directors


Jonathan R. Hendrix
Board of Directors

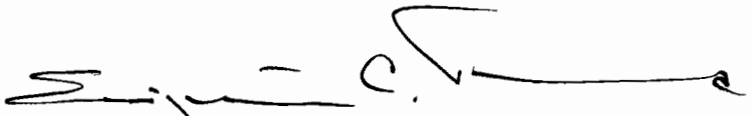
Sincerely,


Lex A. Rogerson, Jr.
Board of Directors


C. Vance Stricklin, Jr.
Board of Directors



Thomas P. Bellinger
Board of Directors



Elizabeth C. Fullwood
Chief Attorney

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FY 2005-2006 BUDGET REQUEST
LEXINGTON COUNTY DEFENDER AGENCY, INC.

BOARD OF DIRECTORS

GEORGE W. BRANSTITER
Chairman

LEX A. ROGERSON, JR.

JONATHAN R. HENDRIX

BELINDA ELLISON

C. VANCE STRICKLIN, JR.

TOTAL FUNDING \$ 695,354.00

Lexington County requested contribution	392,671.00
State of South Carolina	153,283.00
Estimated Indigent Defense disbursements	138,600.00
Estimated trial court assessments	10,800.00

TOTAL PERSONNEL SERVICES \$ 588,900.00

Salaries	469,432.00
Employer's FICA/MEDI Contribution	35,911.00
Health, disability and life insurance	49,100.00
Workers' Compensation	2,300.00
Employer's Retirement Contribution	32,157.00

TOTAL OPERATIONAL EXPENSE \$ 106,454.00

Rent	25,674.00
Office Expenses/Maintenance Contracts	21,000.00
Janitorial Service	2,040.00
Postage	4,500.00
Accounting, Audit and Tax Preparation	11,000.00
Utilities	8,200.00
Telephone	14,200.00
Mileage	4,000.00
Dues, Seminars, Schools	3,000.00
Publications	6,700.00
Liability Insurance	3,500.00
File Storage Facility	2,640.00

TOTAL EXPENSES \$ 695,354.00

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06

Fund: 1000
 Division: Judicial
 Organization: 141500 - Probate Court

Object Expenditure Code Classification	<i>BUDGET</i>					
	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 10 (9.8 - FTE)	303,214	143,492	308,877	365,200		
510101 State Supplement	1,339	623	1,328	1,328		
511112 FICA Cost	22,145	10,319	23,130	27,938		
511113 State Retirement	15,165	7,219	15,514	21,868		
511114 Police Retirement	8,899	4,144	8,976	8,976		
511120 Insurance Fund Contribution - 10	46,080	23,040	46,080	57,600		
511130 Workers Compensation	822	432	910	1,314		
* Total Personnel	397,664	189,269	404,815	484,224		
Operating Expenses						
520400 Advertising & Publicity	0	0	150	150		
520702 Technical Currency & Support	1,608	1,625	2,325	3,249		
521000 Office Supplies	4,896	3,189	6,700	7,100		
521100 Duplicating	3,003	1,694	2,600	3,389		
522200 Small Equipment Repairs & Maintenance	444	95	525	525		
524000 Building Insurance	436	312	655	612		
524201 General Tort Liability Insurance	584	345	708	691		
524202 Surety Bonds	0	0	1,840	0		
525000 Telephone	2,475	1,224	2,470	3,060		
525010 Long Distance Charges	211	110	275	275		
525020 Pagers and Cell Phones	86	40	80	80		
525100 Postage	4,286	2,246	4,590	4,590		
525210 Conference & Meeting Expenses	440	740	2,728	2,728		
525230 Subscriptions, Dues, & Books	1,396	1,333	1,340	2,003		
525240 Personal Mileage Reimbursement	0	0	100	100		
525301 Utilities - Courthouse	2,077	0	0	0		
525389 Utilities - Judicial Center	4,974	5,473	4,200	4,200		
* Total Operating	26,916	18,426	31,286	32,752		
** Total Personnel & Operating	424,580	207,695	436,101	516,976		
Capital						
540000 Small Tools & Minor Equipment:	0	439	500	0		
All Other Equipment	2,799	2,938	2,948	6,624		
** Total Capital	2,799	3,377	3,448	6,624		
*** Total Budget Appropriation	427,379	211,072	439,549	523,600		

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SECTION III – PROGRAM OVERVIEW

Summary of Programs:

Program I – Probate Court

Program I – Probate Court

Objectives:

To provide Probate Court services to the citizens and taxpayers in accordance with State law.

FUND 1000
PROBATE COURT (141500)
FY 2005-06 BUDGET REQUEST

SERVICE LEVELS

Service Level Indicators:	<u>Actual</u> <u>FY 03/04</u>	<u>Estimated</u> <u>FY 04/05</u>	<u>Projected</u> <u>FY 05/06</u>
Program 1:			
Estates Files Opened	1311	1245	1300
G/C Files Opened	111	63	75
Marriage Licenses Issued	1414	1395	1400
Mental Health Hearings	823	841	860

SECTION IV – SUMMARY OF REVENUES

431300 – Estate Fees

\$ 298,740

Estate fees are from a statutory formula based upon the value of the estates.

Total estimated revenue based upon first seven months of fiscal year.

431400 – Marriage License Fees

\$ 16,750

Marriage License Fees are assessed upon each marriage license application.

Total estimated revenue based upon first seven months of fiscal year.

431500 – Mental Health Hearing Fees

\$ 35

Mental Health Hearing Fees are paid to county by the State for holding hearings for out of county patients.

Total estimated revenue based upon first seven months of fiscal year.

431600 - Micro-Film/Copies Fees

\$ 2,500

Fees assessed for micro-film and photo copies.

Total estimated revenue based upon first seven months of fiscal year.

FUND 1000
PROBATE COURT (141500)
FY 2004-05 BUDGET REQUEST

SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520400 Advertising 150.00

For serving notice by publication upon persons in probate court proceedings as required by State law.

520702 Technical Currency & Support 3,249.00

For service contract on coordinated computer software program.

521000 Office Supplies 7,100.00

Normal office supplies for all probate court service programs. Includes purchase of various multi-paged and color coded forms mandated by State law, stationery, envelopes, forms and file folders used in the administration of estates, protective proceedings and in the issuance and indexing of marriage licenses. This includes additional expense to modify existing case folders to accommodate judicial center file system. Additional increase also due to incompatibility of previously budgeted lower priced recycled printer cartridges on three probate court printers, as determined by Information Services Department.

521100 Duplicating 3,389.00

Estimated expense for copier leased by County of Lexington. File duplication is necessary in all court proceedings and correspondence in court of record.

522200 Small Equipment Repairs & Maintenance 525.00

For projected necessary maintenance and repairs of microfilm readers and printer, microfilm carrier and search unit.

52400 Building Insurance 612.00

This line item provided by County Administration.

524201 General Tort Liability Insurance 691.00

This line item provided by County Administration.

534202 Surety Bonds 0.00

No surety bond premiums due this year.

52500 Telephone 3,060.00

Basic telephone service is budgeted by General Services based upon prior FY costs. The above estimate includes costs for two additional lines for two estate clerk positions added this FY.

525010 Long Distance Charges 275.00

Long distance calls are sometimes required to confer between other probate courts, attorneys, government agencies and persons involved in probate court proceedings.

525020 Pagers and Cell Phones 80.00

One (1) pager to receive communications from law enforcement and S.C. Department of Mental Health Department personnel in connection with mental health emergencies on 24 hour basis.

525100 Postage 4,590.00

Mailing is required in all divisions of the Court, including estate, guardianship and conservatorship proceedings, and other required mailings for court of public record.

525210 Conference & Meeting Expenses 2,728.00

Includes SC Probate Judge's Association annual legislative conference and convention, and includes mandatory judicial continuing legal education courses for judges as required by SC Supreme Court, as well as training courses for probate court clerks to ensure professional proficiency.

525230 Subscription, Dues & Books 2,003.00

Cost of annual supplements to S.C. Code of Laws; probate court subscriptions; directories; SC Probate Practice Manual revisions; SC Rules of Civil Procedure revisions; memberships in SC and National Probate Judge's Association; Judicial membership in SC Bar; and section dues for Probate and Estate Planning Section of SC Bar.

525240 Personal Mileage Reimbursement 100.00

For required official travel.

525301 Utilities – Judicial Center 4,200.00

Estimate of line item to be determined by County Administration.

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

(1) Starter Shelving Unit 315.00

To accommodate public records for storage, public access and inspection.

(1) Adder Unit 274.00

To accommodate public records for storage, public access and inspection.

(144) Metal File Dividers 385.00

To sort and manage records in public access file system.

(2) Microfiche Readers 790.00

To read microfiche copies of archived records. Replaces broken machines that can no longer be repaired due to obsolete parts.

(1) HP LaserJet 4350 Dual Tray Printer 2,196.00

Estate records printer to be shared by two estate clerks. For printing color coded certificates and documents requiring two trays for coordinated printing. Will also serve as necessary back-up to aged marriage license printer. Recommended by Information Services Department.

(1) Computer Memory 200.00

Computer hardware recommended by Information Services Department.

(1) HPLaserJet 2300Printer 1108.00

To replace older printer scheduled to be taken out of service. Recommended by Information Services Department.

(4) Standard 17" Monitors 456.00

For two new estate clerk workstations, and to replace two monitors scheduled to be taken out of service. Recommended by Information Services Department.

(1) Locking Wall Shelving Unit 900.00

Shelving unit to maintain mental health records and to provide confidentiality of those records.

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year – 2005-06

Fund: 1000
Division: Judicial
Organization: 141600 – Master-in-Equity

Object Code	Expenditure Classification	2003-04 Expenditure	04-05 Expend. (Dec)	04-05 Amended (Dec)	<i>BUDGET</i>		
					2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
510100	Salaries & Wages – 3	154,134	77,489	166,174	<u>171,159</u>		
510300	Part Time	1,853	-0-	-0-	<u>-0-</u>		
511112	FICA Cost	10,768	5,134	12,309	<u>12,678</u>		
511113	State Retirement	4,024	2,115	4,545	<u>4,682</u>		
511120	Insurance Fund Contribution – 3	17,280	8,640	17,280	<u>17,280</u>		
511130	Workers Compensation	421	232	484	<u>499</u>		
511213	State Retirement - Retiree	6,661	3,193	6,916	<u>171,159</u>		
	* Total Personnel	195,141	96,803	207,708	<u>213,421</u>		
Operating							
521000	Office Supplies	762	284	1,000	<u>1,220</u>		
521100	Duplicating	1,922	920	1,500	<u>1,875</u>		
524000	Building Insurance	158	101	212	<u>198</u>		
524201	General Tort Liability Insurance	449	266	544	<u>584</u>		
525000	Telephone	633	293	700	<u>617</u>		
525010	Long Distance Charges	41	24	75	<u>75</u>		
525100	Postage	657	447	1,000	<u>900</u>		
525210	Conference & Meeting Expense	270	270	1,250	<u>1,250</u>		
525230	Subscriptions, Dues & Books	40	93	200	<u>200</u>		
525301	Utilities - Courthouse	1,307	-0-	-0-	<u>-0-</u>		
525389	Utilities – Judicial Center	1,611	1,772	3,600	<u>4,334</u>		
	* Total Operating	7,850	4,470	10,081	<u>11,263</u>		
	* Total Personnel & Operating	202,991	101,273	217,789	<u>224,684</u>		
Capital							
540000	Small Tools & Minor Equipment	16	608	700	<u>575</u>		
540010	Minor Software	-0-	-0-	60	<u>-0-</u>		
	All Other Equipment	250	1,747	1,770	<u>3,510</u>		
	** Total Capital	266	2,355	2,530	<u>4,085</u>		
	*** Total Budget Appropriation	203,257	103,628	220,319	<u>228,769</u>		

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SECTION III — PROGRAM OVERVIEW

Summary of Programs:

Program 1 - Judicial

Objectives:

To conduct the Master-in-Equity Court for the citizens of Lexington County as provided by South Carolina statute, including receipting, setting up, preparing and processing paperwork, hearing and disposing of all cases referred this court, as well as hearing and disposing of motions, settlements and actions on the Common Pleas docket. To prepare for and conduct monthly judicial sales; receive and disburse of all bids and fees generated by the sale; to prepare all deeds and reports to conclude the judicial process. To remit all court fees to the County Treasurer and to report all docket activity to the Court Administration on a monthly basis.

SECTION III – PROGRAM OVERVIEW

Service Level Indicators:

	Actual FY 2002-03	Actual FY 2003-04	Actual 7/04-12/04	Estimated FY 2004-05	Projected FY 2005-06
Total # of Cases Referred	912	912	605	1050	1125
Total # of Cases Closed	859	859	575	1000	1025
Total # of Cases Pending	270	270	300	350	450
Total # of Motions, Minor Settlements, and Wrongful Death Settlements heard	54	65	39	80	90
Total # of Foreclosures Referred to Court, Heard and scheduled For Judicial Sale	762	762	502	885	960
Total # of Foreclosures Sold at Judicial Sale, Processed and disbursed	592	592	409	690	720

****The number of cases referred to the Master-in-Equity Court can fluctuate each dependent upon the economy and the number of foreclosures filed. In years that foreclosures are down this court is referred, hears and processes many additional civil actions and appeals from the Common Pleas roster.

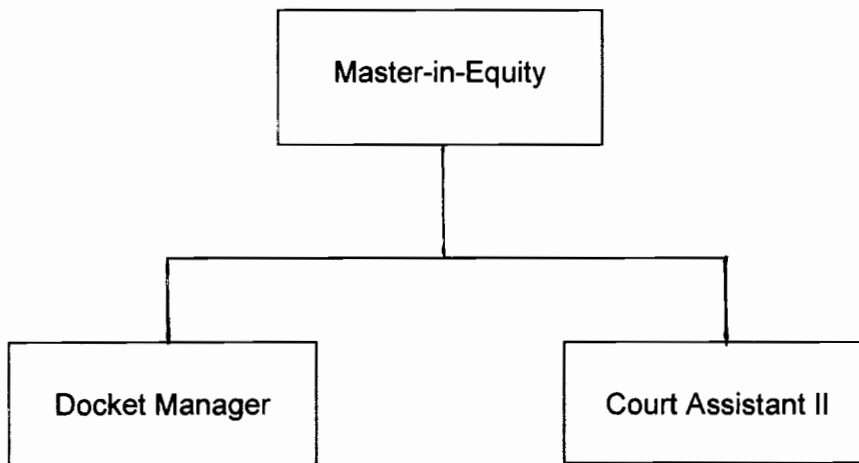
SECTION V.A – LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	General Fund	Grade
Master-in-Equity	1	1	uncl.
Docket Manager	1	1	10
Court Assistant II	1	1	6
Total Positions	3	3	

All of these positions require insurance.

Display organization flowchart:



SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES **\$ 1,220.00**

To cover routine office supplies (pens, pencils, file folders, envelopes, labels, legal pads, tape, staples, binders, inkpads and cartridges for stamps, etc.) as well as cassette tapes for recording hearings, laser printer cartridges, fax machine cartridges, Panaboard cartridges and triplicate receipt books. This account is also used to replace broken or worn out staplers, scissors, trashcans, bulletin boards, desk trays, etc.

Printer cartridge for Laser printer (3 @ \$90.00) -----	\$ 270.00
Printer Cartridge for Fax machine (4 @ \$40.00) -----	\$ 160.00
Film/print cartridge for Panaboard (1 per year)-----	\$ 110.00
Cassette Tapes (12-15 per month @ .71 ea.) -----	\$ 115.00
Receipt Books (2 per month @ \$4.77) -----	\$ 115.00
Routine office supplies(based on Judge & 2 employees)--	\$ 340.00
Replacement office items(based on Judge & 2 employees)-	\$ 100.00

521100 - DUPLICATING **\$ 1,875.00**

This account is used to cover the costs of making copies of judgments, orders, reports, notices of hearings, monthly sale rosters, correspondence, court exhibits, office forms, legal formats, etc. used in the daily operations of the court. Based on 37,500 copies @ .05 = 1,875.00

524000 - BUILDING INSURANCE **\$ 198.00**

To cover the cost of allocated building insurance per schedule.

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 584.00**

To cover the cost of General Tort Liability Insurance (based on the new rates).

525000 - TELEPHONE **\$ 617.00**

To cover the cost of telephone service for the court-
3 lines (Judge, staff & fax) at \$ 17.22 per line

525010 - LONG DISTANCE CHARGES **\$ 75.00**

The operation of this court requires constant communication with attorneys and their staff pertaining to the scheduling of and preparation for upcoming cases as well as post trial conferences and follow ups. Because foreclosures must take place in the county where property is located, foreclosure attorneys practice statewide and a number of our foreclosures each month are handled by attorneys located out of our local calling area.

SECTION VI.B. OPERATING LINE ITEM NARRATIVES

(Continued)

525100 - POSTAGE \$ 900.00

To cover the costs of mailing orders, affidavits, judgments, hearing notices, deeds, statements, reports, correspondence and monthly reports.
Average cost per month - \$ 75.00 x 12 months = \$ 900.00

525210 - CONFERENCE AND MEETING EXPENSE \$ 1250.00

This account covers the costs of mandatory CLE classes for the Master-in-Equity, as well as other appropriate training and conferences as needed. Each year we request a portion of this account to cover the cost of the Annual Bar Meeting for the Master-in-Equity, including registration, lodging and CLE (Continuing Legal Education) classes. The location of this meeting, which varies from year to year, affects the total cost. The request is always based on an average from past years. For the past two fiscal years, the Master-in-Equity elected not to attend this meeting, due to an absence of any CLE programs relevant to this court's needs and also due to scheduling conflicts and personal conflicts. We would request that funds for the coming fiscal year not be struck from this account due to recent nonattendance.

525230 - SUBSCRIPTIONS, DUES AND BOOKS \$ 200.00

To cover the costs of updating and obtaining new legal books and references needed in the daily operation of this court.

⁸⁹
525301 - UTILITIES-COURTHOUSE \$ 4,344.00
JUDICIAL CENTER

To cover the cost of utility allocation in the Judicial Center.
Average cost per month - \$ 362.00

SECTION V. B. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - Small Tools & Minor Equipment \$ 575.00

To replace 10-year-old portable tape recorder used for hearings and conferences. Recording quality on the recorder presently in use has been a problem when it has been necessary to transcribe the record ----- \$ 200.00

To purchase work table/desk for receipting deposits from judicial sales and separating and sorting sale paperwork. An increase in the number of sales and receipt of third party deposits and bid compliances, has produced a need for a separate work space ----- \$ 375.00

File Cabinets \$ 1,500.00

To replace broken 4-drawer lateral file used to contain current year hearing and motion files with a heavy duty 4-drawer lateral file cabinet----- \$ 850.00

To purchase two additional 4 drawer vertical file cabinets for current month, past-month and upcoming foreclosure sale files at \$325.00 each----- \$ 650.00

Secretarial/Task Chairs \$ 1,005.00

To replace three 15-year-old secretarial/task chairs which are in various states of disrepair at a cost of \$335.00 each----- \$ 760.00

CAPITAL REQUEST (continued)

Core Banner/Doc. Imager Computer and 17" Monitor \$ 813.00

To replace the old computer of the Master-in-Equity judge. The computer presently in use is extremely slow and freezes up constantly. This computer is used extensively for legal research (including Westlaw, Premise, and the South Carolina Opinions on Disc), as well as drafting orders, judgments and other communications. We are requesting this particular computer because this court presently does not have access to the Banner system. The monitor currently in use is a old 15" screen with poor quality.

Computer-----\$ 699.00
Monitor-----\$ 114.00

HP LaserJet 1012 Printer

192.00
~~\$ 575.00~~

To replace the old HP DeskJet 732 printer in use with the judge's old computer. This printer malfunctions quite frequently and has very poor quality when it does print.

Printer-----\$ 192.00

SECTION I

COUNTY OF LEXINGTON

GENERAL FUND

Annual Budget

Fiscal Year - 2005-06

Fund: 1000

Division: Judicial

Organization: 142000 - Magistrate Court Services

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 30	1,044,967	500,444	1,096,550	1,147,096		
510200 Overtime	1,105	61	62	0		
510300 Part Time - 3 (2.25 - FTE)	41,405	21,742	55,779	48,201		
511112 FICA Cost	79,355	38,400	87,099	91,440		
511113 State Retirement	36,835	17,657	39,676	50,340		
511114 Police Retirement	54,179	25,631	55,077	57,943		
511120 Insurance Fund Contribution - 33	184,320	95,040	190,080	190,080		
511130 Workers Compensation	2,895	1,578	3,426	3,586		
511131 S.C. Unemployment	771	3,341	0	0		
511213 State Retirement - Retiree	2,974	1,584	3,666	0		
* Total Personnel	1,448,806	705,478	1,531,415	1,588,686	0	0
Operating Expenses						
520200 Contracted Services	1,325	151	1,826	1,826		
520300 Professional Services	0	0	300	0		
520305 Infectious Disease Services	330	0	0	0		
520500 Legal Services	6,551	0	0	0		
520510 Interpreting Services	0	3,905	5,500	8,000		
520702 Technical Currency & Support	474	351	500	3,440		
521000 Office Supplies	14,716	10,323	16,500	17,000		
521100 Duplicating	8,828	4,866	8,500	9,600		
522200 Small Equipment Repairs & Maintenance	337	256	800	800		
523100 Building Rental	9,000	0	1,500	0		
524000 Building Insurance	1,507	698	1,600	2,177		
524201 General Tort Liability Insurance	1,277	774	1,608	1,702		
524202 Surety Bonds	0	0	8,925	0		
524900 Data Processing Equipment Insurance	103	68	142	105		
525000 Telephone	27,192	13,129	33,010	15,850		
525004 WAN Service Charges	400	1,325	4,780	4,600		
525010 Long Distance Charges	3,197	1,590	3,300	1,500		
525020 Pagers and Cell Phones	2,413	1,216	2,500	2,200	2,400	
525100 Postage	35,007	14,970	34,400	34,500		
525210 Conference & Meeting Expenses	13,535	9,005	18,000	29,500		
525230 Subscriptions, Dues, & Books	3,535	1,678	4,500	5,000		
525240 Personal Mileage Reimbursement	2,494	316	1,500	4,000		
525305 Utilities - Harbison Complex	257	0	0	0		
525312 Utilities - Mag. Dist. 3	4,157	2,149	4,046	4,300		
525331 Utilities - Law Enf. Ctr.	4,818	2,545	4,578	5,090		
525351 Utilities - Mag. Dist. 6	4,499	2,426	4,582	4,850		
525353 Utilities - Mag. Dist. 4	2,357	3,449	2,294	7,000		
525385 Utilities - Kroger Bldg.	5,560	2,857	5,400	6,000		
525387 Utilities - Oak Grove	2,244	4,045	5,000	8,100		
525388 Utilities - Lincreek Dr	5,746	3,052	5,198	6,500		
525389 Utilities - Judicil Center	230	1,174	0	2,400		
525390 Utilities - Old Courthouse	0	0	0	35,000		
527010 Jury Pay and Expenses	96,273	43,842	100,000	110,000		
* Total Operating	258,362	130,160	280,789	331,040	0	0
** Total Personnel & Operating	1,707,168	835,638	1,812,204	1,919,726	0	0

38-1

SECTION I (Cont.)

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Judicial
Organization: 142000 - Magistrate Court Services

Object Expenditure Code Classification	2003-04 Requested	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Capital						
540000 Small Tools & Minor Equipment:	2,259	1,449	3,000	3,000		
540010 Minor Software	35	144	1,770	37		
All Other Equipment	467,483	31,054	169,157	11,516		
** Total Capital	469,777	32,647	173,927	14,553	^{13,576} 0	0

***** Total Budget Appropriation**

2,176,945

38-2

868,285

1,986,131

^{1,933,502}
~~1,934,279~~

0

0

SECTION II

COUNTY OF LEXINGTON

Capital Item Summary Fiscal Year - 2005-2006

Fund # 1000 Fund Title: General Fund
 Organization # 142000 Organization Title: Magistrate Court Services
 Program # 540000 Program Title: Capital Outlay

BUDGET
2005-2006
Requested

Qty	Item Description	Amount
	540000 - SMALL TOOLS & MINOR EQUIPMENT	3,000
	540010 - MINOR SOFTWARE	37
1	COMPACT REFRIGERATOR	126
2	SHREDDER	875
3	ELECTRIC DATE & TIME STAMP	1,485
4	TELEPHONES WITH HOLD AND SPEAKER OPTIONS	227 ✓
4	FLOOR MAT FOR FOR SECRETARY CHAIR	132 ✓
3	SECRETARY CHAIR	360 ✓
1	FLAG TOPPER SET	40 ✓
12	CHAIR FOR JURY ROOM	624 ✓
1	CONFERENCE TABLE FOR JURY ROOM	250
2	BELL ALERT TONE	200 ✓
1	FULL SIZE REFRIGERATOR	400
	CABINET DOORS	100 ✓
	CARPET FOR LEXINGTON DIST. 1 MAGISTRATE	600
	WOODEN SHELVES	200 ✓
1	EXTERIOR TRASH CAN	320 ✓
	CARPET FOR DIST. 6 MAGISTRATE	600

**** Total Capital (Transfer Total to Section I and IA)**

9,576

✓ 540000-SMALL TOOLS & MINOR EQUIP.

FUND 1000
MAGISTRATE COURT SERVICES (142000)
FY 2005-06 BUDGET REQUEST

SECTION III – PROGRAM OVERVIEW

Summary of Programs:

Magistrate Court Services

- Program 1 – Criminal Court**
- Program 2 -- Civil Court**
- Program 3 – Solicitor Check Court**
- Program 4 – Traffic Court**
- Program 5 – Criminal Domestic Violence Court**

Program 1: Criminal Court

Criminal Court Revenue, Docketing, Yearly Reports

Objectives:

The Magistrate Court Services has six District Magistrate Courts throughout the county that generate revenue from Criminal Fines. Each month dockets are ran and balanced in each district office showing the amount of revenue generated. The revenue is then sent to the county Treasurer’s office for the distribution of fines. These fines are sent to multiple agencies depending on the charge. Each year reports are sent to South Carolina Court Administration to show the number of charges disposed and the amount of revenue generated.

Service Standards:

- To maintain and balance dockets.
- To maintain and balance bank accounts.
- To send revenues to the Treasurer for distribution.
- To send accurate yearly reports to South Carolina Court Administration.

Service Levels: Criminal Cases Disposed

<u>Service Level Indicators:</u>	<u>Actual FY 2003-04</u>	<u>Actual 07/04-12/04</u>	<u>Projected FY 2004-05</u>
Magistrate District 1	2,047	1,037	2,000
Magistrate District 2	2,692	1,184	2,400
Magistrate District 3	1,389	696	1,300
Magistrate District 4	2,431	1,031	2,000
Magistrate District 5	2,405	1,168	2,300
Magistrate District 6	<u>2,421</u>	<u>1,001</u>	<u>2,000</u>
Total:	13,385	6,117	12,000

FUND 1000
MAGISTRATE COURT SERVICES (142000)
FY 2005-06 BUDGET REQUEST

Program 2: Civil Court

Civil Court Revenue, Docketing, Yearly reports

Objective:

The Magistrate Court Services has six District Magistrate Courts throughout the county that generate revenue from Civil Fines. Each month dockets are ran and balanced in each district office showing the amount of revenue generated. The revenue is then sent to the county Treasurer's office for the distribution of fines. These fines are sent to multiple agencies depending on the charge. Each year reports are sent to South Carolina Court Administration to show the number of cases disposed and the amount of revenue generated.

Service Standards:

- To maintain and balance dockets.
- To maintain and balance bank accounts.
- To send revenues to the Treasurer for distribution.
- To send accurate yearly reports to South Carolina Court Administration.

Service Levels: Civil Cases Disposed

<u>Service Level Indicators:</u>	<u>Actual</u> <u>FY 2003-04</u>	<u>Actual</u> <u>07/04-12/04</u>	<u>Projected</u> <u>FY 2004-05</u>
Magistrate District 1	1,541	819	1,500
Magistrate District 2	1,665	947	1,700
Magistrate District 3	941	437	900
Magistrate District 4	1,934	992	1,900
Magistrate District 5	1,185	563	1,100
Magistrate District 6	<u>2,187</u>	<u>956</u>	<u>1,800</u>
Total	9,453	4,714	8,900

FUND 1000
MAGISTRATE COURT SERVICES (142000)
FY 2005-06 BUDGET REQUEST

Program 3: Solicitors Check Court

Solicitors Check Court Revenue, Docketing, Yearly Reports

Objectives:

The Solicitors Check Court is a new program, which allows defendants to pay a fee to dismiss a fraudulent check after restitution has been made. Each month dockets are ran and balanced showing the amount of revenue generated. The revenue is then sent to the county Treasurer's office for the distribution of fines. These fines are sent to multiple agencies depending on the charge. Each year reports are sent to South Carolina Court Administration to show the number of charges and the amount of revenue generated.

Service Standards:

- To maintain and balance dockets.
- To maintain and balance bank accounts.
- To send revenues to the Treasurer for distribution.
- To send accurate yearly reports to South Carolina Court Administration.

Service Levels: Solicitors Check Court Cases Disposed

<u>Service Level Indicator:</u>	<u>Actual</u> <u>FY 2003-04</u>	<u>Actual</u> <u>07/04-12/04</u>	<u>Projected</u> <u>FY 2004-05</u>
Check Court	0	30	100

FUND 1000
MAGISTRATE COURT SERVICES (142000)
FY 2005-06 BUDGET REQUEST

Program 4: Traffic Court

Traffic Court Revenue, Docketing, Yearly Reports

Objectives:

The Magistrate Court Services, Traffic Court, generates a substantial revenue from traffic violations, criminal fines and weight violations. Each month dockets are ran and balanced showing the amount of revenue generated. The revenue is then sent to the county Treasurer's office for the distribution of fines. These fines are sent to multiple agencies depending on the charge. Each year reports are sent to South Carolina Court Administration to show the number of cases disposed and the amount of revenue generated. The Traffic Court also works very closely with Law Enforcement agencies and the Department of Motor Vehicles to maintain accurate driving records.

Service Standards:

- To maintain and balance dockets.
- To maintain and balance bank accounts.
- To send revenues to the Treasurer for distribution.
- To send accurate yearly reports to South Carolina Court Administration.
- To maintain accurate driving records.
-

Service Levels: Traffic Court Cases Disposed

<u>Service Level Indicator:</u>	<u>Actual</u> <u>FY 2003-04</u>	<u>Actual</u> <u>07/04-12/04</u>	<u>Projected</u> <u>FY 2004-05</u>
Traffic Cases	26,112	13,094	26,000
Criminal Cases	1,174	487	950
DUI Cases	391	224	400

FUND 1000
MAGISTRATE COURT SERVICES (142000)
FY 2005-06 BUDGET REQUEST

Program 5: CDV Court

CDV Court Revenue, Docketing, Yearly Reports

Objectives:

The Magistrate Court Services, Criminal Domestic Violence Court (CDV Court), generates revenue from Criminal Fines. Each month dockets are ran and balanced showing the amount of revenue generated. The revenue is then sent to the county Treasurer's office for the distribution of fines. These fines are distributed to several agencies across the state. Each year reports are sent to South Carolina Court Administration to show the number of charges disposed and the amount of revenue generated. Reports are also sent to South Carolina Law Enforcement Division monthly.

Service Standards:

- To maintain and balance dockets.
- To maintain and balance bank accounts.
- To send revenues to the Treasurer for distribution.
- To send accurate yearly reports to South Carolina Court Administration.

Service Levels: CDV Cases Disposed

<u>Service Level Indicator:</u>	<u>Actual FY 2003-04</u>	<u>Actual 07/04-12/04</u>	<u>Projected FY 2004-05</u>
CDV Cases	398	231	400

FUND 1000
MAGISTRATE COURT SERVICES (142000)
FY 2005-06 BUDGET REQUEST

SECTION IV – SUMMARY OF REVENUES

Treasurer's Revenue Code	Fee Title	Projected Revenues FY 2004-05	Revenues Received Thru 12/31/04	Projected Revenues FY 2005-06
444000	Central Traffic Court	850,000	442,005.59	860,000
444050	CDV Court	17,000	12,809.28	20,000
444100	Magistrate Dist. 1 Criminal Fines	65,000	30,820.08	60,000
444200	Magistrate Dist. 2 Criminal Fines	65,000	45,477.80	70,000
444300	Magistrate Dist. 3 Criminal Fines	45,000	23,027.80	45,000
444400	Magistrate Dist. 4 Criminal Fines	100,000	50,064.82	100,000
444500	Magistrate Dist. 5 Criminal Fines	52,000	50,238.39	60,000
444600	Magistrate Dist. 6 Criminal Fines	76,000	28,072.94	56,000
445100	Magistrate Dist.1 Civil Fines	62,000	38,175	66,000
445200	Magistrate Dist.2 Civil Fines	69,000	32,864	64,000
445300	Magistrate Dist.3 Civil Fines	45,000	20,568	40,000
445400	Magistrate Dist.4 Civil Fines	74,000	35,944	70,000
445500	Magistrate Dist.5 Civil Fines	35,000	26,860	45,000
445600	Magistrate Dist.6 Civil Fines	85,000	32,447	64,000

FUND 1000
MAGISTRATE COURT SERVICES (142000)
FY 2005-06 BUDGET REQUEST

SECTION V.A. – Personnel Line Item Narrative

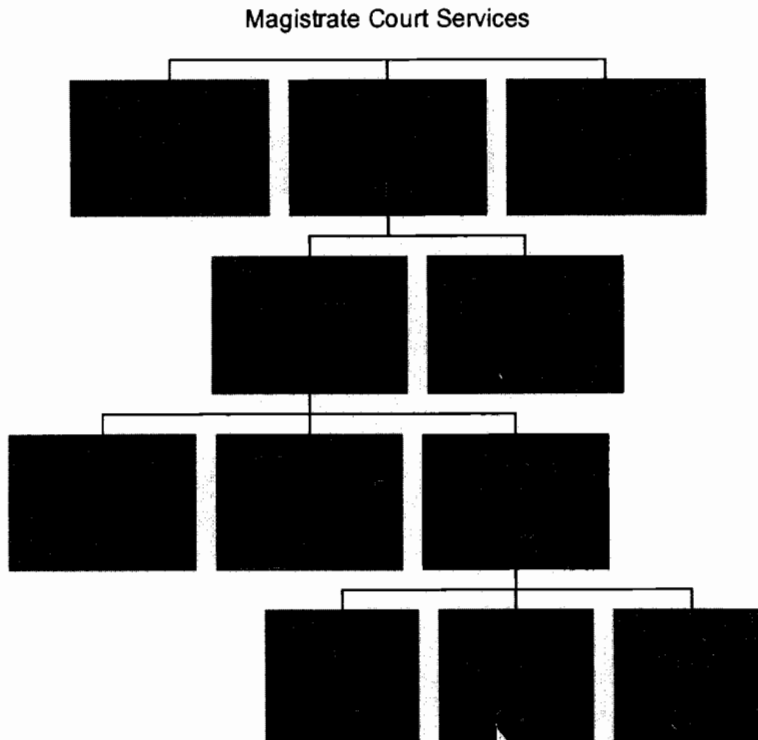
SECTION V.A. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title:</u>	<u>Full Time Positions:</u>	<u>Part Time Positions:</u>	<u>General Fund:</u>	<u>Other Fund:</u>	<u>Grade:</u>
Magistrate	9		9		UNC
Chief Court Admin.	1		1		16
Special Projects Coord.	1		1		13
Traffic Court Admin.	1		1		10
Asst. Court Admin.	2		2		8
Traffic Court Asst.	3		3		6
Magistrate Court Asst.	13		13		6
Magistrate Clerks	0	<u>3</u>	<u>3</u>		4
Total Positions:	<u>30</u>	<u>3</u>	<u>33</u>		

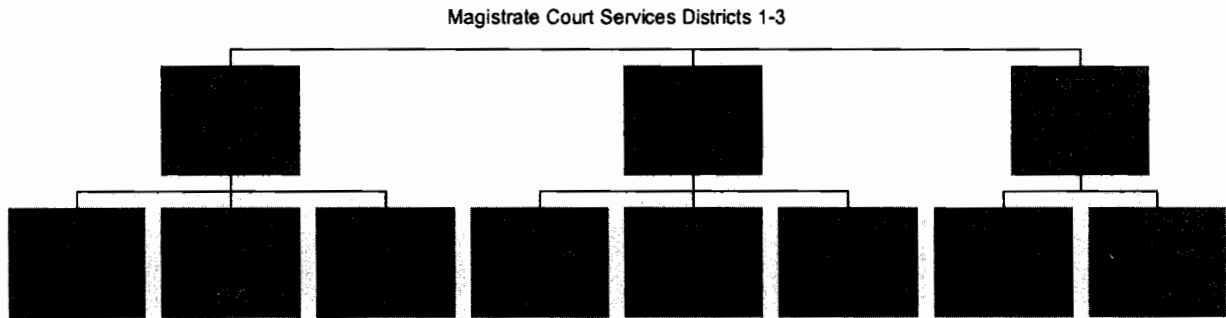
*All Full Time Positions Require Insurance.

Display Organizational Flow Chart: 1

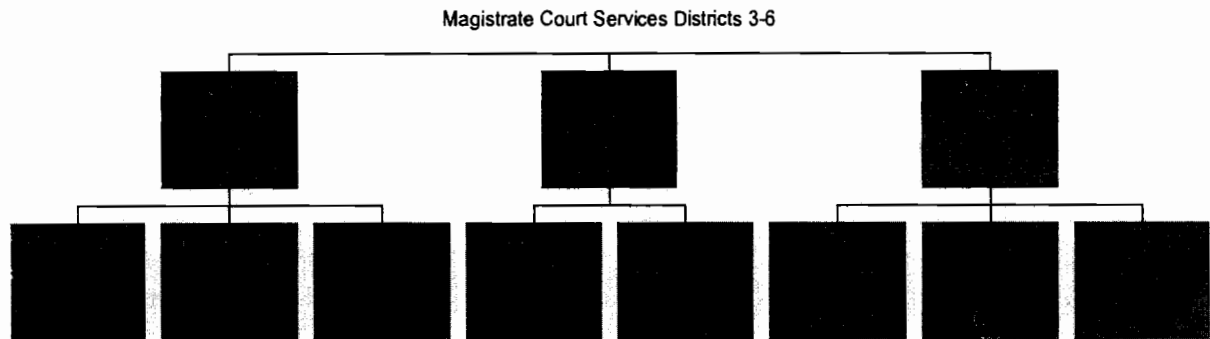


SECTION V.A. – LISTING OF POSITIONS (Cont.)

Display Organizational Flow Chart: 2



Display Organizational Flow Chart: 3



FUND 1000
MAGISTRATE COURT SERVICES (142000)
FY 2005-06 BUDGET REQUEST

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SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520200 CONTRACTED SERVICES \$ 1,826

Jury pools are pulled from Voter Registration Lists that are updated every year. We purchase these Voter Registration Lists on a disk from the South Carolina Election Commission. In order to use the lists, the disk is broken down by districts and installed in each office. This work is done by an outside vendor. It cost us this year a fee of \$165.00 per office at a total of \$990.00. Also, there have been times in the past where we have had to call the vendor out, for an additional fee, to correct problems that we had with the program. Hourly rate on service calls is \$85. These funds will also be used to maintain a contract with a water company to provide drinking water to the Batesburg Magistrate's Office. The contract was previously maintained through the Building Services Department. As of July 1, 2004, it has been maintained through the Magistrate Court Services Department. The contract currently costs \$296 per year.

520510 INTERPRETING SERVICES \$ 8,000

Allows for the use of Interpreters and Translators. With the increasing number of cases comes the increasing number of defendants who do not speak English. We have to call on Interpreters quite frequently. We are looking into the Language Line Service for interpreting at the Bond Court. We feel that the language line can save money in interpreting services at the Bond Court. From July to December 2004 approximately \$4500 was spent in translator fees.

520702 TECHNICAL CURRENCY & SUPPORT \$ 3,440

This will go towards the maintenance contract for the Progress Software that we currently use. This will allow us to add an additional 10 users to the progress program and receive updates for the current users. This price includes standard maintenance, software and licensing. The last purchase was for \$500.00.

521000 OFFICE SUPPLIES \$ 17,000

Paper, pens, envelopes, cassette tapes, scotch tape, folders, storage boxes, household supplies, court forms, rubber bands, computer backup tapes and disks, ribbon for printers, fax and calculators, index and business cards, business checks, etc. Traffic Court uses receipts, forms, and envelopes that have to be ordered from an outside vendor.

Computer receipts for Traffic Court=\$842.63 (last order)

NRVC Envelopes for Traffic Court=\$719.57 (last order)

NRVC Forms for Traffic Court=\$868.61 (last order)

521100 DUPLICATING \$ 9,600

Copier machine duplicating of civil notices, criminal notices, fraudulent checks, jury lists, correspondence to employees, etc. Used in the daily accomplishment of the Magistrate Systems operation. There are currently nine copiers in the Magistrate system.

522200 SMALL EQUIPMENT REPAIRS & MAINTENANCE \$ 800

Funds will be used for emergency repair and maintenance for small office machines such as computers, printers, fax machines, typewriters, etc.

524000 BUILDING INSURANCE \$ 2,177

To cover the cost of allocated building insurance. Figures provided by Risk Management.

524201 GENERAL TORT LIABILITY INSURANCE \$ 1,702

To cover the cost of general tort liability insurance. Figures provided by Risk Management.

FUND 1000
MAGISTRATE COURT SERVICES (142000)
FY 2005-06 BUDGET REQUEST

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SECTION V.B. – OPERATING LINE ITEM NARRATIVES (Cont.)

524900 DATA PROCESSING EQUIPMENT INSURANCE \$ 105

To cover seven Magistrates Courts. Figure provided by Risk Management by adding 10% to last years quote.

525000 TELEPHONE \$ 15,850

The Magistrate Court Services Department currently has 29 phone lines with six voicemails, 9 fax lines, 4 jury lines with four voicemails. The telephone service for the county has been handled by, three or more phone companies, over the last several years and has now been reduced to one, Pond Branch. Seven of the nine locations are located within the Pond Branch service area, which include Districts 1, 3, 4, 5, Bond Court, Old Courthouse, and the Lexington County Judicial Center. Pond Branch has provided a basic fee for their services, which includes free long distance. The District 2 and 6 Magistrate Offices are out of the normal service area due to their locations.

- The monthly charges depending on service area range from \$18.00 per month to \$49.00 per line plus tax.
- The lines with additional services such as voicemail, studder tones or voice trees have additional cost.

Lines in Service Area (\$7,568 year w/ tax)

District 1 Magistrate (Lexington) 4 phone lines, 1 fax line and 1 jury line with voice mail.

District 3 Magistrate (Batesburg) 3 phone lines and 1 fax line.

District 4 Magistrate (Swansea) 3 phone lines and 1 fax line.

District 5 Magistrate (Oak Grove) 3 phone lines one with voice mail, 1 fax line, 1 jury line with voice mail.

Bond Court (Sheriff's Dept) 1 line with voice mail.

Judicial Center 2 phone lines with voice mail and 1 fax line, which are shared by Judge Brian Jeffcoat and one of the Assistant Court Administrators

Old Courthouse -Will house the Traffic Court, CDV Court, Chief Magistrate Gary Reinhart, Judge Scott Whittle and the Chief Court Administrator.

---Traffic Court has 3 phone lines and 1 fax line.

---Judge Scott Whittle has 1 phone line

---Judge Gary Reinhart has 1 phone line with voice mail

---Chief Court Administrator has 1 phone line.

---CDV Court has 1 phone line

Lines Outside of Normal Service Area (\$6,275 year w/ tax)

Lines outside of normal service area will incur a charge of \$49.00 per month and include District 2 and 6 Magistrates.

District 2 Magistrate (Irmo) 3 phone lines one with voice mail, 1 fax line, 1 jury line with voicemail.

District 6 Magistrate (Cayce) 3 phone lines, 1 fax line, 1 jury line with voicemail.

Request for additional lines (\$2000.00 year w/ tax)

*We are requesting to add additional lines and services to the Batesburg, Swansea, Traffic Court, and two at large Judge's lines.

- (1) New Jury Line with voice mail has been requested for District 4 (Swansea Magistrate) which will allow Jurors to contact a voice mail line and leave a message. Currently employees in this office receive numerous calls a day taking valuable time away from their work. This line would reduce the number of calls taken daily and allows employees to call the number later to check the messages. (Projected Cost \$253.00 per year)

SECTION V.B. – OPERATING LINE ITEM NARRATIVES (Cont.)

(2) Two new phone lines have been requested by District 3 (Batesburg Magistrate) 1 New Jury Line with voice mail has been requested which will allow Jurors to contact a voice mail line and leave a message. Currently employees of that office receive numerous calls a day taking valuable time away from their work. This line would reduce the number of calls taken daily and allow employees to call the number later to check the messages. The second line will be used by Judge Gary Morgan for his office to include voice mail. **(Projected Cost \$510.00 per year)**

(1) Voice Tree Line has been requested for Lexington County Traffic Court and CDV Court. A voice tree allows callers to call a central number, listen to an automated message and eventually gives a menu option to dial different extensions. This line will eliminate the number of calls received enabling employees to work more efficiently. **(Projected Cost \$250.00 per year)**

(2) Studder tones have been requested by Judge Gary Reinhart and Judge Brian Jeffcoat. This allows the Judge to be notified when he has a new voice mail without having to call the service each time. **(Projected Cost \$25.00 per year)**

There will also be non-recurring service charges associated with the installation of new lines. Estimated non-recurring costs of \$600-700 for installation, materials, etc. The service rate is \$60 - \$70 per hour.

525004 WAN SERVICE CHARGES \$ 4,600

As technology changes, so does the need for hi-speed lines. This will cover the charges associated with hi-speed broadband lines for the Magistrate Offices that are not on the County's Network. Our goal is to have a Wide Area Network in the Magistrate Court Services Department to share case information. The Magistrate Offices that are located in Lexington are already using hi-speed lines via the County Network. The Cayce, Oak Grove and Batesburg Magistrate Offices are connected via RoadRunner broadband lines. The monthly charge is \$79.91 plus tax for a three year contract. Road Runner is not available in the Swansea area. The Swansea office will be using Pond Branch Telephone Companies DSL hi-speed lines. The monthly recurring charges for DSL through Pond Branch Telephone is \$119.95 plus tax per month. The cost of Road Runner service for three offices is \$3,100 per year. The cost of DSL for one office is \$1,550 per year.

525010 LONG DISTANCE CHARGES \$ 1,500

Each Magistrate Office has to accept collect calls from incarcerated defendants.

525020 PAGERS AND CELL PHONES \$ 2,400

This is used for the rental of nine pagers for the period of July 1, 2005 through June 30, 2006. An alpha pager with statewide range is currently \$8.74 per month. Also, this is for the use of three Nextel telephones. Two of the telephones are \$34.99 each plus taxes and charges per month and one of the telephones is \$18.00 plus taxes and charges per month.

525100 POSTAGE \$ 34,500

The Magistrate System mails juror notices, court date notices for criminal and civil hearings, preliminary hearing notices, and other routine correspondence in the accomplishment of daily operation.

FUND 1000
MAGISTRATE COURT SERVICES (142000)
FY 2005-06 BUDGET REQUEST

SECTION V.B. – OPERATING LINE ITEM NARRATIVES (Cont.)

525210 CONFERENCE AND MEETING EXPENSES \$ 29,500

Each Judge is required to earn eighteen credit hours (CLE) annually. There are nine Judges in Lexington County. This appropriation is used for the Judges to attend state and national conferences and related meetings for the South Carolina Summary Court Judges Association (SCSCJA). Attendance at these meetings and conferences enables us to keep updated with changes in trends, policies, procedures, law, etc. In addition, these meetings and conferences enable us to maintain contact with other state and local Judges to exchange ideas, knowledge and information that other Judges can offer through networking. For each Judge to go to the Annual Summary Court Judges Seminar, it costs roughly \$1100. Five or six Judges are normally sent to this seminar. Additionally, Judges will be working towards certification through attending courses at the National Judicial College (NJC). These courses are intensive in nature and participants receive credit hours towards certification, as well as CLE credit hours. Tuition averages \$1425 per class with approximately \$800 in travel, lodging and per diem. It is our goal to start a rotation to send all of the Judges to the NJC. This appropriation is also used for the Judges' staff to attend the Annual SCSCJA Staff Conference. The training conference is Four days and Three nights. In the past, it has cost roughly \$4,500 to send 8-10 employees to this conference. Attendance at this employee-training seminar is extremely beneficial and our goal is to send more employees than in years past. The classes are specifically designed to help staff perform their duties more efficiently and to help reduce costs to Lexington County. The overall figure was computed by allotting \$22,500 for obtaining CLE hours and Judicial Studies for the Judges and \$7,000 for employee training.

525230 SUBSCRIPTIONS, DUES, AND BOOKS \$ 5,000

These funds are to be used for dues in the South Carolina Summary Court Judges Association for nine Judges at \$50 per Judge. These funds are also used to purchase books and pamphlets for the Magistrates to perform their jobs effectively. These funds are also used to purchase updated "Blue Books" from Central Stores each year. It also goes to the purchase of annual updates for the supplements to the law books, which this year cost roughly \$250 per supplement set. We purchased seven supplement sets this year.

525240 PERSONAL MILEAGE REIMBURSEMENT \$ 4,000

Mileage reimbursement required when using personal vehicle to travel to meetings, Central Stores, Sheriff's Department, etc. Staff Meetings are held every Wednesday. The new mileage rate is \$.405 per mile. These funds will also be available for Magistrates to use for to drive to conferences, weekend duty, and emergency call outs.

525 UTILITIES \$ 79,240

525312	Utilities- Batesburg Magistrate District 3	\$ 4,300
525331	Utilities- Law Enforcement Center	\$ 5,090
525351	Utilities- Cayce Magistrate District 6	\$ 4,850
525353	Utilities- Swansea Magistrate District 4	\$ 7,000
525385	Utilities- Magistrate Dist. 1-Kroger	\$ 6,000
525387	Utilities- Oak Grove Magistrate Dist. 5	\$ 8,100
525388	Utilities- Irmo Magistrate Dist. 1	\$ 6,500
525389	Utilities- Judicial Center	\$ 2,400
525390	Utilities- Old Courthouse	\$ 35,000 (estimate)
	Total for all	\$ 79,240

These numbers are based on six month expenditures from the current budget year.

527010 JURY PAY AND EXPENSES \$110,000

This is to cover the expense of jurors. The current rates are \$10 for service and \$3 for mileage for a total of \$13 per juror. Through court observation, the trend for defendants seems to be to request a jury trial. With the growth in jury trials comes the growth in jury pay. This account is also used in some cases to feed the jurors.

FUND 1000
MAGISTRATE COURT SERVICES (142000)
FY 2005-06 BUDGET REQUEST

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SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

540000 **SMALL TOOLS AND MINOR EQUIPMENT** **\$ 3,000**

---This money will be used to purchase calculators that are old or out of commission. These calculators are used to add money collected by each office, to make deposits, and also to balance the reports and dockets. The price for each calculator will be in the range of \$60 - \$80.

---These funds will be used to purchase a handtruck for Central Court at the Old Courthouse.

---These funds will be used to purchase a cordless speaker telephone for the Bond Court. The cordless speaker telephone will be used at the bench for Language Line translations. The telephone has been priced between \$200-\$250 to include tax.

---Each Magistrate Office always needs additional file cabinets. These will be used to compensate for the increased case volume that is handled in the Magistrates' Courts. The file cabinets can be purchased from Central Stores for \$63 each.

---These funds will also be used to purchase any other minor equipment (electric staplers, telephones, chairs, furniture, etc.) that may be needed throughout the year.

540010 **MINOR SOFTWARE** **\$ 37**

We have to purchase a disk from the SC Election Commission every year for Jury Pools. The disk has been \$35 plus tax in the past.

(1) **COMPACT REFRIGERATOR** **\$ 126**

This refrigerator will be used by Judge Brian Jeffcoat at the Lexington County Judicial Center. The above quoted price includes tax.

(2) **SHREDDER** **\$ 875**

These shredders are needed based on the caseload of court documents that are handled in our court. We hear preliminary hearings, transfer court cases, Solicitor check court and issuing criminal arrest warrants. We are required to shred documents that are expunged and rap sheets that are not used in the courts.

(3) **ELECTRIC DATE AND TIME STAMP** **\$ 1,485**

The electric date and time stamp allows Magistrates and Staff to clock time sensitive legal documents such as Rule 5 requests from Attorneys, Criminal and Civil Documents. These stamps can be purchased from Smith Rubber Stamp at a cost of \$470 each. These stamps will be used by Judge Jamie Lucas, Judge Rebecca Adams, and Judge Bruce Rutland.

(4) **TELEPHONES WITH HOLD AND SPEAKER OPTIONS** **\$ 227**

The telephones with hold and speaker option have been requested by the Oak Grove Magistrates office. These telephones can be purchased from Central Stores at a cost of \$54 each.

(4) **FLOOR MAT FOR SECRETARY CHAIR** **\$ 132**

The floor mats for secretary chairs have been requested for the Oak Grove Magistrates office. These mats can be purchased from Central Stores at a cost of \$33 each.

(3) **SECRETARY CHAIRS** **\$ 360**

Three new secretary chairs have been requested for the Irmo Magistrates office. These chairs can be purchased at a cost of \$120 each.

(1) **FLAG TOPPER SET** **\$ 40**

A flag topper set has been requested for the Irmo Magistrates office. These items can be purchased at a cost of \$40 per set.

FUND 1000
MAGISTRATE COURT SERVICES (142000)
FY 2005-06 BUDGET REQUEST

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SECTION V.C. – CAPITAL LINE ITEM NARRATIVES (Cont.)

(12) CHAIRS FOR JURY ROOM \$ 624

The Irmo and Lexington Magistrate offices have each requested 6 new chairs for their Jury Room. These chairs can be purchased at a cost of \$52 each from Central Stores.

(1) CONFERENCE TABLE \$ 250

The Irmo Magistrates office has requested a conference table for their Jury Room. The cost of the table is \$250

(2) BELL ALERT TONES \$ 200

The Irmo Magistrates office has requested 2 bell alert tones. One bell will alert the Judge when the Jury exits the jury room. The second bell will be placed at the front window to alert clerks. Building Services has quoted a price of \$200 to install both bells.

(1) REFIGERATOR \$ 400

The Irmo Magistrates office has requested a full sized refrigerator. This item can be purchased at a cost of \$400.

CABINET DOORS \$ 100

The Batesburg Magistrates office has requested doors to be installed on some of their shelves. Building Services has quoted a price of \$100

CARPET \$ 600

The Lexington Magistrates office has requested carpet for the office area. This item can be purchased and installed at a cost of \$ 600 by Building Services.

WOODEN SHELVES \$ 200

The Lexington Magistrates office has requested shelves to be built for their file room. The cost to build these shelves is \$200 from Building Services.

(1) EXTERIOR TRASH CAN \$ 320

The Cayce Magistrates office has requested a outdoor trash can for their entrance area. This item can be purchased at a cost of \$320 from Grainger

CARPET \$ 600

The Cayce Magistrates office has requested new carpet for their office area. This item can be purchased and installed at a cost of \$600 by Building Services.

SOUND PROOF JURY ROOM \$2000

The Irmo Magistrates office has requested Sound Proofing of their Jury Room. Jury rooms need to be confidential for Jury deliberation. Currently Juror's can be heard from outside of this room. Building Services has quoted a price of \$2000 for this instillation.

LANDSCAPING \$2000

The Irmo Magistrates office has requested landscaping for the exterior areas their complex. Building services has quoted a price of \$2000 for this instillation.

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund #1000
 Organization #142000
 Program #5

Fund Title: General
 Organization Title: Magistrate
 Program Title: Part Time Bond Court Clerk

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries Grade 4 (2)	<u>41,678</u>
510300 Part Time # <u>2</u>	<u>21068</u>
511112 FICA Cost (2)	<u>1612 3,188</u>
511113 State Retirement (2)	<u>1622 3,210</u>
511114 Police Retirement	
511120 Insurance Fund Contribution # ___	<u>0</u>
511130 Workers Compensation (2)	<u>63 125</u>
511131 S.C. Unemployment	
* Total Personnel (2)	<u>24365 48,201</u>
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # ___	
524101 Comprehensive Insurance # ___	
524201 General Tort Liability Insurance (2)	<u>48</u>
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525___ Utilities - _____	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	<u>48</u>
** Total Personnel & Operating	<u>24413 48,249</u>
** Total Capital (From Section II)	<u>150</u>
*** Total Budget Appropriation	<u>24563 48,399</u>

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COUNTY OF LEXINGTON
2005 – 2006
NEW PROGRAM #5
(2) BOND COURT CLERKS – NEW POSITIONS
-Bond Court-

The Magistrate Court Services Department is respectfully requesting two Part Time Bond Court Clerks for the Lexington County Bond Court. In the last few years the Bond Court has seen a significant growth in the number of defendants seen each year. Currently, the Bond Court office has two Victim Assistance Coordinators, which help with the daily duties and has never been staffed by the General Fund. Two Bond Court Clerks would assist in the daily functions of this rapidly growing fast paced office. The Bond Court Clerks would also be used to work weekends and holidays. Two Bond Court Clerks would be established as Part Time employees at a pay grade 4.

FUND (1000)
MAGISTRATE COURT SERVICES (142000)
FY 2005-06 BUDGET REQUEST

SECTION V.A. – PERSONNEL LINE ITEM NARRATIVE

510300	PART-TIME (2)	21,068
510100	SALARIES AND WAGES (2)	\$ 41,678

This would cover the cost of a current pay grade 4.

511112	FICA COST (2)	1,612
		\$ 3,188

This would cover the FICA cost of a current pay grade 4. The rate is 7.65% of the salary.

511113	STATE RETIREMENT (2)	1,622
		\$ 3,210

This would cover the State Retirement cost of a current pay grade 4. The rate is 7.7% of the salary.

511120	INSURANCE FUND CONTRIBUTION	\$ 0
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This would cover the employer's portion of insurance fund contribution.

511130	WORKERS' COMPENSATION (2)	63
		\$ 125

This would cover the Workers' Compensation cost of a current pay grade 4. The rate is .30% of the salary.

SECTION V.B. – OPERATION LINE ITEM NARRATIVES

524201	GENERAL TORT LIABILITY INSURANCE (2)	\$ 48
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This would cover the cost of General Tort Liability Insurance. The rate, provided by Risk Management, is for a clerical position.

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

540010	MINOR SOFTWARE	\$ 0
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These funds will be used to purchase Microsoft Word licenses for this employee's computer. The figures provided by Information Services.

(1)	CALCULATOR	\$ 80
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This employee will need a calculator to fulfill the daily duties in the office. A new calculator will cost \$60-\$80 to include shipping and sales tax.

(1)	SECRETARY CHAIR	\$ 70
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This employee will need a secretary chair. Nice secretary chairs have been priced at no more than \$99 plus sales tax.

**New Program
Section I**

COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - 2005-2006**

Fund # 1000 Fund Title: General
 Organization # 142000 Organization Title: Magistrate Court Services
 Program # 1 Program Title: Assistant Court Administrator - Upgrade Existing Position

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # 1	\$4,420.00
510300 Part Time #	
511112 FICA Cost	\$338.00
511113 State Retirement	\$340.00
511114 Police Retirement	
511120 Insurance Fund Contribution # 1	\$0.00
511130 Workers Compensation	\$13.00
511131 S.C. Unemployment	
* Total Personnel	\$5,111.00
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	\$200.00
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #	
524101 Comprehensive Insurance #	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525___ Utilities -	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	\$200.00
** Total Personnel & Operating	\$5,111.00
** Total Capital (From Section II)	\$0.00
*** Total Budget Appropriation	\$5,311.00

COUNTY OF LEXINGTON
2005 – 2006
NEW PROGRAM #1
ASSISTANT COURT ADMINISTRATOR
– UPGRADE EXISTING POSITION

The Magistrate Court Services Department is respectfully requesting a position upgrade for one of the current Assistant Court Administrator. The Assistant Court Administrator has taken on several new duties in the past few years to include scheduling Preliminary Hearings, Court scheduling, Solicitors Check Court, Transfer Court, Assisting with Yearly Budget, Assisting with monthly dockets, and has the capability to fill in any district office as a Civil or Criminal Clerk. This position currently acts in a supervisory capacity. We are requesting that this position be upgraded from a pay grade 8 to midpoint grade 13. The employee has served the county for twenty-one years in the area of Magistrate Court services.

FUND (1000)
MAGISTRATE COURT SERVICES (142000)
FY 2005-06 BUDGET REQUEST

SECTION V.A. – PERSONNEL LINE ITEM NARRATIVE

510100 SALARIES AND WAGES **\$ 4,420**

This Assistant Court Administrator is currently at a pay grade 8. This is the difference in salary to upgrade the Assistant Court Administrator to a pay grade 13.

511112 FICA COST **\$ 338**

This will cover the FICA costs of a current pay grade 13 salary. The rate is 7.65% of the salary.

511113 STATE RETIREMENT **\$ 340**

This will cover the State Retirement costs of a current pay grade 13 salary. The rate is 7.7% of the salary.

511120 INSURANCE FUND CONTRIBUTION **\$ 0**

This will cover the employer's portion of the insurance fund contribution.

511130 WORKERS' COMPENSATION **\$ 13.⁰⁰~~26~~**

This will cover the Workers' Compensation costs of a current pay grade 13 salary. The rate is .30% of the salary.

SECTION V.B. – OPERATION LINE ITEM NARRATIVES

520300 PROFESSIONAL SERVICES **\$ 200**

These funds will be used to complete a Position Questionnaire for the evaluation of the new position. The position questionnaire will be required to determine a Lexington County pay grade.

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

540010 SMALL TOOLS AND MINOR EQUIPMENT **\$ 0**

**New Program
Section I**

**COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2005-2006**

Fund # 1000 Fund Title: General
 Organization # 142000 Organization Title: Magistrate Court Services
 Program # 2 Program Title: Traffic Court Assistant - New Position

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # <u>1</u>	23,528
510300 Part Time # <u> </u>	
511112 FICA Cost	1,800
511113 State Retirement	1,812
511114 Police Retirement	
511120 Insurance Fund Contribution # <u>1</u>	5,760
511130 Workers Compensation	71
511131 S.C. Unemployment	
* Total Personnel	32,971
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # <u> </u>	
524101 Comprehensive Insurance # <u> </u>	
524201 General Tort Liability Insurance	24
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 <u> </u> Utilities - <u> </u>	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	24
** Total Personnel & Operating	32,995
** Total Capital (From Section II)	115
*** Total Budget Appropriation	33,110

COUNTY OF LEXINGTON
2005 – 2006
NEW PROGRAM #2
TRAFFIC COURT ASSISTANT – NEW POSITION

The Magistrate Court Services Department is respectfully requesting an additional Traffic Court Assistant position. Currently, the Traffic Court has one Administrator and 3 Traffic Court Assistants. An additional Traffic Court Assistant would assist in the daily functions of this high volume office. A Traffic Court Assistant is currently a pay grade 6.

FUND (1000)
MAGISTRATE COURT SERVICES (142000)
FY 2005-06 BUDGET REQUEST

SECTION V.A. – PERSONNEL LINE ITEM NARRATIVE

510100 SALARIES AND WAGES **\$ 23,528**

This would cover the cost of a current pay grade 6.

511112 FICA COST **\$ 1,800**

This would cover the FICA cost of a current pay grade 6. The rate is 7.65% of the salary.

511113 STATE RETIREMENT **\$ 1,812**

This would cover the State Retirement cost of a current pay grade 6. The rate is 7.7% of the salary.

511120 INSURANCE FUND CONTRIBUTION **\$ 5,760**

This would cover the employer's portion of insurance fund contribution.

511130 WORKERS' COMPENSATION **\$ 71**

This would cover the Workers' Compensation cost of a current pay grade 6. The rate is .30% of the salary.

SECTION V.B. – OPERATION LINE ITEM NARRATIVES

524201 GENERAL TORT LIABILITY INSURANCE **\$ 24**

This would cover the cost of General Tort Liability Insurance. The rate, provided by Risk Management, is for a clerical position.

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

540010 MINOR SOFTWARE **\$ 0**

These funds will be used to purchase Microsoft Word licenses for this employee's computer. The figures provided by Information Services.

(1) CALCULATOR **\$ 80**

This employee will need a calculator to fulfill the daily duties in the office. A new calculator will cost \$60-\$80 to include shipping and sales tax.

(1) SECRETARY CHAIR **\$ 35**

This employee will need a secretary chair. Nice secretary chairs have been priced at no more than \$99 plus sales tax.

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SECTION I

**COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2005-2006**

Fund #1000 _____ Fund Title: General
 Organization #142000 _____ Organization Title: Magistrate
 Program #3 _____ Program Title: Part Time Magistrate Clerk (District 3)

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # _____	<u>20,839</u>
510300 Part Time # _____	<u>10,534</u>
511112 FICA Cost	<u>806 1,595</u>
511113 State Retirement	<u>811 1,605</u>
511114 Police Retirement	
511120 Insurance Fund Contribution # _____	<u>0</u>
511130 Workers Compensation	<u>32 63</u>
511131 S.C. Unemployment	
* Total Personnel	<u>12,183 24,102</u>
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # _____	
524101 Comprehensive Insurance # _____	
524201 General Tort Liability Insurance	<u>24</u>
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525___ Utilities - _____	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	<u>24</u>
** Total Personnel & Operating	<u>12,207 24,126</u>
** Total Capital (From Section II)	<u>115</u>
*** Total Budget Appropriation	<u>12,322 24,161</u>

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COUNTY OF LEXINGTON
2005 – 2006
NEW PROGRAM #3
MAGISTRATE COURT CLERK – NEW POSITION
-Batesburg-Leesville (District 3)-

The Magistrate Court Services Department is respectfully requesting a Part Time Magistrate Court Clerk for the Batesburg-Leesville (District 3) office. Currently, the District 3 office has one Criminal Court Assistant and one Civil Court Assistant. A Magistrate Court Clerk would assist in the daily functions of this growing office. A Magistrate Court Clerk is currently a pay grade 4.

FUND (1000)
MAGISTRATE COURT SERVICES (142000)
FY 2005-06 BUDGET REQUEST

SECTION V.A. – PERSONNEL LINE ITEM NARRATIVE

<u>510300</u>	<u>PART TIME</u>	<u>10,534</u>
<u>510100</u>	<u>SALARIES AND WAGES</u>	<u>\$ 20,839</u>

This would cover the cost of a current pay grade 4.

<u>511112</u>	<u>FICA COST</u>	<u>806</u>
		<u>\$ 1,595</u>

This would cover the FICA cost of a current pay grade 4. The rate is 7.65% of the salary.

<u>511113</u>	<u>STATE RETIREMENT</u>	<u>811</u>
		<u>\$ 1,605</u>

This would cover the State Retirement cost of a current pay grade 4. The rate is 7.7% of the salary.

<u>511120</u>	<u>INSURANCE FUND CONTRIBUTION</u>	<u>\$ 0</u>
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This would cover the employer's portion of insurance fund contribution.

<u>511130</u>	<u>WORKERS' COMPENSATION</u>	<u>32</u>
		<u>\$ 63</u>

This would cover the Workers' Compensation cost of a current pay grade 4. The rate is .30% of the salary.

SECTION V.B. – OPERATION LINE ITEM NARRATIVES

<u>524201</u>	<u>GENERAL TORT LIABILITY INSURANCE</u>	<u>\$ 24</u>
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This would cover the cost of General Tort Liability Insurance. The rate, provided by Risk Management, is for a clerical position.

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

<u>540010</u>	<u>MINOR SOFTWARE</u>	<u>\$ 0</u>
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These funds will be used to purchase Microsoft Word licenses for this employee's computer. The figures provided by Information Services.

<u>(1)</u>	<u>CALCULATOR</u>	<u>\$ 80</u>
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This employee will need a calculator to fulfill the daily duties in the office. A new calculator will cost \$60-\$80 to include shipping and sales tax.

<u>(1)</u>	<u>SECRETARY CHAIR</u>	<u>\$ 35</u>
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This employee will need a secretary chair. Nice secretary chairs have been priced at no more than \$35 from Central Stores

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund #1000 _____ Fund Title: General
 Organization #142000 _____ Organization Title: Magistrate
 Program #4 _____ Program Title: Part Time Magistrate Clerk (District 5)

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # _____	<u>20,839</u>
510300 Part Time # _____	<u>10534</u>
511112 FICA Cost	<u>806 1,595</u>
511113 State Retirement	<u>811 1,605</u>
511114 Police Retirement	
511120 Insurance Fund Contribution # _____	<u>0</u>
511130 Workers Compensation	<u>32 63</u>
511131 S.C. Unemployment	
* Total Personnel	<u>12183 24,102</u>
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # _____	
524101 Comprehensive Insurance # _____	
524201 General Tort Liability Insurance	<u>24</u>
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525___ Utilities - _____	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	<u>24</u>
** Total Personnel & Operating	<u>12207 24,126</u>
** Total Capital (From Section II)	<u>115</u>
*** Total Budget Appropriation	<u>12322 24,241</u>

COUNTY OF LEXINGTON
2005 – 2006
NEW PROGRAM #4
MAGISTRATE COURT CLERK – NEW POSITION
-Oak Grove (District 5)-

The Magistrate Court Services Department is respectfully requesting a Part Time Magistrate Court Clerk for the Oak Grove (District 5) office. Currently, the District 5 office has one Criminal Court Assistant and one Civil Court Assistant. A Magistrate Court Clerk would assist in the daily functions of this growing office. A Magistrate Court Clerk is currently a pay grade 4.

FUND (1000)
MAGISTRATE COURT SERVICES (142000)
FY 2005-06 BUDGET REQUEST

SECTION V.A. – PERSONNEL LINE ITEM NARRATIVE

510300	PART TIME	10,534
510100	SALARIES AND WAGES	\$ 20,839

This would cover the cost of a current pay grade 4.

511112	FICA COST	806 \$ 1,595
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This would cover the FICA cost of a current pay grade 4. The rate is 7.65% of the salary.

511113	STATE RETIREMENT	811 \$ 1,605
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This would cover the State Retirement cost of a current pay grade 4. The rate is 7.7% of the salary.

511120	INSURANCE FUND CONTRIBUTION	\$ 0
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This would cover the employer's portion of insurance fund contribution.

511130	WORKERS' COMPENSATION	32 \$ 63
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This would cover the Workers' Compensation cost of a current pay grade 4. The rate is .30% of the salary.

SECTION V.B. – OPERATION LINE ITEM NARRITIVES

524201	GENERAL TORT LIABILITY INSURANCE	\$ 24
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This would cover the cost of General Tort Liability Insurance. The rate, provided by Risk Management, is for a clerical position.

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

540010	MINOR SOFTWARE	\$ 0
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These funds will be used to purchase Microsoft Word licenses for this employee's computer. The figures provided by Information Services.

(1)	CALCULATOR	\$ 80
-----	------------	-------

This employee will need a calculator to fulfill the daily duties in the office. A new calculator will cost \$60-\$80 to include shipping and sales tax.

(1)	SECRETARY CHAIR	\$ 35
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This employee will need a secretary chair. Nice secretary chairs have been priced at no more than \$35 from Central Stores.

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Judicial
Organization: 149900 - Other Judicial Services

Object Expenditure Code Classification	BUDGET					
	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510200 Overtime	56	0	0	0		
510300 Part Time - LS (.5 - FTE)	18,338	0	0	0		
511112 FICA	1,407	0	0	0		
511113 State Retirement	0	0	0	0		
511130 Worker's Compensation	447	0	0	0		
511213 State Retirement - Retiree	1,260	0	0	0		
* Total Personnel	21,508	0	0	0		
Operating Expenses						
523100 Building Rental	51,800	30,800	54,950	14,700		
Estimate:	Juvenile Justice - 1,400.00 x 3 = 4,200.00					
	* Based on 2297 sqft @ \$7.32					
Estimate:	Prob./Parole: Larry Gantt					
	7/1/04-6/30/05 - 3,500.00 x 3 = 10,500.00					
	* Based on 4300 sqft @ \$8.37					
Both agencies are moving to Auxiliary Admin. Bldg., by 6-30-05						
524000 Building Insurance	6	1,183	2,484	1,396		
- Courthouse						
- Solicitor Annex						
525000 Telephone	304	0	0	0		
525010 Long Distance Charges	3	0	0	0		
525020 Pagers & Cell Phones	105	0	0	0		
525301 Utilities - Courthouse	12,072	16,870	62,397	31,222		
525303 Utilities - Solicitor Annex	9,776	589	1,000	0		
525375 Utilities - Old Mill - Prob/Parole	5,828	3,455	6,050	6,893		
525389 Utilities - Judicial Center	94	482	51,048	982		
* Total Operating	79,988	53,379	177,929	55,193		
** Total Personnel & Operating	101,496	53,379	177,929	55,193		
Capital						
All Other	0	0	107,050			
** Total Capital	0	0	107,050	0		
*** Total Budget Appropriation	101,496	53,379	284,979	55,193		

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SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year 2005-06

Fund: 1000
Division: Law Enforcement
Organization: 151100 Administration

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 28	1,240,744	543,944	1,188,567	1,236,541		
510101 State Supplement	1,302	606	1,291	1,292		
510199 Special Overtime	3,023	385	9,000	200		
510200 Overtime	3,483	1,961	9,000	800		
510300 Part Time - 1-PT/5-LS (3.13 - FTE)	52,447	30,675	68,470	82,775		
511112 FICA Cost	95,421	42,274	92,817	101,103		
511113 State Retirement	33,595	15,345	32,973	46,654		
511114 Police Retirement	56,240	21,030	51,458	76,583		
511120 Insurance Fund Contribution - 28	167,040	76,320	152,640	161,280		
511130 Workers Compensation	19,411	8,898	24,271	25,857		
511131 S.C. Unemployment	570	3,420	0	0		
511213 State Retirement - Retiree	5,037	3,852	8,111	0		
511214 Police Retirement - Retiree	23,115	11,020	23,633	0		
515600 Clothing Allowance	4,600	2,200	3,200	5,600		
* Total Personnel	1,706,028	761,930	1,665,431	1,738,685	0	0
Operating Expenses						
520100 Contracted Maintenance	4,500	4,500	5,400	5,000		
520200 Contracted Services	3,031	2,016	5,000	5,100		
520300 Professional Services	9,417	2,895	14,800	14,800		
520302 Drug Testing Services	3,073	894	3,800	3,600		
520307 Accreditation Services	4,965	4,954	4,954	4,975		
520400 Advertising & Publicity	1,402	208	3,000	3,000		
520500 Legal Services	4,035	0	5,000	5,000		
520700 Technical Services	0	0	0	0		
520702 Technical Currency & Support	8,525	4,830	10,250	5,658		
520703 Computer Hardware Maintenance	5,225	560	6,300	2,904		
520800 Outside Printing	164	0	1,000	1,000		
521000 Office Supplies	17,386	9,592	20,200	21,300		
521100 Duplicating	53,003	23,788	45,000	47,520		
521200 Oper. Supplies (Computer/Microfilm)	3,775	1,533	5,200	5,200		
521206 Training Supplies	28,593	9,170	23,000	23,000		
521207 OSHA Supplies	7,553	469	10,700	8,000		
521208 OSHA Supplies/Police Supplies	319	95	2,000	1,000		
522200 Small Equipment Repairs & Maintenance	6,713	2,737	9,000	9,000		
522300 Vehicle Repairs & Maintenance	10,708	1,657	11,200	6,000		
522601 Firing Range Repairs & Maintenance	52	0	1,000	1,000		
523100 Building Rental	2,081	2,624	2,700	2,786		
524000 Building Insurance	269	159	333	349		
524100 Vehicle Insurance - 10	5,250	2,120	4,344	5,970		
524201 General Tort Liability Insurance	6,878	4,338	8,893	9,544		
524202 Surety Bonds	0	0	400	314		
524204 Polygraph Examiner Bond	200	0	300	200		
524205 Firing Range Insurance	0	0	3,000	0		
524900 Data Processing Equipment Insurance	435	258	443	479		

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SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year 2005-06**

Fund: 1000
Division: Law Enforcement
Organization: 151100 Administration

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Con't Operating Expenditures:						
525000 Telephone	18,406	8,437	21,720	12,084		
525002 Telephone (800 Line)	407	136	600	480		
525010 Long Distance Charges	2,675	1,078	4,000	0		
525020 Pagers and Cell Phones	11,165	3,812	12,502	9,524		
525030 800 MHz Radio Service Charges - 15	6,445	3,452	8,213	9,714		
525031 800 MHz Maintenance Charges - 15	1468	1,223	1,612	1,489		
525090 Other Communication Charges	462	241	600	600		
525100 Postage	20,194	9,044	18,500	18,900		
525110 Other Parcel Delivery Service	246	194	800	880		
525201 Transportation & Education - Sheriff	3,137	1,932	5,000	5,000		
525210 Conference & Meeting Expenses	24,205	11,584	18,900	20,000		
525230 Subscriptions, Dues, & Books	9,480	5,485	12,200	11,000		
525240 Personal Mileage Reimbursement	139	161	200	350		
525331 Utilities - Law Enf. Ctr.	6,014	3,214	7,344	6,798		
525362 Utilities - Law Enf. Ctr. - Addition	3,113	0	2,520	2,520		
525400 Gas, Fuel & Oil	9,770	5,201	8,400	12,000		
525600 Uniforms & Clothing	3,957	1,396	6,000	3,000		
525700 Employee Service Awards	0	0	0	0		
* Total Operating	308,835	135,987	336,328	307,038	0	0
** Total Personnel & Operating	2,014,863	897,917	2,001,759	2,045,723	0	0
Capital						
540000 Small Tools & Minor Equipment:	1,250	1,307	5,000	5,000		
540010 Minor Software	915	0	0	0		
All Other Equipment	33,629	12,179	21,222	0		
** Total Capital	35,794	13,486	26,222	5,000	0	0
*** Total Budget Appropriation	2,050,657	911,403	2,027,981	2,050,723	0	0

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SECTION II

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2005-2006

Fund # 1000 Fund Title: GF/County Ordinary
Organization # 151100 Organization Title: LE/Administration
Program # _____ Program Title: _____

BUDGET
2004-05
Requested

Qty	Item Description	Amount
	Small Tools and Minor Equipment	5,000

**** Total Capital (Transfer Total to Section I and II)**

5,000

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SECTION III. - PROGRAM OVERVIEW

The Administrative organization provides for the direction and overall management of the Lexington County Sheriff's Department. It provides support to all law enforcement and detention center personnel by coordinating day-to-day operations. Support Services encompasses legal services, grants administration, personnel administration, finance, records management, information technology, training and career development, staff inspections, internal investigations, research and development, public information, and maintenance of the department's nationally accredited status. It is the ultimate responsibility of Support Services to ensure that the deputy sheriffs have the resources necessary to provide professional law enforcement service delivery to the citizens of Lexington County.

SECTION IV.D. – SERVICE LEVELS

The service levels for Support Services are maintained on a fiscal year basis. The statistics below are for fiscal year 2004-2005.

Training Classes

14 sessions @ 43 hours per session = 602 hours
Approx. 20 students per class = 280 students
23 Individual classes during the week = 322 classes taught

Reserve Deputy Training

11 classes @ 4 hours each = 44 hours

Pre-Service

24 sessions scheduled @ 80 hours each = 1940 hours

Corrections DT Classes

4 classes @ 8 hours each = 32 hours
4 classes @ 4 hours each = 16 hours

Classes Taught Outside LCSD

Ft. Jackson 40 hour DT and 16 hour Radar
2 DT Instructor Schools = 40 hours
Irmo Police Dept. = 16 hours
SCDHEC 8 hours firearms and 4 hours driving = 12 hours

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
Law Enforcement/Administration:					
Sheriff	1	1		1	Unc
Assistant Sheriff	1	1		1	32
General Counsel	1	1		1	24
(TBD)	1	1		1	20
Director of Administration	1	1		1	23
Captain	1	1		1	22
Captain/Public Information	1	1		1	22
Inspector	1	1		1	20
Information Services Coordinator	1	1		1	18
Senior Accountant	1	1		1	17
Professional Conduct Sergeant	1	1		1	16
Training Sergeant	2	2		2	16
Grants Coordinator	1	1		1	15
Project Coordinator/Sheriff	1	1		1	13
Administrative Asst. to Asst. Sheriff	1	1		1	11
Administrative Assistant to Sheriff	1	1		1	11
Inventory Specialist	1	1		1	11
Office Support Manager	1	1		1	10
Senior Administrative Asst	1	1		1	9
Senior Admin Asst I	1	1		1	9
Computer Operator 1	2	2		2	7
Senior Secretary/Law Enf	1	1		1	7
Secretary 1	3	3		3	6
(TBD)	1	1		1	6
Computer Terminal Operator PT	1	0.5		0.5	5-P/T
PT Operations Deputy	N/A	1.63		1.63	P/T
PT Administrative Officer	N/A	1		1	P/T
Totals	29	31.13	0	31.13	

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SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE **\$5,000**

Maintenance agreements are required to maintain the operation of equipment.

Microfilm Reader & Printer	\$4,500
Bar Code Inventory System	\$ 500

520200 – CONTRACTED SERVICES **\$5,100**

Contracts for press clipping services, public information database searches, and microfilming for Archives.

Public Record Information	\$1,500
Microfilm Services for Archives	\$2,000
Press Clipping Services	\$1,500
SC State Fair	\$ 100

520300 – PROFESSIONAL SERVICES **\$14,800**

Professional services are required for operations.

Personality surveys for applicants	\$4,000
Medical Services / Exposures During Hours	\$1,500
Medical Services / Exposures After Hours	\$1,000
Psychological Testing for Re-tests	\$ 200
Personnel Questionnaires	\$1,000
Pre-employment physicals	\$6,500
Photographic Services	\$ 600

520302 – DRUG TESTING SERVICES **\$3,600**

To provide drug tests required of employees and applicants.

Employee & Random Drug Tests	\$3,600
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520307 – ACCREDITATION SERVICES **\$4,975**

To pay yearly accreditation fees. The amount budgeted is based on costs this fiscal year. (\$4,975)

520400 – ADVERTISING & PUBLICITY **\$3,000**

Advertising fees for employee vacancies, abandoned vehicles, promotional items for publicity and registration fees for career fairs.

Advertisement of Position Vacancies	\$1,000
Advertisement of Public Notices	\$2,000

520500 – LEGAL SERVICES **\$5,000**

Legal services of the county attorney, labor attorney, and title searches will be required for the fiscal year.

520702 – TECHNICAL CURRENCY & SUPPORT **\$5,658**

To pay computer software maintenance agreements

Arcview Update and Support	\$1,008
Upgrade and Support Network Database	\$650
Support and Upgrades Kofax	\$2,000
Crime Mapping Software	\$2,000

520703 – COMPUTER HARDWARE MAINTENANCE **\$2,904**

To pay computer hardware maintenance agreements

Cisco Routers	\$2,904
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520800 – OUTSIDE PRINTING **\$1,000**

Funds are required for printing of policy manuals, brochures, business cards, etc. which can not be completed by the County Print Shop.

521000 – OFFICE SUPPLIES **\$21,300**

Routine office supplies (paper, pencils, ribbons, file folders, printer cartridges, etc.). The amount budgeted is based on the actual cost for 6 months and a projection of the same for the remaining 6 months.

Standard office supplies	\$11,100
Printer Cartridges	\$9,700
Employee Awards	\$500

521100 – DUPLICATING **\$47,520**

This account includes the leasing fee for copiers and all supplies to maintain the copiers. Duplication of training materials, managerial reports, financial records, personnel records, and other documents for disbursement and reference is required. The amount budgeted is based on the actual cost for 6 months and a projection of the same for the remaining 6 months.

521200 – OPERATING SUPPLIES **\$5,200**

This account will be used to cover expenses relating to records management. The amount budgeted is based on the actual cost for 6 months and a projection of the same for the remaining 6 months.

Film for Microfilm Equipment	\$1,500
Bulbs & Drums for Microfilm Equipment	\$2,000
Alkaline Batteries, Phone Cords, etc.	\$1,700

521206 – TRAINING SUPPLIES **\$23,000**

Supplies are needed for training officers.

Ammunition	\$16,600
Ammunition less lethal	\$ 2,000
Targets	\$ 2,400
Training Materials (videos, books, etc.)	\$ 2,000

521207 – OSHA SUPPLIES **\$8,000**

For compliance with health and safety requirements, the following items are required for all regulations. These figures are based on current usage. This account will be used to purchase the following items.

Containers for bio-hazard	\$2,000
Medical masks	\$200
Irrigation solutions	\$500
Safety glasses	\$100
Hepatitis B vaccine	\$1,000
Ear Protection	\$1,200
Safety vests	\$1,000
Safety straps	\$ 500
Gloves	\$1,500

521208 – POLICE SUPPLIES **\$1,000**

This account will be used to purchase police supplies for those officers assigned to Support Services.

522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$9,000**

The repair of transcribers, computers, printers, typewriters, copiers, fax machines, telephones, video and audio recorders, and calculators.

Printer, Typewriter and Fax Repair	\$4,000
Network cabling and accessories	\$1,000
Computer, Printer, Monitor Repair Supplies	\$3,500
Repairs to Cell Phones	\$ 500

522300 – VEHICLE REPAIRS & MAINTENANCE **\$6,000**

The amount budgeted is based on first 6 months expenditures and projected cost for entire fiscal year plus an increase due to increased mileage and more maintenance costs. Several of the Support Services vehicles have significant mileage requiring extraordinary maintenance.

522601 – FIRING RANGE REPAIRS AND MAINTENANCE **\$1,000**

The firing range is used for training of officers. This account will be used for maintenance costs required to keep the firing range operational.

523100 – BUILDING RENTAL **\$2,786**

Rental facilities needed for document storage. The company had a rate increase \$232.10 per month * 12 months = \$2,785.20

524000 – BUILDING INSURANCE **\$349**

Building insurance amounts as allocated by County Risk Manager based on square footage.

524100 – VEHICLE INSURANCE **\$5,970**

10 Vehicles * \$597 annual premium amount recommended by County Risk Manager.

524201 – GENERAL TORT LIABILITY INSURANCE **\$9,544**

General tort liability insurance amounts as allocated based on number of personnel. The amount budgeted is based on recommendation of County Risk Manager.

524202 – SURETY BOND **\$314**

This bond is required for all employees to include part time personnel. The amount budgeted is based on recommendation of County Risk Manager. (\$8 non-sworn personnel and \$10.00 sworn personnel)

18 non-sworn * \$8 = \$144.00

17 sworn * \$10 = \$170.00

524204 – POLYGRAPH EXAMINER BOND **\$200**

This bond is required for the 2 officers performing polygraphs used for employee hiring and investigations.

524205 – FIRING RANGE INSURANCE **\$0**

Firing range insurance is needed. The National Rifle Association is currently seeking a new underwriter for these policies. If the National Rifle Association locates an underwriter for this policy, we will request a transfer to provide adequate funding.

524900 – DATA PROCESSING EQUIPMENT INSURANCE **\$479**

The amount budgeted is based on actual cost for FY03-04 plus a 10% increase as recommended by the County Risk Manager. (\$435 * 110% = \$479)

525000 – TELEPHONE **\$12,084**

This account will be used to pay telephone line charges, fax line charges, and telephone extension relocations. The amount budgeted is based on the new contract prices with Pond Branch Telephone Company.

525002 – TELEPHONE (800 Line) **\$480**

This account is used to pay for 800-line service. Establishment of this line reduces the amount charged to long distance. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same. (\$40 * 12 = \$480)

40-10

525010 – LONG DISTANCE CHARGES **\$0**

The budget for long distance charges is \$0 due to bid of telephone service. PBT will not charge the County any long distance fees.

525020 – PAGERS AND CELL PHONES **\$9,524**

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones and pagers are required for immediate response when emergencies occur. The department pays for blocks of minutes instead of individual cell phones.

Pagers	\$2,338
Lost Pagers 2 @ \$52.50	\$ 106
Alltel Cell Phones	\$1,980
Nextel Cell Phones	\$5,100

525030 – 800 MHz RADIO SERVICE CHARGES **\$9,714**

800 MHz radios required for communication.

15 Radios @ \$647.59 annual per radio = \$9,713.85

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS **\$1,489**

800 MHz radios required for communication factored with a 3% increase on maintenance.

15 Radios – estimated maintenance costs prorated across all radios is \$99.26 per radio.

525090 – OTHER COMMUNICATION CHARGES **\$600**

This account will be used to pay voicemail press box charges for Public Information Officer and the Sheriff. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same. (\$50 * 12 = \$600)

525100 – POSTAGE **\$18,900**

For postage fees. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months and an additional \$600 for community survey mailings.

525110 – OTHER PARCEL DELIVERY SERVICE **\$880**

Postage fees for Federal Express. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same plus \$400 for re-accreditation mailings.

525201 – TRANSPORTATION & EDUCATION - SHERIFF **\$5,000**

SC Code of Laws, Section 23-23-10 ET. Seq. (1976 as amended)

The revised Training Act passed by the General Assembly requires that the Sheriff must successfully complete 20 hours of training per year. Seminars, workshops, dues, conventions, training courses, and publications comprise the requested amount in this account.

40-11

525210 – CONFERENCE & MEETING EXPENSES **\$20,000**

To meet requirements for certification, SC Code of Laws, Section 23-23-10 training must be attended. These include: Class I enforcement personnel (40 hours/ 3 years), Class II detention personnel (24 hour/year), Class III dispatch personnel (in-service legal updates) and reserve officer (in-service once a month). This reflects in-house training needs required by law to provide to personnel. The academy does not teach these courses, and in many cases, employees must be sent outside the county for training so that they may maintain their certification and acquire advancement in technical fields. Training seminars requested during the year may vary as they are offered.

525230 – SUBSCRIPTIONS, DUES & BOOKS **\$11,000**

Various subscriptions and memberships as they relate to law enforcement statistics, training, and legal updates.

SCLEOA Memberships	\$600
State & Federal Law Publications	\$5,000
SC Association of Countywide Elected Officials	\$100
SC Police Chief's Association	\$100
Leadership Lexington County	\$350
American Association of Polygraphists	\$100
American Polygraph: Association	\$300
American Bar Association	\$350
SC Legislative Council Subscription	\$600
SC Bar	\$750
Criminal Justice Funding Report	\$250
American Correctional Assoc.	\$50
Law Enforcement Mgmt Bulletin	\$150
National Sheriff's Association	\$50
Thompson Publishing Various Subscriptions	\$2,250

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$350**

This account will be used to pay personal mileage for administrative employees using a personal vehicle for county business. A county vehicle will be used when available. The budget amount is based on an average cost for the first 6 months of this fiscal year and a projection of the same for the remaining 6 months.

525331 – UTILITIES – LAW ENF. CTR. **\$6,798**

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year plus a 3% contingency for rate increase.

525362 – UTILITIES – LAW ENF. CTR. ADDITION **\$2,520**

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year plus 3% contingency for rate increase.

525400 – GAS, FUEL, & OIL **\$12,000**

The budget amount is based on projected costs for current fiscal year. Estimated cost is \$1,000 per month.

40-12

525600 - UNIFORMS & CLOTHING

\$3,000

Uniforms are requested under Section 23-13-30 of the SC Code of Laws. Replacement items will need to be purchased. A winter uniform will be purchased for officers to include long sleeve streetgear shirts, mock neck shirts, and dickies. The amount budgeted is an estimate.

40-13

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 – SMALL TOOLS & MINOR EQUIPMENT **\$5,000**

This account is used to purchase replacement telephones, cell phones, file cabinets, and other items that may be classified as small tools & minor equipment that need replacement.

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SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year 2005-06

Fund: 1000

Division: Law Enforcement

Organization: 151200 - Operations

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	<i>BUDGET</i>		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 188	6,506,377	3,068,546	6,769,497	7,033,546		
510199 Special Overtime	307,396	215,665	215,666	200,000		
510200 Overtime	16,155	3,904	5,000	6,000		
510210 Overtime - Dog Care	9,630	4,455	11,466	10,123		
510300 Part Time - PT/3.25 - FTE	121,559	47,126	136,387	165,823		
511112 FICA Cost	507,500	244,516	528,175	567,286		
511113 State Retirement	17,070	7,583	16,296	26,328		
511114 Police Retirement	648,580	319,253	686,000	756,873		
511120 Insurance Fund Contribution - 188	1,115,654	533,880	1,067,760	1,082,880		
511130 Workers Compensation	235,466	108,400	229,245	238,698		
511131 S.C. Unemployment	5,777	2,237	0	0		
511213 SCRS - Employer Portion (Retiree)	1,812	848	1,821	0		
511214 PORS - Employer Portion (Retiree)	69,912	30,708	65,286	0		
515600 Clothing Allowance	29,400	14,800	36,000	36,000		
* Total Personnel	9,592,288	4,601,921	9,768,599	10,123,557	0	0
Operating Expenses						
520100 Contracted Maintenance	2,633	4,851	5,750	19,557		
520207 SLED Terminal Contracts	900	335	900	780		
520245 Monitor Disposal	400	0	600	400		
520246 NCIC Access Fee	0	0	2,880	2,880		
520300 Professional Services	5,468	2,874	8,500	9,500		
520702 Technical Currency & Support	2,579	2,691	7,566	4,508		
520703 Computer Hardware Maintenance	0	0	0	2,000		
520800 Outside Printing	4,186	1,368	8,200	8,400		
521000 Office Supplies	17,560	9,191	20,000	20,000		
521100 Duplicating	10,883	6,039	12,000	12,100		
521200 Operating Supplies	33,021	15,839	47,775	38,000		
521208 Police Supplies	24,629	5,838	27,125	27,125		
521210 Canine Supplies (Dog,Food,Training)	50	50	700	500		
522100 Heavy Equipment Repairs & Maint.	-2,119	406	4,300	2,000		
522200 Small Equipment Repairs & Maint.	8,162	4,291	17,200	24,500		
522300 Vehicle Repairs & Maintenance	245,800	118,876	236,900	240,000		
522400 Water Craft Repairs & Maintenance	6,870	1,725	8,400	7,500		
522500 Aviation Repairs & Maintenance	9,128	2,146	11,000	11,000		
523200 Equipment Rental	142	0	142	200		
524000 Building Insurance	4,288	2,282	4,793	4,861		
524100 Vehicle Insurance - 179	92,925	47,965	98,283	106,863		
524101 Comprehensive Insurance - 1	137	81	142	215		
524201 General Tort Liability Insurance	103,684	65,838	128,085	136,471		
524202 Surety Bonds	0	0	0	1,826		
524206 Canine Insurance	0	0	3,500	0		
524400 Water Craft Insurance - 10	2,479	1,552	3,858	4,244		
524500 Aircraft Insurance - 1	5,000	0	5,150	5,150		
524600 Diver Instructor Insurance	350	350	350	350		
524999 Other Insurance	0	0	0	0		
525000 Telephone	48,704	25,555	51,966	53,583		
525003 T-1 Line Service Charges	6,359	3,371	6,700	8,952		
525004 WAN Service Charges	29,816	14,499	32,140	32,140		
525010 Long Distance Charges	6,808	3,109	7,101	0		

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SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year 2005-06**

Fund: 1000
Division: Law Enforcement
Organization: 151200 - Operations

Object Expenditure Code Classification	2003-04 Expend.	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Con't Operating Expenditures:						
525020 Pagers and Cell Phones	39,936	17,195	43,161	38,037		
525030 800 MHz Radio Service Charges - 224	100,871	51,005	140,779	148,877		
525031 800 MHz Radio Maintenance - 224	27,764	19,480	26,908	22,235		
525050 SLED Telecommunication Charges	1,952	903	2,285	1,740		
525202 Certified Officer Training - Payments	6,665	1,752	5,000	5,000		
525203 Certified Officer Training - Receipts	-645	-1,000	0	0		
525210 Conference & Meeting Expenses	18,039	19,334	20,000	20,000		
525230 Subscriptions, Dues, & Books	10,057	8,254	11,000	11,000		
525240 Personal Mileage Reimbursement	757	0	200	0		
525250 Motor Pool Reimbursement	1,396	1,820	1,500	4,472		
525305 Utilities - Harbison Complex	359	0	0	0		
525331 Utilities - Law Enf. Ctr.	62,167	35,408	60,556	73,542		
525381 Utilities - Caboose - Gilbert	2,002	736	1,601	2,040		
525383 Utilities - River Oaks Substation	985	722	1,136	1,484		
525384 Utilities - West Region	1,799	865	1,737	1,854		
525388 Utilities - Lincreek Dr	5,746	3,052	8,294	7,540		
525400 Gas, Fuel, & Oil	327,825	193,848	304,260	389,862		
525410 Aviation Operations Fuel	1,692	847	4,000	4,000		
525420 Water Craft Operations Fuel	4,216	4,036	5,771	9,687		
525600 Uniforms & Clothing	85,292	56,615	100,000	63,862		
526500 Licenses & Permits	566	300	700	700		
529000 Unclassified	40,000	28,500	40,000	40,000		
538000 Claims & Judgments (Litigation)	0	900	1,750	2,000		
* Total Operating	1,410,283	785,694	1,542,644	1,633,537	0	0
** Total Personnel & Operating	11,002,571	5,387,615	11,311,243	11,757,094	0	0
Capital						
540000 Small Tools & Minor Equipment	3,157	4,433	5,000	5,000		
540010 Minor Software	1,577	0	0	0		
5A6 (350) 800 MHz Replacement Batteries				24,500		
All Other Equipment	468,014	21,465	479,528	0		
**Total Capital	472,748	25,898	484,528	29,500	0	0
*** Total Budget Appropriation	11,475,319	5,413,513	11,795,771	11,786,594	0	0

SECTION III. – PROGRAM OVERVIEW

The Law Enforcement Operations organization provides for the supervision, control, and direction in the area of field operations to provide for the enforcement of state and local laws relating to public safety and welfare. The primary service objective for law enforcement is the timely response to calls-for-service and for the prevention and detection of criminal activity. Law Enforcement Operations encompasses patrol services, criminal and specialized investigations, telecommunications, courthouse security, traffic enforcement, narcotics investigations, victim assistance, marine patrol services on county waterways, and the service of criminal and civil process. This organization also provides for bloodhound tracking, Special Weapons and Tactics (SWAT), Explosive Ordnance Disposal (EOD), aviation, underwater operations/recovery, tactical negotiations, VIP/Dignitary security, and coordination during mass arrests and natural/man-made disasters.

SECTION IV.D. – SERVICE LEVELS

The service levels for Operations are maintained on a yearly basis. The statistics below are for year 2004.

Aggravated Assault	339
Auto Breaking and Entering	927
Burglary	1213
Homicide	6
Larceny	2466
Motor Vehicle Theft	526
Rape	38
Robbery	130

Total Number of Incident Reports Written	24,847
Cases Assigned for Further Investigation	2,727

Forensic Drug Lab Analysis

Marijuana	43
Cocaine	370
Crack	587

Prescription Drugs

Benzodiazopine	64
Other	17

Opiates	97
Hallucinogens	7
Methamphetamine	250
Ecstasy	10
Ketamine	1

OTC	90
Rx's	102
Steroid	1

Total Analyses	1639
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SECTION V. A. - LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
Law Enforcement/Operations:					
Director of Operations	1	1		1	27
Attorney/Crim Domestic Violence	1	1		1	24
Major/Bureau Commander	1	1		1	23
Major/Bureau Commander	1	1		1	22
Captain/Regional Commander	3	3		3	22
Lieutenant Asst Region Commander	1	1		1	20
Lieutenant	5	5		5	20
Lieutenant/Marine Unit	1	1		1	18
Lieutenant	2	2		2	18
Sergeant	18	18		18	16
Crime Prevention Officer	2	2		2	14
Identification Officer	1	1		1	14
Senior Investigator	4	4		4	14
Criminal Investigator	34	34		34	13
Marine Officer	2	2		2	13
Master Deputy	31	31		31	13
Systems Technician/Sheriff	1	1		1	13
Sergeant/Corrections Training	1	1		1	13
Project Coordinator/Sheriff	1	1		1	13
Deputy	63	63		63	10-12
PT Deputy/Security Services (62.5%- 111310 & 37.5% - 151200)	1	0.22		0.22	10-P/T
PT Deputy	5	2.89		2.89	10-P/T
Senior Admin Asst. I	1	1		1	9
Evidence Clerk	1	1		1	9
(TBD)	2	2		2	11
(TBD)	1	1		1	10
Telecommunications Oper	2	2		2	7
PT Telecommunications Op/Sher	1	0.698		0.698	7-P/T
Criminal Records Operator	3	3		3	7
PT Victim Assistance Clerk	2	1		1	6-P/T
Totals	193	188.808	0	188.808	

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SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE **\$19,557**

Communications equipment must be covered under contract to provide 24-hour service.

South District Phone System	\$900
Prox Security System Existing	\$4,452
Prox Security System Drug Lab	\$850
New AFIS Prorated for 11/05 – 06/06	\$13,355

520207 SLED TERMINAL CONTRACTS **\$780**

Contracted cost for access to South Carolina Law Enforcement Agency database. \$65.00 * 12 months = \$780.

520245 – MONITOR DISPOSAL **\$400**

Replacement of outdated computer monitors necessitates the disposal of old units. The old units contain lead and require proper disposal to protect environment.

520246 – NCIC ACCESS FEE **\$2,880**

Access fees paid for communications with National Crime Information Center. The estimated cost is \$60 a month * 4 users * 12 months = \$2,880.00.

520300 - PROFESSIONAL SERVICES **\$9,500**

Required for medical service, plus miscellaneous services such as sign linguists, and forensic lab fees.

Fit for Duty Psychological Evaluations	\$1,000
Veterinary Services (K9) Emergency & Routine	\$6,000
Subpoena for phone charges	\$1,500
Title Searches	\$1,000

520702 – TECHNICAL CURRENCY & SUPPORT **\$4,508**

Software maintenance agreements are needed to provide updates and technical support.

Network and Database & Dev Tools Software (existing)	\$3,179
Network and Database & Dev Tools Software (new)	\$1,329

520703 – COMPUTER HARDWARE MAINTENANCE **\$2,000**

To pay computer hardware maintenance agreements

Wireless Adapters	\$2,000
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520800 – OUTSIDE PRINTING **\$8,400**

Printing of various forms. The budget amount is an estimate. Forms are ordered in bulk and bids must be solicited for their purchase.

Warning Ticket Books	\$1,200
Investigative & Incident Reports	\$6,000
Business Cards	\$1,200

521000 - OFFICE SUPPLIES **\$20,000**

Major expenditures in this account are folders, pens, laser printer cartridges etc. required for preparation of investigation case files. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same. General office supplies are estimated at \$9,400 annually and printer cartridges are estimated at \$10,600 annually.

521100 – DUPLICATING **\$12,100**

Case files, investigative reports and other materials applying to investigations. The amount budgeted is based on the actual cost for 6 months and a projection of the same for the remaining 6 months.

521200 - OPERATING SUPPLIES **\$38,000**

The greatest expenditure in this account is film processing, film, audio logging tapes for 911 calls and incoming calls VHS tapes, and 8mm tapes for evidence purposes for court trials of investigative and traffic cases. Departmental standards require that evidence tapes not be reused, necessitating the need for more tapes. Evidence bags, disposable gloves, fingerprint kits, evidence boxes, evidence labels, hazardous waste disposal kits, etc, must be used to process criminal investigative cases according to SC Code of Laws and Federal laws. Greater emphasis on domestic violence cases requires an increased use of Polaroid film.

Photo Processing	\$ 8,000
ID & Prox Cards	\$ 1,800
Crime Scene Processing Consumables	\$ 5,700
Evidence Storage Items	\$ 1,000
Batteries	\$ 3,000
VHS, 8mm, Cassette Tapes	\$ 2,700
Gloves	\$ 800
Camera Batteries	\$ 500
35 mm Film	\$ 1,000
Polaroid Film	\$ 9,500
Evidence Gun/Biohazard Boxes	\$ 2,000
Extreme Condition Nutritional Supplies	\$ 2,000

521208 - POLICE SUPPLIES

\$ 27,125

Officers must be supplied with certain items such as flashlights, batteries, handcuffs, summons books, holders, etc. to perform daily job duties. Radio batteries are to replace existing stock that is no longer rechargeable. The ASP batons, OC spray and fire extinguishers are required by policy and procedure.

1000 Flex Cuffs x \$2 each	\$ 2,000
100 County maps x \$12 each	\$ 1,200
25 Pair Handcuffs x \$25.00 each	\$ 500
20 ASP Baton & Holders x \$78.00 each	\$ 1,560
Warning Ticket Books	\$ 1,000
Badges	\$ 5,000
Reflective Vests/Gloves	\$ 440
20 OC/ HOLDERS x \$16 each	\$ 320
300 OC Spray x \$7 each	\$ 2,100
Leg Irons and Transport Belts	\$ 500
800 MHz Radio Accessories	\$10,000
35 Fire Extinguishers x \$80 each	\$ 2,800

521210 - CANINE SUPPLIES

\$500

Dog harnesses, hay for kennels, leashes, flea and tick dips, feeding bowls, etc. must be purchased. Training equipment must also be purchased for safety purposes. The budget amount is estimated because these items are not purchased on a regular basis.

522100 - HEAVY EQUIPMENT REPAIRS

\$2,000

This account will cover the repairs made to the bomb truck, tractor, and other equipment not classified as "vehicle".

522200 - SMALL EQUIPMENT REPAIRS

\$24,500

Required inspections, repairs and calibrations for radar and voice recording equipment, antennas, radio parts, weight scales, gas pumps, AT&T service lines, training equipment and surveillance equipment. Due to age of the radar equipment the units are needing a complete update and overhaul.

In-Car Video Cameras	\$4,000
Radar Units Repair	\$5,500
Running Man Target System	\$2,500
Radio Repairs	\$2,000
Undercover Equipment	\$2,000
Fax Repairs	\$1,500
Camera Repairs	\$1,000
Shedder Repair	\$1,000
Cell Phone Repairs	\$ 500
Radar Units Calibration	\$1,500
Printer Repairs	\$3,000

522300 - VEHICLE REPAIRS & MAINTENANCE **\$240,000**

Repairs and services necessary to keep the fleet of vehicles on the road 24 hours a day, seven days a week. Officer safety is assured by proper maintenance of high mileage vehicles. The amount budgeted is based on projected expenditures for current fiscal year. $179 * \$1,340 = \$239,969$

522400 - WATERCRAFT REPAIRS & MAINTENANCE **\$7,500**

Repairs and services for watercraft to include maintenance and servicing of dive gear and regulators, outboard motors, inspection fees, equipment needs, parts, and batteries. The amount budgeted is increased over last fiscal year due to aging watercraft; extraordinary maintenance is anticipated.

522500 - AVIATION REPAIRS & MAINTENANCE **\$11,000**

Major repairs are needed on the aircraft, to include a new transmission.

523200 - EQUIPMENT RENTAL **\$200**

Rental is required on equipment used at the State Fair Display. The amount budgeted is based on actual cost for current fiscal year.

524000 - BUILDING INSURANCE **\$4,861**

Building insurance amounts as allocated based on square footage. The amount budgeted is based on recommendation of County Risk Manager.

524100 - VEHICLE INSURANCE **\$106,863**

179 @ \$597.00 each

524101 - COMPREHENSIVE INSURANCE **\$215**

Comprehensive insurance is budgeted based on recommendation of County Risk Manager.

524201 - GENERAL TORT LIABILITY INSURANCE **\$136,471**

General tort liability insurance amounts as allocated based on number of personnel. The amount budgeted is based on County Risk Manager's recommendation.

524202 - SURETY BOND **\$1,826**

Surety bonds are paid every 3 years. The estimated cost was provided by the County Risk Manager.

7 non-sworn * \$8 = \$56

177 sworn * \$10 = \$1,770

524206 - CANINE INSURANCE **\$0**

Insurance is required for canines used in drug investigations. The current carrier has lost their underwriter. If an underwriter is located funds will be transferred at a later date.

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524400 – WATER CRAFT INSURANCE **\$4,244**

Insurance charges to cover boats, motors and trailers. The amount budgeted is the recommendation of County Risk Manager.

524500 - AIRCRAFT INSURANCE **\$5,150**

The cost to insure one aircraft and a contingency for a rate increase. FY03 premium was \$4,649 and it is estimated that the FY05 premium will be \$5,150.

524600 - DIVER'S INSTRUCTOR INSURANCE **\$350**

Divers are required by law to be certified yearly. By insuring a dive instructor, certification fees are eliminated for other staff divers. Certified instructor's insurance cost \$700.00 per year. Not all training provided by the instructor is within the department, therefore only half the fee is paid.

525000 -TELEPHONE **\$53,583**

Dedicated telephone lines are required for case purposes and for immediate contact. The budget amount is based on projected cost for current fiscal year.

525003 – T-1 LINE SERVICE CHARGES **\$8,952**

This account is used to pay for T-1 line service, a BellSouth telecomm line for the 800 MHz radio service. The line charge for link to the state line at the Palmetto Center. We received a rate increase in Dec. 04 based on the one month at the new rate the estimated monthly cost will be \$746.

525004 – WAN SERVICE CHARGES **\$32,140**

This account is used to pay for frame relay and relay line charges for wide area networks. There are currently 4 locations for WAN charges. The amount budgeted is based on projected cost for current fiscal year plus a 3% contingency for rate increase.

525010 - LONG DISTANCE **\$0**

The budget for long distance charges is \$0 due to bid of telephone service. PBT will not charge the County any long distance fees

525020 – PAGERS AND CELL PHONES **\$38,037**

Pagers and cell telephones are required for instantaneous contact for security purposes. Mobile telephones are needed for immediate response when emergencies occur. See telecommunication equipment listing for identification detail and schedule of charges for amount detail. The budgeted amount also includes a contingency for lost pager fees and roaming and long distance charges for cell telephones. The department pays for blocks of minutes instead of individual cell phones.

Pagers	\$16,174
Lost Pagers 5 @ \$52.50	\$ 263
Nextel Cell Phones	\$21,600

525030 – 800 MHz RADIO SERVICE CHARGES **\$148,877**

Required for communication.

224 radios @ \$647.59 annual per radio = \$145,060.16
Miscellaneous Charges related to entire system - \$3,816

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS **\$22,235**

800 MHz radios are required for communications and officer safety.
224 Radios at \$99.26 per radio = \$22,234.24.

525050 – SLED TELECOMMUNICATION CHARGES **\$1,740**

Line charges for SLED telecommunication equipment. The average line charge per month \$145.

525202 - CERTIFIED OFFICER TRAINING PAYMENTS **\$5,000**

State law requires reimbursement of training costs to the agency from which certified officers are recruited. The amount budgeted is only an estimate.

525210 – CONFERENCE AND MEETING EXPENSES **\$20,000**

To meet requirements for certification, SC Code of Laws, Section 23-23-10 training must be attended. These include: Class I enforcement personnel (40 hours/ 3 years), Class II detention personnel (24 hour/year), Class III dispatch personnel (in-service legal updates) and reserve officer (in-service once a month). This reflects in-house training needs required by law to provide to personnel. The academy does not teach these courses, and in many cases, employees must be sent outside the county for training so that they may maintain their certification and acquire advancement in technical fields. Training seminars requested during the year may vary as they are offered.

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$11,000**

Membership Dues for SCLEOA, FBI dues and drug enforcement dues allow members of the department to benefit from conference and training workshops for certification and specialized training skills. Legal updates, technical magazine reference materials, the Drug Enforcement magazine, law procedures on warrants, the rights of juveniles, and the SC Code of Laws must be ordered to provide up to date legal assistance to prevent litigation and to assist in case trials.

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$0**

This account will not be needed this fiscal year; a motor pool vehicle will be used.

525250 – MOTOR POOL REIMBURSEMENT **\$4,472**

This account will be used to pay personal mileage for employees using a personal vehicle for county business. A county vehicle will be used when available. The budget amount is based on average monthly mileage for the first 6 months of this fiscal year. (920 miles per month * \$0.405 = \$372.60 per month)

525331 - UTILITIES - LAW ENF. CTR. **\$73,542**

The amount budgeted is based on projections for current fiscal year plus a reserve for a 3% rate increase.

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525381 - UTILITIES – CABOOSE – GILBERT **\$2,040**

The amount budgeted is based on projections for current fiscal year plus a reserve for a 3% rate increase.

525383 - UTILITIES – RIVEROAKS SUBSTATION **\$1,484**

The amount budgeted is based on projections for current fiscal year plus a reserve for a 3% rate increase.

525384 - UTILITIES – WEST REGION **\$1,854**

The amount budgeted is based on projections for current fiscal year plus a reserve for a 3% rate increase.

525384 - UTILITIES – LINCREEK **\$7,540**

The amount budgeted is based on projections for current fiscal year plus a reserve for a 3% rate increase.

525400 - GAS, FUEL & OIL **\$389,862**

This account includes all fuel, oils, and fluids used in vehicles, trucks, tractors, lawnmowers, etc. that are used by the Sheriff's Department. The amount budgeted is based on the actual expenditures for December and January plus 7.5% contingency for fuel price increases during the next fiscal year. $179 * \$2,178 = \$389,862$

525410 - AVIATION OPERATIONS FUEL **\$4,000**

The helicopter will require fuel for various cases requiring air surveillance.

525420 - WATERCRAFT OPERATIONS FUEL **\$9,687**

The boats will require fuel for various cases requiring watercraft. This budget is an estimated amount based on current fiscal year projections.

525600 - UNIFORMS & CLOTHING **\$63,862**

Uniforms are requested under Section 23-13-30 of the SC Code of Laws. Replacement items will be purchased if funds are available. Costs included in this budget amount include leather gear and body armor. The amount requested is based on actual cost for the first six months of FY05 and a projection of the same for the next six months.

526500 - LICENSES & PERMITS **\$700**

License fees are required for operations as required by Federal regulations. This account will also be used to pay boat registration fee and various DHEC fees.

529000 - UNCLASSIFIED **\$40,000**

Informants are used in the area of criminal investigations due to the increase in drug related operations; monies must be readily available to aid in the process of capturing the drug dealers.

538000 – CLAIMS & JUDGEMENTS (LITIGATION) **\$ 2,000**

Funds must be available to pay small claims for damaged items during an arrest, seizure, or raid.

COUNTY OF LEXINGTON

SECTION I

New Program Request
Fiscal Year - 2005-2006

Fund # 1000 Fund Title: New Program
 Organization # 151200 Organization Title: LE/Operations
 Program # New Program Title: Drug Lab

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries - 1	45,786
519901 Salaries & Wages Adjustment	1,374
510199 Special Overtime	
511112 FICA Cost	3,608
511113 State Retirement 7.7%	
511114 Police Retirement	5,047
511120 Insurance Fund Contribution	5,760
511130 Workers Compensation	1,585
515600 Clothing Allowance	
* Total Personnel	63,160
Operating Expenses	
520100 Contracted Maintenance	8,300
520200 Contracted Services	0
521000 Office Supplies	0
521200 Operating Supplies	0
522300 Vehicle Repairs and Maintenance	0
524100 Vehicle Insurance	597
524201 General Tort Liability Insurance	759
525000 Telephone	240
525010 Long Distance	0
525020 Pagers & Cell Phones - 1 Pager Only	108
525030 800 MHz Radio Service Charges	648
525031 800 MHz Radio Maintenance Charges	100
525210 Conference and Meeting Expense	0
525230 Subscriptions, Dues and Books	0
525400 Gas, Fuel and Oil	0
525600 Uniforms & Clothing	0
526500 Licenses and Permits	0
* Total Operating	10,752
** Total Personnel & Operating	73,912
Capital Expenses	
540000 Small Tools and Minor Equipment	0
** Total Capital (From Section II)	0
*** Total Budget Appropriation	73,912

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SECTION III. – PROGRAM OVERVIEW

The Forensic Drug Lab provides timely drug analysis reporting to the Solicitor. This allows for swift prosecution, reduced pre-trial inmate population for those jailed on drug charges, and prevents unnecessary drug and collateral crimes committed by drug offenders while out of jail on bond for extended periods of time waiting trial. All of the aforementioned expedites the justice process, which will in turn provide for a maximum public safety at a minimum expense to the citizens of Lexington County. The grant previously awarded will end June 30, 2005; therefore, the expenses to continue this program are requested in the general fund.

SECTION V. A. – LISTING OF POSITIONS

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Current Staffing Level: Chemist	1	1	0	1	
Totals:	1	1	0	1	

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE \$ 8,300

The Gas Mass Spectrometer and UV Spectrometer must be serviced several times a year. If the equipment breaks down, it must be repaired immediately so that the drug lab will be operable at all times.

524100 - VEHICLE INSURANCE \$ 597

Vehicle insurance is required on each County vehicle.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 759

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager.

525000 – TELEPHONE SERVICE \$ 240

The telephone line charges are required for the daily operations of the drug lab.

525010 – LONG DISTANCE SERVICE \$ 0

The budget for long distance charges is \$0 due to bid of telephone service. PBT will not charge the County any long distance fees.

525020 - PAGERS AND CELL PHONES \$ 108

The Chemist is required to have a pager for immediate communication purposes.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 648

Monthly service is required for the 800 MHz radios used by all certified law enforcement officers for communication purposes.

525031 – 800 MHz RADIO MAINTENANCE CHARGES \$ 100

Radio maintenance fees are required to operate the radios on a 24 hour basis.

SECTION I**COUNTY OF LEXINGTON****New Program Request****Fiscal Year - 2005-2006**

Fund # 1000
Organization # 151200
Program # 3 Months Pick Up Orig Grant

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries - 2 - 6.5 PP	19,637
510200 Overtime	0
511112 FICA Cost	1,503
511114 Police Retirement	2,102
511120 Insurance Fund Contribution - 2 - 3 months	2,880
511130 Workers Compensation	660
511131 S.C. Unemployment	0
515600 Clothing Allowance	400
* Total Personnel	27,182
Operating Expenses	
521000 Office Supplies	0
521200 Operating Supplies	0
521208 Police Supplies	0
522300 Vehicle Repairs & Maintenance	0
524100 Vehicle Insurance	0
524201 General Tort Liability Insurance	0
525000 Telephone	120
525010 Long Distance Charges	0
525020 Pagers and Cell Phones	504
525030 800 MHz Radio Service Charges	324
525210 Conference & Meeting Expenses	0
525400 Gas, Fuel, & Oil	0
525600 Uniforms & Clothing	0
* Total Operating	948
** Total Personnel & Operating	28,130
54000 Small Tools and Minor Equipment	0
540010 Minor Software	0
All Other Equipment	0
** Total Capital (From Section II)	0
*** Total Budget Appropriation	28,130

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SECTION III. - PROGRAM OVERVIEW

There is an essential need for Gang Investigators in Lexington County as represented by the statistics over the past sixteen months. With the additional cases evolving daily and the calls for the gang unit investigators, an additional gang investigator is necessary to combat the gang problem in the county. The communities concern for gang related investigations and questions have substantially increased. This is partially due to the dramatic increase in gang related crimes, and to the media attention given to recent drive-by shootings. The community's "concern" has increasingly prompted schools, business and community leaders to turn to the Gang Unit for assistance. The case load for the gang unit investigators has increased so dramatically that they cannot adequately respond to all the gang related incidents without losing focus, or time, in solving gang related crimes and gathering paramount gang intelligence. With the increasing case load and calls for gang incidents, the investigators do not have the time to keep up with the input and record keeping in a timely manner. The daily telephone calls and inquiries concerning gangs have to be prioritized, especially if a case of significant multitude is being investigated. The information received from these calls is very valuable and need to be followed up without delay.

Gang existence is prevalent on bridges, walls, sides of buildings, sidewalks, billboards, and even on the Lake Murray Dam. Business establishments and the malls are constantly seeking security and training on gang recognition factors because they are concerned about the growing popularity of gangs in the areas and the safety of their customers. The need in Lexington County for gang control is undeniable and the citizens and organizations in the county are constantly seeking the knowledge and the safety that is provided by law enforcement.

The grant funding previously awarded will end March 31, 2006. Therefore, the expenses to continue this program are requested in the general fund.

SECTION V. A. - LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
LE / Operations (1000-151200)					
Criminal Investigator	2	0	2	2	13
Totals:	<u>2</u>	<u>0</u>	<u>2</u>	<u>2</u>	

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SECTION V. B. – OPERATING LINE ITEM NARRATIVES

525000 – TELEPHONE \$ 120

This account is for telephone and voice mail service charges for 3 months at \$20 each line.

525010 – LONG DISTANCE TELEPHONE SERVICE \$ 0

The budget for long distance charges is \$0 due to bid of telephone service. PBT will not charge the County any long distance fees.

525020 - PAGERS AND CELL PHONES \$ 504

The grant investigators are required to carry a pager and a mobile telephone for immediate contact.

Nextels 2 @ \$75 Each *3 months = \$450.00

Pagers 2 @ \$9 Each * 3 months = \$54.00

525030 – 800 MHz RADIO SERVICE CHARGES \$ 324

The 800 MHz radio fees are required for the operation of 800 MHz radios.

2 radios * \$53.97 per month * 3 months.

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Law Enforcement
Organization: 151250 - School Crossing Guards

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510300 Part Time - 48-LS (12.00 - FTE)	148,590	72,983	153,342	157,874		
511112 FICA Cost	11,368	5,583	11,999	12,077		
511113 State Retirement	8,751	4,273	10,505	12,156		
511130 Workers Compensation	5,446	2,579	5,149	5,510		
511131 S.C. Unemployment	1,477	715	0	0		
511213 State Retirement - Retiree	1,418	723	0	500		
* Total Personnel	177,050	86,856	180,995	188,117	0	0
Operating Expenses						
520204 School Crossing Guards	46,546	0	51,477	53,347		
521209 School Patrol Supplies	475	0	4,673	4,673		
524201 General Tort Liability Insurance	630	243	498	1,159		
525100 Postage	355	182	404	450		
* Total Operating	48,006	425	57,052	59,629	0	0
** Total Personnel & Operating	225,056	87,281	238,047	247,746	0	0
Capital						
** Total Capital	0	0	0	0	0	0
*** Total Budget Appropriation	225,056	87,281	238,047	247,746	0	0

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SECTION III. – PROGRAM OVERVIEW

School Crossing Guards ensure the safety of our children during arrival and departure from school.

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
School Crossing Guards:					
School Crossing Guards	N/A	12		12	P/T – L/S

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SECTION V. B. – OPERATING LINE ITEM NARRATIVES

520204 – SCHOOL CROSSING GUARDS \$53,347

The fees paid to the City of Cayce and the City of West Columbia to cover the expenses of the school crossing guards.

521209 – SCHOOL PATROL SUPPLIES \$ 4673

School patrol supplies such as vests, signs, lights, uniforms, batteries and other safety equipment is required for the school crossing guards to be visible for the safety of the children and for awareness purposes of citizens.

524201 – GENERAL TORT INSURANCE \$ 1159

Insurance is paid according to County policy for each employee at the rate quoted by the County Risk Manager.

525100 – POSTAGE \$ 450

Postage is required for the bi-weekly mailing of the payroll deposit check amounts to the school crossing guards.

**Lexington County Sheriff's Department
Estimated Cost for 2005/2006
School Crossing Guards**

	Number of Guards	School Days Per Year	Hours Worked Per Day	Total Hours Worked Per Year	Hourly Pay Rate	Total Salary Charged	FICA - 7.65%	SCRS - 7.7%	W/C - 3.49%	General Tort \$50.00/Yr./FTE Prorate(180days)	Total Fringes	Hourly Rate Charged Per District	TOTAL Salary & Fringe Charged to School District	Yearly Contracts	Postage	Estimated Administrative Fee (\$850.57/guard) (Attachment A)	Estimated Equipment (Attachment B)	Estimated District Cost
District 1	1	180	3.0	540.0	12.529695	\$ 6,766.04	\$ 517.60	\$ 520.98	\$ 236.13	\$ 24.66	\$ 1,299.38	14.89	\$ 8,065.41		\$ 11.54	\$ 850.57	\$ 133.51	\$ 9,061.03
	6	180	1.5	1,620.0	12.529695	\$ 20,298.11	\$ 1,552.81	\$ 1,562.95	\$ 708.40	\$ 147.95	\$ 3,972.11	14.89	\$ 24,270.21		\$ 69.23	\$ 5,103.42	\$ 801.06	\$ 30,243.93
	1	180	2.0	360.0	12.529695	\$ 4,510.69	\$ 345.07	\$ 347.32	\$ 157.42	\$ 24.66	\$ 874.47	14.89	\$ 5,385.16		\$ 11.54	\$ 850.57	\$ 133.51	\$ 6,380.78
District 1 Total	8			2,520.0		\$ 31,574.83	\$ 2,415.47	\$ 2,431.26	\$ 1,101.96	\$ 197.26	\$ 6,145.96		\$ 37,720.79	\$ -	\$ 92.31	\$ 6,804.56	\$ 1,068.08	\$ 45,685.74
District 2	1	180	1.5	270.0	12.529695	\$ 3,383.02	\$ 258.80	\$ 260.49	\$ 118.07	\$ 24.66	\$ 662.02	14.89	\$ 4,045.04		\$ 11.54	\$ 799.07	\$ 133.51	\$ 4,989.15
	2	180	2.0	720.0	12.529695	\$ 9,021.38	\$ 690.14	\$ 694.65	\$ 314.85	\$ 49.32	\$ 1,748.94	14.89	\$ 10,770.32		\$ 23.08	\$ 1,598.14	\$ 267.02	\$ 12,658.56
	2	180	2.5	900.0	12.529695	\$ 11,276.73	\$ 862.67	\$ 868.31	\$ 393.56	\$ 49.32	\$ 2,173.85	14.89	\$ 13,450.58		\$ 23.08	\$ 1,598.14	\$ 267.02	\$ 15,338.81
Sub-Total	5			1,890.0														\$ 32,986.53
Contracts:																		
W. Cola.	6	180	1.5	1,620.0						\$ 147.95		14.89		\$ 24,121.80		\$ 2,397.21		\$ 26,519.01
Cayce	6	180	1.5	1,620.0						\$ 147.95		14.89		\$ 24,121.80	\$ -	\$ 2,397.21		\$ 26,519.01
Sub-Total	12			3,240.0														
District 2 Total	17			5,130.0		\$ 23,681.12	\$ 1,811.61	\$ 1,823.45	\$ 826.47	\$ 419.18	\$ 4,584.81	14.89	\$ 28,265.93	\$ 48,243.60	\$ 57.69	\$ 8,789.77	\$ 667.55	\$ 86,024.55
District 3	1	180	1.5	270.0	12.529695	\$ 3,383.02	\$ 258.80	\$ 260.49	\$ 118.07	\$ 24.66	\$ 662.02	14.89	\$ 4,045.04		\$ 11.54	\$ 799.07	\$ 133.51	\$ 4,989.15
	2	180	2.0	720.0	12.529695	\$ 9,021.38	\$ 690.14	\$ 694.65	\$ 314.85	\$ 49.32	\$ 1,748.94	14.89	\$ 10,770.32		\$ 23.08	\$ 1,598.14	\$ 267.02	\$ 12,658.56
District 3 Total	3			990.0		\$ 12,404.40	\$ 948.94	\$ 955.14	\$ 432.91	\$ 73.97	\$ 2,410.96		\$ 14,815.36	\$ -	\$ 34.62	\$ 2,397.21	\$ 400.53	\$ 17,647.71
District 5	4	180	1.5	1,080.0	12.529695	\$ 13,532.07	\$ 1,035.20	\$ 1,041.97	\$ 472.27	\$ 98.63	\$ 2,648.07	14.89	\$ 16,180.14		\$ 46.15	\$ 3,196.28	\$ 534.04	\$ 19,956.62
	11	180	2.0	3,960.0	12.529695	\$ 49,617.59	\$ 3,795.75	\$ 3,820.55	\$ 1,731.65	\$ 271.23	\$ 9,619.19	14.89	\$ 59,236.78		\$ 126.92	\$ 8,789.77	\$ 1,468.61	\$ 69,622.08
	4	180	3.0	2,160.0	12.529695	\$ 27,064.14	\$ 2,070.41	\$ 2,083.94	\$ 944.54	\$ 98.63	\$ 5,197.51	14.89	\$ 32,261.66		\$ 46.15	\$ 3,196.28	\$ 534.04	\$ 36,038.13
District 5 Total	19			7,200.0		\$ 90,213.80	\$ 6,901.36	\$ 6,946.46	\$ 3,148.46	\$ 468.49	\$ 17,464.77		\$ 107,678.58	\$ -	\$ 219.23	\$ 15,182.33	\$ 2,536.69	\$ 125,616.83
Grand Total	47			15,840.0		\$ 157,874.16	\$ 12,077.37	\$ 12,156.31	\$ 5,509.81	\$ 1,158.90	\$ 30,606.50	14.89	\$ 188,480.66	\$ 48,243.60	\$ 403.85	\$ 33,173.87	\$ 4,672.85	\$ 274,974.83

Total Revenue

\$274,974.83

Estimated Contract Amounts:	Guards	Days	Hours			Salary	FICA - 7.65%	SCRS - 7.7%	W/C - 4.8%	General Tort \$50 per yr. Per FTE	Total Fringe	Total Salary Contract	50% Of Admin. Fee	Estimated Equipment	Total Contract	
City of W. Cola.	6	180	1.5	1620	12.529695	\$ 20,298.11	\$ 1,552.81	\$ 1,562.95	\$ 974.31	\$ 147.95	\$ 4,238.01	14.89	\$ 24,121.80	\$ 2,551.71	\$ -	\$ 26,673.51
City of Cayce	6	180	1.5	1620	12.529695	\$ 20,298.11	\$ 1,552.81	\$ 1,562.95	\$ 974.31	\$ 147.95	\$ 4,238.01	14.89	\$ 24,121.80	\$ 2,551.71	\$ -	\$ 26,673.51
Total	12			3240		\$ 40,596.21	\$ 3,105.61	\$ 3,125.91	\$ 1,948.62	\$ 295.90	\$ 8,476.03		\$ 48,243.60	\$ 5,103.42	\$ 0.00	\$ 53,347.02

Total Revenue to Bill Out does not include payment we must make to City of W. Cola. And City of Cayce.

The 1/2 administrative fee paid to the Cities of West Columbia and Cayce was agreed upon in a contract by prior administration. An agreement was made to give Cayce and West Columbia an amount to cover their administrative expenses. It was estimated their expense would be 50% of our administrative expenses.

42-5

**Attachment A
Administrative Fee Calculation**

	Secretary	Sergeant
FICA	7.6500%	7.6500%
Retirement	7.7000%	10.7000%
W/C	0.2700%	3.4900%
General Tort per year	\$ 24.00	\$ 759.00

	Annual Salary	FICA	Retirement	Worker's Compensation	General Tort	Life/Health Insurance \$5760/Yr.	Subtotal	Total Billable Admin. Fee 40%	Admin. Fee Per Guard Per Year 47Guards All Districts
Secretary	\$ 28,030.00	\$ 2,144.30	\$ 2,158.31	\$ 83.81	\$ 24.00	\$ 6,000.00	\$ 38,440.41	\$ 15,376.17	\$ 327.15
Master Traffic Deputy	\$ 44,930.00	\$ 3,437.15	\$ 4,807.51	\$ 1,568.06	\$ 759.00	\$ 6,000.00	\$ 61,501.71	\$ 24,600.68	\$ 523.42
Total	\$ 72,960.00	\$ 5,581.44	\$ 6,965.82	\$ 1,651.87	\$ 783.00	\$ 12,000.00	\$ 99,942.13	\$ 39,976.85	\$ 850.57

Note: The administrative fee is calculated for all school crossing guards. The total number of guards is 47 which includes the 6 City of Cayce contract guards and 6 City of West Columbia contract guards.

2/1/2005

NOTE: No new salary approved by County Council at this time; therefore, instructed to increase salary by 3%.

42-00

Sch. Crossing Guard Salary 05/06	12.16475217	Per Hour
	0.364942565	
Estimated salary for 06/07	12.52969474	Per Hour

Attachment B
Supply Estimate Per Guard

Equipment	Quantity	Unit Price	Total Price
Vest	1	14.99	\$ 14.99
Stop Sign	1	18.99	18.99
Strobe Light	1	18.75	18.75
Flashlight	1	7.5	7.50
Rainsuit	1	9.77	9.77
Jacket	1	29.99	29.99
Cap	1	12.99	12.99
Gloves	1	2.99	2.99
Whistle	1	4.66	4.66
Batteries D	6	0.62	3.72
Batteries AA	8	0.35	2.80
Subtotal			\$ 127.15
5% Sales Tax			6.36
Total Estimated Cost			\$ 133.51

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SECTION I

COUNTY OF LEXINGTON

GENERAL FUND

Annual Budget

Fiscal Year - 2004-05

Fund: 1000

Division: Law Enforcement

Organization: 151300 - Jail Operations

		BUDGET				
Object Expenditure	2003-04	2004-05	2004-05	2005-06	2005-06	2005-06
Code Classification	Expenditure	Expend.	Amended	Requested	Recommend	Approved
		(Dec)	(Dec)			
Personnel						
510100	Salaries & Wages - 112	3,278,204	1,644,096	3,614,552	3,659,692	
510199	Special Overtime	335,488	249,950	358,000	200,000	
510200	Overtime	14,674	7,462	16,000	7,750	
510300	Part Time - 1 - PT/5-LS (3.25 - FTE)	94,273	52,122	112,710	168,416	
511112	FICA Cost	273,058	143,695	308,768	308,744	
511113	State Retirement	7,737	3,810	8,682	15,863	
511114	Police Retirement	348,015	181,416	389,822	409,794	
511120	Insurance Fund Contribution - 111	610,560	319,680	639,360	639,360	
511130	Workers Compensation	131,427	66,809	133,898	129,301	
511131	S.C. Unemployment	6,533	855	0	0	
511213	State Retirement - Retiree	1,524	826	1,641	0	
511214	Police Retirement - Retiree	33,220	18,870	42,119	0	
	* Total Personnel	5,134,713	2,689,591	5,625,552	5,538,920	0
Operating Expenses						
520100	Contracted Maintenance	28,203	11,929	49,808	26,980	
520200	Contracted Services	15,036	4,816	12,650	14,220	
520202	Medical Service Contract	1,032,689	637,500	1,337,964	1,517,560	
520203	Food Service Contract	663,815	332,672	656,814	717,453	
520207	SLED Terminal Contract	900	335	900	780	
520215	Housing of Juveniles	40,188	23,213	48,000	56,400	
520230	Pest Control	2,360	1,920	3,720	4,440	
520300	Professional Services	3,618	0	1,000	1,000	
520702	Technical Currency & Support	16,142	16,619	19,080	23,793	
520703	Computer Hardware Maintenance	0	0	0	0	
521000	Office Supplies	10,512	5,679	14,000	14,000	
521100	Duplicating	5,480	6,406	4,800	12,840	
521200	Operating Supplies	94,581	37,862	115,000	101,700	
521208	Police Supplies	7,519	0	8,000	4,000	
521300	Food Supplies	3,935	3,165	8,000	7,200	
521400	Health Supplies	9,711	4,463	10,300	11,000	
522000	Building Repairs & Maintenance	37,104	30,467	48,000	60,000	
522200	Small Equipment Repairs & Maintenance	22,121	8,023	35,000	35,800	
522300	Vehicle Repairs & Maintenance	8,239	2,615	11,280	9,000	
524000	Building Insurance	11,089	6,627	13,916	14,361	
524100	Vehicle Insurance - 12	6,300	3,180	6,516	7,164	
524201	General Tort Liability Insurance	60,459	35,637	76,492	78,401	
524202	Surety Bonds	0	0	0	1,106	
525000	Telephone	10,398	5,588	12,360	12,390	
525010	Long Distance Charges	1,515	809	1,410	0	
525020	Pagers and Cell Phones	5,097	2,412	6,532	5,510	
525030	800 MHz Radio Service Charges - 19	6,948	4,575	12,003	12,305	
525031	800 MHz Radio Maintenance Charges - 19	1,712	1,223	1,736	1,186	
525050	SLED Telecommunication Charges	8,952	3,567	8,620	6,900	
525210	Conference & Meeting Expenses	9,961	2,169	12,000	6,000	
525230	Subscriptions, Dues, & Books	3,384	3,959	6,500	5,500	
525331	Utilities - Law Enf. Ctr.	64,687	38,223	68,400	77,868	
525363	Utilities - New Jail	142,282	64,080	152,490	135,342	

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SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Law Enforcement
Organization: 151300 - Jail Operations

		BUDGET				
Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Cont'd Operating Expenditures:						
525364 Utilities - Jail Electric Gate	195	98	202	202		
525366 Utilities - Detention PODS	167,673	86,710	169,536	179,000		
525389 Utilities - Judicial Center	4,495	5,455	12,000	14,900		
525400 Gas, Fuel & Oil	9,917	6,701	8,700	11,600		
525600 Uniforms & Clothing	21,096	8,161	30,000	30,000		
525601 Inmate Clothing	21,875	2,943	35,000	25,000		
526500 Licenses & Permits	0	16	200	200		
527030 Inmate Compensation	16,484	7,560	18,000	18,000		
538000 Claims & Judgments (Litigation)	0	0	0	5,000		
* Total Operating	2,576,672	1,417,377	3,036,929	3,266,101	0	0
** Total Personnel & Operating	7,711,385	4,106,968	8,662,481	8,805,021	0	0
Capital						
540000 Small Tools & Minor Equipment:	2,304	472	5,000	5,000		
All Other Equipment	30,774	3,092	6,625	0		
** Total Capital	33,078	3,564	11,625	5,000	0	0
*** Total Budget Appropriation	7,744,463	4,110,532	8,674,106	8,810,021	0	0

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SECTION III. – PROGRAM OVERVIEW

Jail operations provide the incarceration of persons arrested pending adjudication by a court of law. The primary service objective of Detention is to ensure the safety of the citizens of Lexington County by providing a safe and secure facility for individuals pending trial. The Detention organization provides for the day-to-day operations of the facility to include intake and booking, prisoner transportation, and inmate services. The organization provides medical services, mental health services, food services, and maintains religious services for inmates.

SECTION IV.D. – SERVICE LEVELS

The service levels for the Detention Center are maintained on a yearly basis. The statistics below are for year 2004.

Average Jail Population	741
Calls for Service	104,950
Population	228,691
Number of Warrants Issued	12,629
Number of Warrants Served	9,662
Number of Arrests by LCSD	4,076

Jail Population change 2001-2004 increased by 30%

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
Law Enforcement/Jail:					
Director of Detention/Judicial Services	1	1		1	23
Captain	1	1		1	22
Lieutenant	3	3		3	17
Sergeant	1	1		1	16
Master Deputy	1	1		1	13
Sergeant Classification	1	1		1	13
Sergeant Jail	8	8		8	13
Master Correctional Officer	4	4		4	12
Deputy	10	10		10	10-12
Maintenance Assistant III / Law Enf	1	1		1	10
Correctional Officer	78	78		78	9-11
Correctional Officer	1	0.5		0.5	9-P/T
Secretary I	1	1		1	6
Bailiff	N/A	10		10	L/S - P/T
Totals:	111	120.5	0	120.5	

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SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE \$26,980

Maintenance agreements are required to maintain the operations of equipment in the detention facility.

Washers & Dryers (maintenance)	\$ 7,500
Gate System	\$ 3,000
Elevator System	\$ 3,600
Fire & Security Maintenance	\$ 2,380
Door System	\$ 1,500
Extinguishers & Kitchen Hood System	\$ 3,000
Internal and External Jail Camera Security System (maintenance)	\$ 6,000

520200 – CONTRACTED SERVICES \$14,220

Contracts for waste removal and pest control.

Radiation Monitoring for Courthouse X Ray Machines 12 mo. * \$25	\$ 300
Medical Waste 12 mo. * \$250	\$3,000
Termite Bond Renewal #1126 & 316 Yearly	\$3,000
Green Box 12 mo. * \$660	\$7,920

520202 – MEDICAL SERVICE CONTRACT \$1,517,560

This contract is to provide medical services for inmates.

Basic annual costs	\$1,467,560
Estimated catastrophic cases	\$ 50,000

520203 – FOOD SERVICE CONTRACT \$717,453

This contract is to provide food services for inmates.

750 * \$0.790 current per meal cost * 3 meals per day * 183 days per year	\$325,282.50
800 * \$0.779 current per meal cost * 3 meals per day * 182 days per year	\$340,267.20
Trustees 60 * \$0.790 per meal cost * 3 meals per day * 365 days per year	\$ 51,903.00

520207 NCIC CONNECTION CHARGES \$780

Contracted cost for access to South Carolina Law Enforcement Agency database. \$65.00 * 12 months = \$780.

520215 – HOUSING OF JUVENILES **\$56,400**

In accordance with the Juvenile Detention ACT (R700-S1485), effective January 1, 1993, juveniles may not be detained in adult jails or lock-ups. The Department of Youth Services will house these juveniles for the Lexington County Sheriff's Department. The amount budgeted is only an estimated cost of \$4,700 per month * 12 months = \$56,400 per year.

520230 – PEST CONTROL **\$4,440**

Monthly pest control services are necessary to maintain DHEC standards for detention center. The estimated cost per month is \$295 * 12 months for jail kitchen + \$150 * 6 months for housing units = \$4,000 per year.

520300 – PROFESSIONAL SERVICES **\$1,000**

For expenditures which are not covered under the medical service contract for inmates and emergency room expenses incurred for inmates before booking. This account will also cover costs of psychological debriefing needed for employees.

Psychological Debriefing for Employees	\$1,000
--	---------

520702 – TECHNICAL CURRENCY & SUPPORT **\$23,793**

Software maintenance agreements are required to maintain operation of software.

Networking Software (Progress) Existing Software (Based on Quote from Progress)	\$ 5,671
New Progress Software	\$ 1,200
Jail Management System Software	\$ 6,230
Livescan Software	\$10,692

521000 – OFFICE SUPPLIES **\$14,000**

Forms, calendars, paper, toner, etc. will be purchased from this account. The amount budgeted is based on six months average with a projection of the same for the remaining six months.

Standard office supplies	\$7,500
Printer Cartridges	\$6,500

521100 – DUPLICATING **\$12,840**

Training materials, booking information and other information as related to inmates. The amount budgeted is based on the actual cost for 6 months and a projection of the same for the remaining 6 months.

521200 – OPERATING SUPPLIES

\$101,700

The SC Department of Health & Environmental Control and the Minimum Standards for Local Detention Facilities in SC as enforced by the SC Department of Corrections (SC Code of Laws, Section 24-9-10 through 35) regulate the requirements for this account. This account will be used to purchase cleaning chemicals, laundry detergents, kitchen chemicals, property bags used for storing inmate's belongings, towels, sheets and blankets, etc. for inmates. The average daily population is projected to be 850 by the end of next fiscal year.

Laundry Carts – 2	\$ 500
General Supplies from Central Warehouse	\$60,000
Laundry Chemicals	\$ 8,500
Razors for Inmates	\$ 5,000
Inmate Cash Bags – 25 cases	\$ 2,250
Supplies for Vacuums	\$ 1,200
Shaving Cream – 50 cases	\$ 800
Under the Bed Storage Boxes – 5 cases	\$ 500
Towels – 200 dozen	\$ 3,000
Wash Cloths – 100 dozen	\$ 200
Sheets – 2500	\$ 5,000
Blankets – 500	\$ 2,500
Inmate Property Bags - 75 cases	\$ 3,750
Inmate Garment Bags – 100	\$ 3,500
Mattresses – 150	\$ 5,100
Beverage Containers – 4	\$ 400

521208 – POLICE SUPPLIES

\$4,000

This account will be used to purchase restraints: belly chains, handcuffs, leg irons, electronic shields, and tasers. In addition, batteries for radios and flashlights will be purchased from this account. The restraint equipment has to be replaced often due to excessive use.

521300 – FOOD SUPPLIES

\$7,200

Pursuant to Federal Constitutional Law, the Minimum Standards for Local Detention Facilities in SC as enforced by the Department of Corrections (SC Code of Laws, Section 24-9-10 through 35) plus the SC Department of Health and Environmental Control regulate the requirements for this account. This account will cover the expenditures not covered under the food service contract.

Food trays	\$2,000
Refreshments	\$5,200

521400 – HEALTH SUPPLIES **\$11,000**

Pursuant to Federal Constitutional Law, the Minimum Standards for Local Detention Facilities in SC as enforced by the Department of Corrections (SC Code of Laws, Section 24-9-10 through 35) plus the SC Department of Health and Environmental Control regulate the requirements for this account. This account will cover the expenditures not covered under the medical service contract.

Indigent Care Packets \$ 11,000

522000 – BUILDING REPAIRS AND MAINTENANCE **\$60,000**

To maintain a facility that is operational 24 hours per day 365 days per year. The plumbing and sewage needs, smoke detectors, heating and cooling system, locks, lighting, and grounds maintenance supplies are purchased from this account.

522200 – SMALL EQUIPMENT REPAIRS **\$35,800**

Repairs to microwaves, small kitchen equipment, utility carts, lawnmowers, weed eaters, cameras, sewing machines, vacuums, blowers, tractor, and other equipment.

Sprinkler System Repair	\$ 2,000
Intercom System Repair	\$ 5,000
Printer Repairs	\$ 2,000
Radio Repair	\$ 500
Kitchen/Laundry Equipment Repair	\$14,000
Cell Phone Repair	\$ 100
Camera Repair	\$ 1,000
Jail Door Repair	\$ 1,500
Racc Belt Repair	\$ 200
Fax Machine Repair	\$ 500
Mug Shot Printer Repair	\$ 1,000
Lawnmower & Tractor Repair	\$ 2,000
Welding of Kitchen Equipment	\$ 1,000
Electronic Control System	\$ 5,000

522300 - VEHICLE REPAIRS & MAINTENANCE **\$9,000**

This account is used to pay for repairs and services necessary to keep the fleet of vehicles on the road 24 hours a day, seven days a week. The amount budgeted is based on the projected expenditures for current fiscal year plus an additional \$3,000 due to increase mileage to Cayce Annex.

524000 – BUILDING INSURANCE **\$14,361**

Building insurance amounts as allocated based on square footage. The amount budgeted is based on recommendation of County Risk Manger.

524100 – VEHICLE INSURANCE **\$7,164**

The amount budgeted is based on recommendation of County Risk Manager.
12 Vehicles * \$597 premium

524201 – GENERAL TORT LIABILITY INSURANCE **\$78,401**

General tort liability insurance amounts as allocated based on number of personnel. The amount budgeted is the recommendation of the County Risk Manager.

524202 – SURETY BONDS **\$1,106**

Surety bonds are paid every 3 years. The amount budgeted was provided by the County Risk Manager.

109 * \$10

2 * \$8

525000 – TELEPHONE **\$12,390**

Telephone service for the detention facility. The amount budgeted is based on service charge estimates from Pond Branch Telephones.

525010 – LONG DISTANCE CHARGES **\$0**

The budget for long distance charges is \$0 due to bid of telephone service. PBT will not charge the County any long distance fees

525020 – PAGERS AND CELL PHONES **\$5,510**

Pagers and cell telephones are required for immediate contact for security purposes. Mobile telephones are required for immediate response when emergencies occur. See telecommunication equipment listing for identification detail and schedule of charges for amount detail. The budgeted amount also includes a contingency for lost pager fees, roaming charges and long distance charges for cell telephones. The department pays for blocks of minutes instead of individual cell phones.

Pagers	\$2,210
Lost Pagers 2 @ \$52.50	\$ 106
Nextel Cell Phones	\$3,194

525030 – 800 MHZ RADIO SERVICE CHARGES **\$12,305**

800 MHz radios are required for communication.

19 Radios * \$647.59 per radio annual cost

525031 – 800 MHZ RADIO MAINTENANCE CONTRACTS **\$1,186**

800 MHz radios are required for communications.

19 Radios – estimated maintenance costs prorated across all radios is \$99.26 per radio.

525050 – SLED TELECOMMUNICATION CHARGES **\$6,900**

Line charges for NCIC is now being billed by Bell South at \$575 per month

525210 – CONFERENCE AND MEETINGS **\$6,000**

Due to additional personnel being hired, staff officers will be attending more training seminars to enhance their skills and provide better service in law enforcement. Training seminars are required to keep the employees abreast with the new safety techniques necessary in handling critical areas of the detention facility. As required under SC law, training is necessary for officer safety.

525230 – SUBSCRIPTIONS, DUES & BOOKS **\$5,500**

Subscriptions to correctional institution publications, legal publications related to detention facilities, and dues to various organizations for correctional staff.

525331 – UTILITIES – LAW ENF. CTR. **\$77,868**

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year plus a 3% projected increase.

525363 – UTILITIES – NEW JAIL **\$135,342**

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year plus a 3% projected increase.

525364 – UTILITIES – JAIL ELECTRIC GATE **\$202**

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year plus a 3% projected increase.

525366 – UTILITIES – DETENTION PODS **\$179,000**

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year plus a 3% projected increase.

525389 – UTILITIES – JUDICIAL CENTER **\$14,900**

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year plus a 3% projected increase.

525400 - GAS, FUEL & OIL **\$11,600**

This account includes all fuel, oils, and fluids used in vehicles, trucks, tractors, lawnmowers, etc. that are used by the Sheriff's Department. The amount budgeted is based on the projected expenditures for current fiscal year.

525600 – UNIFORMS & CLOTHING **\$30,000**

Uniforms are requested under Section 23-13-30 of the SC Code of Laws. Replacement items will be purchased if funds are available. Costs included in this budget amount include uniforms, winter coats and utility gear. The amount requested should be sufficient to cover expenses.

525601 – INMATE CLOTHING **\$25,000**

Pursuant to the Federal Constitutional Law, the Minimum Standards for Local Detention Facilities in SC as enforced by the Department of Corrections (SC Code of Laws Section 24-9-10 through 35) plus the SC Department of Health & Environmental Control regulate the requirements of this account. Clothing for inmates and trustees are purchased from this account. The increased population will require additional amounts to be purchased. Jumpsuits, scrub suits, undergarments, shoes, and shirts. Frequent washing of clothes causes wear and tear, requiring replacement often.

526500 – LICENSES & PERMITS **\$200**

License required by SC Department of Health and Environmental Control for the x-ray machine.

527030 – INMATE COMPENSATION **\$18,000**

Inmate Workers work for the County and the amount requested in the budget has been increased to allow for their pay.

538000 – CLAIMS & JUDGEMENTS (LITIGATION) **\$5,000**

Funds must be available to pay small claims for lost items during booking process or to pay judgements because of litigation.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 – SMALL TOOLS & MINOR EQUIPMENT **\$5,000**

This account will be used to purchase lawn maintenance equipment necessary to maintain law enforcement facilities. Other equipment will be purchased as necessary.

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SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06

Fund: 1000
 Division: Law Enforcement
 Organization: 159900 - Non-Departmental

		BUDGET					
Object Expenditure Code	Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
511112	FICA Cost - Salary Adjustment	0	0	70,804	0		
511113	State Retirement - Sal. Adjustment	0	0	0	0		
511114	Police Retirement - Sal. Adjustment	0	0	0	0		
511130	Workers Compensation - Adjustment	0	0	36,118	0		
511213	State Retirement - (Retiree)	0	0	0	0		
511214	Police Retirement - (Retiree)	0	0	0	0		
519901	Salaries & Wages Adjustment Account	0	0	89,796	0		
519999	Personnel Contingency	0	0	0	0		
* Total Personnel		0	0	196,718	0	0	0
Operating Expenses							
525400	Gas, Fuel, & Oil	0	0	123,924	0		
529903	Contingency	0	0	497	0		
* Total Operating		0	0	124,421	0	0	0
** Total Personnel & Operating		0	0	321,139	0	0	0
Capital							
549904	Capital Contingency		0	290,682	0		
** Total Capital		0	0	290,682	0	0	0
Operating Transfers To/From Special Revenue Funds:							
Continuation Grants:							
812411	Title IV-D LE / Process Server	9,081	0	0	0		
812414	Bulletproof Vest Program	30	1,960	1,960	9,500		
812415	Body Armor Purchase Program	-1,587	0	0	0		
812436	Multijurisdictional Tsk Force Narc. L/E	43,747	41,107	41,107	16,650		
812437	L/E School Resource Officers	-54	0	0	0		
812440	FY 01 Universal Hiring Grant	63,959	0	0	0		
812441	Multijurisdictional forensic Drug Lab Grt.	38,585	40,639	40,639	0		
812443	Gang Investigative Unit	19,111	14,415	14,415	13,997		
812491	Gang Investigative Enhancement	0	0	0	0		
812444	Automated Fingerprint Forensic Drug Lab	38,229	-135	0	0		
812445	National Incident Based Reporting System	45,808	20,625	20,625	0		
812449	VOCA Tech Equipment Grant	2,227	0	0	0		
812450	Local L/E Block Grant	77	0	0	0		
812452	FY03 Local L/E Block Grant	11,930	0	0	0		
812453	Local L/E Block Grant	0	4,256	10,756	0		
812435	Livescan Grant	0	0	0	0		
812490	CSI	0	0	0	0		
812633	L/E School District #1	211,131	184,400	184,400	228,112		
812634	L/E School District #2	107,355	97,815	97,815	117,325		
812639	L/E School District #3	28,002	26,766	26,766	28,260		
812640	L/E School District #4	25,520	25,095	25,095	27,642		
812641	L/E School District #5	131,685	118,922	118,922	143,413		
** Total Transfers To Other Funds		774,836	575,865	582,500	584,899	0	0
*** Total Budget Appropriation		774,836	575,865	1,194,321	584,899	0	0

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SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Boards & Commissions
Organization: 161100 - Legislative Delegation

		BUDGET				
Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510300 Part Time - 1 (.5 - FTE)	13,333	6,359	13,471	<u>13,471</u>		
511112 FICA Cost	1,020	486	1,046	<u>1,046</u>		
511113 State Retirement	0	0	0	<u>0</u>		
511130 Workers Compensation	36	19	39	<u>39</u>		
511213 State Retirement - Retiree	913	436	896	<u>896</u>		
* Total Personnel	15,302	7,300	15,452	<u>15,452</u>		
Operating Expenses						
521000 Office Supplies	361	237	500	<u>500</u>		
521100 Duplicating	449	206	600	<u>600</u>		
522200 Small Equipment Repairs & Maintenance	0	0	100	<u>100</u>		
524000 Building Insurance	99	64	134	<u>134</u>		
524201 General Tort Liability Insurance	19	11	23	<u>23</u>		
524202 Surety Bonds	0	0	0	<u>-</u>		
525000 Telephone	479	236	450	<u>450</u>		
525010 Long Distance Charges	3	2	20	<u>20</u>		
525100 Postage	1,096	553	1,300	<u>1,300</u>		
525210 Conference & Meeting Expense	0	0	3,000	<u>3,000</u>		
525301 Utilities - Courthouse	811	0	0	<u>-</u>		
525389 Utilities - Judicial Center	1,006	1,108	1,700	<u>1,700</u>		
* Total Operating	4,323	2,417	7,827	<u>7,827</u>		
* Total Personnel & Operating	19,625	9,717	23,279	<u>23,279</u>		
Capital						
540010 Minor Software	0	0	315	<u>315</u>		
All Other Equipment	0	698	698	<u>698</u>		
** Total Capital	0	698	1,013	<u>1,013</u>		
*** Total Budget Appropriation	19,625	10,415	24,292	<u>24,292</u>		

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LEXINGTON COUNTY LEGISLATIVE DELEGATION

Mac Toole
Chairman
Representative
District 88

Nikki G. Setzler
Vice Chairman
Senator
District 26



February 14, 2005

Mr. Larry M. Porth
Finance Director
Office of the Administrator
County of Lexington
Lexington, SC 29072

Dear Larry:

Attached is FY 2005-2006 Annual Budget for the Legislative Delegation
(Organization 161100).

We are requesting no additional budget funds for the year 2005-2006—the 2004-
2005 Amended figures are being requested for 2005-2006.

The Delegation has been discussing extending the working hours of the
Delegation secretary sometime in the future by 5 to 15 hours weekly. This would need to
be considered in the budget process.

Thank you for your assistance.

Very truly yours,

McLain R. "Mac" Toole, Chairman
Lexington County Legislative Delegation

Chm
Enclosures

State Senate
Nikki G. Setzler, Dist. 26
John M. "Jake" Knotts, Dist. 23
John E. Courson, Dist. 20
Ronnie Cromer, Dist. 18

House of Representatives
Marion B. Frye, Dist. 39
Chip Huggins, Dist. 85
Kenny Bingham, Dist. 89
Mac Toole, Dist. 88
Edward H. "Ted" Pitts, Jr., Dist. 69
Kenneth G. Clark, Dist. 96
Walton J. McLeod, Dist. 40
Harry Ott, Dist. 93
Nikki Haley, Dist. 87
Nathan Ballentine, Dist. 71

LEXINGTON COUNTY

FEB 14 RECD

FINANCE DEPT.

SECTION 1

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year 2005-2006

Fund: 1000

Division: Boards and Commissions

Organization: 161200 - Registration and Elections

Object Expenditure Code Classification	2003-04 Expend.	2004-05		2005-06 Request	2005-06 Recomm	2005-06 Approved
		Expend (Dec)	Amend (Dec)			
Personnel:						
510100 Salaries/wages	157,446	68,303	147,352	153,331		
510200 Overtime	939	13,557	13,558	0		
510300 PT	11,141	9,311	15,626	12,000		
511112 FICA Cost	12,412	6,763	14,534	12,648		
511113 State Retirement	8,306	5,417	11,778	11,243		
511114 Police Retirement		117	118	0		
511120 Insurance Fund	23,040	11,520	23,040	23,040		
511130 Workers Comp	458	307	463	322		
511131 SC Unemployment	0	0	0	0		
511213 State Retirement (Retiree)	2,360	71	155	230		
517050 Election Poll Workers	0	0	0	0		
*Total personnel	216,102	115,366	226,624	212,814	0	0
Operating Expense						
520100 Contract Maintenance	0	0	113	113		
520400 Advertising and Publicity	98	2,538	2,280	2,280		
520702 Tech Support	3,243	0	3,418	3,418		
520703 Computer Hardware Maint.	2,146	0	2,327	2,327		
520800 Outside Printing	100	0	3,300	8,000		
521000 Office Supplies	457	272	650	750		
521100 Duplicating	1,047	1,249	1,300	1,500		
521200 Operating	1,870	4,218	19,920	24,619 25,419		
522200 Small Equip R & M	0	0	150	150		
524000 Bldg Insurance	275	162	340	323		
524201 Tort Liability Insurance	501	288	589	589		
524202 Security Bonds	0	0	0	78		
525000 Telephone	2,017	615	4,297	3,221		
525010 Long Dist Calls	65	48	130	130		
525100 Postage	12,751	12,963	16,259	16,000		
525210 Conf and Meetings	4,274	3,757	8,815	12,631		
525230 Subs, dues, books	245	200	220	220		
525240 Personal Mileage	140	0	261	300		
525250 Motor Pool Reimbursement	12	56	39	0		
525385 Utilities	7,417	3,811	7,300	7,622		
527040 Outside Personnel (Temp)	0	2,262	2,595	3,000		
527050 Election Poll wkrs	-562	88,948	20,490	22,550		
*Total Operating	36,096	121,387	94,793	109,821	0	0
*Total Personnel and Operating	252,198	236,753	321,417	322,635	0	0
540000 Small tools and Eq.	448	20	0	82,389		
540010 Minor Software	686	0	300	300		
All Other Equipment	587	1,283	1,726	0		
**Total Capital	1,721	1,303	2,026	82,689	0	0
***Total Budget App	253,919	238,056	323,443	408,324	0	0

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SECTION IA

COUNTY OF LEXINGTON
EXISTING DEPARTMENTAL REQUEST
FISCAL YEAR 2005-2006

FUND # 1000
Organization # 161200

Fund Title General
Organization Title Registration and Elections

Object Expenditure Code Classification	Program #1 Admin	Program #2 Voter Reg.	Program #3 Elections	Total 04-05 Requested
Program Title				
Personnel				
510100 Salaries# 11	62,359	43,272	47,700	153,331
510300 PT # 1	1,000	5,000	6,200	12,200
511112 FICA Cost	4,847	3,693	4,123	12,663
511113 State Retirement	4,308	3,282	3,665	11,256
511120 Insurance Fund	7,000	8,000	8,040	23,040
511130 Workers Comp	127	97	108	331
511131 SC Unemployment	0	0	0	0
*Total Personnel	79,641	63,344	69,836	212,821
Operating Expense				
520100 Contract Maintenance	113			113
520400 Advertising and Publicity			2,280	2,280
520702 Tech Support			3,418	3,418
520703 Computer Hardware Maint.			2,327	2,327
520800 Outside Printing			8,000	8,000
521000 Office Supplies	100	300	350	750
521100 Duplicating			1,500	1,500
521200 Operating	1,050	10,000	13,569	24,619
522200 Small Equip R & M			150	150
524000 Bldg Insurance	107	107	109	323
524201 Tort Liability Insurance			589	589
524202 Security Bonds	78			78
525000 Telephone	50	59	3,112	3,221
525010 Long Dist Calls		40	90	130
525100 Postage	1,400	5,000	9,600	16,000
525210 Conf and Meetings		1,000	11,631	12,631
525230 Subs, dues, books		110	110	220
525240 Personal Mileage		150	150	300
525385 Utilities	2,500	2,500	2,622	7,622
527040 Outside Personnel (Temp)			3,000	3,000
527050 Election Poll wkrs			22,550	22,550
*Total Operating	5,398	19,266	85,157	109,821
**Total Personnel and Operating	85,039	82,610	154,993	322,642
**Total Capital			82,689	82,689
***Total Budget App	85,039	82,610	237,682	405,331

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SECTION III: PROGRAM OVERVIEW

SUMMARY OF PROGRAMS:

PROGRAM 1: ADMINISTRATION (Director, Manager, – Commissioners)

PROGRAM 2: VOTER REGISTRATION

PROGRAM 3: ELECTIONS

PROGRAM 1: ADMINISTRATION (DIRECTOR, MANAGER – COMMISSIONERS)

Objectives:

To ensure that all qualified citizens wishing to register to vote is given the Opportunity. Coordinate all elections according to state and federal guidelines. Check all voting and tabulation equipment for proper working order, and there is sufficient equipment at all polling locations. Secure and train poll chairman and managers. Coordinate ballot layout; frame and equipment assembly; order ballots and ballot labels; plans annual budget; canvass and certify each election.

PROGRAM 2: VOTER REGISTRATION

Objectives:

To issue, receive, accept, coordinate, approve, research, and then process new applications, change of addresses, and transfers for voter registration. This includes walk-ins, by mail, faxes, satellite locations, state and federal agencies: issue duplicates; keep all records and files updated; to assist and inform the public, candidate, and elected officials, when info is requested; to issue supplies and keep in contact with satellite offices.

PROGRAM 3: ELECTIONS

Objectives:

To conduct all elections in Lexington County professionally and error free; making sure that each qualified citizen wishing to be involve in the election process be given this opportunity. To assist, issue, and inform voters about absentee ballots; receive clock and prepare absentee ballots for tabulating prepare voting equipment; assemble precinct supplies; check ballots; ensure fail-safe ballots; prepare election lists; inventory and care, cleaning and maintenance of equipment after elections.

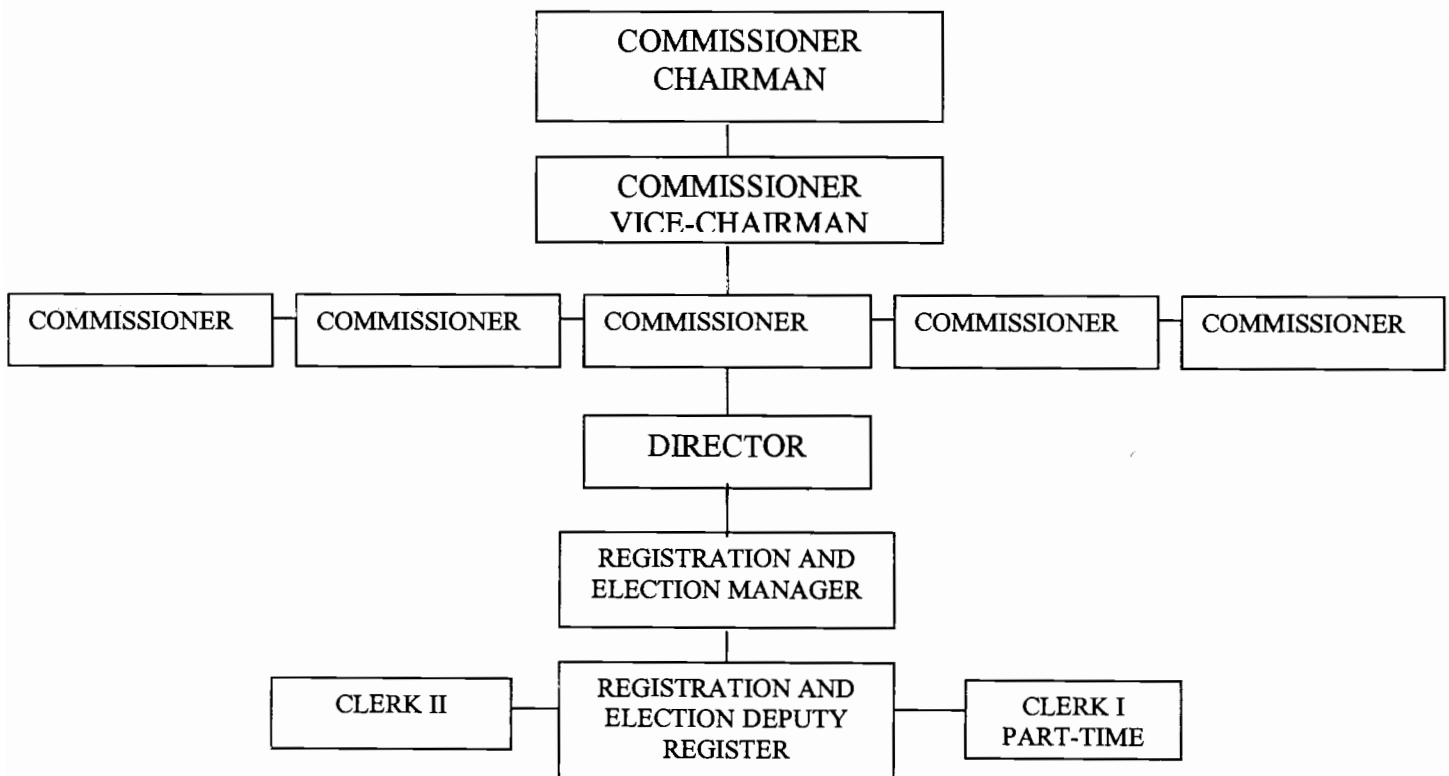
SECTION V: A - LINE ITEM NARRATIVES

SECTION V.A.- PERSONNEL

Current staffing Level:

Full Time Equivalent

JOB TITLE	POSITION	GENERAL FUND	OTHER FUND	TOTAL	GRADE
Commissioners:	7	7	State	7	Unc
*Director	1	1		1	17
*Reg and Elect Mgr	1	1		1	10
*Senior Clerk	1	1		1	7
*Clerk II	1	1		1	5
Clerk I P/T	1	1		1	4
Total Positions	12	12		12	



SECTION V: B-OPERATING

510200 – OVERTIME \$8,220.00

Overtime will be mandatory for the upcoming 2006 Primary election, possibly runoffs. This will be used to pay (3) full time employees before and during the elections. This fall will be the Governor's primary election.

The voter turn out and extra time needed is based on the turn out for the Presidential General Election of 2004, which was the largest in recent history.

June 7 Primary	Prepare Absentee	50 hours
March 7- June 5	Pre-election registration and absentee	260 hours
May 4	Last day to register	25 hours
June 7	Registration tally and absentee	40 hours

Municipal elections

Irmo	6 hours
Swansea	6 hours
West Columbia	6 hours
Chapin	6 hours
Pelion	6 hours
Batesburg-Leesville	6 hours

Total number of hours needed for overtime (estimated)	411 hours
Overtime rate approximately	\$20.00
Total dollar amount	\$8220.00

510300 – PART TIME \$12,000

Registration and Elections currently has one part time employee, which works 2.5 days per week, but will be working 5 days per week starting April 4 to help prepare for the 2006 Primary election.

Hours estimated for 2005-2006 for Primary election and Budget Year.

Total hours	1250
Pay rate	10.00

510100 – COMMISSIONERS SALARY

\$17,324

The Commission requests a compensation increase due to increased responsibilities, duties, and responsibilities. Duties of the Voter Registration and Election Commission is constantly increasing; More time spent in the office for certification of all elections, including municipals, more precincts to be responsible; more training of poll chairmen and managers; electronic voting; more training required by state; more duties requirements in Registration and Election office.

Also, more municipals are asking the County Election office to take over their elections. This is more increased responsibility to visit polls, acquire poll workers and secure precincts. There will be a fee charged to the municipals, i.e. polling place rent, poll workers, commissioner mileage...

Chairman:	1	\$3172.00
Vice-Chairman	1	\$2955.00
Commissioners	5	\$2239.00

Total Compensation for seven commissioners \$17,358.00

CUSTOMER SERVICE LEVELS

LEVEL INDICATORS	July 03 June 04	July04 June05	July05 July06
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ELECTIONS CONDUCTED

	ACTUAL	ESTIMATED	ESTIMATED
PRIMARIES	2	1	0
SPECIAL/GENERAL	1	1	1
MUNICIPALS	10	10	10

	Actual	Actual to date 7-04 to 6-05	Estimated 7-05 to 6-06
New Registration Applications Processed	8500	12,500	14,000
Changes within County New Card issued	17523	25,500	30,000
New Cards issued for new Precincts	3183		15,000
Voters moved to new Polling locations	8,366	8,000	20,000
Duplicates issued (estimated)	2500	5,500	10,000
Absentee requests	8,000	12,000	10,000

PERSONNEL LINE ITEM NARRATIVES

PROGRAM 1 - COMMISSIONERS

Responsible for conducting all special, primary, and general elections; canvass a certify results; assist in office and during elections when necessary; conduct monthly meetings: Attend state training programs, etc.

PROGRAM 2 – DIRECTOR

To supervise the Registration and Election staff; to meet and communicate with Commissioners; to see all voter registrations are processed; coordinate all phases of the election process; to see that all functions of this office is in compliance with Registration and Election Laws; that each citizen request is handles accurately, responsible and professionally.

PROGRAM 2 &3 – REGISTRATION AND ELECTION MANAGER

Responsible for voter applications from DMV and other State agencies; Transfer to other states; works with satellite offices; enters data for tabulation of ballots; assists with absentees, both applications and ballots; enters data for payroll of poll managers; assist director with research of applications and filing; orders supplies from state and county stores; assists citizens in person and by phone. Assists director in vote tally and ballots

PROGRAM 3 – REGISTRATION AND ELECTIONS DEPUTY REGISTRAR;

Responsible for issuance of all absentee ballots; keep records of absentee requests and logs; preparing elections packets for polling locations; assist director in preparing election equipment; issuance of election equipment; responsible for petition verification; assist director with poll managers/training; assist citizens as needed.

PROGRAM 2 - CLERK II VOTER REGISTRATION

Responsible for the processing of applications for voter registration; making changes; Issuing certificates; investigating and deleting transfers; assisting citizens by phone and in person; research filing (active and inactive) and transferring; assist with procedures; mail clerk.

PROGRAMS 2&3 – PART TIME - VOTER REGISTRATION AND ELECTIONS

Answers telephones; assists with both voter registration and the elections process; assists with mail; updates and purges files; absentee requests; posting returned absentees; issuing duplicates; processing new registrars; researching returns; customer service, both phone and in person.

OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE **\$113**

1 simplex time-clock \$113.00
Contract maintenance to cover equipment, i.e. computers, printers

520400 - ADVERTISING AND PUBLICITY **\$2,280**

Legal or election notices that would not be paid by the state: Necessary for special elections and immediate releases: Notice of election tally, i.e. testing of equipment.

Estimated costs:

First Notice of Election	\$990.00
Second Notice of Election	\$990.00
Notice of vote tally equipment	\$300.00

520702 - TECHNICAL CURRENCY AND SUPPORT **\$3,418**

Software licensing fee: (software used for tabulation of ballots) For electronic voting system, the licensing fees.

1	Elections Management Systems Licensing	\$1353.00
1	Election Tabulation Program Licensing	\$2065.00

520703 - COMPUTER HARDWARE MAINTENANCE **\$2,327**

Maintenance contracts to cover what is used in tabulation of ballots: For electronic voting system.

2	Electronic Ballot hardware	\$543.00
2	Electronic Ballot interface	\$1784.00

OPERATING LINE ITEM NARRATIVE CONTINUED

520800 - OUTSIDE PRINTING \$8,000

This account is used for ballot labels (pages) for paper (mailed) and emergency ballots, for special elections, not paid by the state: THIS IS REQUIREMENTS FOR NEW OPTICAL SCAN BALLOTS FOR ABSENTEE ...STATE IS TRYING TO FIND A LOCAL VENDOR TO HELP REDUCE PRICING.

Estimated: Primary paid for by State; General only partially paid by State:

Absentee pages for special mailing with ballots	\$2400.00
Paper ballots	\$6000.00

521000 - OFFICE SUPPLIES \$750

Pens, precinct supplies, markers, felt tips, legal pads, staplers, staples, envelopes if we have a anticipated precinct change will need extra for register voter registration. New precinct changes anticipated being in March. All State reports are now available via the Internet. Printed on a bi-weekly basics usually consisting of around 1000 sheets...

521100 - DUPLICATING \$1,500

Duplicate changes, Election data, general election notifications, general letters, poll manager chairman and manager notification, and election central letters to cover 2005 primary election.

521200 - OPERATING \$25,619

This is used to cover the extra expenses that occur because of the 2006 Primary election: To cover expenses for special election, to include municipals. Some estimated expenses poster board; masking tape file pockets maps, print powder.

Batteries (ivoters) (\$150.00) each	= \$ 12,000	Zip Disk for M650 scan	=\$ 123.00
Batteries (Comm. Packs) size D	= \$ 350.00	Paper rolls for compacts	
Envelopes General	= \$ 210.00	thermal 800@ 3.75 roll	= \$ 3000.00
Ballot Card Stock (10,000) sheets	=\$ 900.00	Election Printer paper	=\$ 500.00
Cards/labels (due to redistricting		Printer toner for printing	
precincting new legislation)	= \$ 3600.00	ballots OKI C9300/HP 2600	=\$3500.00
Pens, paper for maps, poster board	=\$ 500.00	Poll manger training (classroom/	
Printer Ribbons	= \$700	supplies)	= \$100.00
Special labels	4 @ 34. = \$136.	Seals, pull-tite, padlock	= \$900.00

OPERATING LINE ITEM NARRATIVES CONTINUED

522200 - SMALL EQUIPMENT REPAIRS AND MAINTENANCE \$150

524000 - BUILDING INSURANCE \$323

524201 - GENERAL TORT LIABILITY INSURANCE \$589

524202 - SECURITY BONDS \$78

525000 - TELEPHONE \$3,221

Five (5) Centrex lines for individual use:	5 @ 18.00	\$90.00
One (1) Centrex line with voice mail:	1 @ 19.00	\$19.00
Dedicated line to state files	12 @259.36	\$3,112.00

525010 - LONG DISTANT CALLS \$130

Toll numbers are used when available and long distant calls are avoided: This budget will cover Primary Elections; poll managers may call collect; calls to other counties; Long distant calls are sometimes made to applicants.

525100 - POSTAGE \$16,000

Postage to mail voter registration applications: certificates: absentee requests: absentee ballots: general and special letters: checks: general office: will be heavy due to absentee requests needed for the Presidential General election: all are calculated at .37, do not expect Post Office to raise rates: calculated with in put from turnout of Democratic primary.

8,000	Certificates	.37	\$2,960.00
7,000	Application requests		\$2,590.00
8,000	Absentee requests		\$2,960.00
7,000	Absentee Ballots	.57	\$3,990.00
150	Election letters		, \$55.00
950	Poll worker letters		, \$352.00
950	Poll worker Checks		, \$352.00
	General mail estimated cost		\$4,000.00

There is pending legislation that all voters affected by a district change (House, Council, Senate) must be notified by mail. This hasn't passed but expect to before primaries, but as of now no word. Therefore may need the extra postage for 2005-2006 budget year. Commission plans to split precincts therefore mailing of new voter cards mandatory.

OPERATING LINE ITEMS NARRATIVES CONTINUED:

525210 – CONFERENCE AND MEETING EXPENSES **\$12,631**

To reimburse expenses of Director and two (2) office personnel and five (5) commissioners to attend SCARE conference, unsure of SERVE and to what capacity we will be required to comply, also will travel be by air or personal auto, may need to travel to Omaha for ES&S software training.

10 @ 648.00 \$6,480.00

Director and one Commissioner to attend SCAC August conference

2 @ 958.00 \$1,916.00

Director, one-office staffs to attend ES&S training in OMAHA

2 @ 1900.00 Possible \$3,800.00

Legislation requires Commissioners and staff to attend training classes for voter certification: cost is \$15.00 per class

7 commissioners @ \$15.00 for 3 courses \$315.00

4 Staff, 2 courses @ \$15.00 \$120.00

525230 – SUBSCRIPTIONS, DUES, AND BOOKS **\$220**

Membership dues to Association of Registration and Elections Officials for 7 Commissioners and 4 office staff.

11 @ \$20.00 \$220.00

525240 – PERSONAL MILEAGE REINBURSEMENT **\$300**

For attending training sessions: Commissions checking election polls: picking up or delivering election materials: searching for new polling locations, also for use of county vehicle when appropriate:

525385 – UTILITIES – AUXILLARY ADMINISTRATION BUILDING **\$7,622**

OPERATING LINE ITEM NARRATIVE CONTINUED

527040 - OUTSIDE PERSONNEL (TEMPORARY) **\$3,000**

As proven during the General Election, and anticipated for futures elections, temporary personnel will be critical to our operation. They will be used to ensure the filing is kept accurate and when needed search for paperwork relating to specific voters.

Temporary workers (2) @ 40 hours each @ \$10.00 hour for app 4 weeks. \$3,000.00

527050 - ELECTION POLL WORKERS AND EXPENSES **\$22,550**

The State Election Commission will not pay the listed expenses. They are mandatory to cover the extra expenses of the Presidential General elections and any special, unexpected municipal election. Expected poll manager pay to be raised to \$75.00, before legislature.

Poll Managers 250 @ \$75.00	\$18,750.00
Election Central Workers 38 @ \$50.00	\$1,900.00
Consultant	\$100.00
Couriers 5 @ \$50.00	\$250.00
Polling location fees (based on General election of 2004)	\$1,354.80
Poll Chairman Expenses (pick up and delivery)	\$1,700.00

There will be training of poll chairmen and managers in 2005-2006 for the new Electronic voting systems. Unknown if SEC will provide any funding, but there will be many classes for introduction and training. Estimate \$1,000.00

SECTION V.C. – CAPITAL LINE NARRATIVE

CAPITAL REQUEST

540000 – SMALL TOOLS AND MINOR EQUIPMENT **\$82,389**

2 File cabinets for filing election and voter registration materials \$150

Shelving needed for arrangement of storage room for access to I votronics for Preventative maintenance. \$8,054.00

16 Audio (ADA) I votronic needed for new precincts, commissioner's intend to split precincts consisting of 2000 or more voters. *STATE LAW* recommends splitting at 1200. **The Audio I votronic is mandatory for disability use.** Supervisor terminal for use in creating PEB's for I votronic machines. *Communication packs used to activate each I votronic in each precinct, also used to print precinct totals.* This is being done because of numerous elected officials comments concerning lines at precincts.

16 machines at \$3195.00 each with cases. \$51,120.00
1 supervisor terminal at \$2795.00. \$2795.00
16 communication packs at \$1200.00 each. \$19,200
PEB reader used to download precinct information at election central. \$350.00

540010 - MINOR SOFTWARE **\$300**

Minor software, will be used for updating office software to be compatible with the new Electronic voting equipment, poll manger pay program to be used by multiple terminals, new voter registration program, and to be able to print pay lists.

Dean Crepes

From: Donna Royson [droyson@elections.sc.gov]
Sent: Friday, February 11, 2005 9:42 AM
To: dcrepes@lex-co.com
Subject: ES&S Maintenance and Support Charges

Dean,

The ES&S proposed charges beginning in January of 2007 are listed in the Proposal as:

4 ½ year Maintenance & Support for Software	\$102,280 or \$22,728 yearly
4 ½ year Maintenance & Support for Hardware	\$ 77,555 or \$17,234 yearly

I broke down the yearly charges so you would know how to budget. ES&S will send a bill at the appropriate time.

Donna

State of South Carolina



Election Commission

PHONE: (803) 734-9060
FAX: (803) 734-9366
www.state.sc.us/scsec

COMMISSIONERS
KARL S. BOWERS, JR.
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Executive Director
DONNA C. ROYSON
Deputy Executive Director
Director, Voter Services
JANET REYNOLDS
Director
Administrative Services
GARRY BAUM
Director,
Public Information and Training
VACANT
Public Information Officer

To: County Election Commissions
From: Donna Royson *DR*
Subject: Asset Values for Voting System Equipment
Date: February 2, 2004

As counties accept delivery of the new ES&S voting system equipment, many are adding the equipment into their fixed asset management systems. A number of counties have requested the unit costs of the various voting system equipment in order to assign a proper fixed asset value. The following list of voting system equipment components and corresponding unit cost values should answer any questions you may have regarding the asset values for the new voting system equipment.

Regular iVotronic	\$ 2,995
Supervisor iVotronic	\$ 2,795
ADA iVotronic	\$ 3,195
Communications Pack with printer	\$ 1,200
Flash memory cards	\$ 45
Okidata Printer	\$ 3,703
Dell PC - Workstation	\$ 1,863
OmniDrive (PCMCIA)	\$ 358
Dell PC - Server	\$ 6,579
PEB Reader	\$ 300
M100 Ballot scanner and ballot box	\$ 5,375
M650 Ballot scanner	\$40,000
PEBs	\$ 70

If you have questions or need additional information please contact me at 734-9060.

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
 Annual Budget
 Fiscal Year 2005-2006

Fund: 1000

Division: General Administration

Organization: 161300 - Board of Assessment Appeals

Object Expenditure Code Classification	2003-2004	2004-2005	2004-2005	2005-2006	BUDGET	
	Expenditure	Expend - DEC.	Amended - DEC	Requested	2005-2006 Recommend	2005-2006 Approved
Personnel						
510100 Salaries & Wages	19,529	9,217	19,825	19,833		
510200 Overtime	0	0	0	0		
510300 Part Time (1)	0	0	0	0		
511112 FICA Cost	1,494	705	1,517	1,517		
511113 State Retirement	0	0	0	0		
511120 Insurance Fund Contributions - 33	0	0	0	0		
511130 Worker's Compensation	53	28	58	58		
511131 S C Unemployment	0	0	0	0		
511213 State Retirement - Retiree	1,338	631	1,328	1,328		
Total Personnel	22,414	10,581	22,728	22,736		
Operating Expenses						
521000 Office Supplies	66	0	500	1,500		
522200 Small Equipment Repair & Maintenance	0	0	0	300		
524201 General Tort Liability Insurance	19	11	23	17		
524202 Surety Bonds	0	0	0	0		
525010 Long Distance Charges	0	0	100	200		
525100 Postage	38	7	500	1,000		
525210 Conference & Meeting Expenses	700	150	6,000	20,000		
525220 Employee Training	0	0	0	0		
525230 Subscriptions, Dues & Books	0	0	0	0		
525240 Personal Mileage Reimbursement	0	0	300	600		
Total Operating	823	168	7,423	23,617		
Total Personnel & Operating	23,237	10,749	30,151	46,353		

JUSTIFICATION FOR EXISTENCE BOARD OF ASSESSMENT APPEALS

Background Information

In South Carolina, property taxes are based on the value of the property subject to taxation. Section 12-37-930 of the South Carolina Code of Laws describes this value as being a property's true value as measured by the "willing buyer, willing seller" standard. That is, what price the property would bring following a reasonable exposure to the market, where both the seller and the buyer are willing, are not acting under compulsion and are reasonably well informed as to the uses and purposes for which it is adapted and for which it is capable of being use.

Accordingly, when a taxing authority values property either below or in excess of true value, the resulting tax is unjust. To prevent this from happening, there are various appeal procedures available to ensure a fair valuation. One of these is the procedure by which a property owner may appeal the valuation placed on their property by the County Assessor, as provided for in Chapter 60 of the South Carolina Code of Laws. Following a mandatory review by the Assessor, the next avenue of appeal is to the County Board of Assessment Appeals.

Overview

The Board of Assessment Appeals is an independent body appointed by County Council with the authority to hear appeals to valuation placed upon real properties by the County Assessor. Their findings may subsequently be appeals by either the taxpayer or the Assessor to the South Carolina Administrative Law Judge Division.

PERSONNEL

As discussed earlier, the Board of Assessment Appeals is a part time independent body whose function is to resolve disagreements between the Assessor and the taxpayer. The primary responsibilities of the Board Secretary, which is also a part time position, are as follows:

1. Answers inquiries from the public.
2. Coordinates Appeal Board activities with the Assessor, the taxpayer and the South Carolina Administrative Law Judge Division.
3. Copies and mails documentation provided by the Assessor and taxpayers to Board members and when applicable to the South Carolina Administrative Law Judge Division.
4. Takes minutes at Appeal Board hearings and transcribes them when necessary.
5. Various other duties as assigned by the Board Chairman.

PERSONNEL – BOARD OF ASSESSMENT APPEALS

<u>Employee</u>	<u>Grade</u>	<u>Salary Range</u>
Secretary	N/A	\$19,833

COUNTY OF LEXINGTON
BOARD OF ASSESSMENT APPEALS
PROPOSED FISCAL YEAR 2005-2006

LINE ITEMS

521000 – OFFICE SUPPLIES **\$ 1,500.00**

This line item is to cover routine office supplies (paper, pencils, ribbons, file folders, etc.). There are approximately 250 pages of documentation per appeal for each hearing. The secretary will have to make one copy per Board member (9 members). She has a copy machine in her home, but the cost of paper plus toner cartridges for the copier will be purchased from this account.

522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$ 300.00**

This line item covers the cost of repairs and maintenance to the copier which is utilized by the appeal board secretary. Copies made by the secretary include one copy for each of the appeal board members of all information submitted for the appeal by the Assessor and the taxpayer/representative.

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 17.00**

The figure used for this line item was based on the amount provided in last years' budget. This office has not been made aware of any potential increase for this line item. This expense is for coverage of the Appeal Board Members.

525010 – LONG DISTANCE CHARGES **\$ 200.00**

Long distance calls will need to be made to Board members and taxpayers with regards to Appeal Board hearings. This expense is expected to increase for this fiscal year due to implementation of reassessment.

525100 – POSTAGE **\$ 1,000.00**

This item will cover hearing date letters, agendas and Board decisions which must be mailed to taxpayers. Documentation for each Appeals Board hearing will need to be mailed to each Board member prior to the hearing. If the taxpayer or the Assessor continues the appeal to the state level, all documentation involved must then be mailed to the appropriate South Carolina Administrative Law Judge. Most documents are sent by certified mail. Due to the implementation of reassessment in 2005, this expense is expected to increase above the amount spent in FY 2004-2005.

525210 – CONFERENCE & MEETING EXPENSES **\$ 20,000.00**

A per diem of \$25.00 per meeting is paid to the Appeal Board members for each Board meeting they attend. It is also anticipated that the SCDOR may conduct training seminars for Board members during the coming year. This figure requested is based on the assumption the Board will meet eighty (80) times to hear appeals resulting from reassessment.

$$10 \text{ members} \times \$25.00 = \$25.00 \times 80 \text{ meetings} = \$20,000.00$$

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525240 – PERSONAL MILEAGE REIMBURSEMENT

\$ 600.00

This line item will provide mileage reimbursement for the part time secretary to procure and copy files from the Assessor's Office and to distribute documentation to Board members on appeals when time does not permit her to mail them. Since most mail has to be sent certified, numerous trips to the Post Office or the Administration Building are also required. In addition to attending meeting, sometimes the Appeal Board members personally visit the properties under appeal.

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Boards & Commissions
Cost Center 169900 - Other Agencies

Object Expenditure Code Classification	<i>BUDGET</i>					
	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
* Total Personnel	0	0	0	0		
Operating Expenses						
523110 Building Rental - (In-Kind) Admin. Bldg. Auxiliary: - Clemson Extension - 4,389 sq.ft. x 8.00 = \$35,112.00	0	0	35,112	35,112		
524000 Building Insurance - Clemson Extension	329	194	408	502		
525385 Utilities - Kroger Bldg. - Clemson Extension	8,892	4,569	8,750	9,513		
* Total Operating	9,221	4,763	44,270	45,127		
**Total Personnel & Operating	9,221	4,763	44,270	45,127		
Capital						
**Total Capital	0	0	0	0		
***Total Budget Appropriation	9,221	4,763	44,270	45,127		

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SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Health and Human Services
Organization: 171100 - Health Department

Object Expenditure Code Classification	BUDGET					
	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
520100 Contracted Maintenance	1,080	450	1,200	1,200		
520200 Contracted Services	1,751	875	2,000	2,100		
520300 Professional Services	0	0	100	100		
521000 Office Supplies	15	171	700	700		
521100 Duplicating	1,487	805	2,600	2,600		
521200 Operating Supplies	3,498	2,442	3,500	3,500		
522000 Building Repairs & Maintenance	5,048	0	0	6,000		
522200 Small Equipment Repairs & Maintenance	0	224	6,000	0		
524000 Building Insurance	1,137	697	1,464	1,464		
525000 Telephone	22,500	9,969	24,000	24,000		
525010 Long Distance Charges	2,886	1,272	3,600	3,000		
525100 Postage	5,659	2,565	8,354	8,354		
525300 Utilities - Administration Bldg.	11,511	2,955	7,500	0		
525308 Utilities - Health Center Clinic	22,823	12,188	24,000	24,000		
525310 Utilities - Health Center Batesburg	2,997	1,444	2,900	2,900		
525353 Utilities - Magistrate District #4	4,310	2,348	4,200	4,200		
525385 Utilities - Kroger Building	0	809	0	7,500		
* Total Operating	86,702	39,214	92,118	91,618	0	0
* Total Personnel & Operating	86,702	39,214	92,118	91,618	0	0
Capital						
All Other Equipment	0	-260	0			
** Total Capital	0	-260	0	0	0	0
*** Total Budget Appropriation	86,702	38,954	92,118	91,618	0	0

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SECTION III. - PROGRAM OVERVIEW

OBJECTIVES:

To promote and protect the health of the public and the environment of Lexington County. To provide friendly and efficient services to the public.

Services Provided:

EPIDEMIOLOGY: The responsibility of maintaining the disease surveillance system for reportable conditions in South Carolina lies with the Division of Disease Control and Epidemiology. This includes promoting timely and complete reporting, assuring investigation and follow-up of reports when needed, and analyzing report data to improve disease control. This responsibility is shared with the health districts and county health departments.

FAMILY PLANNING: The main goal of Family Planning is to help people have the number of children they want, when they want them. Most of our clients are trying to prevent pregnancy. Most clients seek a method to prevent pregnancy. All patients are seen by appointment only. Counseling and referrals for individuals with special needs are available. Charges are based on income.

HOME HEALTH SERVICES: Home Health Services provides health care to people who are homebound or confined to their homes because of illness or injury and are in need of skilled nursing care, physical therapy, occupational therapy, speech therapy, medical social work, and nutrition on a part-time basis. Care is provided under the direction of the patient's doctor. A registered nurse visits the patient to determine if he is eligible for home care.

DENTAL CLINIC: The Children's Dental Clinic is a division of Family Services Center. This program provides comprehensive free dental services to children and youth currently enrolled in public schools. Eligibility is based upon a family's income and resources. (This clinic is operated independent of our clinic. We provide space.)

HEALTH EDUCATION: Enhanced Health Education services are provided in each clinic. These services include educational needs assessments and education classes. Community services are provided as requested to help promote better health and/or prevent health related problems. Prenatal classes are offered to clients on an as needed basis.

TB CLINIC: Tuberculosis control is the primary mission of the TB clinic. Diagnosis is made through use of skin test, sputum examination, and x-rays. Medicine and counseling are given to people who have TB and to their contacts. Preventive medicine is available for others as recommended by a physician.

CHILD HEALTH: The Child Health Program offers well child care with a special emphasis on screening and prevention through patient education, immunizations, vision, hearing, and developmental screening. Child Health Staff helps patients who need referrals for services not available at the Health Department clinics. Currently, Postpartum Newborn Home Visits is the major emphasis of child health. Follow-up of child health identified needs is accomplished through Family Support Services (FSS).

WIC: The WIC (Women, Infants, and Children) Program, provided through all clinic sites, is available to all those who qualify. Nutrition education and a food package are provided to all those who participate.

HIV/AIDS: Services include free, confidential, and voluntary HIV testing and counseling; education to community

groups and professionals; assistance with partner notification; and coordination with community groups.

SEXUALLY TRANSMITTED DISEASE CONTROL: The purpose of the STD Clinic is to interrupt the transmission of sexually transmitted disease. Services include evaluation, treatment, counseling, education, and assistance with partner notification.

IMMUNIZATION: Immunizations are an important part of prevention. All childhood immunizations are available. Adult immunizations are available for targeted population.

NUTRITION: Proper eating habits are an important part of health. Classes and individual counseling are provided to women, infants, and children. Special nutrition services are available for children with special health care needs, low birth weight babies, women with high risk pregnancies, and persons on special nutritional formulas.

SOCIAL WORK SERVICES: The goal of the Social Work program is to promote the prevention of ill health and the maintenance of good health by counseling patients and their families. The Social Work staff reaches beyond the clinic, serving groups in the community and individuals in their homes. Referrals are accepted from all service areas.

VITAL STATISTICS: The Vital Statistics section records, maintains, and corrects birth and death records for Lexington County. Filing paternity acknowledgments, legitimation and delayed records on people under age 52 are done at the office.

FAMILY SUPPORT SERVICES (FSS): FSS are provided to appropriate Medicaid eligible persons (females, males, adults and children) who have serious medical conditions and/or who exhibit significant multiple lifestyles, psychosocial, and/or environmental risk factors that may negatively impact the health status of the recipient. Family Support Services are usually time-limited in nature with an identified clinical benefit and include brief or in-depth assessments, planning, patient monitoring and tracking, treatment and education interventions. FSS are designed to maximize the client's treatment benefits and outcomes and to promote healthier lifestyles by supplementing and supporting medical care.

PRENATAL: Intake services include pregnancy testing, enrollment in the WIC program, risk screening, facilitation of Medicaid application and referral to a physician for prenatal care. Prenatal clients identified with risk factors are offered Family Support Services.

ENVIRONMENTAL HEALTH:

General Sanitation - This program (1) permits and inspects mobile home parks, hotel/motels, school premises, and recreational camps, (2) conducts sanitation inspections of day care facilities, foster homes, child development centers and Council on Aging feeding sites as requested by other State, Federal and local agencies, (3) conducts inspections of facilities for the presence of lead-based paint and investigates lead poisoning cases, (4) investigates animal bites as mandated by the Rabies Control Act. (5) provides technical assistance regarding ticks and other disease carrying insect vectors and pests, and (6) investigates vector related complaints.

Food Protection - This program (1) permits, inspects and posts grades at all restaurants, school lunchrooms, retail markets, mobile food service and temporary food service facilities in Lexington County, (2) inspects as requested vending machines and meat transportation vehicles, and (3) investigates alleged and actual food-borne disease outbreaks.

Water and Wastewater - This program (1) evaluates property for the installation of septic tank systems for individuals and commercial projects, (2) approve subdivisions proposing to utilize septic tanks as the means for

sewage disposal (3) conducts inspections of the final installation of septic tank systems and investigates sewage-related complaints, and (4) provides technical assistance with private water supply problems.

**APPENDIX B. - COUNTY OF LEXINGTON
LISTING OF TELEPHONES FOR HEALTH DEPARTMENT
FISCAL YEAR 2005-2006**

Telecommunications Equipment:

Lexington County Health Department

Batesburg Health Center

(1) Phone Line for Fax Machine

Swansea Health Center

(1) Phone Line for Fax Machine

Environmental Health

(1) Phone Line for Fax Machine

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SECTION IV.D.-SERVICE LEVELS

Service level Indicators:

	Actual FY 02-03	Actual FY 03-04	YTD FY 04-05	Estimated FY 04-05	Projected FY 05-06
Family Planning Visits	6,133	6,500	3,450	6,900	7,300
Home Health Nursing Visits	650	297	278	550	600
Home Health Nursing Assistant Visits	79	34	0	0	0
Home Health Social Work Visits	41	3	7	12	10
Physical Therapy Visits	574	364	99	200	300
Speech Therapy Visits	0	14	0	0	0
Occupational Therapy Visits	11	0	0	0	0
TB Clinic Visits & Home Visits	1,867	1,700	1,000	2,000	2,000
Child Health Comprehensive Visits	418	700	325	650	700
Children's Immunizations Visits	9,112	10,000	5,175	10,350	10,500
Adult Immunizations	4,540	5,000	3,000	6,000	6,600
Newborn Home Visits	1,535	1,500	625	1,250	1,200
EPSDT Outreach Visits	2,347	Program Ended CY03	N/A		
Attend WIC Classes Participants	5,416	5,400	3,000	6,000	6,000
WIC Certifications & Re-certifications (Nsg., Nutrition, W&C)		10,500	5,500	11,000	11,000
HIV/AIDS Clinic Visits	444	500	280	575	600
STD Clinic Visits	1,982	1,700	880	1,760	1,800
Death Certificates Searches/Issuances	14,332	14,000	7,075	14,150	14,150
Birth Certificates Searches/Issuances	1,226	1,100	600	1,200	1,200
Pregnancy Tests	944	1,000	525	1,050	1,100
Day Care/Foster Home Inspections	170	121	74	150	150
Field activities related to Animal Bites	2,650	3,090	1,511	3,000	3,100
Food Protection Activities	3,900	2,591	1,788	3,600	4,000
Septic Tank/Sewage Related Activities	4,950	4,597	2,293	4,500	4,600

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SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE \$ 1,200

Contract with Southern Elevator Company for elevator located at Lexington County Health Department.

520200 - CONTRACTED SERVICES \$ 2,100

Floyd's of South Carolina, Inc., for removal of medical hazardous waste at Lexington County Health Department, Swansea Health Center and Batesburg Health Center: \$1,830

Lowman Communications for alarm system monitoring and maintenance: \$270

520300 - PROFESSIONAL SERVICES \$ 100

Blanket purchase order with Cherokee Trail Veterinary for removal of animal heads for rabies testing.

521000 - OFFICE SUPPLIES \$ 700

Office supplies

521100 - DUPLICATING \$2,600

Printing and duplicating cost for normal operations

521200 - OPERATING SUPPLIES \$3,500

Supplies to operate the health department to include safety, cleaning, and maintenance supplies.

522000 - BUILDING REPAIRS AND MAINTENANCE \$ 6000

Normal repairs and maintenance of three facilities

524000 - BUILDING INSURANCE \$1464

Payment to S.C. Division of General Services for insurance on the health department.

525000 - TELEPHONE \$24,000

Telephone equipment, Fax lines and charges for Environmental Health, Batesburg, Swansea and Lexington County Health Department.

525010 - LONG DISTANCE SERVICE \$ 3,000

Long distant telephone charges for Environmental Health, Batesburg, Swansea and Lexington County Health

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Department.

525100 - POSTAGE **\$ 8,354**

Rental of box for Swansea Health Center	54	
Postage for Swansea Health Center	500	
Postage for Batesburg Health Center		800
Postage for Lexington County Health Department	5,285	
Postage for Environmental Health Services (IGC)	1,715	

525385 - UTILITIES – AUXILLARY BUILDING **\$7,500**

Estimated electricity, water and sewer usage for Environmental Health staff to be housed in the County Auxillary Building.

525308 - UTILITIES - LEXINGTON COUNTY HEALTH DEPT. **\$24,000**

Electricity, water and sewer usage for employees housed at the health department based on current usage.

525310 - UTILITIES - BATESBURG HEALTH CENTER **\$ 2,900**

Electricity, water and sewer usage for employees housed in Batesburg based on our current usage.

525353 - UTILITIES - SWANSEA HEALTH CENTER **\$ 4,200**

Electricity, water and sewer usage for employees housed in Swansea based on our current usage.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

No capital requests submitted for FY 2006.

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SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000

Division: Health and Human Services

Organization: 171200 - Social Services

		BUDGET				
Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
523100 Building Rental	62,661	42,969	75,027	76,938		
524000 Building Insurance	467	276	579	579		
525000 Telephone	45,511	22,978	43,500	46,000		
525010 Long Distance Charges	3,096	1,742	2,750	3,600		
525020 Pagers and Cell Phones	1,385	702	1,500	1,500		
525325 Utilities - Social Serv. Ctr.	22,118	11,356	23,500	23,500		
525365 Utilities - Rental Bldg (Maxway)	26,187	13,597	25,500	27,500		
525371 Utilities - DSS - Unit A	4,370	1,880	4,500	4,500		
525372 Utilities - DSS - Unit B	2,284	1,109	2,300	2,300		
527041 Board Members Honorarium	1,550	0	2,700	2,700		
534100 Emergency Charity Relief	6,395	4,350	6,700	11,000		
535000 Storm & Disaster Relief	0	0	0	200		
* Total Operating	176,024	100,959	188,556	200,317	0	0
* Total Personnel & Operating	176,024	100,959	188,556	200,317	0	0
Capital						
540000 Small Tools & Minor Equipment	0	0	500	500		
** Total Capital	0	0	500	500	0	0
*** Total Budget Appropriation	176,024	100,959	189,056	200,817	0	0

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Section IV

FUND 1000
SOCIAL SERVICES (171200)
FY 2005-06 BUDGET REQUEST

DEPARTMENT – PROGRAM OVERVIEW

The Lexington County Department of Social Services (LCDSS) has approximately 100 employees. These employees are housed in two (2) separate buildings at two (2) locations. The primary location at 541 Gibson Road is located on county property and consists of one (1) county owned building. The second location is at 314 West Main Street and consists of one (1) county leased building. LCDSS provides services to the citizens of Lexington County. These services include economic services to those who are financially needy as well as to those who may be in danger of physical abuse, sexual abuse, mental injury or physical, medical or educational neglect and their families. LCDSS also provides services to those who are unable to protect themselves due to age or disability and who are in danger of neglect, exploitation, or abuse.

The Medicaid program transferred from the Department of Social Services (DSS) to the Department of Health and Human Services (DHHS) on July 1, 2002. The Medicaid workers continue to be housed in two (2) county owned modular units located at 541 Gibson Road. The program overview for the Medicaid program is included with the Medically Indigent Care Program under Fund 2200.

LCDSS, as well as, DHHS are primarily funded by state and federal appropriations; however, most of the facilities cost and utilities along with some other expenses are funded by Lexington County and eligible for reimbursement in the form of Federal Financial Participation. Most of these costs are not easily identifiable to a particular agency and will continue to be included with the budget request for Fund 1000. Utilities cost for Unit A and Unit B are identifiable and could be included with Operating Costs for Fund 2200.

A. Positions Requested

All positions are funded through State Budget.

B. Vehicles in Department

LCDSS does not use county owned vehicles.

Section IV

FUND 1000
SOCIAL SERVICES (171200)
FY 2005-06 BUDGET REQUEST

DEPARTMENT – PROGRAM OVERVIEW

Page 2

C. Telecommunications Equipment in Department

LCDSS and DHHS have approximately 135 Centrex telephone lines with voice mail. LCDSS and DHHS also have a “tree” telephone line, which is the main switchboard line. This line has two voice mail numbers associated with it. There are also 20 data lines as well as seven (7) cellular telephones. The purchase and ongoing monthly service for most of these telephones are funded by Lexington County and eligible for reimbursement in the form of Federal Financial Participation. LCDSS has approximately 44 pagers and these pagers as well as three (3) of the cellular telephones, are funded by state and federal appropriations.

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Section IV

FUND 1000
SOCIAL SERVICES (171200)
FY 2005-06 BUDGET REQUEST

DEPARTMENT – PROGRAM OVERVIEW

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D. Service Level Indicators

	<u>Actual FY02/03</u>	<u>Actual FY03/04</u>	<u>YTD FY04/05</u>	<u>Estimated FY05/05</u>	<u>Projected FY05/06</u>
Avg. Mthly AFDC/FI Recipients	N/A	N/A	N/A	N/A	N/A
Total AFDC/FI Payments	N/A	N/A	N/A	N/A	N/A
Avg. Mthly Food Stamp Recip.	N/A	N/A	N/A	N/A	N/A
Total Food Stamp Payments	N/A	N/A	N/A	N/A	N/A
Average Medicaid Recipients	N/A	N/A	N/A	N/A	N/A
Total Medicaid Payments	N/A	N/A	N/A	N/A	N/A
Avg. Monthly Foster Care Cases	N/A	N/A	N/A	N/A	N/A
Total Foster Care Payments	N/A	N/A	N/A	N/A	N/A
Human Service Referrals (Mthly)	N/A	N/A	N/A	N/A	N/A

Note: The statistics indicated with N/A were previously taken from the SCDSS monthly statistics book. This publication was discontinued in 2001 and the figures are no longer readily available.

Section V

FUND 1000
SOCIAL SERVICES (171200)
FY 2005-06 BUDGET REQUEST

SUMMARY OF REVENUES

Lexington County Department of Social Services is primarily funded by state and federal appropriations; however, most of the facilities cost and utilities along with some other expenses are funded by Lexington County. These expenditures are eligible for reimbursement in the form of Federal Financial Participation (FFP). Lexington County is reimbursed at the rate of approximately 50% for building rental and maintenance as well as utilities and telephone expense provided to Lexington County DSS. Lexington County also receives a use allowance of approximately 2% per year for the use by DSS of county owned buildings. This reimbursement averages approximately \$150,000 per year.

Section VI

**FUND 1000
SOCIAL SERVICES (171200)
FY 2005/2006 BUDGET REQUEST**

A. PERSONNEL

Lexington County DSS requests no personnel budget from the General Fund. All personnel costs are included in the Lexington County DSS budget funded by the State of South Carolina. The Department of Health and Human Services, in Lexington, requests no personnel budget from the General Fund. All personnel costs, except for the Medically Indigent Care Worker funded out of the Indigent Care Fund (2200), are included in the Department of Health and Human Services, in Lexington, budget funded by the State of South Carolina.

Section VI

**FUND 1000
SOCIAL SERVICES (171200)
FY 2005/2006 BUDGET REQUEST**

B. OPERATING

523100 – Building Rental \$ 76,938

The Agency is occupying the facility located at 414 West Main Street (Maxway). The General Services negotiated the lease for this facility at \$6,411.51 per month for FY04-05. The rental agreement includes an automatic increase tied to the C.P.I., however, this amount is negotiated by General Services. Pending notification of the new lease amount for FY05-06, the amount is estimated at \$6,411.51 per month.

524000 – Building Insurance \$ 579

The estimated costs for the insurance is the same as last year.

525000 – Telephone \$ 46,000

The estimated costs for local service are about the same as last year. Monthly costs for local service are approximately \$3,800 per month.

525010 – Long Distance Service \$ 3,600

The estimated cost for long distance service has increased somewhat over last year. The monthly cost for long distance service is estimated to be approximately \$300.

525020 – Pagers and Cell Phones \$ 1,500

The estimated cost for pagers and cell phones has stayed the same as last year. The monthly cost for pagers and cell phones is approximately \$125 per month.

525325 – Utilities (Gibson Road Facility) \$ 23,500

Estimated utilities cost for the Gibson Road facility based on historical data averages \$1,958 per month.

525365 – Utilities (Main Street Facility) \$ 27,500

Estimated utilities cost for the Main Street facility based on historical data averages \$2,292 per month.

525371 – Utilities (Gibson Road Facility – Unit A) \$ 4,500

Estimated utilities cost for the Gibson Road Facility – Unit A based on historical data averages \$375 per month.

525372 – Utilities (Gibson Road Facility – Unit B) \$ 2,300

Estimated utilities cost for the Gibson Road Facility – Unit B based on historical data averages \$190 per month.

Section VI

**FUND 1000
SOCIAL SERVICES (171200)
FY 2005/2006 BUDGET REQUEST**

Page 2

526300 – County Social Services Board Honorarium \$ 2,700

Lexington County Department of Social Services currently has nine (9) members on the County Advisory Board. Board Members are provided \$25 for each monthly meeting attended.

534100 – Emergency Charity Relief \$ 11,000

The Agency has received \$350 per month for providing emergency assistance to Lexington County citizens who cannot be assisted through any Federal, State or other programs for approximately 20 years. These funds are expended for food, shelter, clothes and medicines. The population in Lexington County has grown tremendously over the past 20 years. As the population has grown, so have the client base who benefit from this assistance. We are requesting that Lexington County increase the allotment to \$500 per month to meet the increasing needs of the poverty stricken. ($\$500 \times 12 = \$6,000$).

The county also provides for “indigent” cremations through an agreement with Caughman-Harman Funeral Home. In special situations, the same payment has been made for regular funeral services. Through January, we have provided this service for eleven (11) people. We have averaged 8-10 per year in the past, however, as the population has increased so has the number of indigent deaths. We are requesting funds for 20 indigent cremations for the upcoming fiscal year. ($\$250 \times 20 = \$5,000$).

535000 – Storm and Disaster Relief \$ 200.00

The Agency is mandated to assist in Shelter Operations during storms and other disasters. These funds are requested to offset emergency expenditures required during Shelter Operations.

Section VI

**FUND 1000
SOCIAL SERVICES (171200)
FY 2005/2006 BUDGET REQUEST**

C. CAPITAL

540000 – Small Tools and Minor Equipment \$ 500.00

DSS is requesting funds to replace fourteen (14) telephones at approximately \$35 per telephone. Historically, we have replaced approximately 15 – 20 telephones per year due to normal wear and tear and equipment failure.

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Health & Human Services
Organization: 171300 - Children's Shelter

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 2	18,469	6,614	26,017	17,217		
510200 Overtime	8,409	4,558	11,000	13,167		
510300 Part Time - 3 (1.375 - FTE)	20,606	7,379	14,695	23,938		
511112 FICA Cost	3,195	1,401	5,103	5,103		
511113 State Retirement	2,881	1,095	4,182	4,182		
511120 Insurance Fund Contribution - 2	11,520	5,760	11,520	11,520		
511130 Workers Compensation	338	376	526	526		
511213 State Retirement - Retiree	372	175	388	388		
* Total Personnel	65,790	27,358	73,431	76,041		
Operating Expenses						
521000 Office Supplies	1	4	200	200		
521200 Operating Supplies	483	346	600	600		
521300 Food Supplies	6,326	3,774	6,500	6,500		
521400 Health Supplies	475	243	600	600		
522300 Vehicle Repairs & Maintenance	1,205	544	1,700	1,700		
524000 Building Insurance	658	0	658	658		
524100 Vehicle Insurance - 2	1,050	530	1,086	1,086		
524101 Comprehensive Insurance - 2	311	185	379	379		
524201 General Tort Liability Insurance	534	316	647	647		
524202 Surety Bonds	0	0	32	32		
525000 Telephone	853	477	900	900		
525010 Long Distance Charges	71	53	100	100		
525100 Postage	214	228	500	500		
525326 Utilities - Children's Shelter	11,020	6,683	11,012	11,012		
525400 Gas, Fuel & Oil	1,993	1,371	1,800	1,800		
527040 Outside Personnel (Temporary)	25,792	22,305	29,000	26,390		
* Total Operating	50,986	37,059	55,714	55,714	53,104	
* Total Personnel & Operating	116,776	64,417	129,145	129,145		
Capital						
** Total Capital	0	0	0	0	0	

*** Total Budget Appropriation

116,776

64,417

129,145

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**SECTION III.
CHILDREN'S SHELTER - PROGRAM OVERVIEW**

MISSION:

The mission of The Children's Shelter is to provide high quality, emergency residential care for children who have been abused, neglected, abandoned or exploited, or who require placement due to a family crisis. Care is provided in a home-like setting using a house parent model for service delivery.

Section III: CURRENT STAFFING LEVEL (see organizational chart on page 2)

Houseparent	1	full time	Grade 7	with insurance
Houseparent	1	part time		without insurance
Housekeeper	1	part time	Grade 3	with insurance
Secretary	1	part time	Grade 4	without insurance
Exec. Director	1	full time	unclassified	without insurance
Total positions	5	2 full time, 3 part time	2 salaried, 3 hourly	

Section IV D: SERVICE LEVEL

Actual: 87 children served in fiscal year 2003-04. .

Projected: 90 children served on average during a full fiscal year of operation.

SECTION V
LINE ITEM NARRATIVES

CHILDREN'S SHELTER – PERSONNEL V A

510100 Salaries and Wages **\$17,217**

This line item is the salary for the primary houseparent at an annual gross salary of \$11,704 and the gross annual salary of the executive director of \$5,512. These would be maintained at the current levels plus any cost of living or merit increases granted.

510200 Overtime **\$13,167**

Includes overtime regularly built into the full time houseparent salary

510300 Part time **\$23,938**

This line item includes three part time positions: secondary houseparent, housekeeper, and administrative assistant.

- The secondary houseparent position is compensated for (21) twenty-one hours weekly at minimum wage for an annual gross pay of \$6,144.
- The housekeeper is currently a grade 3 and works thirty (30) hours weekly. Three-fourths the current salary at that grade is \$15,128.
- The administrative assistant is currently a grade 4 and annual gross pay is \$2,664.

511112 FICA **\$ 5,103**

This budget request includes FICA for the primary houseparent, secondary houseparent, housekeeper, secretary and executive director at the salaries requested.

511113 State Retirement **\$ 4,182**

This budget request includes state retirement benefits for the primary houseparent, secondary houseparent, housekeeper.

511120 Insurance Fund Contributions **\$ 11,520**

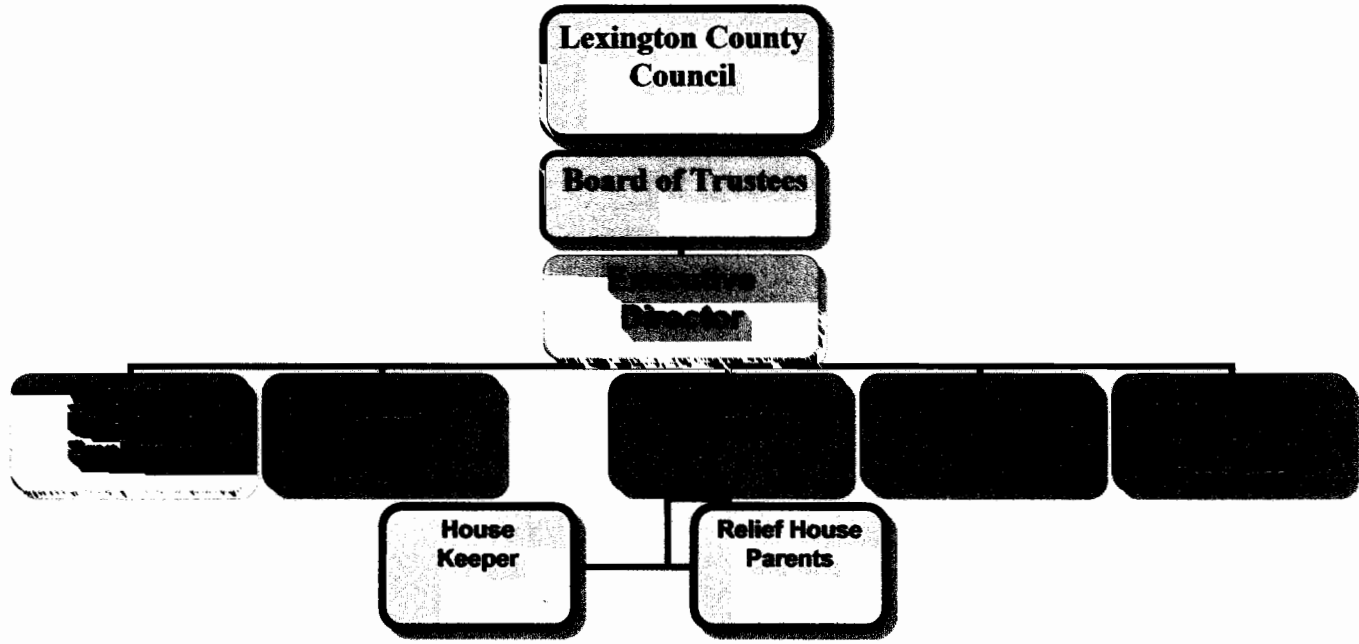
This request assumes that the executive director, primary houseparent and the housekeeper will be eligible to participate in the County's insurance program.

511130 Worker's Compensation **\$ 526**

This request assumes that all positions require worker's compensation insurance.

511213 State Retirement-Retiree **\$388**

**The Nancy K. Perry Children's
Shelter
ORGANIZATIONAL CHART
(2005)**



SECTION V B
CHILDREN'S SHELTER - OPERATING

521000 Office Supplies **\$ 200**

This account is used to purchase school supplies for residents and office supplies, including county forms, necessary for day-to-day operations. Donations from the community allow these expenditures to be minimal.

521200 Operating Supplies **\$ 600**

This account is used primarily to purchase cleaning and laundry supplies such as detergents, cleaning and disinfecting solutions, mops, brooms, etc.; paper supplies such as toilet tissue, paper towels and napkins; and other household supplies such as light bulbs, garbage bags, and food storage bags. Health standards must be maintained at all times to ensure the health and safety of residents and to comply with regulations. Donations from the community allow purchase of these items to be minimal.

521300 Food Supplies **\$ 6,500**

This account is required to ensure the availability of nutritious food for up to twelve (12) children and the house parent staff at any given time. This allocation is well-supplemented by donated food items and free school lunches. However, USDA commodities, which had been available to residential programs in the past, are no longer accessible. Licensing requirements include compliance with a menu that has been approved by a nutritionist.

521400 Health Supplies **\$600**

This account is used to purchase personal hygiene items, first aid supplies, across-the-counter medications and prescription drugs. Many children who are placed in The Children's Shelter have not had good health care and their needs are significant. The majority of children placed at The Children's Shelter are taking some type of prescription medication and this must be purchased until Medicaid is accessed. The need to provide treatment for lice is becoming necessary more frequently and the shampoos are very expensive. Donated items help to offset the total cost of health supplies allowing this request to be relatively small considering the expensive nature of these kinds of supplies.

FUND 1000
CHILDREN'S SHELTER (171300)
FY 2005/2006 BUDGET REQUEST

Page 6

522300 Vehicle Repairs and Maintenance **\$1,700**

One of the shelter's vehicles is a 1994 15-passenger van and the other is a 1996 minivan. The smaller van is used whenever possible for economy. Both vehicles require regular maintenance and as these vehicles age, the need for more maintenance can reasonably be expected. This year we purchased a GMC 15 passenger school bus to meet legal requirements in the future. Additional funds will be needed to maintain this vehicle.

524000 Building Insurance **\$ 658**

The premium for building insurance (through the State Insurance Reserve Fund) was \$503 this year.

524100 Vehicle Insurance **\$1,086**

This account is used to pay liability insurance on three vehicles. The first premium for this fiscal year was \$650.00, so this increase is needed to fund a full year of coverage.

524101 Comprehensive Insurance **\$379**

This type of insurance is important because The Children's Shelter has no other means to fund this kind of repair, should it be necessary. This figure includes additional funds for comprehensive coverage of the school bus (new vehicle).

524201 General Tort Liability **\$647**

This semi-annual premium paid for this insurance this year. This coverage is necessary to protect the employees and the board of trustees.

524202 Surety Bond **\$ 32**

This bond is required by the state.

525000 Telephone **\$ 900**

This request is based on actual expenditures during the past fiscal year. The shelter's telephone lines are part of the county centrex system. Three lines are necessary to support the telephone and to allow fax machine and computer modem use.

525010 Long Distance Charges **\$ 100**

Some long distance calls must be made related to children's cases and obtaining services. However, use of technologies is minimizing these expenses. This request is reduced by \$100 from last year based on the previous year expenditures.

FUND 1000
CHILDREN'S SHELTER (171300)
FY 2005/2006 BUDGET REQUEST

Page 7

525100 Postage **\$ 500**

These funds are necessary to support fundraising, acknowledgment of donations and other related correspondence of the shelter administration and to pay postage for the children's correspondence.

525326 Utilities **\$ 11,012**

The shelter has been constructed to be energy efficient using low energy lighting and heating. Based on utility use for the first six months of this year, an allocation of this amount will be necessary for electricity and water in the coming year.

525400 Gas, Fuel and Oil **\$ 1,800**

This request is based on usage in previous years and also includes a slight increase as the school bus has been added to the fleet and it is not as fuel efficient.

527040 Outside Personnel (Temp. Help) **\$26,390**

This account is used to pay the part time services of relief house parents when the regular house parents are on annual or sick leave, or when they are away from the shelter on a regular schedule of time off. In addition to their annual leave, accrued at the same rate as other county employees, the house parents are given relief from their responsibilities one five-hour evening and week and two 48-hour weekends per month. Relief house parents have all the responsibilities of the regular house parents when they are on duty. Currently, the relief house parents are paid \$150 for a 14 to 24 hour period and \$10 per hour up to 14 hours. Also, in unusual and unpredictable circumstances, (i.e., one or more new born infants admitted requiring additional workers, or a lengthy absence of an employee because of medical reasons, this account is used to supplement staffing as needed on a temporary basis.

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year 2005-2006

Page 1

Fund: 1000

Division: Health & Human Services

Organization: 17150 - Veterans Affairs

BUDGET

Object Code	Expenditure Classification	2003-04 Expenditure	2004-05 Approved	2005-2006 Requested	2005-2006 Recommend	2005-2006 Approved
Personnel						
510100	Salaries & Wages - 3	87,239	91,282	91,984		
510200	Overtime	0	0			
510300	Part-Time - 1 (.5- FTE)	10,175	10,911	12,079		
511112	FICA Cost	7,452	7,443	7,961		
511113	State Retirement	6,673	6,847	8,013		
511120	Insurance Fund Contribution - 3	17,280	17,280	17,280		
511130	Workers Compensation	259	293	314		
5111213	State Retirement- Retiree	0	0			
	*Total Personnel	129,078	134,056	137,631		
Operating Expenses						
520702	Technical Currency & Support	600	600	600		
521000	Office Supplies	1,300	1,000	1,000		
521100	Duplicating	1,400	1,400	1,600		
521200	Operating Supplies - Records Storage	0	0	0		
522200	Small Equipment Repairs & Maintenance	130	130	100		
524000	Building Insurance	108	131	161		
524201	General Tort Liability Insurance	535	556	596		
524202	Surety Bonds	0	0	0		
525000	Telephone	1,312	1,300	1,400		
525010	Long Distance Charges	100	100	120		
525020	Pagers and Cell Phones	490	300	300		
525100	Postage	950	950	1,200		
525210	Conference & Meeting Expenses	3,450	2,000	3,500		
525230	Subscriptions, Dues & books	300	350	400		
525240	Personal Mileage Reimbursement	2,190	1,700	1,620		
525385	Utilities - Kroger Bldg.	2,800	2,800	3,048		
	*Total Operating	15,665	13,317	15,645		
	*Total Personnel & Operating	144,743	147,373	153,276		
Capital						
540000	Small Tools & Minor Equipment	234	103	250		
540010	Minor Software	500	250	815		
	All Other Equipment	945	299	1,883		
	** Total Capital	1,679	652	2,948		
	*** Total Budget Appropriation	146,422	148,025	156,224		

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SECTION IA

**COUNTY OF LEXINGTON
Annual Budget 2005-2006
Existing Department Program Request Form**

Fund #: 1000 Fund Title: General Fund
 Organization #: 171500 Organization Title: Veterans' Affairs
 Division #: 170000 Division Title: Health & Human Svcs.

Object Code	Expenditure Classification	Program #1	Program #2	Total 2005-2006 Requested	2005-2006 Recommend	2005-2006 Approved
Program Title:		Administration	Position Upgrade			
Personnel						
510100	Salaries #3	91,984		91,984		
510300	Part Time # .5	10,909	1,170	12,079		
511112	FICA Cost	7,871	90	7,961		
511113	State Retirement	7,923	90	8,013		
511120	Insurance Fund Contribution # #3	17,280		17,280		
511130	Workers Compensation	310	4	314		
	*Total Personnel	136,277	1,354	137,631		
Operating Expenses						
520702	Technical Currency & Support	600		600		
521000	Office Supplies	1,000		1,000		
521100	Duplicating	1,600		1,600		
521200	Operating Supplies- Records Storage	0		0		
522200	Small Equipment Repairs & Maintenance	100		100		
524000	Building Insurance	161		161		
524201	General Tort Liability Insurance	596		596		
524202	Surety Bonds	0		0		
525000	Telephone: Basic Chg. 4 phones & Fax Line	1,400		1,400		
525010	Telephone: Long-Distance Charges	120		120		
525020	Telephone: Pagers/Cell Phones	300		300		
525100	Postage	1,200		1,200		
525210	Conference & Meeting Expenses	3,500		3,500		
525230	Subscriptions, Dues & Books	400		400		
525240	Personal Mileage Reimbursement	1,620		1,620		
525302	Utilities - Kroger Bldg.	3,048		3,048		
	*Total Operating	15,645		15,645		
	** Total Capital (From Section III)	2,948		2,948		
	*** Total Budget Appropriation	154,870	1,354	156,224		

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SECTION II

**COUNTY OF LEXINGTON
Annual Budget - Fiscal Year 2005-2006
Capital Item Request Worksheet Form**

Fund #: 1000 Fund Title: General Fund
 Org. #: 171500 Organization Title: Veteran's Affairs Division #: 170000
 Program #: 1 Program Title: Administration Div. Title: Health & Human Svcs.

Quantity	Item Description	Amount
1	Account Code: 540000 - Small Tools & Minor Equipment Necessary minor office equipment/items as needed (i.e., 1 color printer for newsletter which is <\$500.	\$250
2	Account Code: 540010 - Minor Software Necessary general office and VA-based software as needed for department computers/network to fulfill requirements as necessary to adhere to VA regulation, procedures, and expectations to include Office XP Pro for 2 replacement computers	815
2	Account Code: 5400 - Capital Line Items > \$500 Replacement of two office computers and monitors to replace older equipment	\$1,883

** Total Capital (Transfer Total to Section I and II)	\$2,948
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SECTION IV.A. - LISTING OF POSITIONS

Current Staffing Levels:

Job Title	Position	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
Veteran's Affairs Director	1	1		1	14
Veteran's Affairs Assistant	1	1		1	7
Veteran's Affairs Specialist	1	1		1	6
Veteran's Affairs Clerk	0.5	0.5		0.5	4
Total Positions	3.5	3.5		3.5	

**FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2005-2006 BUDGET REQUEST**

SECTION IV. – PROGRAM OVERVIEW

Summary of Programs:

Program I - Administration
Program II - New Position

Program I: Administration

Objectives:

The Lexington County Veterans Affairs Department exists to assist veterans and their families to obtain benefits for which they are entitled. The vast range of services we provide involves all areas of VA benefit assistance through providing information as well as properly filing claims, following proper VA procedures, and adhering to all VA regulations.

Program II: Upgrade Personnel Position

Objectives:

The Veterans Affairs Clerk provides the VA Office with additional assistance in performing essential tasks to provide services to veterans and their families in an efficient manner. Specific duties include routine filing, data entry, word processing, as well as newsletter layout and editing. The VA Office activities have increased due to an effective outreach program that reaches additional veterans and veterans family members, the publication of a monthly newsletter, and increased networking with veterans organizations and social services agencies. The incumbent is administering a computerized suspense program to track the current status of claims and requests.

This position is half-time. The budget request is to upgrade the position from a grade 4 to grade 6 due to the additional responsibilities of newsletter layout and editing as well as the administration of the suspense program.

**FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2005-2006 BUDGET REQUEST**

SECTION V. – SUMMARY OF REVENUES

CONTRIBUTIONS MADE BY THE SC DVA \$7,168.94

The South Carolina Department of Veteran's Affairs disburses funds throughout the state and in the various 46 counties, based on each individual county's veteran population. This amount is forwarded to the Lexington County Treasurer/Finance Department in an effort to assist the County Veterans' Affairs Office in meeting the needs of the annual budget. The total amount for FY 2003-2004 was \$7,937.52 and in FY 2004-2005 was projected as \$7,884 but due to state budgetary limitations will probably be \$7,168.94 based on the most recent semi-annual payment of \$3,583.97. It is anticipated that there will not be a further decrease to each county and to the Lexington County VA office as long as the State budgetary picture stabilizes.

Lexington County ranks #6 in the State in terms of veteran population with almost 24,000 veterans. As a result, Lexington County veterans as a whole are recipients of almost \$56 million of which almost 29 million is in the form of compensation and pension payments and \$24 million is in the form of medical expenditures. According to figures from FY2003, these monetary VA benefit amounts are the 3rd largest in the State. This office is responsible in large part for the amount of these monetary benefits by successfully evaluating, advising, and assisting veterans with their claims, thereby being awarded the largest benefits possible. These monetary benefits accrue to Lexington County through taxes, material items, living expenses, etc. which are spent throughout the County economy and therefore, increases the cash flow for the County.

Attached is the Proposed Revenue Form which we have listed only the proposed monetary annual revenue amount which is supplied to the county by the SC DVA.

County of Lexington
 Proposed Revenues
 Fines, Fees and Other
 Budget FY 2005-06

Fund #: 1000 Fund Name: General Fund

Organ.# 171500 Organ. Name: Veterans' Affairs

Budget

								Total
Treasurer's Revenue Code	Fee Title	Actual Fees FY 2003-04	Anticipated Fees FY 2005-06	Units of Service	Current Fee	Total Estimated Fees FY 2005-06	Proposed Fee Change	Proposed Estimated Fees FY 2005-06
	SCDVA	7,937.52	\$7,884.00	(2) Semi-Annual	\$3,583.97	\$7,168.94	(\$715.06)	\$7,168.94

**FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2005-06 BUDGET REQUEST**

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

510100 – SALARIES – CURRENT EMPLOYEES \$ 91,984

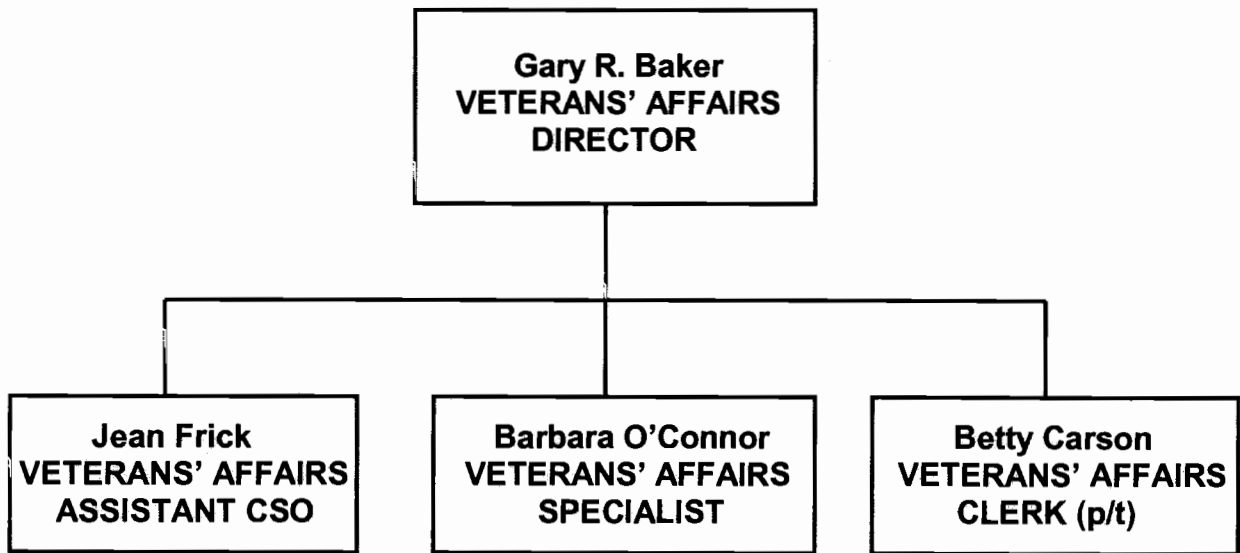
This account is used for salaries of the Veterans' Affairs Director, Assistant, and Specialist, who currently form the Lexington County Veterans' Affairs Office and counsel veterans and family members on veterans benefits, file claims, and perfect claims for the almost 24,000 Lexington County veterans.

510300 – SALARIES – Part-Time Veterans Affairs Clerk \$10,909

The Veterans Affairs Clerk provides receptionist duties, files claims and correspondence, provides data entry and word processing support, edits the monthly newsletter, maintains the recorded discharges, and maintains the agency suspense program.

**FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2005-2006 BUDGET REQUEST**

**VETERANS' AFFAIRS OFFICE
ORGANIZATIONAL CHART**



**FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2005-2006 BUDGET REQUEST**

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

520702 – TECHNICAL CURRENCY AND SUPPORT- VIMS* \$600.00

This account is used for period maintenance and upgrades for the *Veteran's Information Management System (VIMS) software annual maintenance contract renewal. Amount requested is equal to the amount requested and approved for last year's budget.

521000 – OFFICE SUPPLIES \$1,000.00

This account is used for computer paper, printer ribbons, business cards, stationery with matching envelopes, and plain white paper. Also included are pads, pens, pencils, staples, gem clips, scotch tape, calculator ribbons, manila file folders, toner cartridges for fax and printer, and other office supplies as needed for normal operations.

521100 – DUPLICATING – COPIER \$1,600.00

This account is used for copies of materials from veterans or family members that are made to accompany claims to the US Department of Veterans Affairs Administration and file copies for the VA office. Copies are also made for a veteran or family member when a claim has financial or medical information that may be needed for future reference.

This amount is being requested due to the increase of new claims, as well as other requests, which will therefore require increased duplicating of VA forms, veteran medical records, etc., as well as adding those veterans to our list of ongoing annual EVR reports for VA pension recipients. Also, VA regulations require additional medical records to be submitted with a claim so this office sends copies to the VA, retains file copies, and since the claimant maintains the original records. The monthly newsletter has added to this expense.

525200- SMALL EQUIPMENT REPAIRS & MAINTENANCE \$100.00

This account is used for repair and maintenance of the office typewriter, printer, and facsimile machine.

524000- BUILDING INSURANCE \$161.00

This account is used to pay for allocated building insurance, assessed by the County, based on the office square footage. This represents a slight increase of \$30 from last year's budget.

524201- GENERAL TORT LIABILITY INSURANCE \$596.00

This account covers the cost of general tort liability insurance, assessed by the County. This represents a slight increase and includes the requested new position.

**FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2005-2006 BUDGET REQUEST**

524202- SURETY BONDS \$00.00

This account covers the cost of surety bonds, assessed by the County. The bond premium will not be due this fiscal year.

525000 – TELEPHONE \$1,400.00

This account covers the cost of four telephone lines and one facsimile line to transmit and receive data pertaining to veterans from the VA Regional Office, Dorn VA Medical Center, National Personnel Records Center, and other institutions serving veterans and their families.

525010 – LONG DISTANCE CHARGES \$120.00

This account covers the cost of limited long distance telephone calls and facsimile transmissions. Occasionally, calls must be made to other County VA Offices, must be made to staff attending conferences away from Lexington County, or non-routine matters that must be resolved in other areas. This is an increase of \$20 from the amount requested in FY 2004-2005.

525020 – PAGERS AND CELL PHONES \$300.00

This account is used to pay for a cellular telephone utilized by the County Service Officer or staff personnel when on official business away from the office.

525100 – POSTAGE \$1,200.00

This account pays for postage required to mail correspondence and claims to the VA Regional Office, Dorn VA Medical Center, as well as to veterans and family members regarding claims or special information requests. This represents a \$250 increase over the amount budgeted for FY2004-2005 to cover the increased workload, additional newsletter mailings, and anticipated postage increase.

525210 – CONFERENCE & MEETING EXPENSES \$3,500.00

The Veterans Service Officer and staff are required to attend updated training programs to be certified and to be recertified by the Veterans Administration to include 2 three day conferences of the SC Association of County Veterans Affairs Officers (one in the spring and one in the fall). In addition, the Veterans Service Officer will attend conferences and meetings of veterans organizations to include conventions of the Veterans of Foreign Wars, Disabled American Veterans, and the American Legion. The budgeted amount also includes an additional \$1,500 for attendance at the National Association of County Veterans Service Officers for the purpose of receiving national certification for two staff members.

**FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2005-2006 BUDGET REQUEST**

525230 – SUBSCRIPTIONS, DUES, & BOOKS \$400.00

This account covers the cost of subscriptions to county newspapers and The State newspaper, "What Every Veteran Should Know" and its periodic supplements, and VA Fact Sheets. This also covers dues to the SC and National Associations of County Veterans Officers. This is a \$50.00 increase over the FY2004-2005 budgeted amount.

525240 – PERSONAL MILEAGE REIMBURSEMENT \$1,620.00

This account is used for reimbursement of personal mileage which is used by the County Service Officer or staff in their personal automobile for outside meetings or visits, periodic community assistance meetings, visits to Dorn VA Medical Center, VA Regional Office, visits to homes and nursing homes and other institutions to complete claims or obtain information and/or signatures, when necessary. This account is also for mileage reimbursement for the staff to attend required conferences and seminars throughout the year for training. This also includes transportation costs for the CSO to travel to various veterans' organizations, upon request, for speaking engagements and required veteran's organizational meetings he attends to give or receive updates on veterans benefits. Projected miles for FY 2005-2005 is approximately 4,000, a reduction from last year's budget. The increase is based on the current mileage rate of 40.5 cents per mile.

525302 – UTILITIES (KROGER BUILDING) \$3,048.00

This account is used for utility usage for space occupied by Veterans Affairs in the Auxiliary Bldg. This is our prorated share of the utilities as determined by the County.

**FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2005-2006 BUDGET REQUEST**

SECTION VI.C. – CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS AND MINOR EQUIPMENT \$250.00

This account is used to purchase necessary minor office equipment/items as needed. We expect to purchase 1 color printer for the production of the monthly newsletter.

540010 – MINOR SOFTWARE \$815.00

This account is used to purchase general office and VA-based minor software as needed for department computers/network to fulfill requirements as necessary to adhere to VA regulations, procedures, and expectations to include Office XP Pro for two replacement computers.

5400 – CAPITAL LINE ITEMS > \$500 \$1,883.00

Two Intel Celeron 2.4 GHz Processors with 15" flat panel monitor

This account is used for funds to upgrade the office computer system by providing for replacement of two older office computers and monitors for handling correspondence, VIMS, VA database connections, and processing of claims.

**New Program
Section I**

**COUNTY OF LEXINGTON
New Program Request**

Fund #: 1000
Organization #: 171500
Division #: 170000

Fund Title: General Fund
Organization Title: Veterans' Affairs
Division Title: Health & Human Svcs.

Object Code	Expenditure Classification Program Title:	Position Upgrade	Total 2005-2006 2005-2006 Requested	2005-2006 Recommmer Approved
Personnel				
510100	Salaries #3			
510300	Part Time # .5		1,170	
511112	FICA Cost		90	
511113	State Retirement		90	
511120	Insurance Fund Contri #3			
511130	Workers Compensation		4	
	*Total Personnel		1,354	
Operating Expenses				
520702	Technical Currency & Support			
521000	Office Supplies			
521100	Duplicating			
521200	Operating Supplies- Records Storage			
522200	Small Equipment Repairs & Maintenance			
524000	Building Insurance			
524201	General Tort Liability Insurance			
524202	Surety Bonds			
525000	Telephone: Basic Chg. 4 phones & Fax Line			
525010	Telephone: Long-Distance Charges			
525020	Telephone: Pagers/Cell Phones			
525100	Postage			
525210	Conference & Meeting Expenses			
525230	Subscriptions, Dues & Books			
525240	Personal Mileage Reimbursement			
525302	Utilities - Kroger Bldg.			
	*Total Operating			
	** Total Capital (From Section III)			
	*** Total Budget Appropriation Request		1,354	

52-14

**FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2005-2006 BUDGET REQUEST**

SECTION I. – NEW PROGRAM

510300 – SALARIES- PART-TIME POSITION **\$1,354.00**

In the 2003-2004 budget, County Council approved a half-time clerk to provide needed clerical assistance. Due to increased office workload, this position is essential to handle routine filing, data entry, and word processing. This position also does layout and editing of the monthly newsletter and administers the office's computerized suspense program. The Veterans Affairs Office activities have increased due to an outreach program which reaches additional veterans and veterans family members, the publication of the monthly newsletter, and increased networking with veterans organizations and social services agencies.

This position has recently been detailed to establish and administer the office's computerized suspense system of the almost 3,000 claims in the VIMS system so that the certified staff can follow through on claims processes.

This budget request is to upgrade the position from a grade 4 to a grade 6.

52-15

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Health & Human Services
Organization: 171700 - Museum

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 2	77,074	36,455	78,464	78,464		
510300 Part Time - 6 (1.728 - FTE)	39,718	22,159	41,125	45,125		
511112 FICA Cost	8,861	4,450	9,562	9,562		
511113 State Retirement	4,576	2,399	5,155	8,716		
511120 Insurance Fund Contribution - 2	11,520	5,760	11,520	11,520		
511130 Workers Compensation	607	443	891	891		
511213 State Retirement - Retiree	3,424	1,616	3,461			
* Total Personnel	145,780	73,282	150,178	154,278		
Operating Expenses						
520200 Contracted Services (Alarm)	0	0	800	800		
521100 Duplicating	162	46	300	300		
521200 Operating Supplies	241	174	300	300		
522000 Building Repairs & Maintenance	1,113	282	3,000	3,000		
524000 Building Insurance	1,889	1,159	2,434	2,434		
524201 General Tort Liability Insurance	449	265	544	544		
525000 Telephone	636	322	1,500	1,500		
525010 Long Distance Charges	101	52	250	250		
525100 Postage	7	0	111	111		
525210 Conference & Meeting Expenses	3,173	2,373	3,683	3,683		
525230 Subscriptions, Dues & Books	70	35	280	280		
525240 Personal Mileage	209	208	500	500		
525304 Utilities - Museum Bldg.	12,177	4,466	9,100	10,000		
540000 small tools & minor equipment	0	0	0	140		
* Total Operating	20,227	9,382	22,802	23,842		
* Total Personnel & Operating	166,007	82,664	172,980	178,120		
Capital						
All Other Equipment				140		
** Total Capital	0	0	0	140		
*** Total Budget Appropriation	166,007	82,664	172,980			



LEXINGTON COUNTY MUSEUM
232 FOX STREET

Lexington County Museum Commission

LEXINGTON, S.C. 29072

FUND 1000 HEALTH & HUMAN SERVICES

171700 MUSEUM

FY 2005/2006 BUDGET REQUEST

PAGE 1

SUMMARY OF PROGRAMS:

Program 1: Maintenance and management of the museum, including the collections, buildings, grounds, museum staff and programs.

Administration and Accountability

Objectives:

To maintain and operate the museum in accordance with museum management procedures set forth by the American Association of Museums and within the administrative, legal and budgetary guidelines set forth by the county of Lexington.

Service Standards:

A. To work closely with the Lexington County Museum Commission to ensure the programs of the museum are professional in their scope and authentic in preparation and execution. The ten member commission appointed by County Council plus one at-large member being President of the county historical society, is the on-site supervisory arm of the County Council and meets monthly to oversee the work of the museum staff. All scheduling and preparations for meetings, mailouts of minutes and agendas, and maintenance of commission records is done by the museum staff.

B. To collect material significant to the history of Lexington County and her people, particularly items depicting life on farms and plantations prior to the mechanization of World War II. To maintain a high profile in the Lexington County community to encourage donations of such material. To be aware of any potential collection material being offered at public or private auctions and by professional dealers and to solicit private or corporate funding to acquire such items. To present all offers to the museum commission for final acceptance into the permanent collections which then become the property of Lexington County.

C. To preserve the historical integrity of the museum buildings: 20 wooden buildings from 230 years old to 140 years old through maintenance and conservation, while adapting them for use by the public and monitoring their ability to withstand such usage. To ensure the operation of the museum's security system and attend to its two alarm systems. To maintain the museum's grounds of 6 acres in an attractive manner and in accordance with 19th Century plantings and techniques so far as possible for enhancement to the visiting public. Work with county general services in scheduling such maintenance or repairs.(continued)

D. To set up exhibits in the museum buildings drawing upon the collections with prioritization upon conservation of these collections while putting them on view. To do all necessary research so as to present any and all exhibits in an authentic depiction of Lexington County's history.

E. To attend conferences, meetings and seminars for education and information exchange on latest museum management, advertising and conservation techniques.

F. To apply wherever possible for grants of various kinds to supplement county appropriated funds and to maintain a close professional relationship with organizations which offer grants. To manage such grant allocations and maintain proper records of any financial matters.

G. To provide an educational program to serve the needs of school children to observe life-style tours in three historical arenas: Antebellum life style tour, Colonial life style tours, and African American slavery tours. To provide qualified guides for these tours, develop a tour curriculum and promulgate these tours among public and private schools. Maintain schedules for tours and keep records of attendance and all fees collected and turned in to the county treasury. To ensure the tours are authentic, safe and attractive.

H. To provide tours for the general public, especially tourists, and provide publicity pamphlets for distribution to welcome centers and tourist agencies wherever possible to increase museum visitation.

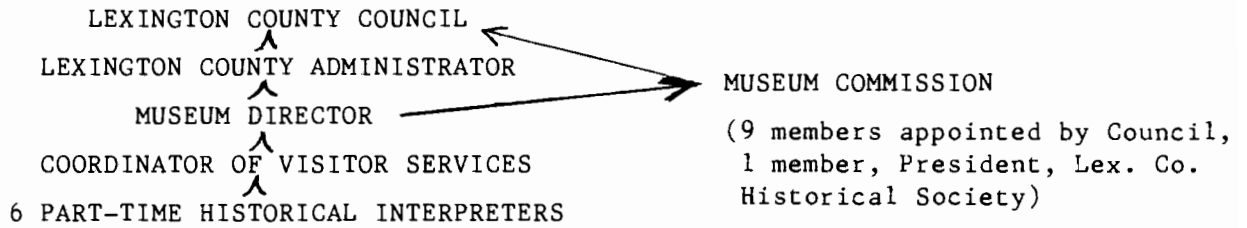
I. To prepare budget requests for museum department for funding proper for maintenance of the museum property and programs and in accordance with the museum commission's desires. To operate the museum in an economical way, making use of heat, air conditioning and grounds irrigation only where or when needed and minimizing waste.

J. To maintain the museum's administration by keeping files pertaining to two full time and six part time employees, their payroll, performance appraisals, work schedules and any other personnel matters as required by county administration. To implement and manage a group of volunteers to supplement services offered by the paid staff. To maintain appropriate office files of correspondence, entry fees and receipts as per county regulations. To order and keep on hand operating and household supplies acquired through county supply or purchasing departments. To keep records of all visitation, gifts, donations, grants, as well as historical papers. To answer all museum correspondence and provide information pertaining to historical facts, historical restoration and object conservation.

K. To maintain a relationship with the general public by giving lectures, talks, serving on panels and committees dealing with history or tourism whenever possible to enhance the museum's image with the general public.

FUND - 1000
MUSEUM - 171700
FY 2005/2006 BUDGET REQUEST

MUSEUM CHAIN OF RESPONSIBILITY



PROGRAM OVERVIEW
SERVICE LEVELS

FUND - 1000
MUSEUM - 171700
FY 2005/2006 BUDGET REQUEST

SERVICE LEVELS

Service Level Indicators:

	Actual FY 2003/2004	Estimated FY 2004/2005	Projected FY 2005/2006
Museum visitation:	19,458	20,000	21,000
Public programs (Off site):	<u>688</u>	<u>800</u>	<u>1,000</u>
Totals:	20,146	20,800	22,000

PROGRAM OVERVIEW A

FUND 1000
MUSEUM - 171700
FY 2005/2006 BUDGET REQUEST

POSITIONS REQUESTED

The museum presently has two full time positions with insurance:

Museum Director: Horace Harmon
Coordinator for visitor services: Bonnie Haynie

The museum also has 6 part time positions without insurance. They are paid for hourly work as needed with tours and other museum work:

Kay Honeycutt
Lisa Mallory
Mike Spears
Sherry Stone
Sandra Storey
Sheryl Wechsler

FUND - 1000
MUSEUM - 171700
FY 2005/2006 BUDGET REQUEST

PERSONNEL

510100 - SALARIES & WAGES \$ 78,464

Salaries for two full time employees, both paid from the general fund:

Museum director, Horace Harmon (Grade 16)
Museum coordinator for visitor services, Bonnie Haynie,
(Grade 7)

510300 - PART TIME \$ 45,125

This account pays six part time employees from the general fund to give yours and implement programs on the museum site. They are responsible for taking up visitor fees and assisting the director and coordinator for visitor services in any and all museum activities, and to run the museum without direct supervision on Saturdays and Sundays. They primarily conduct school tours with demonstrations of spinning, weaving, butter churning, candlemaking, schoolhouse activities and cooking and farm demonstrations.

The museum commission is requesting \$ 4,000 increase over last year's allocation to allow for merit increases for the 6 and to meet the increasing demands for the growing number of school tours visiting the museum.

511112 - FICA COST \$ 9,562

This account provides for FICA for two full time and six part time employees

511113 - STATE RETIREMENT \$ 8,716

This account provides South Carolina retirement fees for two full time and six part time employees, TERI and other retirement requirements.

511120 - INSURANCE FUND CONTRIBUTION \$ 11,520

This account provides fees for insurance on two full time employees.

511130 - WORKERS COMPENSATION \$ 891

This account provides workers compensation for the museum staff of two full time and six part time employees.

TOTAL PERSONNEL REQUEST: \$ 154,278

FUND 1000
MUSEUM - 171700
FY 2005/2006

OPERATING EXPENSES

520200 - CONTRACTED SERVICES (ALARM) \$ 800

This account pays the monitoring fee for the two security systems at the museum: one on the John Fox house; one on the exhibit/office building.

521100 - DUPLICATING \$ 300

This account pays for copies on the IKON copier at the museum. Most of these copies pertain to the business of the museum commission and management of the museum collections of papers and other records.

521200 - OPERATING SUPPLIES \$ 300

This account provides funds for office, administrative and facilities need. Various office supplies and household supplies are included in this account.

522000 - BUILDING REPAIRS & MAINTENANCE \$ 3,000

This account funds repairs to 22 wooden buildings, 1 modern structure with five heating and air conditioning units.

524000 - BUILDING INSURANCE \$ 2,434

This fund covers insurance on the museum's 22 buildings.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 544

This account is for the museum's share in this expense.

525000 - TELEPHONE \$ 1,500

The museum presently has two regular telephone lines, one FAX line, and one computer access line for a total of four (04) lines.

525010 - LONG DISTANCE CHARGES \$ 250

Long distance calls are necessary in booking museum tours, communications with other museums and museum conservation centers for management of the museum's collections and programs.

525100 - POSTAGE \$ 111

The museum office mails approximately 300 pieces of mail for museum business. Much of the Museum Commission communications is now done via e-mail.

FUND - 1000
MUSEUM - 171700
FY 2005/2006

OPERATING EXPENSES CONTINUED

525210 - CONFERENCE & MEETING EXPENSE \$ 3,683

This fund provides attendance at a number of professional annual meetings: S.C. Federation of Museums which is the organization of museum staff members; The Landmark Conference which is the annual meeting of the SC Confederation of Local Historical Societies and Museums; the Southeastern Museums Conference, and the American Association for State & Local History. These conferences offer opportunities for museum staff and commission members to receive updates on issues pertinent to operation of a public facility dedicated to preservation and education. All of these meetings offer sessions on a variety of subjects and the opportunity to network with other museum personnel.

SC Federation of Museums: Conference 2006, Anderson, SC.
2 nights, 3 days for one attendee, March 2006: \$ 300

Landmark Conference, Beaufort, SC April, 2006
2 nights, 3 days, 3 attendees (1 staff, 2 commissioners): 1,683

Southeastern Museums Conference, Sept. 2005
3 nights, 4 days, 1 attendee: 850

American Association for State & Local History, Cincinnati, Oh.
3 nights, 4 days, 1 attendee: 850

Total requested: \$ 3,683

525230 - SUBSCRIPTIONS, DUES, BOOKS \$ 280

This account provides dues for various museum organizations:

Southeastern Museums Conference (dues): \$ 120
SC Museum Federation: 40
Confederation of SC Local Historical Societies: 20
American Assoc. for State & Local History: 100
Total requested: \$ 280

525240 - PERSONAL MILEAGE REIMBURSEMENT \$ 500

This account covers use of private vehicles used by museum staff to give presentations to various groups about the museum and to visit potential donors of historic artifacts to the collections.

525304 - UTILITIES - MUSEUM BUILDINGS \$ 10,000

Four museum buildings are heated and cooled. All four are used for office, exhibit and working areas. The museum has three outside security lights, four restrooms and a yard irrigation system. The museum site covers 5½ acres.

53-11

FUND - 1000
MUSEUM - 171700
FY 2005/2006

OPERATING EXPENSES CONTINUED

540000 - SMALL TOOLS & MINOR EQUIPMENT \$ 140

Request is to replace 1 HP DeskJet 6540 - Printer-color-ink-jet-Legal,
A4-1200 dpi x 1200 dpi up to 30.4 ppm (mono)/up to 20.8 ppm (color) capacity
150 sheets - USB - government HP Printers & Accs - Part # C8963A#201.
This per information Services specifications for museum office computer.

TOTAL OPERATIONS REQUEST: \$ 23,842

53-12

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Health & Human Services
Organization: 171800 - Vector Control

		BUDGET					
Object Expenditure Code	Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
510100	Salaries & Wages - 2	46,084	21,759	46,820	46,820		
510300	Part Time - L/S (.375 - FTE)	2,633	1,684	6,725	6,725		
511112	FICA Cost	3,532	1,690	4,014	4,014		
511113	State Retirement	3,337	1,418	3,594	3,594		
511120	Insurance Fund Contribution - 2	11,520	5,760	11,520	11,520		
511130	Workers Compensation	5,408	1,893	4,206	4,206		
	* Total Personnel	72,514	34,204	76,879	76,879		
Operating Expenses							
520200	Contracted Services				378		
521000	Office Supplies	328	332	350	700		
521100	Duplicating	102	18	250	100		
521200	Operating Supplies	7,409	7,722	8,000	9,000		
522000	Building Repairs & Maintenance				600		
522300	Vehicle Repairs & Maintenance	1,057	608	2,100	2,100		
524000	Building Insurance	151	90	188	197		
524100	Vehicle Insurance - 3	1,575	795	1,629	1,791		
524201	General Tort Liability Insurance	37	22	45	48		
524202	Surety Bonds				24		
525000	Telephone	443	191	504	487		
525010	Long Distance Calls	0	0	100	0		
525020	Pagers and Cell Phones	785	366	768	768		
525210	Conference & Meeting Expenses	462	382	1,515	780		
525230	Subscriptions, Dues, & Books	75	20	220	220		
525357	Utilities - Centr. Whse./Bldg. Maint.	753	361	430	850		
525400	Gas, Fuel & Oil	1,791	1,164	3,000	3,600		
525600	Uniforms & Clothing	0	0	377	592		
	* Total Operating	14,968	12,071	19,476	22,235 21,857		
	* Total Personnel & Operating	87,482	46,275	96,355	99,114		
Capital							
540000	Small Tools & Minor Equipment:	42	0	500	500		
540010	Minor Software	0	0	300	300		
	All Other Equipment	836	0	1,400	2,453		
	** Total Capital	878	0	2,200	3,253		
	*** Total Budget Appropriation	88,360	46,275	98,555	102,367 101,989		

54-1

SECTION III - PROGRAM OVERVIEW

This program utilizes two full time and part-time positions:

	Grade
1. Field Technician II with insurance	6
2. Field Technician I with Insurance	4
3. Lump sum part-time without insurance	PT

- (1) The field technician II is the division's supervisor and answers to Director of Public Works. This person handles the day-to-day operations and supervises the Field Tech I and the part-time staff (during active mosquito months).
- (2) The Field Technician I primarily conducts mosquito and vermin surveys, provides citizens with advice on how to avoid these problems, places pesticides where needed for Vector Control. Assists at times in vehicular spraying of mosquitoes.
- (3) Part-time personnel primarily perform the vehicular spraying of mosquitoes after dusk on roads in the County.

Vector Control is responsible for mosquito and vermin control, surveys, and citizen education of these areas. In addition they spray most of the county owned buildings for roaches, ants, etc. The mosquito season runs generally March through October.

SECTION V. – LINE ITEM NARRATIVES

SECTION V.A. – LISTING OF POSITIONS

PERSONNEL

510100 – SALARIES AND WAGES (11) **\$76,879**

Salaries, FICA Cost, State Retirement, Insurance Fund Contribution, and Workers Compensation for:

1 each Field Technician II

1 each Field Technician I

Temporary Adulticider(s) (part-time)

54-4

SECTION V.B. – OPERATING LINE ITEM NARRATIVES

OPERATING

520200 – CONTRACTED SERVICE \$378

Alarm monitoring at office and pesticide, larvicide room. Building does not presently have alarm system.
\$31.50 per month x 12 months = \$378.00

521000 – OFFICE SUPPLIES \$700

Paper, pens, file folders, forms, small office machines not considered fixed assets, etc., for the 2 employees of this department. Historical information shows that this amount needs to be budgeted to supply the department.

521200 – DUPLICATING \$100

Historical information dictates that this amount should cover copying costs used for in-house copier charges (Auditron reading).

521200 – OPERATING SUPPLIES \$9,000

Necessary items for day to day operations plus pesticides like Malathion and other chemicals. Estimated use of Malathion (220 gals @ \$29.00/gal. = \$6,380.00)

522000 – BUILDING REPAIRS AND MAINTENANCE \$600

For necessary minor building repairs.

522300 – VEHICLE REPAIRS AND MAINTENANCE \$2,100

Repairs and maintenance on three vehicles assigned to this department.

524000 – BUILDING INSURANCE \$197

Based on figures supplied by Risk Manager.

524100 – VEHICLE INSURANCE \$1,791

Based on three (3) road vehicles @ \$ 597.00 / vehicle = \$1,791.00

524201 – GENERAL TORT LIABILITY INSURANCE \$48

Based on figures supplied by Risk Manager.

524202 – SURETY BONDS \$24

Three (3) employees @ \$8.00 each = \$24.00

525000 – TELEPHONE \$487

Basic monthly service usage charges for two (2) service lines.

Two (2) lines @ \$19.26 each = \$38.52 plus two (2) voice mail @ \$1.00 each = \$2.00

\$38.52 + \$2.00 = \$40.52 x 12 months = \$486.24

525010 – LONG DISTANCE SERVICE -0-

No long distance charges will be incurred with PBT telephone service.

54-5

(OPERATING – continued)

525020– PAGER AND CELL PHONE **\$768**

Request two cell phones @ \$32.00 / month each for communications to and from employees, staff and citizens.
2 ea. x \$32.00 . month = \$64.00 x 12 months = \$768.00

Cell phones are less expensive than 800 MHz radios plus allow communications with outside people (DHEC, citizens) and also department head and other county staff.

525210– CONF. & MEETING EXPENSES/EMPLOYEE TRAINING **\$780**

This will allow two (2) employees to attend annual SC Mosquito Association conference in Myrtle Beach. 2 ea. x \$240.00 = \$480.00. \$50.00 each to Clemson for pesticide license. The balance will be used for various smaller meetings.

525230 – SUBSCRIPTIONS, DUES AND BOOKS **\$220**

This will be used to subscribe to various industry magazines that are not free, to keep employees up to date in their respective jobs.

525357 – UTILITIES – CENTR. WHSE./BLDG. MAINT. **\$850**

Based on historical information.

525400 – GAS, FUEL AND OIL **\$3,600**

Gas and oil for three vehicles.

Based on historical information, it is estimated this department uses an average of 200 gallons of gasoline per month – 200 gals. x \$1.40/gal. x 12 = \$ 3,360.00
Miscellaneous makeup fluids @ \$ 20.00/mo. = 240.00
Total \$ 3,600.00

525600 – UNIFORMS & CLOTHING **\$592**

Request uniforms with County seal and name so that employees are identifiable as employees.

15 ea. pants @ \$13.32 ea. x 3 employees = \$ 199.80
15 ea. short-sleeve shirts @ \$ 9.84 ea. x 3 employee = \$147.60
15 ea. long-sleeve shirts @ \$11.77 ea. x 3 employee = \$117.70
3 ea. light jacket @ \$31.20 ea. x 3 employees = \$92.85
3 ea. belts @ \$11.08 ea. x 3 employees = \$ 33.24

Total requested \$ 591.19

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 – SMALL TOOLS AND MINOR EQUIPMENT \$500

To purchase small tools generally costing less than \$500.00.

540010 - MINOR SOFTWARE \$300

To purchase minor, inexpensive software as needed.

4 EA. STANDARD LIGHT TRAP (\$350.00 EACH) \$1,400

Requested so that staff can better evaluate mosquito populations throughout the County.

1 EACH OFFICE COMPUTER (REPLACEMENT) \$1,053

Replacement of computer. Present computer was bought from State Surplus in May 2003.

Uses Banner, internet to access County maps, Public Works Work Manager work order software. Present computer not able to run all these programs efficiently. Also includes office XP software @ \$260.00

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Health & Human Services
Organization: 171900 - Soil & Water Conservation District

		<i>BUDGET</i>			
Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel					
510100 Salaries & Wages - 1	0	0	9,288	<u>18,576</u>	
511112 FICA Cost	0	0	711	<u>1,422</u>	
511113 State Retirement	0	0	637	<u>1,431</u>	
511120 Insurance Fund Contribution - 1	0	0	2,400	<u>5,760</u>	
511130 Workers Compensation	0	0	28	<u>56</u>	
* Total Personnel	0	0	13,064	<u>27,245</u>	
Operating Expenses					
524201 General Tort Liability Insurance	0	0	11	<u>22</u>	
534015 Soil & Water Conservation	0	0	5,412	<u>10,824</u>	
* Total Operating	0	0	5,423	<u>10,846</u>	
* Total Personnel & Operating	0	0	18,487	<u>38,091</u>	
Capital					
** Total Capital	0	0	0	<u>0</u>	

***** Total Budget Appropriation**

0 0 18,487 38,091

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SECTION III – PROGRAM OVERVIEW

Summary of Programs:

The Lexington Soil and Water Conservation District Board of Commissioners appreciates County Council establishing the District as a department of the County of Lexington in 2005.

Since the Conservation District began operations in 1939 the Commissioners have struggled raising the funds to support the necessary staff to carry out the District's duties and responsibilities. The Conservation District has managed to secure funds for operating expenses but not for personnel.

Currently the Conservation District receives the following support and funds for operations:

(NOTE: The Lexington Soil and Water Conservation District does not receive any federal funds for personnel or operations. The federal government provides three employees for support and technical assistance. The federal government provides the district with office space and equipment. These employees also serve the Richland and Calhoun Conservation Districts. The SC DNR provides one state employee for support and technical assistance, who also serves the Richland and Newberry Conservation Districts.

This county-state-federal partnership, is unique in providing joint resources to Lexington County, and exists in other counties throughout SC.)

INCOME:

SC DNR, Land, Water and Conservation Districts Division	\$9,000.00
Annual Affiliate Membership drive (varies annually)	\$7,000.00

SUPPORT:

Lexington County Council established the Department of Soil and Water Conservation Jan 3, 2005 with a full time Administrative Assistant, and a line item in Operating Expenses of \$10,824 for a total of \$38,091.00.

The Soil and Water Conservation District Board requests County Council include the District Manager/Supervisor position on your newly established Soil and Water Conservation Department. This person will continue to manage the operations of the Conservation District following the *Annual Plan of Work* approved by the District Board and supervise the county employee assigned to this department. This person would also be available to meet with other county department directors and the County Administrator on related natural resource issues.

In support of this personnel change, the Conservation District staff, the District Manager and Administrative Assistant, will assist the Department of Public Works' Environmental Coordinator, plan and implement a public education/outreach program for Phase II of the Clean Water Act. This public education program will be targeted to the public in general, farmers, developers, schools and businesses. The purpose is to get greater support and greater compliance to protect and improve water quality in Lexington County.

Phase I which has been in operation for several years is directed at the "point source" pollution problems and has been very successful. Phase II now includes other activities that involve water pollution, called "non-point source" pollution where more of the public in general is involved.

The Soil and Water Conservation District brings many years of technical experience to help all county departments with natural resource issues. We can also assist subdivision developers and planning engineers with planning and installing Resource Management Systems that protect water quality and prevent soil movement from construction sites. The Conservation District also will be available to assist with locating sources of grants for special projects.

(1) Total funding sources anticipated.

County support. Since 1/3/05 full time administrative assistant.	\$27,245.00
Operating expenses, Soil and Water Conservation	<u>\$10,846.00</u>
Sub-total	\$38,091.00
County support. See attached new program request and supporting information.	
Full time Conservation District Manager	\$34,418.00
Less the above operating expenses	<u>(\$10,824.00)</u>
Sub-total	\$23,594.00
Total	\$50,839.00

(2) Expenses for the Soil and Water Conservation District programs and activities from other sources of income. SC DNR - \$9000.00 and Affiliate membership of \$7,500.00 which varies annually.

Administrative activities	\$ 8,550.00
Conservation Education activities	\$ 8,200.00

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 1000 Fund Title: 1000 to 1000
 Organization # 171900 Organization Title: 171900 to 171900
 Program # _____ Program Title: Soil & Water Conservation District

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries #_1__	24,960
510300 Part Time #___	
511112 FICA Cost	1,910
511113 State Retirement	1,710
511114 Police Retirement	
511120 Insurance Fund Contribution #___	5,760
511130 Workers Compensation	56
511131 S.C. Unemployment	
* Total Personnel	34,396
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #___	
524101 Comprehensive Insurance #___	
524201 General Tort Liability Insurance	22
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525___ Utilities - _____	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
534015	-10,824
* Total Operating	
** Total Personnel & Operating	23,594

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SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Health & Human Services
Organization: 179900 - Other Health & Human Services

		BUDGET					
Object Expenditure Code	Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
* Total Personnel		0	0	0	0		
Operating Expenses							
523110	Building Rental - (In-Kind)	0	0	244,008	253,640		
	Auxiliary Admin. Building:						
	- DHEC - 3,222 sq.ft. x 8.00 = \$25,776.00						
	Swansea Bldg.:						
	- Mental Health Dept. - 1,260 sq.ft. x 8.00 = \$10,080.00						
	- Health Dept. - 3,200 sq.ft. x 8.00 = \$25,600.00						
	Batesburg Hlth Center:						
	- Health Dept. - 1,558 sq.ft. x 8.00 = \$12,464.00						
	W. Cola. Hlth Center:						
	- Health Dept. - 18,265 sq.ft. x 8.00 = \$146,120.00						
	W. Cola. Mental Hlth.:						
	- Mental Health Dept. - 4,200 sq.ft. x 8.00 = \$33,600.00						
524000	Building Insurance	390	231	485	508		
	Swansea Service Center South:						
	- Dance School - \$41.00						
	- Community Center - \$467.00						
525353	Utilities - Magistrate District #4	6,444	925	6,470	1,887		
	Swansea Service Center South:						
	- Dance School - \$151.00						
	- Community Center - \$1,736.00						
534085	GLEAMS - Headstart	7,000	8,000	8,000	10,000		
* Total Operating		13,834	9,156	258,963	266,035		
**Total Personnel & Operating		13,834	9,156	258,963	266,035		
Capital							
**Total Capital		0	0	0	0		

*****Total Budget Appropriation** align="right">13,834 align="right">9,156 align="right">258,963 align="right">266,035

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GLEAMNS HUMAN RESOURCES COMMISSION, INC.

EXECUTIVE OFFICES

Greenwood

CSBG & WIA OFFICES

Abbeville
Edgefield
Greenwood
Laurens
McCormick
Newberry
Saluda

HEAD START CENTERS

Abbeville
Batesburg-Leesville
Batesburg-Leesville Primary
Benedict
Blythewood
Calhoun Falls
Fairfield
Greenwood
Edgefield
Kelly-Miller
Lexington
North Hodges
Pineview
Platt Springs
Plum Branch
Pontiac
Rikard
Saluda
Sanders
St. Andrews

February 3, 2005

Mr. William A. Brooks, County Administrator
County of Lexington
212 South Lake Drive
Lexington, South Carolina 29072

Mr. Brooks:

On behalf the Board of Commissioners of GLEAMNS Human Resources Commission, I want to express our sincere thanks and appreciation for the allocation to our agency.

Our funding sources, the State of South Carolina and the federal government, require that we receive in-kind contributions from local communities we serve in order to qualify for state and federal money. In-kind contribution includes physical facilities, finance, volunteer and etc.

GLEAMNS Human Resources Commission is requesting ten thousand dollars (\$10,000) to assist in the cost of operating programs in Lexington County. These funds will assist us in providing assistance and opportunities for low-income persons throughout the county of Lexington.

Our basic philosophy is to help people become self-sufficient. "People Helping People" has been our motto since our inception in 1966.

Please send funds at the beginning of Lexington County's fiscal year to:

GLEAMNS Human Resources Commission, Inc.

Attention: Accounting

Post Office Box 1326

Greenwood, South Carolina 29648



237 North Hospital Street, P O Box 1326, Greenwood, SC 29648
(864) 223-8434 Fax (864) 223-9456
www.gleamnshrc.org

Equal Opportunity Employer

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SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Non-Departmental
Organization: 999900 - Non-Departmental Costs

Object Expenditure Code Classification	BUDGET					
	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
511112 FICA Cost - Salary Adjustment	0	0	52,822	60,685		
511113 State Retirement - Sal. Adjustment	0	0	21,813	57,540		
511114 Police Retirement - Sal. Adjustment	0	0	2,917	4,796		
511121 Post Employment Health Insurance	210,522	104,397	212,030	215,000		
511130 Workers Compensation	0	0	40,000	50,000		
511131 S.C. Unemployment	0	0	20,000	20,000		
519900 Overtime Compensation	0	0	118,458	175,000		
519901 Salaries & Wages Adjustment Account	0	0	611,578	618,262		
* Total Personnel	210,522	104,397	1,079,618	1,201,283		
Operating Expenses						
520300 Professional Services	50,000	0	10,000	10,000		
522200 Small Equipment Repairs & Maintenance	0	0	10,000	10,000		
523110 Building Rental (In-Kind)	0	0	-279,120	-288,752		
524000 Building Insurance	63	37	15,000	20,000		
524100 Vehicle Insurance	-2,355	-1,590	10,000	10,000		
524201 General Tort Liability Insurance	3,544	29	5,000	5,000		
524202 Surety Bonds	0	0	0	5,000		
525000 Telephone	27,155	12,434	38,700	38,700		
Information Booth						
525010 Long Distance Charges	0	0	250	250		
525300 Utilities - Admin Bldg	0	0	50,000	60,000		
525389 Utilities - Judicial Center	0	0	0	60,000		
525400 Gas, Fuel, & Oil	0	0	119,000	150,000		
525701 Employee Christmas Gift Services	28,598	28,980	29,000	31,050		
528101 FICA #941 Reconciliation	17	0	0	0		
529903 Contingency	0	0	943,246	0		
* Total Operating	107,022	39,890	951,076	111,248		
**Total Personnel & Operating	317,544	144,287	2,030,694	1,312,531		

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**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 1000
Division: Non-Departmental
Organization: 999900 - Non-Departmental Costs

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	<i>BUDGET</i>		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
NonOperating Expenses						
535100 FEMA Storm & Disaster Relief	52,441	0	0	0		
535200 SCDOT Snow Removal Contract	20,382	0	0	0		
**Total NonOperating	72,823	0	0	0		
Transfer To Other Funds:						
Operating transfers:						
812200 Indigent Care	0	143,843	143,843	0		
812436 Task Force Narcotic Enforcement	0	22,568	22,568	20,187		
812452 FY 03 Local L/E Block Grant	1,800	0	0	0		
812453 FY 04 Local L/E Block Grant	0	959	1,800	0		
812454 FY 05 Local L/E Block Grant	0	0	0	1,800		
812468 Gen. Seesion Case Mgmt Coordinator				13,255		
812473 FEMA TCMPE Grant	1	0	0	0		
812500 Victim Witness Program	0	24,000	24,000	24,000		
812510 Alternate Dispute Resolution	4,347	0	0	0		
812520 DHEC/EMS Grant-in-Aid	47,672	2,310	2,310	2,310		
812990 Finance/Grants Administration	98,000	75,000	75,000	75,000		
815700 Solid Waste	893,000	0	0	0		
Residual Equity transfers:						
832000 R.E.T. - Economic Development	400,000	400,000	400,000	400,000		
**Total Transfers To Other Funds	1,444,820	668,680	669,521	536,552		
Capital						
549904 Capital Contingency	0	0	618,713	0		
549906 Technology Systems Contingency	0	0	6,199	0		
All Other Equipment	0	12,029	12,030			
**Total Capital	0	12,029	636,942	0		
*** Total Budget Appropriation	1,835,187	824,996	3,337,157	1,849,083		

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**County of Lexington
Annual Budget
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Fiscal Year 2005-06**

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Annual Budget
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Fiscal Year 2005-06**

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Annual Budget
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Fiscal Year 2005-06**

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COUNTY OF LEXINGTON

ALL OTHER FUNDS

Appropriation Summary

Fiscal Year - 2005-06

Fund	Description	Appropriations					Revenue		
		Personnel	Operating	Capital	Transfers		Estimated Revenue	Transfers In	Total Revenue
					Out	Total			
2300	County Library Operations	3,399,472	687,616	561,400	0	6,448,488	4,724,941	0	4,724,941
2310	Library Escrow	0	0	34,300	0	34,300	23,090	0	23,090
2330	Library State Funds	0	0	177,352	0	177,352	177,352	0	177,352
2331	Library Lottery Funds	0	58,061	98,080	0	156,141	156,141	0	156,141
Total Library		3,399,472	745,677	871,132	0	5,016,281	5,081,524	0	5,081,524
2460	Sol/Adult Drug Courts	48,338	240,692	11,470	0	300,500	366,900	0	366,900
2468	Gen Session Case Mgmt Coordinator	46,369	3,906	2,745	0	53,020	39,765	13,255	53,020
2500	Sol/Victim Witness Program	184,761	6,285	0	0	191,046	75,988	118,969	194,957
2501	Sol/Community Juvenile Arbitration	123,416	19,902	2,575	0	145,893	48,800	97,093	145,893
2610	Sol/Forfeiture Narcotics Fund	35,325	24	0	0	35,349	32,500	0	32,500
2611	Sol/ State Funds	176,509	2,608	0	118,969	298,086	283,419	0	283,419
2612	Sol/Pre-Trial Intervention	268,787	5,652	0	0	274,439	275,200	0	275,200
2613	Worthless Check Unit	158,247	56,655	7,710	0	222,612	215,960	0	215,960
2614	Drug Case Prosecution Funds	56,575	1,471	0	0	58,046	58,046	0	58,046
Total Solicitor		1,098,327	337,195	24,500	118,969	1,578,991	1,396,578	229,317	1,625,895
2411	Title IV-D Child Support Process Server	15,484	32	0	0	15,516	15,708	0	15,708
2414	Bulletproof Vest Program	0	19,000	0	0	19,000	9,500	9,500	19,000
2435	LE/Live Scan Fingerprint System	0	25,200	165,000	0	190,200	190,200	0	190,200
2436	LE/Multi Task Force Narcotics Team:								
	Law Enforcement Budget	107,652	367,594	0	0	475,246	451,565	16,650	468,215
	Solicitor Budget	70,281	10,468	0	0	80,749	60,562	20,187	80,749
2441	LE/Forensic Drug Lab	0	0	0	0	0	0	0	0
2443	LE/Gang Investigation Unit	120,370	19,605	0	0	139,975	125,978	13,997	139,975
2445	National Incident Based Reporting System	0	0	0	0	0	0	0	0
2476	State Homeland Security Grant	0	55,000	156,000	0	211,000	211,000	0	211,000
2477	Supplemental Homeland Security Grant	0	0	104,119	0	104,119	104,119	0	104,119
2490	Multi Crime Scene Investigation	101,009	43,337	184,840	0	329,186	246,889	82,297	329,186
2491	Enhancement Gang Unit Grant	58,736	13,278	35,075	0	107,089	96,380	10,709	107,089
2530	LE/Water Recreation Resources Tax	0	4,432	0	0	4,432	0	0	0
2630	LE/Forfeiture Narcotics Fund	15,181	81,644	5,000	63,160	164,985	68,622	0	68,622
2632	LE/Inmate Services	250,928	154,028	0	0	404,956	367,008	0	367,008
2633	LE/School District #1	412,901	43,322	0	0	456,223	228,111	228,112	456,223
2634	LE/School District #2	215,206	19,444	0	0	234,650	117,325	117,325	234,650
2637	LE/Federal Narcotics Forfeitures	0	7,000	0	0	7,000	8,748	0	8,748
2638	LE/Civil Process Server	40,189	40	0	0	40,229	44,082	0	44,082
2639	LE/School District #3	50,778	5,741	0	0	56,519	28,259	28,260	56,519
2640	LE/School District #4	49,874	5,409	0	0	55,283	27,641	27,642	55,283
2641	LE/School District #5	262,633	24,193	0	0	286,826	143,413	143,413	286,826
2642	LE/Alcohol Enforcement Team	28,838	0	0	0	28,838	28,845	0	28,845
Total Law Enforcement		1,800,060	898,767	650,034	63,160	3,412,021	2,573,955	698,092	3,272,047
2400	HUD Entitlement Community Develop	106,781	235,892	787,580	0	1,130,253	1,123,954	0	1,123,954
2410	Clk of Crt/Title IV-D Child Support	142,116	154,390	6,029	0	302,535	300,916	0	300,916
2452	FY02 Local Law Enforcement Blk Grt:	Carryforward				0	0	0	0
2453	FY03 Local Law Enforcement Blk Grt:	Carryforward				0	0	0	0
2454	FY04 Local Law Enforcement Blk Grt:								
	Magistrate Budget	0	0	7,111	0	7,111	6,400	711	7,111
	Law Enforcement Budget	0	500	42,553	0	43,053	38,797	4,256	43,053
	Non-Departmental	0	6,000	0	0	6,000	6,000	0	6,000
2472	Landscaping & Scenic Beautification	Carryforward				0	0	0	0
2476	State Homeland Security Grant	9,491	63,500	147,611	0	220,602	220,602	0	220,602
2478	Assistance to Firefighter & SAFER Grant	0	0	899,504	0	899,504	700,000	199,504	899,504
2520	DHEC EMS Grant-In-Aid	0	48,398	0	0	48,398	45,736	2,662	48,398
Total Other Miscellaneous Grants		258,388	508,680	1,890,388	0	2,657,456	2,442,405	207,133	2,649,538

COUNTY OF LEXINGTON

ALL OTHER FUNDS

Appropriation Summary

Fiscal Year - 2005-06

Fund	Description	Appropriations					Revenue			
		Personnel	Operating	Capital	Transfers		Estimated Revenue	Transfers In	Total Revenue	
					Out	Total				
2000	Economic Development	76,057	1,879,569	0	0	0	1,955,626	1,073,241	400,000	1,473,241
2001	Rural Development Act	0	0	0	0	0	0	0	0	0
2120	Accommodations Tax	0	527,583	0	0	0	527,583	279,730	0	279,730
2130	Tourism Development Fee	0	901,200	0	0	0	901,200	901,200	0	901,200
2140	Temporary Alcohol Beverage Lic. Fee	0	144,000	0	97,093	0	241,093	81,640	0	81,640
2141	Minibottle Tax	0	370,000	0	0	0	370,000	370,000	0	370,000
2200	Indigent Care	25,433	879,886	0	0	0	905,319	615,426	0	615,426
2600	Clk of Crt/Professional Bond Fees	0	67,250	4,172	0	0	71,422	34,400	0	34,400
2605	Emergency Telephone System E-911	46,601	1,109,499	43,900	0	0	1,200,000	1,200,000	0	1,200,000
2606	SCE&G Support Fund	0	-2,500	7,500	0	0	5,000	5,000	0	5,000
2620	Victims Bill of Rights:									
	Solicitor Budget	96,443	1,932	0	0	0	98,375	71,718	0	71,718
	Magistrate Budget	69,065	3,349	100	0	0	72,514	51,227	0	51,227
	Law Enforcement Budget	246,803	54,164	0	0	0	300,967	218,570	0	218,570
2700	Schedule "C" Funds	0	3,980,000	0	0	0	3,980,000	3,980,000	0	3,980,000
2701	Road Improvement Private Contrib	Carryforward					0	0	0	0
2930	Personnel/Employee Committee	0	12,775	0	0	0	12,775	12,775	0	12,775
2950	Delinquent Tax Collections	327,210	475,474	17,640	0	0	820,324	912,000	0	912,000
2990	Grants Administration	113,593	9,065	1,662	0	0	124,320	12,072	75,000	87,072
2999	Pass-Thru-Grants - Magistrate	74,205	0	0	0	0	74,205	0	0	0
Total Other Special Revenue		1,075,410	10,413,246	74,974	97,093	11,660,723	9,818,999	475,000	10,293,999	
5700	Solid Waste	1,020,326	6,511,284	1,364,366	0	0	8,895,976	6,477,854	0	6,477,854
5710	Solid Waste Tires	0	157,880	1,000	0	0	158,880	91,350	0	91,350
5720	SW/DHEC Management Grant	0	3,000	0	0	0	3,000	3,000	0	3,000
5722	SW/DHEC Used Oil Grant	0	21,450	0	0	0	21,450	21,450	0	21,450
5800	Lexington Cty Airport at Pelion	0	17,424	1,052,100	0	0	1,069,524	1,043,236	?	1,043,236
Total Enterprise Fund		1,020,326	6,711,038	2,417,466	0	10,148,830	7,636,890	0	7,636,890	
6590	Motor Pool	0	142,300	40,000	0	0	182,300	142,300	0	142,300
6710	Workers Compensation Insurance Fund	0	1,418,220	0	131,490	0	1,549,710	1,481,174	0	1,481,174
6730	Employee Insurance Fund	0	9,225,594	0	0	0	9,225,594	9,489,645	0	9,489,645
6790	Risk Management Administration	123,527	7,963	0	0	0	131,490	0	131,490	131,490
Total Internal Service		123,527	10,794,077	40,000	131,490	11,089,094	11,113,119	131,490	11,244,609	
		8,775,510	30,408,680	5,968,494	410,712	45,563,396	40,063,470	1,741,032	41,804,502	

**COUNTY OF LEXINGTON
MATRIX OF TRANSFER OF FUNDS
Annual Budget
Fiscal Year - 2005-06**

Updated: 04-05-2005
Requested Budget

<i>Reflects Book 1</i>	<i>SOURCE</i>							TOTALS
	General Fund Revenue	Fire Service Revenue	Law Enforce Revenue	Temp Alcohol Beverage	Solicitor State Fund	Narcotics Forfeiture Funds	Workers Comp Insurance	
FUND	1000	1000	1000	2140	2611	2630	6710	
ORGANIZATION	999900	131599	159900	999900	141200	151200	999900	
DESTINATION								
1000 General Fund						*		-
2468 Gen Session Case Mgmt Coordinator	13,255							13,255
2500 SOL / Victim Witness Program	24,000				118,969			142,969
2501 SOL / Community Juvenile Arbitration				97,093				97,093
2454 Local Law Enforcement Block Grant	711		*					711
2414 Bulletproof Vest Program				9,500				9,500
2435 Live Scan Fingerprinting System				*				
2436 Multi Task Force Narcotic Enforce	20,187		16,650					36,837
2443 LE/Gang Investigation Unit			13,997					13,997
2490 Multi Crime Scene Investigation			*					-
2491 Enhancement Gang Unit Grant			*					-
2633 LE / School District #1			228,112					228,112
2634 LE / School District #2			117,325					117,325
2639 LE / School District #3			28,260					28,260
2640 LE / School District #4			27,642					27,642
2641 LE / School District #5			143,413					143,413
2200 Indigent Care								-
2478 Assistance to Firefighter			*					-
2520 DHEC / EMS Grant-In-Aid	2,662							2,662
2990 Finance / Grants Administration	75,000							75,000
5800 Lexington County Airport at Pelion								?
6790 Risk Management Administration							131,490	131,490
2000 R.E.T. - Economic Development Fund	400,000							400,000
* TOTAL TRANSFER OF FUNDS	535,815	-	584,899	97,093	118,969	-	131,490	1,468,266

* - Funds not requested

**COUNTY OF LEXINGTON
MATRIX OF TRANSFER OF FUNDS
Annual Budget
Fiscal Year - 2005-06**

Updated: 04-05-2005
Requested Budget

<i>Reflects Book 2</i>	SOURCE							TOTALS
	General Fund Revenue	Fire Service Revenue	Law Enforce Revenue	Temp Alcohol Beverage	Solicitor State Fund	Narcotics Forfeiture Funds	Workers Comp Insurance	
FUND	1000	1000	1000	2140	2611	2630	6710	
ORGANIZATION	999900	131599	159900	999900	141200	151200	999900	
DESTINATION								
1000 General Fund						63,160		63,160
2468 Gen Session Case Mgmt Coordinator	13,255							13,255
2500 SOL / Victim Witness Program	24,000				118,969			142,969
2501 SOL / Community Juvenile Arbitration				97,093				97,093
2454 Local Law Enforcement Block Grant	711		4,256					4,967
2414 Bulletproof Vest Program			9,500					9,500
2435 Live Scan Fingerprinting System			47,550					47,550
2436 Multi Task Force Narcotic Enforce	20,187		16,650					36,837
2443 LE/Gang Investigation Unit			13,997					13,997
2490 Multi Crime Scene Investigation			82,297					82,297
2491 Enhancement Gang Unit Grant			-					-
2633 LE / School District #1			228,112					228,112
2634 LE / School District #2			117,325					117,325
2639 LE / School District #3			28,260					28,260
2640 LE / School District #4			27,642					27,642
2641 LE / School District #5			143,413					143,413
2200 Indigent Care								-
2478 Assitance to Firefighter		199,504						199,504
2520 DHEC / EMS Grant-In-Aid	2,662							2,662
2990 Finance / Grants Administration	75,000							75,000
5800 Lexington County Airport at Pelion								?
6790 Risk Management Administration							131,490	131,490
2000 R.E.T. - Economic Development Fund	400,000							400,000
* TOTAL TRANSFER OF FUNDS	535,815	199,504	719,002	97,093	118,969	63,160	131,490	1,817,483

**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
FY 2005-06 Estimated Revenue**

SECTION I

Object Code	Revenue Account Title	2003-04 Actual	Amended Budget Thru Dec 2004-05	6 Months Received Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Approved Revenues 2005-06
*County Library Operations 2300 :							
		5.115 Mills		6.233 Mills	6.233 Mills	___Mills	___Mills
Revenues:(Organization: 000000)							
410000	Current Property Taxes	2,476,548	3,338,987	1,515,420	3,338,987		
410500	Homestead Exemption	126,915	60,000	0	60,000		
410520	Manufacturer's Tax Exemption	11,735	14,000	0	14,000		
411000	Current Vehicle Taxes	659,141	663,885	327,789	663,885		
412000	Current Tax Penalties	6,996	5,100	125	5,100		
413000	Delinquent Tax	122,534	100,000	82,428	100,000		
414000	Delinquent Tax Penalties	20,474	15,000	12,335	15,000		
417100	Fee in Lieu of Taxes	78,695	102,000	0	102,000		
417120	Fee in Lieu of Taxes - Prior Year	(2,855)	0	5,562	5,562		
417130	Fee in Lieu of Taxes - Manuf. Tax Exemption	5,938	0	0	0		
418000	Motor Carrier Payments	8,225	10,000	5,822	10,000		
419000	Merchants Exemptions	28,550	28,550	14,275	28,550		
419900	Tax Refund	(5)	(2,500)	0	(2,500)		
	Total Property Tax Revenue	3,542,891	4,335,022	1,963,756	4,340,584	0	0
Other Revenues:							
438300	Vending Machine Sales	856	700	358	700	700	
438902	Surplus Sales	0	500	0	0	200	
449000	Library Book Fines	194,603	195,000	111,124	195,000	200,000	
461000	Investment Interest	25,612	32,000	12,507	32,000	35,000	
461001	Tax Appeal Interest	22	0	58	58	60	
	Total Other Revenue	221,093	228,200	124,047	227,758	235,960	0
	** Total Revenue	3,763,984	4,563,222	2,087,803	4,568,342	235,960	0
	Total Appropriation:				4,463,347		
	FUND BALANCE						
	Beginning of Year				<u>1,396,060</u>		<u>1,501,055</u>
	FUND BALANCE - Projected						
	End of Year				<u><u>1,501,055</u></u>		<u><u>1,501,055</u></u>

**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2005-06**

Fund 2300
Division: Library
Organization: 2300xx - Departmental Library Recap

Object Expenditure Code Classification		BUDGET				
		2003-04 Expenditure	2004-05 Expend (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
510100	Salaries & Wages	1,953,272	922,365	1,999,397	1,999,397	
510200	Overtime	1,779	403	3,478	10,000	
510300	Part Time	444,016	210,224	449,202	449,202	
511112	FICA - Employer's Portion	176,323	83,354	186,103	193,703	
511113	SCRS - Employer's Portion	142,036	69,230	153,949	194,968	
511120	Insurance Fund Contribution	403,200	201,600	403,814	403,200	
511130	Workers Compensation	14,601	9,647	17,918	19,244	
511213	State Retirement - Retiree	19,061	7,215	15,499	15,499	
511131	S.C. Unemployment	1,060	424	0	0	
519901	Salaries & Wages Adjustment Account	0	0	0	73,458	
* Total Personnel		3,155,348	1,504,462	3,229,360	3,358,671	
Operating Expenses						
520100	Contracted Maintenance	18,179	16,254	20,182	19,865	
520200	Contracted Services	79,330	49,901	96,981	93,734	
520220	Book Binding	480	90	1,000	750	
520300	Professional Services	9,209	6,516	10,000	13,000	
520400	Advertising & Publicity	533	0	800	500	
520702	Technical Currency & Support	5,734	12,011	51,171	54,239	
520703	Computer Hardware Maintenance	10,956	6,576	11,067	17,131	
521000	Office Supplies	5,764	2,795	7,025	7,125	
521100	Duplicating	697	288	1,025	925	
521200	Operating Supplies	43,694	23,613	46,150	46,050	
522000	Building Repairs & Maintenance	20,878	14,818	25,000	30,000	
522200	Small Equipment Repairs & Maintenance	795	1,119	2,000	2,000	
522300	Vehicle Repairs & Maintenance	759	1,236	3,000	3,000	
524000	Building Insurance	10,098	5,654	12,799	12,914	
524100	Vehicle Insurance	1,575	795	1,629	1,791	
524101	Comprehensive Vehicle Insurance	231	138	260	300	
524201	General Tort Liability Insurance	2,039	1,212	2,484	2,641	
524202	Surety Bonds	0	0	0	0	
524900	Data Processing Equip. Insurance	798	473	651	800	
525000	Telephone	22,371	12,898	31,938	24,840	
525010	Long Distance Charges	2,694	1,496	2,900	0	
525020	Pagers and Cell Phones	1,025	516	1,100	1,111	
525100	Postage	5,529	2,779	5,825	6,000	
525210	Conference & Meeting Expenses	6,761	2,906	7,000	7,000	
525211	Library Board Expenses	1,271	631	2,000	2,000	
525230	Subscriptions, Dues, & Books	95,207	88,771	96,000	97,000	
525240	Personal Mileage Reimbursement	6,390	2,674	8,000	7,500	
525377	Utilities - County Branch Library	214,850	112,591	219,800	229,900	
525400	Gas, Fuel, & Oil	3,561	2,333	4,500	5,000	
525600	Uniforms & Clothing	378	308	500	500	
* Total Operating		571,786	371,392	672,787	687,616	
**Total Personnel & Operating		3,727,134	1,875,854	3,902,147	4,046,287	

**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2005-06**

Fund 2300
Division: Library
Organization: 2300xx - Departmental Library Recap

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Capital						
540000 Small Tools & Minor Equipment	6,096	3,484	7,500	7,500		
540001 Books - Local	0	0	0	0		
540002 Microforms	2,614	2,780	2,800	3,000		
540004 CD-Rom Publications	1,095	616	900	900		
540006 Library Materials (Book, Audio Visual Mat.)	334,114	116,593	545,000	545,000		
540010 Minor Software	496	0	5,000	5,000		
All Other Equipment	186	0	0	0		
**Total Capital	344,601	123,473	561,200	561,400		

***** Total Budget Appropriation** 4,071,735 1,999,327 4,463,347 4,607,687 0 0

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**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2005-06**

Fund 2300
Division: Library
Organization: 230005 - Administration

Object Expenditure Code Classification		2003-04 Expenditure	2004-05 Expend (Dec)	2004-05 Amended (Dec)	BUDGET	
					2005-06 Requested	2005-06 Recommend 2005-06 Approved
Personnel						
510100	Salaries & Wages - 17	582,832	275,395	596,315	596,315	
510200	Overtime	561	73	73	0	
510300	Part Time - 2 (1.25 - FTE)	33,604	15,772	33,967	33,967	
511112	FICA - Employer's Portion	45,241	21,259	46,646	48,217	
511113	SCRS - Employer's Portion	33,153	16,934	36,389	48,532	
511120	Insurance Fund Contribution - 18	103,680	51,840	103,680	103,680	
511130	Workers Compensation	3,807	2,489	4,616	4,790	
511213	State Retirement - Retiree	9,112	3,014	6,475	6,475	
	* Total Personnel	811,990	386,776	828,161	841,976	
Operating Expenses						
521000	Office Supplies	1,992	692	2,500	2,500	
521200	Operating Supplies	34,771	18,362	35,000	35,000	
524201	General Tort Liability Insurance	726	431	883	923	
524202	Surety Bonds	0	0	0	0	
525000	Telephone	3,720	2,064	6,540	5,964	
525010	Long Distance Charges	442	373	350	0	
525100	Postage	742	359	800	800	
	* Total Operating	42,393	22,281	46,073	45,187	
	**Total Personnel & Operating	854,383	409,057	874,234	887,163	
Capital					0	
	**Total Capital	0	0	0	0	
*** Total Budget Appropriation		854,383	409,057	874,234	887,163	

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**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2005-06**

Fund 2300
Division: Library
Organization: 230010 - Batesburg/Leesville Branch

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend (Dec)	2004-05 Amended (Dec)	<i>BUDGET</i>	
				2005-06 Requested	2005-06 Recommend 2005-06 Approved
Personnel					
510100 Salaries & Wages - 3	90,838	38,733	83,794	83,794	
510200 Overtime	0	0	0	0	
510300 Part Time - 4 (1.75 - FTE)	33,854	14,430	33,018	33,018	
511112 FICA - Employer's Portion	9,351	3,994	8,836	8,936	
511113 SCRS - Employer's Portion	5,672	2,977	6,662	8,995	
511120 Insurance Fund Contribution - 3	17,280	8,640	17,280	17,280	
511130 Workers Compensation	648	402	854	888	
511213 State Retirement - Retiree	2,703	664	1,405	1,405	
* Total Personnel	160,346	69,840	151,849	154,316	
Operating Expenses					
520200 Contracted Services	7,101	3,764	7,360	8,241	
521000 Office Supplies	391	356	400	500	
521100 Duplicating	1	0	50	50	
521200 Operating Supplies	762	666	1,000	1,100	
524000 Building Insurance	1,669	661	1,388	1,454	
524201 General Tort Liability Insurance	74	44	90	97	
524202 Surety Bonds	0	0	0	0	
525000 Telephone	977	929	2,124	1,392	
525010 Long Distance Charges	214	101	225	0	
525100 Postage	247	140	350	350	
525377 Utilities - County Branch Library	11,586	6,793	11,500	13,500	
* Total Operating	23,022	13,454	24,487	26,684	
**Total Personnel & Operating	183,368	83,294	176,336	181,000	
Capital					
**Total Capital	0	0	0	0	
*** Total Budget Appropriation	183,368	83,294	176,336	181,000	

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**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2005-06**

Fund 2300
Division: Library
Organization: 230020 - Lexington Branch

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend (Dec)	2004-05 Amended (Dec)	<i>BUDGET</i>		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 16	426,216	199,906	424,774	424,774		
510200 Overtime	30	100	101	0		
510300 Part Time - 10 (4.63 - FTE)	92,254	41,709	90,289	90,289		
511112 FICA - Employer's Portion	38,089	17,854	38,747	39,402		
511113 SCRS - Employer's Portion	31,378	15,336	32,953	39,660		
511120 Insurance Fund Contribution - 16	92,160	46,080	92,160	92,160		
511130 Workers Compensation	2,696	1,827	3,834	3,915		
511213 State Retirement - Retiree	3,532	1,123	2,418	2,418		
* Total Personnel	686,355	323,935	685,276	692,618		
Operating Expenses						
520200 Contracted Services	5,751	2,523	5,021	5,961		
521000 Office Supplies	661	404	750	800		
521100 Duplicating	0	0	25	25		
521200 Operating Supplies	654	415	1,000	1,000		
524000 Building Insurance	2,795	1,651	3,467	3,632		
524201 General Tort Liability Insurance	370	220	451	484		
524202 Surety Bonds	0	0	0	0		
525000 Telephone	5,863	2,795	5,790	5,232		
525010 Long Distance Charges	233	277	300	0		
525100 Postage	1,226	573	1,100	1,100		
525377 Utilities - County Branch Library	92,718	46,971	94,000	94,000		
* Total Operating	110,271	55,829	111,904	112,234		
**Total Personnel & Operating	796,626	379,764	797,180	804,852		
Capital				0		
**Total Capital	0	0	0	0		
*** Total Budget Appropriation	796,626	379,764	797,180	804,852		

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**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2005-06**

Fund 2300
Division: Library
Organization: 230030 - Cayce/West Columbia Branch

Object Expenditure Code Classification		2003-04 Expenditure	2004-05 Expend (Dec)	2004-05 Amended (Dec)	<i>BUDGET</i>	
					2005-06 Requested	2005-06 Recommend
Personnel						
510100	Salaries & Wages - 13	330,644	154,587	344,712	344,712	
510200	Overtime	1,032	163	163	0	
510300	Part Time - 7 (3.25 - FTE)	57,782	29,526	61,847	61,847	
511112	FICA - Employer's Portion	28,885	13,662	30,137	31,102	
511113	SCRS - Employer's Portion	26,306	12,523	26,986	31,305	
511120	Insurance Fund Contribution - 13	74,880	37,440	74,880	74,880	
511130	Workers Compensation	2,962	1,869	2,982	3,090	
511131	S.C. Unemployment	1,060	424	0	0	
511213	State Retirement - Retiree	141	0	0	0	
* Total Personnel		523,692	250,194	541,707	546,936	
Operating Expenses						
520200	Contracted Services	22,242	9,446	23,141	23,357	
521000	Office Supplies	844	466	1,000	1,000	
521100	Duplicating	1	0	25	25	
521200	Operating Supplies	2,579	1,513	3,000	3,000	
524000	Building Insurance	2,669	1,579	3,317	3,475	
524201	General Tort Liability Insurance	296	176	361	387	
524202	Surety Bonds	0	0	0	0	
525000	Telephone	3,472	3,219	6,300	4,116	
525010	Long Distance Charges	452	239	500	0	
525100	Postage	887	539	900	1,000	
525377	Utilities - County Branch Library	36,194	22,665	38,000	45,000	
* Total Operating		69,636	39,842	76,544	81,360	
**Total Personnel & Operating		593,328	290,036	618,251	628,296	
Capital					0	
**Total Capital		0	0	0	0	
*** Total Budget Appropriation		593,328	290,036	618,251	628,296	

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**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2005-06**

Fund 2300
Division: Library
Organization: 230040 - Irmo Branch

Object Expenditure Code Classification		2003-04 Expenditure	2004-05 Expend (Dec)	2004-05 Amended (Dec)	BUDGET	
					2005-06 Requested	2005-06 Recommend
Personnel						
510100	Salaries & Wages - 13	351,004	170,144	368,998	368,998	
510200	Overtime	137	67	68	0	
510300	Part Time - 11 (5.20 - FTE)	94,047	46,398	98,942	98,942	
511112	FICA - Employer's Portion	32,369	15,826	34,597	35,797	
511113	SCRS - Employer's Portion	27,453	13,065	28,076	36,031	
511120	Insurance Fund Contribution - 13	74,880	37,440	74,880	74,880	
511130	Workers Compensation	2,906	1,957	3,410	3,556	
511131	S.C. Unemployment	0	0	0	0	
511213	State Retirement - Retiree	2,925	1,773	3,747	3,747	
	* Total Personnel	585,721	286,670	612,718	621,951	
Operating Expenses						
520200	Contracted Services	4,997	2,918	5,036	5,116	
521000	Office Supplies	1,019	425	1,200	1,200	
521100	Duplicating	0	0	25	25	
521200	Operating Supplies	2,693	1,284	2,950	2,900	
524000	Building Insurance	1,446	1,117	1,794	1,880	
524201	General Tort Liability Insurance	333	198	406	436	
524202	Surety Bonds	0	0	0	0	
525000	Telephone	3,985	1,988	5,292	4,704	
525010	Long Distance Charges	486	257	500	0	
525100	Postage	1,228	610	1,300	1,300	
525377	Utilities - County Branch Library	44,503	21,259	45,000	45,000	
	* Total Operating	60,690	30,056	63,503	62,561	
	**Total Personnel & Operating	646,411	316,726	676,221	684,512	
Capital						0
	**Total Capital	0	0	0	0	
*** Total Budget Appropriation		646,411	316,726	676,221	684,512	

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COUNTY OF LEXINGTON

LIBRARY

Annual Budget

Fiscal Year - 2005-06

Fund 2300

Division: Library

Organization: 230050 - Chapin Branch

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 2	56,696	27,486	59,706	59,706		
510300 Part Time - 5 (2.125 - FTE)	43,688	19,982	43,602	43,602		
511112 FICA - Employer's Portion	7,642	3,614	7,936	7,903		
511113 SCRS - Employer's Portion	5,236	2,224	5,730	7,955		
511120 Insurance Fund Contribution - 2	11,520	5,760	11,520	11,520		
511130 Workers Compensation	522	359	738	785		
511213 State Retirement - Retiree	457	412	988	988		
* Total Personnel	125,761	59,837	130,220	132,459		
Operating Expenses						
520200 Contracted Services	6,921	3,660	7,010	7,924		
521000 Office Supplies	189	88	300	250		
521100 Duplicating	128	37	175	150		
521200 Operating Supplies	704	776	1,100	1,200		
524000 Building Insurance	402	238	499	523		
524201 General Tort Liability Insurance	74	44	90	97		
524202 Surety Bonds	0	0	0	0		
525000 Telephone	1,853	750	2,232	1,764		
525010 Long Distance Charges	398	79	300	0		
525100 Postage	408	165	400	400		
525377 Utilities - County Branch Library	9,367	4,421	10,000	9,500		
* Total Operating	20,444	10,258	22,106	21,808		
**Total Personnel & Operating	146,205	70,095	152,326	154,267		
Capital						
**Total Capital	0	0	0	0		
*** Total Budget Appropriation	146,205	70,095	152,326	154,267		

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**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2005-06**

Fund 2300
Division: Library
Organization: 230060 - Swansea Branch

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 1 (.825 - FTE)	22,705	11,365	24,214	24,214		
510200 Overtime	0	0	0	0		
510300 Part Time - 2 (.875 - FTE)	18,404	8,934	18,124	18,124		
511112 FICA - Employer's Portion	2,961	1,467	3,099	3,239		
511113 SCRS - Employer's Portion	2,102	1,041	2,763	3,260		
511120 Insurance Fund Contribution - 1	5,760	2,880	5,760	5,760		
511130 Workers Compensation	214	153	298	322		
* Total Personnel	52,146	25,840	54,258	54,919		
Operating Expenses						
520200 Contracted Services	1,625	815	1,680	1,680		
521000 Office Supplies	83	25	150	100		
521100 Duplicating	62	23	100	75		
521200 Operating Supplies	136	32	300	200		
524000 Building Insurance	190	122	257	269		
524201 General Tort Liability Insurance	37	22	45	48		
524202 Surety Bonds	0	0	0	0		
525000 Telephone	202	96	660	216		
525010 Long Distance Charges	173	28	300	0		
525100 Postage	147	98	200	200		
525377 Utilities - County Branch Library	1,889	819	1,900	1,900		
* Total Operating	4,544	2,080	5,592	4,688		
**Total Personnel & Operating	56,690	27,920	59,850	59,607		
Capital						
**Total Capital	0	0	0	0		
*** Total Budget Appropriation	56,690	27,920	59,850	59,607		

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COUNTY OF LEXINGTON

LIBRARY

Annual Budget

Fiscal Year - 2005-06

Fund 2300

Division: Library

Organization: 230070 - Gaston Branch

		<i>BUDGET</i>					
Object Expenditure Code	Classification	2003-04 Expenditure	2004-05 Expend (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
510100	Salaries & Wages - 1 (.825 - FTE)	22,758	10,969	24,038	24,038		
510200	Overtime	19	0	0	0		
510300	Part Time - 2 (1 - FTE)	22,363	10,590	21,201	21,201		
511112	FICA - Employer's Portion	3,268	1,564	3,363	3,461		
511113	SCRS - Employer's Portion	3,092	1,477	3,174	3,483		
511120	Insurance Fund Contribution - 1	5,760	2,880	5,760	5,760		
511130	Workers Compensation	235	163	323	344		
	* Total Personnel	57,495	27,643	57,859	58,287		
Operating Expenses							
520200	Contracted Services	3,878	2,265	4,546	5,052		
521000	Office Supplies	151	159	250	300		
521100	Duplicating	211	83	250	250		
521200	Operating Supplies	491	193	500	500		
524000	Building Insurance	444	0	551	578		
524201	General Tort Liability Insurance	37	22	45	48		
524202	Surety Bonds	0	0	0	0		
525000	Telephone	194	365	900	588		
525010	Long Distance Charges	77	34	75	0		
525100	Postage	312	81	400	400		
525377	Utilities - County Branch Library	4,651	2,760	5,000	6,000		
	* Total Operating	10,446	5,962	12,517	13,716		
	**Total Personnel & Operating	67,941	33,605	70,376	72,003		
	Capital					0	
	**Total Capital	0	0	0	0		
	*** Total Budget Appropriation	67,941	33,605	70,376	72,003		

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**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2005-06**

Fund 2300
Division: Library
Organization: 230080 - Pelion Branch

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 2	47,390	22,926	49,701	49,701		
510300 Part Time - 3 (1.5 - FTE)	30,297	14,445	30,749	30,749		
511112 FICA - Employer's Portion	5,590	2,696	5,889	6,154		
511113 SCRS - Employer's Portion	5,322	2,560	5,503	6,194		
511120 Insurance Fund Contribution - 2	11,520	5,760	11,520	11,520		
511130 Workers Compensation	404	282	573	611		
* Total Personnel	100,523	48,669	103,935	104,929		
Operating Expenses						
520200 Contracted Services	5,018	2,556	5,076	7,500		
521000 Office Supplies	295	143	300	300		
521100 Duplicating	195	104	250	200		
521200 Operating Supplies	755	313	1,000	900		
524000 Building Insurance	39	23	975	525		
524201 General Tort Liability Insurance	55	33	68	73		
524202 Surety Bonds	0	0	0	0		
525000 Telephone	1,553	460	1,620	648		
525010 Long Distance Charges	183	73	250	0		
525100 Postage	214	104	175	250		
525377 Utilities - County Branch Library	8,567	4,526	9,500	9,500		
* Total Operating	16,874	8,335	19,214	19,896		
**Total Personnel & Operating	117,397	57,004	123,149	124,825		
Capital				0		
**Total Capital	0	0	0	0		
*** Total Budget Appropriation	117,397	57,004	123,149	124,825		

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COUNTY OF LEXINGTON

LIBRARY

Annual Budget

Fiscal Year - 2005-06

Fund 2300

Division: Library

Organization: 230090 - Gilbert/Summit Branch

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 1 (.825 - FTE)	22,189	10,854	23,145	23,145		
510200 Overtime	0	0	0	0		
510300 Part Time - 2 (.875 - FTE)	17,723	8,438	17,463	17,463		
511112 FICA - Employer's Portion	2,927	1,418	3,047	3,107		
511113 SCRS - Employer's Portion	2,322	1,093	2,349	3,127		
511120 Insurance Fund Contribution - 1	5,760	2,880	5,760	5,760		
511130 Workers Compensation	207	146	290	309		
511213 State Retirement - Retiree	191	229	466	466		
* Total Personnel	51,319	25,058	52,520	53,377		
Operating Expenses						
520200 Contracted Services	3,745	2,014	4,111	4,903		
521000 Office Supplies	139	37	175	175		
521100 Duplicating	99	41	125	125		
521200 Operating Supplies	149	59	300	250		
524000 Building Insurance	444	263	551	578		
524201 General Tort Liability Insurance	37	22	45	48		
524202 Surety Bonds	0	0	0	0		
525000 Telephone	552	232	480	216		
525010 Long Distance Charges	36	35	100	0		
525100 Postage	118	110	200	200		
525377 Utilities - County Branch Library	5,375	2,377	4,900	5,500		
* Total Operating	10,694	5,190	10,987	11,995		
**Total Personnel & Operating	62,013	30,248	63,507	65,372		
Capital						
**Total Capital	0	0	0	0		
*** Total Budget Appropriation	62,013	30,248	63,507	65,372		

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**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2005-06**

Fund 2300
Division: Library
Organization: 230099 - Non-departmental Library Operations

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend (Dec)	2004-05 Amended (Dec)	<i>BUDGET</i>	
				2005-06 Requested	2005-06 Recommend Approved
Personnel					
510200 Overtime	0	0	3,073	10,000	
511112 FICA - Employer's Portion	0	0	3,806	6,385	
511113 SCRS - Employer's Portion	0	0	3,364	6,426	
511130 Workers Compensation	0	0	614	634	
519901 Salaries & Wages Adjustment Account	0	0	0	73,458	
* Total Personnel	0	0	10,857	96,903	
Operating Expenses					
520100 Contracted Maintenance	18,179	16,254	20,182	19,865	
520200 Contracted Services	18,052	19,940	34,000	24,000	
520220 Book Binding	480	90	1,000	750	
520300 Professional Services	9,209	6,516	10,000	13,000	
520400 Advertising & Publicity	533	0	800	500	
520702 Technical Currency & Support	5,734	12,011	51,171	54,239	
520703 Computer Hardware Maintenance	10,956	6,576	11,067	17,131	
522000 Building Repairs & Maintenance	20,878	14,818	25,000	30,000	
522200 Small Equipment Repairs & Maintenance	795	1,119	2,000	2,000	
522300 Vehicle Repairs & Maintenance	759	1,236	3,000	3,000	
524100 Vehicle Insurance - 3	1,575	795	1,629	1,791	
524101 Comprehensive Vehicle Insurance	231	138	260	300	
524900 Data Processing Equip. Insurance	798	473	651	800	
525020 Pagers and Cell Phones	1,025	516	1,100	1,111	
525210 Conference & Meeting Expenses	6,761	2,906	7,000	7,000	
525211 Library Board Expenses	1,271	631	2,000	2,000	
525230 Subscriptions, Dues, & Books	95,207	88,771	96,000	97,000	
525240 Personal Mileage Reimbursement	6,390	2,674	8,000	7,500	
525400 Gas, Fuel, & Oil	3,561	2,333	4,500	5,000	
525600 Uniforms & Clothing	378	308	500	500	
* Total Operating	202,772	178,105	279,860	287,487	
**Total Personnel & Operating	202,772	178,105	290,717	384,390	
Capital					
540000 Small Tools & Minor Equipment	6,096	3,484	7,500	7,500	
540002 Microforms	2,614	2,780	2,800	3,000	
540004 CD Rom Publications	1,095	616	900	900	
540006 Library Materials (Book, Audio Visual)	334,114	116,593	545,000	545,000	
540010 Minor Software	496	0	5,000	5,000	
All Other Equipment	186	0	0	0	
**Total Capital	344,601	123,473	561,200	561,400	
*** Total Budget Appropriation	547,373	301,578	851,917	945,790	

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SECTION IIA

COUNTY OF LEXINGTON Capital Item Summary Fiscal Year - 2005-2006

Fund # 2300 Fund Title: Library Operations
 Organization # 230099 Organization Title: Library Non-departmental
 Program # _____ Program Title: _____

BUDGET
2005 - 2006
Requested

Qty	Item Description	Amount
	Small tools and Minor Equipment	7,500
	Microforms	3,000
	CD ROM Publications	900
	Library Materials, books & audiovisuals	545,000
	Minor Software	5,000
		561,400

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SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

_____ 2300 Fund Title: Library Operations
 _____ 230020 Organization Title: Library/Lexington
 Program # _____ Program Title: _____

Object Expenditure Code Classification		Total 2005 - 2006 Requested
Personnel		
510100 Salaries #____	Position Upgrade from Library Assistant I to	4,634
510300 Part Time #____	Library Assistant III	
511112 FICA Cost		355
511113 State Retirement		357
511114 Police Retirement		
511120 Insurance Fund Contribution #____		
511130 Workers Compensation		35
511131 S.C. Unemployment		
* Total Personnel		5,381
Operating Expenses		
520100 Contracted maintenance		
520200 Contracted Services		
520300 Professional Services		
520400 Advertising		
521000 Office Supplies		
521100 Duplicating		
521200 Operating Supplies		
522100 Equipment Repairs & Maintenance		
522200 Small Equipment Repairs & Maint.		
522300 Vehicle Repairs & Maintenance		
523000 Land Rental		
524000 Building Insurance		
524100 Vehicle Insurance #____		
524101 Comprehensive Insurance #____		
524201 General Tort Liability Insurance		
524202 Surety Bonds		
525000 Telephone		
525100 Postage		
525210 Conference & Meeting Expenses		
525220 Employee Training		
525230 Subscriptions, Dues, & Books		
525___ Utilities - _____		
525400 Gas, Fuel, & Oil		
525600 Uniforms & Clothing		
526500 Licenses & Permits		
* Total Operating		0
** Total Personnel & Operating		5,381
** Total Capital (From Section II)		0
*** Total Budget Appropriation		5,381

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SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Object Expenditure Code Classification	Fund Title: <u>Library Operations</u> Organization Title: <u>Library/Lexington</u> Program Title: _____	Total 2005 - 2006 Requested
<p style="text-align: center;">2300 230020</p>		
<p>Program # _____</p>		
<p>Personnel</p>		
510100 Salaries # _____	One part-time Library Assistant I position	9,762
510300 Part Time # _____	20 hours per week	747
511112 FICA Cost		752
511113 State Retirement		
511114 Police Retirement		
511120 Insurance Fund Contribution # _____		
511130 Workers Compensation		74
511131 S.C. Unemployment		
* Total Personnel		11,335
<p>Operating Expenses</p>		
520100 Contracted maintenance		
520200 Contracted Services		
520300 Professional Services		
520400 Advertising		
521000 Office Supplies		
521100 Duplicating		
521200 Operating Supplies		
522100 Equipment Repairs & Maintenance		
522200 Small Equipment Repairs & Maint.		
522300 Vehicle Repairs & Maintenance		
523000 Land Rental		
524000 Building Insurance		
524100 Vehicle Insurance # _____		
524101 Comprehensive Insurance # _____		
524201 General Tort Liability Insurance		
524202 Surety Bonds		
525000 Telephone		
525100 Postage		
525210 Conference & Meeting Expenses		
525220 Employee Training		
525230 Subscriptions, Dues, & Books		
525___ Utilities - _____		
525400 Gas, Fuel, & Oil		
525600 Uniforms & Clothing		
526500 Licenses & Permits		
* Total Operating		0
** Total Personnel & Operating		11,335
** Total Capital (From Section II)		0
*** Total Budget Appropriation		11,335

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SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund Title: Library Operations
 Organization Title: Library/Cayce-West Columbia
 Program # 2300 Program Title: _____
230030

Object Expenditure Code Classification		Total 2005 - 2006 Requested
Personnel		
510100 Salaries # _____	Position upgrade from Library Assistant III to Librarian I	10,981
510300 Part Time # _____		
511112 FICA Cost		840
511113 State Retirement		846
511114 Police Retirement		
511120 Insurance Fund Contribution # _____		
511130 Workers Compensation		83
511131 S.C. Unemployment		
* Total Personnel		12,750
Operating Expenses		
520100 Contracted maintenance		
520200 Contracted Services		
520300 Professional Services		
520400 Advertising		
521000 Office Supplies		
521100 Duplicating		
521200 Operating Supplies		
522100 Equipment Repairs & Maintenance		
522200 Small Equipment Repairs & Maint.		
522300 Vehicle Repairs & Maintenance		
523000 Land Rental		
524000 Building Insurance		
524100 Vehicle Insurance # _____		
524101 Comprehensive Insurance # _____		
524201 General Tort Liability Insurance		
524202 Surety Bonds		
525000 Telephone		
525100 Postage		
525210 Conference & Meeting Expenses		
525220 Employee Training		
525230 Subscriptions, Dues, & Books		
525___ Utilities - _____		
525400 Gas, Fuel, & Oil		
525600 Uniforms & Clothing		
526500 Licenses & Permits		
* Total Operating		0
** Total Personnel & Operating		12,750
** Total Capital (From Section II)		0
*** Total Budget Appropriation		12,750

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SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

_____ 2300 Fund Title: Library Operations
 _____ 230040 Organization Title: Library/Irmo
 Program # _____ Program Title: _____

Object Expenditure Code Classification		Total 2005 - 2006 Requested
Personnel		
510100 Salaries # _____		
510300 Part Time # _____	One part-time Library Assistant I position	9,762
511112 FICA Cost	20 hours per week	747
511113 State Retirement		752
511114 Police Retirement		
511120 Insurance Fund Contribution # _____		
511130 Workers Compensation		74
511131 S.C. Unemployment		
* Total Personnel		11,335
Operating Expenses		
520100 Contracted maintenance		
520200 Contracted Services		
520300 Professional Services		
520400 Advertising		
521000 Office Supplies		
521100 Duplicating		
521200 Operating Supplies		
522100 Equipment Repairs & Maintenance		
522200 Small Equipment Repairs & Maint.		
522300 Vehicle Repairs & Maintenance		
523000 Land Rental		
524000 Building Insurance		
524100 Vehicle Insurance # _____		
524101 Comprehensive Insurance # _____		
524201 General Tort Liability Insurance		
524202 Surety Bonds		
525000 Telephone		
525100 Postage		
525210 Conference & Meeting Expenses		
525220 Employee Training		
525230 Subscriptions, Dues, & Books		
525___ Utilities - _____		
525400 Gas, Fuel, & Oil		
525600 Uniforms & Clothing		
526500 Licenses & Permits		

* Total Operating		0
** Total Personnel & Operating		11,335
** Total Capital (From Section II)		0
*** Total Budget Appropriation		11,335

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**FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2005-06 BUDGET REQUEST**

SECTION III. - PROGRAM OVERVIEW

The Lexington County Public Library exists to provide library and information service to the citizens of Lexington County. The Board of Trustees adopted the following mission statement in 1991:

The Lexington County Public Library System is responsible for and committed to providing timely, accurate, courteous, and useful information to the citizens, businesses and organizations of Lexington County and surrounding areas. The Library System is dedicated to encouraging children to develop life-long interest in reading and learning; to offering current, high-demand materials for all ages; and to assisting patrons in meeting educational objectives. The Library supports these commitments by providing materials, services, and a well-trained and knowledgeable staff.

This fiscal year will see the continuing improvement in the Library's ability to provide library service to the citizens of Lexington County. The library's new automation system became operational in August, 2001. It received a major software upgrade early in FY 2005. Further upgrades, both software and hardware, are anticipated to take place in FY 2005-2006.

The Library is also addressing the building needs of its Swansea, Gilbert-Summit, and Gaston branches. It is requesting that as soon as funding is available that a new building be constructed for the Swansea Branch, and that additions be constructed for the Gilbert-Summit and Gaston branches. It is the Library's purpose to use all our facilities and resources well in order to meet the commitments expressed in the mission statement.

Each year the overall use of our library system increases, which reflects the growth of our county and the needs people have which the library can meet. In an increasingly complex society, our citizens need a source of information that will allow them to make informed decisions. The Library is the one place where information from a wide variety of sources is gathered, organized, and made available for this purpose. By doing this, the Library helps meet people's informational, educational, recreational, and cultural needs. In the coming years, the Library will continue to expand its services and programs to better fulfill its mission.

**FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2005-06 BUDGET REQUEST**

SECTION III - SERVICE LEVELS

2002 – 2003 Statistics

Total materials circulation: 1,505,200
Total registered borrowers: 110,811
Total reference transactions: 416,121
Total service to groups: 59,465
Number of internal and external visitors via Internet: 347,758
Number of materials borrowed for patrons by interlibrary loan: 3,613

2003 – 2004 Statistics

Total materials circulation: 1,577,551
Total registered borrowers: 105,563 (database was purged of inactive accounts)
Total reference transactions: 436,095
Total service to groups: 51,379
Number of internal and external virtual visitors: 364,856
Number of materials borrowed for patrons by interlibrary loan: 3,640

2004 – 2005 Estimates

Total materials circulation: 1,620,000
Total registered borrowers: 120,000
Total reference transactions: 450,000
Total service to groups: 53,000
Number of internal and external virtual visitors: 375,000
Number of materials borrowed for patrons by interlibrary loan: 3,700

2005 – 2006 Projections

Total materials circulation: 1,700,000
Total registered borrowers: 135,000
Total reference transactions: 470,000
Total service to groups: 54,000
Number of internal and external virtual visitors: 390,000
Number of materials borrowed for patrons by interlibrary loan: 3,750

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**FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2005-06 BUDGET REQUEST**

SECTION IV. - SUMMARY OF REVENUES

438300 – Vending Machine Sales **\$700**

438902 – Surplus Sales **\$200**

449000 – Library Book Fines **\$200,900**

These are fines collected from library patrons who return library materials overdue or pay for a lost item. The amount per item varies from \$.15 per day for books and magazines to \$.75 per day for videos. The charges for a lost item is the price listed in the library's database plus a \$5.00 processing fee.

461000 – Investment Interest **\$35,000**

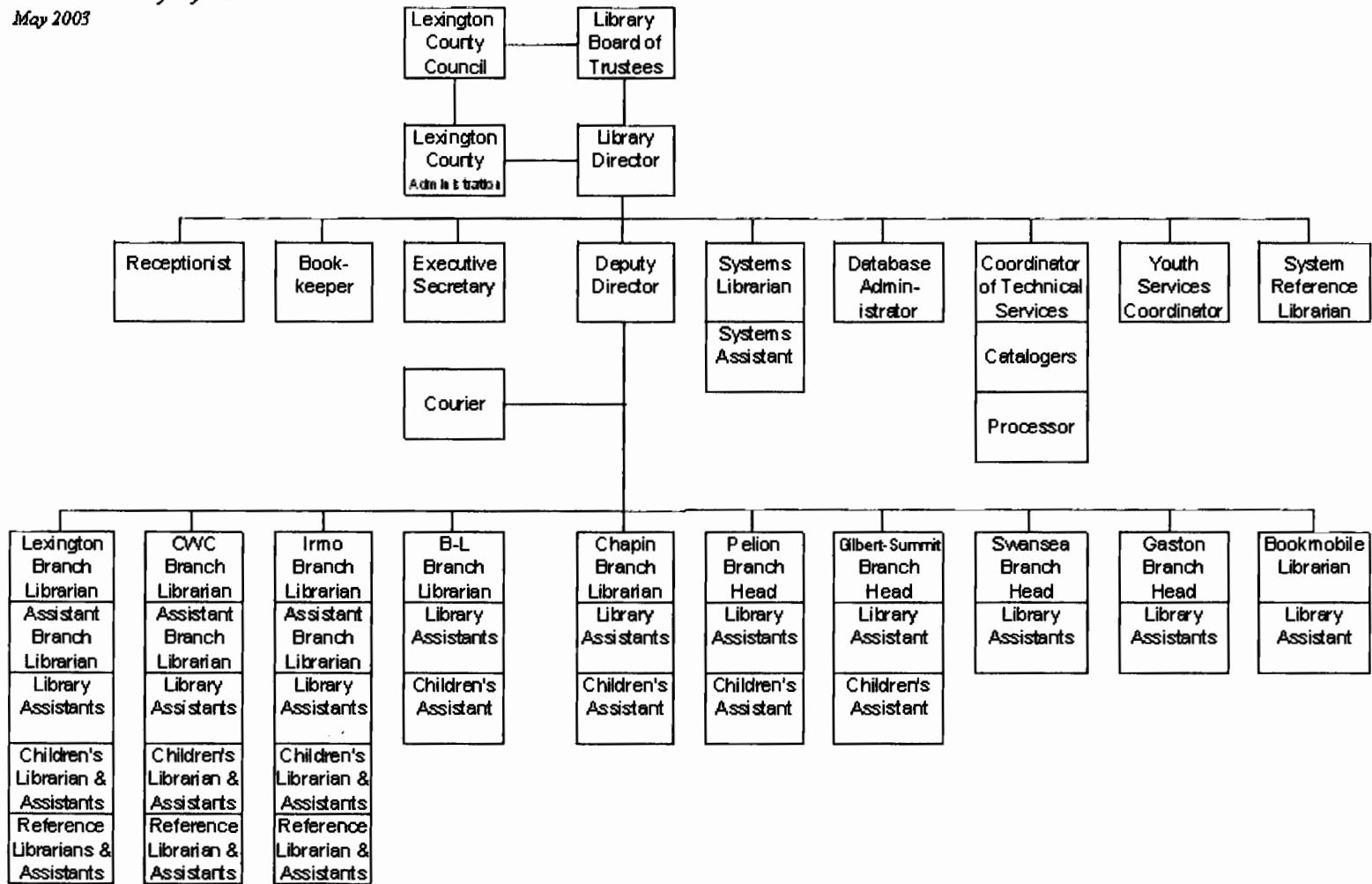
This amount is slightly higher than FY05 due to higher interest rates and the Library's increasing operating fund balance.

**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2005-06 BUDGET REQUEST**

SECTION V. A. – PERSONNEL LINE ITEM NARRATIVES

510100 - Salaries & Wages	\$1,999,397
<p>These are the salaries and wages for the current 69 full-time employees in the Library system. We are requesting upgrades for two current positions (one full-time and one part-time). These will be detailed in the new programs section. We are not requesting any additional full-time positions.</p>	
510200 – Overtime	\$10,000
<p>This covers overtime for full-time staff and part-time staff.</p>	
510300 - Part-time	\$449,202
<p>This budget covers 44 regular part-time employees plus 4 Student Interns that are placed in 4 branches. We are requesting two additional part-time positions. These will be detailed in the new programs section.</p>	
511112 - FICA –Employer’s Portion	\$193,703
511113 – SCRS – Employer’s Portion	\$194,968
511120 – Employee Insurance – Employer’s Portion	\$403,200
511130 - Workers Compensation	\$19,244
511213 – State Retirement – Retiree	\$15,499
519901 – Salary & Wages Adjustment Account	\$73,458
<p>This represents 3% of the full-time and part-time salaries and wages.</p>	

The Lexington County
Public Library System
May 2003



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**FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2005-06 BUDGET REQUEST**

SECTION V. A - LISTING OF POSITIONS

Current Staffing Level: 117 - 69 full time and 48 part time

Lexington Headquarters- Administration	<u>Job Title</u>	<u>Positions</u>	<u>FTE</u>	<u>Grade</u>
	Director	1	1	29
	Deputy Director	1	1	26
	Systems Librarian	1	1	18
	Librarian III	2	2	14
	Database Administrator	1	1	14
	Librarian II	1	1	13
	Bookmobile Librarian	1	1	7
	Library Assistant III	1	1	6
	Secretary I	1	1	6
	Accounting Clerk	1	1	6
	Library Assistant II	2	2	4
	Library Assistant II (PT)	1	0.8	4
	Library Assistant I	1	1	3
	Library Assistant I (PT)	1	0.5	3
	Receptionist	1	1	2
	Courier	1	1	2
	Custodian	1	1	2
	Total	<u>19</u>	<u>18.3</u>	
Batesburg-Leesville Branch				
	Librarian IV	1	1	16
	Library Assistant I	2	2	3
	Library Assistant I (PT)	3	1.5	3
	Student Intern (PT)	1	0.5	N/A
	Total	<u>7</u>	<u>5</u>	
Lexington Main Library				
	Librarian IV	1	1	16
	Librarian II	1	1	13
	Librarian I	3	3	12
	Library Assistant III	3	3	6
	Library Assistant II	1	1	4
	Library Assistant I	5	4	3
	Library Assistant I (PT)	8	4.5	3
	Library Clerk (PT)	1	0.4	3
	Page	2	2	2
	Student Intern (PT)	1	0.5	N/A
	Total	<u>26</u>	<u>20.9</u>	

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**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2005-06 BUDGET REQUEST**

Cayce-West Columbia Branch	Job Title	Positions	FTE	Grade
	Librarian IV	1	1	16
	Librarian II	2	2	13
	Librarian I	1	1	12
	Library Assistant III	2	2	6
	Library Assistant II	1	1	4
	Library Assistant I	5	5	3
	Library Assistant I (PT)	3	1.5	3
	Page (PT)	3	1.5	2
	Custodian	1	1	2
	Student Intern (PT)	1	0.5	N/A
	Total	<u>20</u>	<u>16.5</u>	
Irmo Branch				
	Librarian IV	1	1	16
	Librarian II	1	1	13
	Librarian I	3	3	12
	Library Assistant III	2	2	6
	Library Assistant II	1	1	4
	Library Assistant I	4	4	3
	Library Assistant I (PT)	7	3.5	3
	Page (PT)	3	1.5	2
	Custodian	1	1	2
	Student Intern (PT)	1	0.5	N/A
	Total	<u>24</u>	<u>18.5</u>	
Chapin Branch				
	Librarian I	1	1	12
	Library Assistant I	1	1	3
	Library Assistant I (PT)	2	1	3
	Library Clerk	3	1.2	3
	Total	<u>7</u>	<u>4.2</u>	
Swansea Branch				
	Branch Head	1	1	7
	Library Assistant I (PT)	1	0.5	3
	Library Clerk (PT)	1	0.4	3
	Total	<u>3</u>	<u>1.9</u>	

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**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2005-06 BUDGET REQUEST**

Gaston Branch	<u>Job Title</u>	<u>Positions</u>	<u>FTE</u>	<u>Grade</u>
	Branch Head	1	1	7
	Library Assistant I (PT)	2	1	3
	Total	<u>3</u>	<u>2</u>	
Pelion Branch				
	Branch Head	1	1	7
	Library Assistant I	1	1	3
	Library Assistant I (PT)	3	1.5	3
	Total	<u>5</u>	<u>3.5</u>	
Gilbert-Summit Branch				
	Branch Head	1	1	7
	Library Assistant I (PT)	1	0.5	3
	Library Clerk (PT)	1	0.4	3
	Total	<u>3</u>	<u>1.9</u>	
	Total Library	<u>117</u>	<u>92.7</u>	

60-27

**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2005-06 BUDGET REQUEST**

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

Organization 230099 - Library/Non-departmental

520100 - Contracted Maintenance

\$19,865

Microfilm Reader/Printers (3) – 3,570
 Telephone system at Batesburg, Irmo, & Pelion branches – 2,266
 Telephone system at Chapin Branch – 486
 Security System for all 9 buildings – 2,862
 Elevators (6) – 3,420
 Photocopiers (9) – 4,445
 Fire Extinguishers – 500
 Video Cleaning Machine - 425
 3M Resensitizers – 231
 3M Book Theft Detection Systems – 1,560
 Garage Door - 100

520200 - Contracted Services

\$24,000

Labor for repairs to the automation system networking equipment – 2,000
 Collection agency services to retrieve long overdue materials and unpaid fines – 22,000
 Note: Collection agency costs offset by same amount in revenue account. We actually receive considerably more in recovered funds than the service costs.

520220 - Book Binding

\$750

Books that become worn out or damaged and cannot be replaced because of cost or being out of print can be rebound. This helps preserve important books that contain needed information.

520300 - Professional Services

\$13,000

This line item includes the Library's share of the County's annual financial audit and attorney's fees as well as funds for program presenters for such areas as the Summer Reading Program and staff in-service programs.

520400 - Advertising

\$500

These funds will be used to pay for ads in area newspapers or in other media for positions openings or relating to programs and services the library provides. Public relations is vital to the library's informing people of all that is available.

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**FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2005-06 BUDGET REQUEST**

Organization 230099 – Library / Non-departmental

520702 – Technical Currency and Support \$54,239

GIS Integrated Library System (Software Maintenance and Upgrades) – 51,775
N2H2 Internet Filtering Software – 1,708
Log Analyzer – 88
LPT1 Print Management – 668

520703 – Computer Hardware Maintenance \$17,131

Laser scanner/decoders – 4,100
Routers for Internet Access – 4,516
Larscom Multimodem – 1,045
Barracuda Spam filter – 889
Server maintenance – 6581

522000 - Building Repairs and Maintenance \$30,000

This account provides funds to purchase materials and services to make repairs to any of the nine buildings in the library system. The amount in this line item will increase as buildings begin to age.

522200 - Small Equipment Repairs and Maintenance \$2,900

Funds will be used to make repairs to such small equipment as fax machines, typewriters, printers, computers, book security systems, etc. The amount is based on past history over the last several years.

522300 - Vehicle Repairs and Maintenance \$3,000

The library has three vehicles: a bookmobile, a van, and a utility vehicle.

524100 - Vehicle Insurance \$1,791

This amount will cover three vehicles: the bookmobile, van, and utility vehicle. Amount based on information provided by Risk Manager.

524101 - Comprehensive Insurance \$300

Amount based on information provided by Risk Manager.

524900 - Data Processing Equipment Insurance \$800

Covers computers, servers, and network devices.

525020 – Pagers and Cell Phone \$1,111

This amount represents the cost for three mobile telephones (Bookmobile, courier van, Systems Librarian) and two pagers (Director and Systems Librarian).

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**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2005-06 BUDGET REQUEST**

Organization 230099 – Library / Non-departmental

525210 - Conference and Meeting Expense \$7,000

This appropriation is used for staff to attend state, regional, and national conferences and related meetings directly related to library service. It also includes funds for staff to attend educational workshops, training courses, and continuing education programs. Such meetings include the annual meeting of the South Carolina Library Association (SCLA), the Public Library Association and the annual conference of the South Carolina Association of Public Library Administrators. Most of the training activities are provided by the South Carolina State Library, the USC School of Library Science, and Midlands Technical College. These programs will allow staff to keep up with current developments in libraries and their services. Specific conference information and course descriptions are made available throughout the year, and we choose staff to attend by who will receive the most benefit for their specific area of specialization.

525211 - Library Board Expenses \$2,000

The Library Board meets monthly, with special called meetings on occasion. These funds provide a lunch during regular meetings, travel expenses on Library business, costs for workshops or conferences, and other expenses directly related to Board business.

525230 - Subscriptions, Dues, and Books \$97,000

The largest expenditure in this account is for all the periodicals and newspapers that the Library purchases for all the branches. It also includes the cost of subscribing to on-line cataloging databases and research databases through the Internet that are made available to the public in each branch as well as at home. A small amount is used to pay for the dues to professional organizations such as the South Carolina Library Association.

525240 - Personal Mileage Reimbursement \$7,500

These funds pay mileage expenses for staff who are required to travel within the library system as part of their job as well as for those attending local and regional meetings and workshops that do not require overnight travel.

525400 - Gas, Fuel and Oil \$5,000

Provides funds for gas, diesel fuel, and oil for our three vehicles.

525600 – Uniforms & Clothing \$500

Provides uniforms for the library's custodial workers.

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**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2005-06 BUDGET REQUEST**

LIBRARY ACCOUNTS BY BRANCH

520200 - Contracted Services \$69,734

230005 - \$0.00
 230010 - 8,241
 Grounds Maintenance - 2,330
 Cleaning service - 5,100
 Pest control - 391
 Trash pick-up - 420
 230020 - 5,961
 Grounds maintenance - 3,540
 Pest control - 500
 State elevator inspection - 225
 Trash pick-up - 696
 Subterranean termite service - 1,000
 230030 - 23,357
 Security guard - 20,500
 Pest control - 420
 State elevator inspection - 325
 Grounds maintenance - 2,112
 230040 - 5,116
 Grounds maintenance - 2,880
 Pest control - 420
 Subterranean termite service - 1,000
 Trash pick-up - 816
 230050 - 7,924
 Grounds maintenance - 2,304
 Pest control - 420
 Cleaning service - 4,800
 Subterranean termite service - 400
 230060 - 1,680
 Cleaning service - 1,380
 Pest control - 300

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**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2005-06 BUDGET REQUEST**

LIBRARY ACCOUNTS BY BRANCH

230070 – 5,052
 Grounds maintenance – 2,112
 Cleaning service – 1,860
 Pest control – 300
 Subterranean termite service – 300
 Trash pick-up – 480
 230080 – 7,500
 Grounds maintenance – 2,304
 Pest control – 216
 Cleaning service – 3,180
 Subterranean termite service – 1,800
 230090 – 4,903
 Grounds maintenance – 2,304
 Cleaning service – 1,860
 Subterranean termite service - 300
 Trash pick-up – 223
 Pest Control - 216

521000 - Office Supplies

\$7,125

230005 - \$2,500.00	230050 - \$250.00
230010 - 500.00	230060 - 100.00
230020 - 800.00	230070 - 300.00
230030 - 1,000.00	230080 - 300.00
230040 - 1,200.00	230090 - 175.00

Office supplies include all necessary supplies for daily operation, including pens, pencils, ribbons, ink cartridges, printed forms, toner, computer paper, file folders, and other miscellaneous items. The amount for 230005 reflects the cost of materials used both in the administrative offices and in system-wide programs.

521100 - Duplicating

\$925

230005 - \$0.00	230050 - \$150.00
230010 - 50.00	230060 - 75.00
230020 - 25.00	230070 - 250.00
230030 - 25.00	230080 - 200.00
230040 - 25.00	230090 - 125.00

Pays for in-house photocopy charges using the auditron readings.

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**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2005-06 BUDGET REQUEST**

LIBRARY ACCOUNTS BY BRANCH

521200 -Operating Supplies \$46,050

230005 - \$35,000.00	230050 - \$1,200.00
230010 - 1,100.00	230060 - 200.00
230020 - 1,000.00	230070 - 500.00
230030 - 3,000.00	230080 - 900.00
230040 - 2,900.00	230090 - 250.00

With the exception of 230005 (Administration) the items spent out of this account for each branch include all general housekeeping supplies for each building, such as paper towels, toilet tissue, soap, cleaning supplies, etc. used by library staff and contracted cleaning services. It also includes library-specific supplies such as promotional materials for branch programs and circulation materials (cards, boxes, etc.).

The amount in 230005 includes supplies such as all housekeeping and cleaning supplies for the main library building; all processing supplies for the books and audiovisual materials that are purchased each year (book covers, labels, tapes and glues, repair materials, cases for videos and audio tapes, security strips, etc.); library cards for the patrons; toner cartridges and printer supplies for the system, and supplies such as promotional material for system-wide programs such as the summer reading program.

524000 – Building Insurance \$12,914

230005 - 0.00	230050 - 523.00
230010 - 1,454.00	230060 - 269.00
230020 - 3,632.00	230070 - 578.00
230030 - 3,475.00	230080 - 525.00
230040 - 1,880.00	230090 - 578.00

**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2005-06 BUDGET REQUEST**

LIBRARY ACCOUNTS BY BRANCH

524201 – General Tort Liability Insurance \$2,641

230005 -	\$923.00	230050 -	97.00
230010 -	97.00	230060 -	48.00
230020 -	484.00	230070 -	48.00
230030 -	387.00	230080 -	73.00
230040 -	436.00	230090 -	48.00

Premiums based on information from Risk Management.

524202 – Surety Bonds \$0.00

230005 -		230050 -	
230010 -		230060 -	
230020 -		230070 -	
230030 -		230080 -	
230040 -		230090 -	

525000 - Telephone \$24,840

230005 - \$5,964
 11 lines @ \$19/line/month=2,508
 16 lines @ \$18/line/month=3,456

230010 - 1,392.00
 2 lines @ \$49/line/month=1,176
 1 line @ \$18/month=216

230020 - 5,232
 20 lines @ \$18/line/month=4,320
 4 lines @ \$19/line/month=912

230030 - 4,116
 7 lines @ \$49/line/month

230040 - 4,704
 8 lines @ \$49/line/month

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**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2005-06 BUDGET REQUEST**

LIBRARY ACCOUNTS BY BRANCH

230050 – 1,764
 3 lines @ \$49/line/month

230060 – 216
 1 line @ \$18/month

230070 – 588
 1 line @ \$49/month

230080 – 648
 3 lines @ \$18/line/month

230090 – 216
 1 line @ \$18/month

The amount per line is based on new contract price with PBT.

525100 - Postage

\$6,000

230005 - \$800.00	230050 - \$400.00
230010 - 350.00	230060 - 200.00
230020 - 1,100.00	230070 - 400.00
230030 - 1,000.00	230080 - 250.00
230040 - 1,300.00	230090 - 200.00

Covers the cost of mailing letters, notices, books for interlibrary loan, etc.

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**FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2005-06 BUDGET REQUEST**

LIBRARY ACCOUNTS BY BRANCH

525377 - Utilities **\$229,900**

230005 -	\$0.00	230050 -	\$9,500.00
230010 -	13,500.00	230060 -	1,900.00
230020 -	94,000.00	230070 -	6,000.00
230030 -	45,000.00	230080 -	9,500.00
230040 -	45,000.00	230090 -	5,500.00

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**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2005-06 BUDGET REQUEST**

SECTION V. C – CAPITAL LINE ITEM NARRATIVES

Organization 230099 – Library/Non-departmental

540000 – Small Tools & Minor Equipment \$7,500

These funds are used to purchase items costing under \$500.00.

540002 - Microforms \$3,000

Purchased with these funds are back issues of periodicals on microfilm and microfiche and genealogical material on microfilm, such as census records.

540004 - CD-ROM Purchases/Subscriptions \$900

The Library provides a few CD-ROM databases on its automation system as well as databases available on the World Wide Web. The amount is the same as last year.

540006 – Library Materials (Books, Audio Visual) \$545,000

This account is the main account for purchasing the books and audio visual materials (videos, books-on-tape, etc.) for the library system. This account is the same amount as last year.

540010 – Minor Software \$5,000

Used for purchasing general office software and library-specific minor software.

**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2005-06 BUDGET REQUEST**

Position Changes Requested FY 2005 - 2006

We are requesting two position upgrades and two new part-time Library Assistant I positions. The details are listed below:

Position Upgrades

Lexington Main Library (230020) – Position upgrade of a Library Assistant I to a Library Assistant III. This position is in the Reference and Information area of the Main Library. Over the last several years we have been working to have all the paraprofessional positions in the Reference and Information areas throughout the system be Library Assistant IIIs, which require a Bachelors degree, whereas the Library Assistant I positions do not. The education requirement is consistent with the amount of general knowledge required in this position.

Cayce-West Columbia (200030) – Position upgrade of a Library Assistant III to a Librarian I. This position is in the Reference and Information area of the Cayce-West Columbia Branch. Our goal over the last several years has been to have two professional librarians (Masters Degree in Library Science) in the Reference and Information areas in the three large libraries. Cayce-West Columbia is the only one left that has only one professional in this area. The professional librarians are heavily involved in carrying out in-depth research for people, evaluating and selecting appropriate resources, serving as resources for the smaller branches, and teaching the public how to use specific databases and print resources.

New Part-Time Positions

Lexington Main Library (230020) – This position is a 20 hour per week Library Assistant I who will work at the Circulation Desk. The Circulation Desk is the area in the library that has the most interaction with the public, at times having people waiting in line to check out materials. The increase in use of the Main Library over the last several years has strained the staffing level. This part-time position will help fill in gaps in the staffing schedule caused by annual leave or illness as well as increasing the staffing level at particular busy times. The result will be better customer service for our patrons.

Irmo Branch Library (230040) – This position is a 20 hour per week Library Assistant I who will work at the Circulation Desk. Like the Main Library, the Irmo Branch has seen a significant increase in user traffic over the last several years. The reasons for the additional position are the same as for the Main Library.

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - ~~2005-2006~~

Fund # _____
 Organization # 230060
 Program # _____

2300 Fund Title: Library Operations
 Organization Title: Swansea Branch Library
 Program Title: _____

Object Expenditure
 Code Classification

Total
 2005 - 2006
 Requested

Object Expenditure Code Classification	Estimated additional operating costs for a 4,379 square foot new building at Swansea	Total 2005 - 2006 Requested
Personnel		
510100 Salaries # _____		24,685
510300 Part Time # _____		
511112 FICA Cost	Raise Branch Head from 33 to 40 hours per week	1,888
511113 State Retirement	(new operating hours) and add one Library Assistant I.	1,901
511114 Police Retirement		
511120 Insurance Fund Contribution # _____	It is probable these additional costs would take effect in FY 2007 because of planning and construction time	5,760
511130 Workers Compensation		188
511131 S.C. Unemployment		
		34,422
* Total Personnel		
Operating Expenses		
520100 Contracted maintenance		
520200 Contracted Services		1,000
520300 Professional Services		
520400 Advertising		
521000 Office Supplies		
521100 Duplicating		
521200 Operating Supplies		500
522100 Equipment Repairs & Maintenance		
522200 Small Equipment Repairs & Maint.		
522300 Vehicle Repairs & Maintenance		
523000 Land Rental		
524000 Building Insurance		250
524100 Vehicle Insurance # _____		
524101 Comprehensive Insurance # _____		
524201 General Tort Liability Insurance		16
524202 Surety Bonds		
525000 Telephone		432
525100 Postage		
525210 Conference & Meeting Expenses		
525220 Employee Training		
525230 Subscriptions, Dues, & Books		
525 _____ Utilities - _____		6,000
525400 Gas, Fuel, & Oil		
525600 Uniforms & Clothing		
526500 Licenses & Permits		

* Total Operating		8,198
** Total Personnel & Operating		
** Total Capital (From Section II)		42,620
*** Total Budget Appropriation		42,620

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SECTION I

COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - ~~2005-2006~~**

Fund # _____
Organization # _____ 230070
Program # _____

2300 Fund Title: _____ Library Operations
Organization Title: _____ Gaston Branch Library
Program Title: _____

Object Expenditure Code Classification		Total 2005 - 2006 Requested
Personnel	Estimated additional operating costs for a 2,000 square foot addition at Gaston	
510100 Salaries # _____		24,706
510300 Part Time # _____		
511112 FICA Cost	Raise Branch Head from 33 to 40 hours per week	1,890
511113 State Retirement	(new operating hours) and add one Library Assistant I.	1,902
511114 Police Retirement		
511120 Insurance Fund Contribution # _____	It is probable these additional costs would take effect in FY 2007 because of planning and construction time	5,760
511130 Workers Compensation		188
511131 S.C. Unemployment		
* Total Personnel		34,446
Operating Expenses		
520100 Contracted maintenance		
520200 Contracted Services		1,000
520300 Professional Services		
520400 Advertising		
521000 Office Supplies		
521100 Duplicating		
521200 Operating Supplies		500
522100 Equipment Repairs & Maintenance		
522200 Small Equipment Repairs & Maint.		
522300 Vehicle Repairs & Maintenance		
523000 Land Rental		
524000 Building Insurance		250
524100 Vehicle Insurance # _____		
524101 Comprehensive Insurance # _____		
524201 General Tort Liability Insurance		16
524202 Surety Bonds		
525000 Telephone		1,176
525100 Postage		
525210 Conference & Meeting Expenses		
525220 Employee Training		
525230 Subscriptions, Dues, & Books		
525___ Utilities - _____		5,000
525400 Gas, Fuel, & Oil		
525600 Uniforms & Clothing		
526500 Licenses & Permits		
* Total Operating		7,942
** Total Personnel & Operating		
** Total Capital (From Section II)		42388
*** Total Budget Appropriation		42,388

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SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # _____
 Organization # 230090
 Program # _____

2300 Fund Title: Library Operations
 Organization Title: Gilbert-Summit Branch Library
 Program Title: _____

Object Expenditure Code Classification		Total 2005 - 2006 Requested
Personnel	Estimated additional operating costs for a 2,000 square foot addition at Gilbert-Summit	
510100 Salaries # _____		24,447
510300 Part Time # _____		
511112 FICA Cost	Raise Branch Head from 33 to 40 hours per week	1,873
511113 State Retirement	(new operating hours) and add one Library Assistant I.	1,885
511114 Police Retirement		
511120 Insurance Fund Contribution # _____	It is probable these additional costs would take effect in FY 2007 because of planning and construction time	5,760
511130 Workers Compensation		186
511131 S.C. Unemployment		
* Total Personnel		34,151
Operating Expenses		
520100 Contracted maintenance		
520200 Contracted Services		1,000
520300 Professional Services		
520400 Advertising		
521000 Office Supplies		
521100 Duplicating		
521200 Operating Supplies		500
522100 Equipment Repairs & Maintenance		
522200 Small Equipment Repairs & Maint.		
522300 Vehicle Repairs & Maintenance		
523000 Land Rental		
524000 Building Insurance		250
524100 Vehicle Insurance # _____		
524101 Comprehensive Insurance # _____		
524201 General Tort Liability Insurance		16
524202 Surety Bonds		
525000 Telephone		216
525100 Postage		
525210 Conference & Meeting Expenses		
525220 Employee Training		
525230 Subscriptions, Dues, & Books		
525___ Utilities - _____		5,000
525400 Gas, Fuel, & Oil		
525600 Uniforms & Clothing		
526500 Licenses & Permits		
* Total Operating		6,982
** Total Personnel & Operating		
** Total Capital (From Section II)		41,133
*** Total Budget Appropriation		41,133

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**COUNTY OF LEXINGTON
LIBRARY ESCROW
Annual Budget
Fiscal Year - 2005-06**

SECTION I

Fund 2310
Division: Library
Organization: 230099 - Non-departmental

Object Code	Revenue Account Title	Actual 2003-04	Amended Budget Thru Dec 2004-05	6 Months Received Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Approved Revenues 2005-06
Revenues: (Organization: 000000)							
410000	Current Property Taxes	10	20	0	20	20	
411000	Current Vehicle Taxes	28	26	9	26	26	
412000	Current Tax Penalties	0	0	0	0	0	
413000	Delinquent Taxes	19	38	3	38	38	
414000	Delinquent Tax Penalties	4	6	1	6	6	
417100	Fee in Lieu of Taxes	929	0	0	0	0	
417130	FILOT - Manufacturers Tax Exemption	249	0	0	0	0	
419900	Tax Refunds	0	0	0	0	0	
	Total Property Tax Revenue	1,239	90	13	90	90	
Other Revenues:							
434900	Library Non-resident User Fee	20,225	18,000	12,000	18,000	20,000	
461000	Investment Interest	803	500	418	500	500	
469100	Gifts & Donations	3,491	1,500	2,438	2,438	2,500	
469200	Donated Capital Items	0	0	0	0	0	
	Total Other Revenue	24,519	20,000	14,856	20,938	23,000	
	** Total Revenue	25,758	20,090	14,869	21,028	23,090	
	***Total Appropriation				135,173		
FUND BALANCE							
	Beginning of Year				<u>62,290</u>	<u>40,692</u>	
	FUND BALANCE - Projected End of Year				<u>(51,855)</u>	<u>29,482</u>	

		BUDGET					
Object Expenditure Code	Classification	2003-05 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Operating Expenses							
520700	Technical Services	0	0	2,265	0		
	* Total Operating	0	0	2,265	0		
Capital							
540001	Books	22,514	5,537	56,286	13,000		
540005	Gift & Donation Purchases	2,344	2,465	16,738	10,000		
549904	Capital Contingency	0	0	27,184	5,915		
	All Other Equipment	0	27,833	32,700			
	(1) LCD Projector				1,415		
	(1) Book Display Unit				1,200		
	(1) FAX Machine				270		
	(1) Video Return Unit				2,500		
	** Total Capital	24,858	35,835	132,908	34,300		
	*** Total Budget Appropriation	24,858	35,835	135,173	34,300		

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**FUND 2310 (LIBRARY CAPITAL – ESCROW)
LEXINGTON COUNTY LIBRARY (230000)
FY 2005-06 BUDGET REQUEST**

**SECTION IV
SUMMARY OF REVENUES**

434900 – Library Non-Resident User Fee \$20,000.00

This fee of \$25.00 per person is collected from non-residents of Lexington County who wish to get a library card. The amount of the fee is based on the amount of taxes the average tax payer in Lexington County pays for library service, including operating budget and bond repayment.

461000 – Investment Interest \$500.00

469100 – Gifts and Donations \$2,500.00

The library receives each year gifts for purchasing items in memory or honor of an individual.

**FUND 2310 (LIBRARY CAPITAL- ESCROW)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2005-06 BUDGET REQUEST**

**SECTION V. C.
 LINE ITEM NARRATIVES - Capital**

540001 - Books \$13,000

As we did in 2003 - 2004, we plan to supplement our regular materials budget by using funds in this Escrow account.

540005 - Gifts & Donations Purchases \$10,000

This represents expenditures of regular gifts received by the library, usually in memory or honor of a person. The funds are non-designated.

549904 - Capital Contingency \$5,915

5A - (1) Outdoor book return \$2,500

As a result of increased circulation at the Main Library, we need to add a fourth outdoor book return so that books are not left out on the ground when we are closed.

5A (1) LCD projector \$1,415

This is a replacement for a broken projector at our Cayce-West Columbia Branch.

5A (1) Book Display Unit \$1,200

This is an additional display unit for the Children's area at the Cayce-West Columbia Branch.

5A (1) FAX Machine \$270

This is a replacement for a broken machine at the Cayce-West Columbia Branch.

SECTION I

**COUNTY OF LEXINGTON
LIBRARY STATE FUNDS
Annual Budget
Fiscal Year - 2005-06**

Fund 2330
Division: Library Division
Organization: 230099 - Non-departmental

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Approved Revenues 2005-06
Revenues (Organization: 000000)							
429000	State Aid	216,099	88,676	216,099	216,099	177,352	
** Total Revenue		<u>216,099</u>	<u>88,676</u>	<u>216,099</u>	<u>216,099</u>	<u>177,352</u>	
*** Appropriation Total					216,099	177,352	
FUND BALANCE							
Beginning of Year							
					<u>0</u>	<u>0</u>	
FUND BALANCE - Projected							
End of Year							
					<u>0</u>	<u>0</u>	

Object Expenditure Code Classification	2003-04 Expend	2004-05 Expend (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
* Total Personnel		0	0	0	0	
Operating Expenses						
540001	Books	216,099	153,926	216,099	177,352	
* Total Operating		<u>216,099</u>	<u>153,926</u>	<u>216,099</u>	<u>177,352</u>	
** Total Personnel & Operating		<u>216,099</u>	<u>153,926</u>	<u>216,099</u>	<u>177,352</u>	
*** Total Budget Appropriation		<u>216,099</u>	<u>153,926</u>	<u>216,099</u>	<u>177,352</u>	

**FUND 2330 (LIBRARY STATE FUNDS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2005-06 BUDGET REQUEST**

**SECTION IV
SUMMARY OF REVENUES**

429000 – State Aid **\$177,352**

This amount of State Aid is based on the amount received in FY 2004-2005. If the Legislature changes the per capita amount, the total amount of State Aid will be different.

**FUND 2330 (LIBRARY STATE FUNDS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2005-06 BUDGET REQUEST**

**SECTION V. C.
LINE ITEM NARRATIVES**

540001 - Books

\$177,352

All State Funds will be used for purchasing books for the entire Library System.

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SECTION I

**COUNTY OF LEXINGTON
LIBRARY LOTTERY FUNDS
Annual Budget
Fiscal Year - 2005-06**

Fund 2331
Division: Library Division
Organization: 230099 - Non-departmental

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Approved Revenues 2005-06
Revenues (Organization: 000000)							
429100	State Lottery Funds	80,763	109,361	206,141	206,141	156,141	
** Total Revenue		<u>80,763</u>	<u>109,361</u>	<u>206,141</u>	<u>206,141</u>	<u>156,141</u>	<u>0</u>
***Appropriation Total					206,141	156,141	0
FUND BALANCE							
Beginning of Year					<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected							
End of Year					<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

		BUDGET				
Object Expenditure Code Classification	2003-04 Expend	2004-05 Expend (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
* Total Personnel		0	0	0	0	0
Operating Expenses						
520200	Contracted Services	0	14,113	15,770	2,500	
520702	Technical Currency & Support	46,879	51,645	51,679	49,061	
525210	Conference & Meeting Expense	2,400	1,820	2,500	6,500	
* Total Operating		49,279	67,578	69,949	58,061	0
** Total Personnel & Operating		49,279	67,578	69,949	58,061	0
Capital						
540006	Library Materials	0	60,717	60,717	30,000	
	All Other Equipment	31,484	73,549	75,475		
	(30) Personal computers				30,078	
	(1) Dialogic voice interface card				1,100	
	(1) Spysweeper antispyware software				5,360	
	(5) SQL Server 2000 licenses				1,700	
	(1) Server, Quad processors				11,940	
	(1) Server, Dual processors				2,580	
	(2) Servers, single processors				3,170	
	(1) Server, Single processor				1,690	
	(5) Server staging				2,500	
	(1) Server rack with console				3,260	
	(1) 1440 VA UPS				625	
	Software licenses for servers				4,077	

**COUNTY OF LEXINGTON
LIBRARY LOTTERY FUNDS**

**Annual Budget
Fiscal Year - 2005-06**

Fund 2331
Division: Library Division
Organization: 230099 - Non-departmental

Object Expenditure Code Classification	<i>BUDGET</i>					
	2003-04 Expend	2004-05 Expend (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
** Total Capital	31,484	134,266	136,192	98,080	0	0
*** Total Budget Appropriation	80,763	201,844	206,141	156,141	0	0

SECTION II

**COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2005-2006**

Fund # 2331 Fund Title: Library Lottery Funds
 Organization # 230099 Organization Title: _____
 Program # _____ Program Title: _____

BUDGET
2005 - 2006
Requested

Qty	Item Description	Amount
	Library Materials	30,000
30	Personal Computers	30,078
1	Dialogic voice interface card	1,100
1	SpySweeper antispyware software	5,360
5	SQL Server 2000 licenses	1,700
1	Server, quad processors	11,940
1	Server, dual processors	2,580
2	Servers, single processor	3,170
1	Server, single processor	1,690
5	Server staging	2,500
1	Server rack with console	3,260
1	1440 VA UPS	625
	Software licenses for all servers	4,077
		98,080

**FUND 2331 (LIBRARY LOTTERY FUNDS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2005-06 BUDGET REQUEST**

SECTION III - PROGRAM OVERVIEW

Beginning in FY 2003, the State Legislature placed public libraries in the Education Lottery Spending Budget. This was in recognition that public libraries are an important part of education for both students and citizens of all ages.

Lottery funds can be used only for technology and purchasing books and audiovisual materials. This includes purchasing and maintaining computers and networks, software, telecommunication projects, training, and other technology-based programs. The funds are appropriated on a per-capita basis.

We will use the funds to continue a replacement program of PCs, with a certain number being replaced each year. This year we also plan to replace all our main servers with larger and faster ones. We will also use the funds to pay for the annual maintenance and software upgrades of our automation system. We will use some funds to pay for some training for our automation staff. Finally, we will use some of the Lottery funds to supplement our State Aid for books and other library materials.

**FUND 2331 (LIBRARY LOTTERY FUNDS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2005-06 BUDGET REQUEST**

**SECTION IV
SUMMARY OF REVENUES**

429100 – State Lottery Funds **\$156,141**

These are funds provided to public libraries from lottery proceeds. Our share is based on the County's population plus any specific allocations provided by the legislature.

**FUND 2331 (LIBRARY LOTTERY FUNDS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2005-06 BUDGET REQUEST**

**SECTION V. B
LINE ITEM NARRATIVES - Operating**

520200 – Contracted Services \$2,500

Contracted services for troubleshooting network hardware and software problems.

520702 – Technical Currency and Support \$49,061

Software maintenance and support and upgrades for Library's automation system.

525210 – Conference and Meeting Expense \$6,500

Funds to allow our System Administrator and Database Administrator attend technical conferences.

**FUND 2331 (LIBRARY LOTTERY FUNDS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2005-06 BUDGET REQUEST**

**SECTION V. C
 LINE ITEM NARRATIVES -Capital**

540006 – Library Materials \$30,900

The State Legislature has allowed public libraries for the first time to spend Lottery Money on books and other library materials. This money will supplement our regular State Aid funding.

5A - (30) Personal Computers \$30,978

This funding will allow us to continue our cyclical upgrade of computers used by both the staff and the public. It will allow us to keep up with the increasing complexity and feature-rich databases that we use to provide information.

5A (1) Dialogic voice interface card \$1,100

This is a replacement part for our telephony server that notifies patrons of overdue materials and materials on hold for them.

5A (1) Spy Sweeper antispyware software \$5,360

Software to protect our network from spyware.

5A (1) Dell Poweredge 6600 Server \$11,940

Replacement for our primary production server. Dell no longer provides maintenance contracts on servers over 5 years old, which all of ours are.

5A (1) Dell Poweredge 1850 Server \$2,580

Replacement for our online catalog server.

5A (2) Dell Poweredge 750 Server \$3,170

Replacement for the Domain Controller server and Web server.

5A (1) Dell Poweredge 750 Server \$1,690

Replacement for the Training server.

**FUND 2331 (LIBRARY LOTTERY FUNDS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2005-06 BUDGET REQUEST**

5A (5) SQL Server 2000 licenses \$1,700

Licenses for each of the new servers.

5A (1) Server rack with console \$3,260

This piece of equipment will allow us to get the servers off the floor and be mounted in a rack that ties all of them together to be able to use one monitor and keyboard.

5A (1) UPS 1440 VA \$625

An uninterrupted power supply for the servers in the rack.

5A (5) Server staging \$2,500

The cost for our automation vendor to prepare and load into each server the Polaris software that runs the entire automation system.

5A Miscellaneous software required for software for the new servers \$4,077

Includes:

- (1) Microsoft Windows 2003 Server Enterprise License - \$532
- (5) Microsoft Windows 2003 Server License - \$130 x 5 = \$650
- (215) Microsoft Windows 2003 Client access licenses - \$7 x 215 = 1,505
- (1) Brightstor ARCServe v.11 - \$452
- (1) Brightstor ARC Serve v.11 SQL Agent - \$580
- (1) Brightstor ARC Serve v.11 media - \$17
- (1) Visual Basic.Net for SQL reporting - \$110
- Tax - 231

SECTION I

**COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM
Annual Budget
FY 2005-06 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Recommend 2005-06
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***Solicitor / Victim Witness Program 2500:**

Revenues:

5E+05	Program Income	53,123	26,625	53,250	53,250	51,898	
5E+05	Investment Interest	4	87	12	90	90	
5E+05	Miscellaneous Revenues	0	0	0	0	0	
8E+05	Op Trn from Solicitor State Fu	118,969	118,969	118,969	118,969	118,969	
8E+05	Op Trn from General Fund	0	24,000	24,000	24,000	24,000	
** Total Revenue		<u>172,096</u>	<u>169,681</u>	<u>196,231</u>	<u>196,309</u>	<u>194,957</u>	

*****Total Appropriation**

182,373 191,046

FUND BALANCE

Beginning of Year

(20,836) (6,900) (2,989)

FUND BALANCE - Projected

End of Year

(6,900) (2,989) (2,989)

NOTE: An internal review of expense projections for the second six months of FY 04-05 indicates that there will most likely be no deficit remaining on June 30.

**COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM
Annual Budget
Fiscal Year - 2005-06**

Fund: 2500
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification					BUDGET	
		2004-05 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
511100	Salaries & Wages - 3		64,099	138,870	145,813		
	Salaries & Wages Adjustment	0	0	0			
511112	FICA Cost		4,564	10,623	11,155		
511113	SCRS - Employer's Portion		4,391	9,513	9,988		
511120	Employee Insurance - 3		8,640	17,280	17,280		
511130	Workers Compensation		229	499	525		
511131	SC Unemployment Ins.				0		
	* Total Personnel	0	81,923	176,785	184,761		
Operating Expenses							
521000	Office Supplies			0	0		
521100	Duplicating			0	0		
522300	Vehicle Repairs & Maint		30	800	800		
524100	Vehicle Insurance		265	543	597		
524201	General Tort Liability Ins		108	295	238		
524202	Surety Bonds		0	0	0		
525000	Telephone		0	20	0		
525020	Pagers and Cell Phones		410	741	1,000		
525210	Conference & Meeting Exp		1,485	2,100	2,400		
525230	Subscriptions, Dues, & Books		270	270	350		
525240	Personal Mileage Reimb			0	0		
525400	Gas, Fuel & Oil		396	700	900		
529903	Contingency			0	0		
	* Total Operating	0	2,964	5,469	6,285		
	** Total Personnel & Operati	0	84,887	182,254	191,046		
Capital							
540000	Small Tools & Minor Eqmt	0	90	119	0		
	** Total Capital	0	90	119	0		
	*** Total Budget Approp	0	84,977	182,373	191,046		

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**COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM
Annual Budget
Fiscal Year - 2005-06**

Fund: 2500
Division: Judicial
Organization: 141200 - Solicitor

Program Overview

Objectives:

Our mission is to fully comply with South Carolina's constitutional and statutory laws governing provision of rights and services to crime victims in the Eleventh Judicial Circuit.

**COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM
Annual Budget
Fiscal Year - 2005-06**

Fund: 2500
Division: Judicial
Organization: 141200 - Solicitor

Position Schedule

Position Title	Number	Grade	Total
Director	1.0	17	1.0
Victim Counselor	2.0	13	2.0
<u>Total</u>	3.0		3.0
<u>Positions with Insurance Coverage:</u>		3.0	

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**COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM
Annual Budget
Fiscal Year - 2005-06**

Fund: 2500
Division: Judicial
Organization: 141200 - Solicitor

Revenue Narrative

State appropriation.	11,320
<hr/> Each Solicitors' office receives a one-sixteenth share of funds appropriated annually by the General Assembly.	
State Office of Victim Assistance	40,578
<hr/> By an annual budget proviso, the General Assembly requires SOVA to distribute 650,000 of any surplus	
Total Program Revenue	51,898
<hr/>	
Operational Transfer from Solicitor State Funds	118,969
<hr/> Solicitor Myers annually designates a portion of his Solicitor State support funds to supplement other sources of revenue.	
Operational Transfer from General Fund	24,000
<hr/> Beginning in FY 2004-2005, Lexington County Council authorized an operational transfer due to lack of sufficient revenue from other sources.	
Total Operational Transfers	142,969
<hr/>	
Investment Interest	90
<hr/> Per Finance Department projection.	
Total Revenues	194,957
<hr/>	

NOTE: An internal review of expense projections for the second six months of FY 04-05 indicates that there will most likely be no deficit remaining on June 30.

**COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM
Annual Budget
Fiscal Year - 2005-06**

Fund: 2500
Division: Judicial
Organization: 141200 - Solicitor

Personnel Schedule

Salaries	<u>145,813</u>
This budget covers the salary for the Director and two Victim Counselors.	
FICA	<u>11,155</u>
SCRS	<u>9,988</u>
Employee Insurance	<u>17,280</u>
Workers' Compensation	<u>525</u>
Unemployment Insurance	<u>0</u>
Total Fringe Benefits	<u>38,948</u>
Total Personnel	<u>184,761</u>

**COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM
Annual Budget
Fiscal Year - 2005-06**

Fund: 2500
Division: Judicial
Organization: 141200 - Solicitor

Operating Narrative

Office Supplies	0
<hr/>	
Duplicating	0
<hr/>	
Vehicle Repairs & Maint	800
Any scheduled maintenance and repair cost by the County's fleet maintenance department.	
<hr/>	
Vehicle Insurance	597
Per Risk Management Division advisory	
<hr/>	
General Tort Liability Ins	238
Per Risk Management Division advisory	
<hr/>	
Surety Bonds	0
<hr/>	
Telephone	0
<hr/>	
Pagers and Cell Phones	1,000
A pager is necessary for Victim Counselor and Victim Advocate. A cell phone is needed during the frequent times the Director is away from the office during working hours in addition to evenings and weekends.	
<hr/>	
Conference & Meeting Exp	2,400
Allows the Victim Witness staff to accomplish the ten hours of annual training required by the State. This is done by attending the annual Solicitors' and Victim Advocates Training Conference.	
<hr/>	
Subscriptions, Dues, & Books	350
Covers the cost of dues and materials related to victim services.	
<hr/>	
Personal Mileage Reimb	0
<hr/>	
Gas, Fuel & Oil	900
Estimate based on current usage and increased petroleum costs.	
<hr/>	
Contingency	0
<hr/>	
Total Operating Expense	6,285

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SECTION I

**COUNTY OF LEXINGTON
SOLICITOR / FORFEITURE (NARCOTICS) FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 2610
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenues: (Organization - 000000)							
438900	Auction Sales	970	0	0	0	0	
456400	Narcotics Confiscation	14,139	13,440	15,000	15,000	32,000	
461000	Investment Interest	248	40	500	500	500	
** Total Revenue		15,357	13,480	15,500	15,500	32,500	
***Appropriation Total					33,892	35,349	0
FUND BALANCE							
Beginning of Year					22,171	3,779	3,779
FUND BALANCE - Projected							
End of Year					<u>3,779</u>	<u>930</u>	<u>3,779</u>

Object Code	Expenditure Classification	BUDGET				
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
510100	Salaries & Wages - 1	21,534	11,335	24,504	25,740	
	Salary & Wage Adjustment	0	0	0		
511112	FICA - Employer's Portion	1,585	838	1,875	1,969	
511113	SCRS - Employer's Portion	1,475	777	1,679	1,763	
511120	Employees Insurance - 1	6,720	2,880	5,760	5,760	
511130	Workers Compensation	58	34	74	93	
* Total Personnel		31,372	15,864	33,892	35,325	
Operating Expenses						
524201	General Tort Liability Insurance	11	11	0	24	
529903	Contingency	0	0	0	0	
* Total Operating		11	11	0	24	
** Total Personnel & Operating		31,383	15,875	33,892	35,349	
Capital						
540000	Small Tools & Minor Equipment	0	0	0		
	All Other Equipment	0	0	0		
** Total Capital		0	0	0	0	
Other Operating Expenses						
812436	Op Trm to LE/Multijuris. Task Force	20,666	0	0		
812464	Op Trm to Sol/Juvenile Incentive Gr	6,073	0	0		
812467	Op Trm to Sol/Radio Communications	0	-861	0		
** Total Other Operating Expenses		26,739	-861	0	0	
*** Total Budget Appropriation		58,122	15,014	33,892	35,349	

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**COUNTY OF LEXINGTON
SOLICITOR / FORFEITURE (NARCOTICS) FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 2610

Division: Judicial

Organization: 141200 - Solicitor

Program Overview

In 1990, the South Carolina General Assembly enacted legislation directing that forfeitures from narcotics cases – after liquidating to cash – are to be shared according to a set formula by the arresting law enforcement agency, the Solicitor's Office, and the State treasury.

Further, the law limits the Solicitor's use of these proceeds to cover costs related to drug prosecutions and any litigation that may arise from them.

There is a specific prohibition against supplanting local government funds.

**COUNTY OF LEXINGTON
SOLICITOR / FORFEITURE (NARCOTICS) FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 2610
Division: Judicial
Organization: 141200 - Solicitor

List of Positions

<u>Title</u>	<u>Number</u>	<u>General Fund</u>	<u>FTE Other Fund</u>	<u>Total</u>	<u>Grade</u>
Secretary	1.0		1.0	1.0	6
Position w/ Insurance	1		1	1	
Total Positions:	1		1	1	

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**COUNTY OF LEXINGTON
SOLICITOR / FORFEITURE (NARCOTICS) FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 2610
Division: Judicial
Organization: 141200 - Solicitor

Revenue Narrative

Auction Sales	0
<hr/>	
Narcotics Confiscation	32,000
<hr/>	
Money and proceeds from the liquidation of property forfeited by drug dealers is provides the revenue for this fund.	
Investment Interest	500
<hr/>	
Total Revenue	32,500
<hr/>	

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**COUNTY OF LEXINGTON
SOLICITOR / FORFEITURE (NARCOTICS) FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 2610
Division: Judicial
Organization: 141200 - Solicitor

Personnel Narrative

Salary	25,740
<hr/>	
Drug forfeiture revenue is used to cover the salary and benefits for one secretary. No General Fund money is involved.	
FICA	1,969
<hr/>	
SCRS	1,763
<hr/>	
Employee Insurance	5,760
<hr/>	
Workers' Compensation	93
<hr/>	
Total Fringe Benefits	9,585
<hr/>	
Total Personnel	35,325
<hr/>	

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**COUNTY OF LEXINGTON
SOLICITOR / FORFEITURE (NARCOTICS) FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 2610
Division: Judicial
Organization: 141200 - Solicitor

General Tort Liability insurance	24
<hr/>	
Total Operating Expense	24
<hr/>	
<hr/>	
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<hr/>	
<hr/>	
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SECTION I

**COUNTY OF LEXINGTON
SOLICITOR STATE FUNDS
Annual Budget
FY 2005-06 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*Solicitor - State Funds 2611:							
Revenues:							
443500	Bond Escheatment	1,438	1,025	5,000	5,000	<u>5,000</u>	
451500	Circuit Solicitor - State Supplement	279,930	94,371	278,419	278,419	<u>278,419</u>	
461000	Investment Interest	0	0	1,000	0	<u>0</u>	
** Total Revenue		<u>281,368</u>	<u>95,396</u>	<u>284,419</u>	<u>283,419</u>	<u>283,419</u>	
***Appropriation Total					292,050	298,086	0
FUND BALANCE							
Beginning of Year					<u>24,729</u>	<u>16,098</u>	<u>1,431</u>
FUND BALANCE - Projected							
End of Year					<u>16,098</u>	<u>1,431</u>	<u>1,431</u>

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**COUNTY OF LEXINGTON
SOLICITOR STATE FUNDS
Annual Budget
Fiscal Year - 2005-06**

Fund: 2611
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	BUDGET				
		2003-04 Expend	2004-05 Expend (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
510100	Salaries & Wages - 2.28	106,263	50,703	110,835	<u>116,377</u>	
	Salaries & Wages Adjustment Account	0	0	0		
510300	Part Time - 1 (.75 - FTE)	21,716	10,188	21,192	<u>22,252</u>	
511112	FICA - Employer's Portion	9,602	4,574	10,100	<u>10,605</u>	
511113	SCRS - Employers Portion	8,767	4,171	9,043	<u>9,496</u>	
511120	Employee Insurance - 3.28	17,933	8,640	18,866	<u>17,280</u>	
511130	Workers Compensation	261	212	400	<u>499</u>	
	* Total Personnel	164,542	78,488	170,436	176,509	
Operating Expenses						
524201	General Tort Liability Insurance	184	119	275	<u>238</u>	
524202	Surety Bonds	0	0	0		
525000	Telephone	208	40	220	<u>220</u>	
525010	Long Distance Charges	17	4	50	<u>50</u>	
525020	Pagers and Cell Phones	0	0	300	<u>300</u>	
525210	Conference & Meeting Expenses	1,513	0	1,500	<u>1,500</u>	
525230	Subscriptions, Dues, & Books	0	0	300	<u>300</u>	
529903	Contingency	0	0	0	<u>0</u>	
	* Total Operating	1,922	163	2,645	2,608	
	** Total Personnel & Operating	166,464	78,651	173,081	179,117	
Capital						
540000	Small Tools & Minor Equipment	0	0	0		
	All Other Equipment	14,082	0	0		
	** Total Capital	14,082	0	0	0	
Other Financing Uses						
812500	Op Tm to Sol/Victim Witness 2500	118,969	118,969	118,969	<u>118,969</u>	
	***Total Other Financing Uses	118,969	118,969	118,969	118,969	

***** Total Budget Appropriation 299,515 197,620 292,050 298,086**

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**COUNTY OF LEXINGTON
SOLICITOR STATE FUNDS
Annual Budget
Fiscal Year - 2005-06**

Fund: 2611
Division: Judicial
Organization: 141200 - Solicitor

Program Overview

Funds appropriated for Solicitor State Support are allocated to the SC Commission on Prosecution Coordination to be distributed on a per capita basis (using the latest decennial census) to the 16 Circuit Solicitors. This appropriation may not be used to supplant local funding. Any balance remaining at the end of a fiscal year must be carried over to the next year.

**COUNTY OF LEXINGTON
SOLICITOR STATE FUNDS
Annual Budget
Fiscal Year - 2005-06**

Fund: 2611
Division: Judicial
Organization: 141200 - Solicitor

Revenue Narrative

Bond Escheatment	5,000
<hr/> Estimate of bond amounts collected from bonding companies	
Circuit Solicitor State Support	278,419
<hr/> State appropriation to provide supplemental funding for Solicitors' offices.	
Investment Interest	0
<hr/>	
Total Revenue	283,419
<hr/> <hr/>	

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**COUNTY OF LEXINGTON
SOLICITOR STATE FUNDS
Annual Budget
Fiscal Year - 2005-06**

Fund: 2611
Division: Judicial
Organization: 141200 - Solicitor

List of Positions

<u>Title</u>	<u>Number</u>	<u>General Fund</u>	<u>FTE Other Fund</u>	<u>Total</u>	<u>Grade</u>
Assistant Solicitor II	1.0		1.0	1.0	25
Assistant Solicitor I	1.0		1.0	1.0	19
Secretary (part-time)	0.75		0.75	0.75	6
<hr/>					
Position w/ Insurance	3		3	3	
Total Positions:	2.75		2.75	2.75	

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**COUNTY OF LEXINGTON
SOLICITOR STATE FUNDS
Annual Budget
Fiscal Year - 2005-06**

Fund: 2611
Division: Judicial
Organization: 141200 - Solicitor

Personnel Narrative

Salaries & Wages - 2.28	116,377
Part Time - 1 (.75 - FTE)	22,252

Total Salary and Wages 138,629

This covers one Assistant Solicitor I, one Assistant Solicitor II, and one part-time Family Court division Secretary. It also provides salary supplements to General Fund employees.

FICA	10,605
SCRS	9,496
INSURANCE	17,280
WORKERS COMPENSATION	499
Total Fringe Benefits	37,880
Total Personnel	176,509

**COUNTY OF LEXINGTON
SOLICITOR STATE FUNDS
Annual Budget
Fiscal Year - 2005-06**

Fund: 2611
Division: Judicial
Organization: 141200 - Solicitor

Operating Narrative

General Tort Liability Insurance	238
Per Risk Management Division estimate	
<hr/>	
Telephone	220
Projected telephone service expense.	
<hr/>	
Long Distance Charges	50
Projected long distance charges	
<hr/>	
Pagers & Cell Phones	300
The two Assistant Solicitors are required to be available via pager.	
<hr/>	
Conference & Meeting Expenses	1,500
Assistant Solicitors must complete annual training requirements to maintain licensure.	
<hr/>	
Subscriptions, Dues & Books	300
Required legal dues and journals, periodicals, and other reference materials.	
<hr/>	
Total Operating Expenses	2,608
<hr/>	
<hr/>	
<hr/>	

**COUNTY OF LEXINGTON
SOLICITOR STATE FUNDS
Annual Budget
Fiscal Year - 2005-06**

Fund: 2611
Division: Judicial
Organization: 141200 - Solicitor

Other Financing Uses Narrative

Operating Transfer to Solicitor's Victim Witness Program, Fund 2500	118,969
<hr/> Provides the majority of funding for the Victim Witness Program (Fund 2500).	

SECTION I

**COUNTY OF LEXINGTON
PRE-TRIAL INTERVENTION GRANT
Annual Budget
Fiscal Year - 2005-06**

Fund: 2612
Division: Judicial
Organization: 141200 - Pre-Trial Intervention

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenue: (Organization - 000000)							
456100	Program Income	219,977	92,654	244,875	244,875	275,200	
461000	Investment Interest	0	10	0	0		
802611	Op Trn from Solicitor State Fund	0	0	0	0		
** Total Revenue		<u>219,977</u>	<u>92,664</u>	<u>244,875</u>	<u>244,875</u>	<u>275,200</u>	
***Total Appropriation					242,470	265,157	0
FUND BALANCE							
Beginning of Year							
					<u>35</u>	<u>2,440</u>	<u>2,440</u>
FUND BALANCE - Projected							
End of Year							
					<u>2,440</u>	<u>12,483</u>	<u>2,440</u>

		BUDGET					
Object Expenditure Code	Classification	2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
510100	Salaries & Wages - 4	168,776	80,305	172,588	193,846		
	Salaries & Wages Adjustment Account	0	0	0			
510300	Part Time - 1	0	0	13,781	14,829		
511112	FICA - Employer's Portion	12,588	5,885	14,257	14,829		
511113	SCRS - Employer's Portion	11,561	5,501	12,765	12,263		
511120	Employee Insurance - 4	23,040	11,520	23,040	23,040		
511130	Workers' Compensation	427	251	560	698		
* Total Personnel		216,392	103,462	236,991	259,505		
Operating Expenses							
520300	Professional Services	0	0	100	100		
521100	Duplicating	1,981	1,108	2,860	2,860		
524201	General Tort Liability Insurance	159	94	215	207		
524202	Surety Bonds	0	0	0	36		
524302	Court Ref Volunteer Liab Ins	1,445	0	1,445	1,590		
529903	Contingency	0	0	859	859		
* Total Operating		3,585	1,202	5,479	5,652		
** Total Personnel & Operating		219,977	104,664	242,470	265,157		
*** Total Budget Appropriation		219,977	104,664	242,470	265,157		

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SECTION IA

COUNTY OF LEXINGTON

**Existing Departmental Program Request
Fiscal Year - 2005 - 2006**

Fund # 2612

Fund Title: Solicitor's Office

Organization #: 141200

Organization Title: Pre-Trial Intervention

Object Expenditure Code Classification	Program 1 Program Title:	Program #	Program #	Program #	Program #	Total 2005-2006 Requested
Personnel						
510100 Salaries # 4		193,846				
510300 Part Time # 1		14,829				
511112 FICA Cost		14,829				
511113 State Retirement		12,263				
511114 Police Retirement						
511120 Insurance Fund Contribution # 4		23,040				
511130 Workers Compensation		698				
511131 S.C. Unemployment						
* Total Personnel		259,505				
Operating Expenses						
520100 Contracted maintenance						
520200 Contracted Services						
520300 Professional Services		100				
520400 Advertising						
521000 Office Supplies						
521100 Duplicating		2,860				
521200 Operating Supplies						
522100 Equipment Repairs & Maintenance						
522200 Small Equipment Repairs & Maint.						
522300 Vehicle Repairs & Maintenance						
523000 Land Rental						
524000 Building Insurance						
524100 Vehicle Insurance #						
524101 Comprehensive Insurance #						
524201 General Tort Liability Insurance		207				
524202 Surety Bonds		36				
525000 Telephone						
524302 Court Ref Volunteer Liab Ins		1,590				
525100 Postage						
525210 Conference & Meeting Expenses						
525220 Employee Training						
525230 Subscriptions, Dues, & Books						
525 Utilities -						
525400 Gas, Fuel, & Oil						
525600 Uniforms & Clothing						
526500 Licenses & Permits						
529903 Contingency		859				
* Total Operating		5,652				
** Total Personnel & Operating		265,157				
** Total Capital (From Section II)						
*** Total Budget Appropriation		265,157				

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SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

PRE-TRIAL INTERVENTION

Objectives:

To assist the Circuit Solicitor, magistrates and city court judges in the handling of criminal cases by diverting offenders with no significant criminal history as specified by law from the traditional criminal justice system processing into a rehabilitative program of counseling, community service and repayment of the victim resulting in dismissal of criminal charges, thereby relieving the courts of this burden of cases.

SECTION III. - SERVICE LEVELS

Service Level Indicators:

	Actual <u>FY 2002-03</u>	Actual <u>FY 2003-04</u>	Estimated <u>FY 2004-05</u>	Projected <u>FY 2005-06</u>
Applications	909	812	860	900
Accepted	712	770	782	800
Completed	508	658	675	600

SECTION IV. - SUMMARY OF REVENUES

456100 – PROGRAM INCOME **\$ 275,200**

The Pretrial Intervention program fees are set by law in SC Law 17-22-10. The application fee is \$100 and the participation fee is \$250. However, the solicitor can waive fees in cases of indigence. About 96% of applicants will pay the application fee totaling \$86,400 and approximately 83% of the applicants will pay the participation fee of \$250 totaling \$188,800.

SECTION V. A. - PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Director	1		1	1	18
Case Manager II	1		1	1	14
Case Manager I	2		2	2	12
Sr. Admin Asst	.5		.5	.5	9
Total Positions	4.5		4.5	4.5	

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

521100 - DUPLICATING \$2860

This account will cover the cost of duplicating forms, letters, applications, warrants, documents, receipts, verification of community service sheets and other documents used in our daily work. Costs are \$.05 per copy.

524201 - GENERAL TORT LIABILITY INSURANCE \$207

This account will cover the cost of liability insurance coverage for 4 full-time employees and 1 part-time employee.

524202 - SURETY BONDS \$40

This account provides the fee for bonding the employees of the program at \$ 8 per bond per employee.

524302 - COURT REFERRED VOLUNTEER LIABILITY INSURANCE \$1590

This account is used to pay the cost of volunteer liability insurance to insure participants in our program while performing community service work. A 10% increase is included, as rates have increased from the total cost of \$2,980.50 for the current year. The Diversion programs hold one policy with CIMA with each program paying a percentage based upon the number of participants. PTI pays 48% of the total cost.

529903 - CONTINGENCY \$859

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 2612 Fund Title: Solicitor's Office
 Organization # 141200 Organization Title: PreTrial Intervention
 Program #: 1 Program Title: Sr. Administrative Assistant

Object Expenditure
 Code Classification

Total
 2005 - 2006
 Requested

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries #	
510300 Part Time #_1_	7,197
511112 FICA Cost	550
511113 State Retirement	1,509
511114 Police Retirement	
511120 Insurance Fund Contribution #	
511130 Workers Compensation	26
511131 S.C. Unemployment	
* Total Personnel	9,282
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #	
524101 Comprehensive Insurance #	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities -	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	
** Total Personnel & Operating	9,282
** Total Capital (From Section II)	
*** Total Budget Appropriation	

SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

PRE-TRIAL INTERVENTION

Sr. Administrative Assistant Position (currently 20 hour position)

Objectives:

To increase the Senior Administrative Assistant position from twenty (20) hours to thirty (30) hours to provide the support for the Pretrial Intervention staff to more efficiently perform the duties of the program to divert eligible defendants from the traditional court processing into a rehabilitative program of counseling, community service and restitution to the victim.

This additional ten hours will provide the administrative support that the Pretrial Program staff needs to meet the requirements of the expedited case management system implemented in the Solicitor's office. The PTI office staff has to be present at first appearance to schedule application appointments. The defendant must make an application and be approved for the program before second appearance. This requires that the PTI staff take applications, contact arresting officers and victims, if applicable, conduct criminal history checks and determine eligibility before the second appearance. The administrative assistant will be needed in order for our program to meet these deadlines.

SECTION III. - SERVICE LEVELS

Service Level Indicators:

	Actual <u>FY 2002-03</u>	Actual <u>FY 2003-04</u>	Estimated <u>FY 2004-05</u>	Projected <u>FY 2005-06</u>
Applications	909	812	860	900
Accepted	712	770	782	800
Completed	508	658	675	600

The Administrative Assistant will prepare application appointment letters for approximately 800 of our applicants sending copies to defendant's attorney, arresting officer and bonding company. Approximately 200 defendants will not keep the first appointment and will have to be rescheduled which will necessitate sending letter to defendant, attorney, officer and bonding company again.

After application this position will copy and mail the referral form (approximately 450) to the referring magistrate and city court judge indicating the outcome of the application. This position will send recommendation letters (approximately 860) prepared by the case managers to the officers and letters to victims (approximately 500) informing of the application and soliciting information regarding victim's input. This position will prepare folders for application (900) and orientation (800), prepare drug test list and fax to hospital prior to orientation and sort drug test results (1600 results) and distribute to case managers. This position will continually update the community service site listings and prepare log-in sheets to record the hours completed.

This position will handle all mail, stamping date of receipt and forwarding to appropriate staff member, send copies of successful completion or termination letters to attorneys, arresting officers and bonding agencies (2000 letters).

This position will answer more telephone calls than anyone can count with courtesy and diplomacy and explain the process of application and benefits of participation in the PTI program.

SECTION I

**COUNTY OF LEXINGTON
WORTHLESS CHECK UNIT
Annual Budget
FY 2005-06 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*Solicitor / Worthless Check Unit 2613:							
Revenues:							
431004	Worthless Check Fees	19,722	74,137	138,600	138,600	155,200	
	50% General Fund Portion	0	0	0	0	59,560	
456100	Program Income - 50% of Service Cr	0	0	1,440	1,440	1,200	
461000	Investment Interest	0	59	0	0		
** Total Revenue		<u>19,722</u>	<u>74,196</u>	<u>140,040</u>	<u>140,040</u>	<u>215,960</u>	
***Total Appropriation					141,732	175,234	0
FUND BALANCE							
Beginning of Year					<u>6,338</u>	<u>4,646</u>	<u>4,646</u>
FUND BALANCE - Projected							
End of Year					<u>4,646</u>	<u>45,372</u>	<u>4,646</u>

Internal Worthless Check Unit Revenue Projections							
*Solicitor / Worthless Check Unit 2613:							
Revenues:							
431004	Worthless Check Fees	19,722	77,600	138,600	155,200	155,200	
431004	50% General Fund Portion	0	29,780	0	59,560	59,600	
456100	Program Income - 50% of Service Cr	0	0	1,440	1,200	1,200	
461000	Investment Interest	0		0		100	
** Total Revenue		<u>19,722</u>	<u>107,380</u>	<u>140,040</u>	<u>215,960</u>	<u>216,100</u>	
***Total Appropriation					141,732	175,234	0
FUND BALANCE							
Beginning of Year					<u>6,338</u>	<u>80,566</u>	<u>80,566</u>
FUND BALANCE - Projected							
End of Year					80,566	121,432	80,566

**COUNTY OF LEXINGTON
 WORTHLESS CHECK UNIT
 Annual Budget
 Fiscal Year - 2005-06**

Fund: 2613
 Division: Judicial
 Organization: 141200 - Solicitor

Object Code	Expenditure Classification	BUDGET				
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
510100	Salaries & Wages - 3	0	24,994	82,396	86,516	
	Salaries & Wages Adjustment Account	0	0	0		
511112	FICA Cost	0	1,711	6,303	6,618	
511113	SCRS - Employer's Portion	0	1,712	5,644	5,926	
511120	Employee Insurance - 3	0	8,640	17,280	17,280	
511130	Workers Compensation	0	75	297	311	
	* Total Personnel	0	37,132	111,920	116,652	
Operating Expenses						
520200	Contracted Services	13,000	0	0	0	
520400	Advertising & Publicity	0	89	90	250	
520800	Outside Printing	0	0	1,000	1,000	
521000	Office Supplies	0	8	400	1,000	
521100	Duplicating	92	592	200	1,400	
521200	Operating Supplies	224	0	400	1,200	
524201	General Tort Liability Insurance	0	0	288	73	
524202	Surety Bonds	0	0	0	24	
525000	Telephone	0	345	1,080	1,100	
525020	Pagers and Cell Phones	0	0	450	300	
525100	Postage	68	0	6,500	42,000	
525210	Conference & Meeting Expense	0	3,060	6,010	4,000	
525230	Subscriptions, Dues, & Books	0	0	0	180	
525240	Personal Mileage Reimbursement	0	0	1,000	2,100	
538005	Bank Service Charges	0	0	720	720	
	* Total Operating	13,384	4,094	18,138	55,347	
	** Total Personnel & Operating	13,384	41,226	130,058	171,999	
Capital						
540000	Small Tools & Minor Equipment	0	233	480	500	
540010	Minor Software	0	966	1,070	150	
	Other Equipment	0	7,821	10,124	0	
	Handheld PC with Cradle	0	0	0	585	
	4 - Locking File Cabinets	0	0	0	2,000	
		0	0	0		
		0	0	0		
		0	0	0		
		0	0	0		
		0	0	0		
		0	0	0		
		0	0	0		
		0	0	0		
		0	0	0		
		0	0	0		
	** Total Capital	0	9,020	11,674	3,235	
	*** Total Budget Appropriation	13,384	50,246	141,732	175,234	

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**COUNTY OF LEXINGTON
WORTHLESS CHECK UNIT
Annual Budget
Fiscal Year - 2005-06**

Fund: 2613
Division: Judicial
Organization: 141200 - Solicitor

Program Overview

Objectives:

The Worthless Check Unit is a program developed by the Solicitor's Office under authority of the FY 2003 – 2004 State budget, Proviso 33.6. It is designed to assist Lexington County individuals, merchants, and agencies in collecting restitution for fraudulent checks.

COUNTY OF LEXINGTON
WORTHLESS CHECK UNIT
Annual Budget
Fiscal Year - 2005-06

Fund: 2613
Division: Judicial
Organization: 141200 - Solicitor

Revenue Narrative

Worthless Check Fees	155,200
50% General Fund Portion	59,600
50% of County Service Charge	1,200
Investment Interest	100
Total Revenue Available To Worthless Check Program	216,100

50% of General Fund Fees to County	61,338
50% of County Service Charge to County	1,200
Additional Revenue Forwarded to County General Fund	62,538

NOTE: Additional information on following page.

**COUNTY OF LEXINGTON
WORTHLESS CHECK UNIT
Annual Budget
Fiscal Year - 2005-06**

Fund: 2613
Division: Judicial
Organization: 141200 - Solicitor

Personnel Narrative

Salary	86,516
<hr/>	
Covers salaries for the Director and two clerks.	
FICA	6,618
<hr/>	
SCRS	5,926
<hr/>	
Employee Insurance	17,280
<hr/>	
Workers' Compensation	311
<hr/>	
Total Fringe Benefits	30,136
<hr/>	
Total Personnel	116,652
<hr/>	

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**COUNTY OF LEXINGTON
WORTHLESS CHECK UNIT
Annual Budget
Fiscal Year - 2005-06**

Fund: 2613
Division: Judicial
Organization: 141200 - Solicitor

Positions Schedule

Position Title	Number	Grade	Total
Director	1.0	13	1.0
Clerk	2.0	4	2.0
<u>Total</u>	3.0		3.0
Positions with Insurance:		3.0	

**COUNTY OF LEXINGTON
WORTHLESS CHECK UNIT
Annual Budget
Fiscal Year - 2005-06**

Fund: 2613
Division: Judicial
Organization: 141200 - Solicitor

Operating Narrative

Contracted Services	0
<hr/>	
Advertising & Publicity	250
<hr/>	
Posters and brochures.	
Outside Printing	1,000
<hr/>	
Letterhead, brochures, business cards, etc.	
Office Supplies	1,000
<hr/>	
Standard office supplies	
Duplicating	1,400
<hr/>	
Estimated expense.	
Operating Supplies	1,200
<hr/>	
Paper, copier and print toner, etc.	
General Tort Liability Insurance	73
<hr/>	
Per Risk Management Division advisory	
Surety Bonds	24
<hr/>	
Per Risk Management Division advisory	
Telephone	1,100
<hr/>	
Estimated usage.	
Pagers and Cell Phones	300
<hr/>	
Director uses cell phone when away from the office.	
Postage	42,000
<hr/>	
Estimated. We anticipate a large increase in mailings.	
Conference & Meeting Expense	4,000
<hr/>	
This account will be used for the Director to go to the annual Solicitors' Conference and Victim Advocates Training Forum. It also provides specialized training for the in-house Check Unit computer system.	
Subscriptions, Dues, & Books	180
<hr/>	
Any useful resource materials	

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**COUNTY OF LEXINGTON
WORTHLESS CHECK UNIT
Annual Budget
Fiscal Year - 2005-06**

Fund: 2613
Division: Judicial
Organization: 141200 - Solicitor

Capital Narrative

Small Tools & Minor Equipment	500
<hr/>	
Briefcase, rolling file cabinet, etc.	
Minor Software	150
<hr/>	
Upgrades as necessary and/or ancillary software to help locates checkwriters.	
Other Equipment	0
<hr/>	
Handheld PC with Cradle	585
<hr/>	
The Director of the Worthless Check Program spends a lot of time on the road visiting merchants. The handheld PC would allow her to electronically keep her appointment book and contact list with her at all times. When she returns to the office, the handheld PC will update her office calendar and contacts with any new information and vice versa.	
4 - Locking File Cabinets	2,000
<hr/>	
Needed for case file storage	
Total Capital Expense	3,235
<hr/>	

**COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2005-2006**

Fund # 2613	Fund Title: Worthless Check Unit
Organization # 141200	Organization Title: Solicitor
Program # _____	Program Title: New Employee

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries #_1_Grade 9	\$31,200
510300 Part Time #_____	\$0
511112 FICA Cost	\$2,387
511113 State Retirement	\$2,137
511114 Police Retirement	\$0
511120 Insurance Fund Contribution #_____	\$5,760
511130 Workers Compensation	\$112
511131 S.C. Unemployment	\$0
* Total Personnel	\$41,596
Operating Expenses	
520800 Outside Printing	\$400
520100 Contracted maintenance	0
520200 Contracted Services	0
520300 Professional Services	0
520400 Advertising	0
521000 Office Supplies	\$200
521100 Duplicating	0
521200 Operating Supplies	\$400
522100 Equipment Repairs & Maintenance	0
522200 Small Equipment Repairs & Maint.	0
522300 Vehicle Repairs & Maintenance	0
523000 Land Rental	0
524000 Building Insurance	0
524100 Vehicle Insurance #_____	0
524101 Comprehensive Insurance #_____	0
524201 General Tort Liability Insurance	\$25
524202 Surety Bonds	8
525000 Telephone	\$275
525100 Postage	0
525210 Conference & Meeting Expenses	0
525220 Employee Training	0
525230 Subscriptions, Dues, & Books	0
525____ Utilities - _____	0
525400 Gas, Fuel, & Oil	0
525600 Uniforms & Clothing	0
526500 Licenses & Permits	0
* Total Operating	\$1,308.00
** Total Personnel & Operating	\$42,904
** Total Capital (From Section II)	\$4,475
*** Total Budget Appropriation	\$47,379

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COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2005-2006

Fund # 2613 Fund Title: Worthless Check Unit
Organization # 141200 Organization Title: Solicitor
Program # Program Title: New Employee

Capital Summary

		<u>BUDGET</u> 2005 - 2006 Requested
<u>Qty</u>	<u>Item Description</u>	<u>Amount</u>
1	Cubicle, Installed	1,400
1	Desk Chair	500
1	Side Chair	250
1	Level 2 Desktop PC w/ Monitor	860
1	Microsoft Office 2003 Professional	340
2	Locking File Cabinet, 4 Drawer	1,000
1	Telephone	125
		4,475

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COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - 2005-2006**

Fund # 2613	Fund Title: Worthless Check Unit
Organization # 141200	Organization Title: Solicitor
Program #	Program Title: New Employee

Program Overview

Objectives:

The Worthless Check Unit is a program developed by the Solicitor's Office under authority of the FY 2003 – 2004 State budget, Proviso 33.6. It is designed to assist Lexington County individuals, merchants, and agencies in collecting restitution for fraudulent checks.

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # **2613** Fund Title: **Worthless Check Unit**
Organization # **141** Organization Title: **Solicitor**
Program # Program Title: **New Employee**

Revenue Narrative

Worthless Check Fees	155,200
50% General Fund Portion	59,600
50% of County Service Charge	1,200
Investment Interest	100
Total Revenue Available To Worthless Check Program	216,100

50% of General Fund Fees to County	61,338
50% of County Service Charge to County	1,200
Additional Revenue Forwarded to County General Fund	62,538

NOTE: Additional information on following page.

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COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2005-2006

Fund # **2613** Fund Title: **Worthless Check Unit**
Organization # **141200** Organization Title: **Solicitor**
Program # Program Title: **New Employee**

Personnel Narrative

Salary **31,200**

In the FY04-05 budget request, the Check Unit requested and received two full-time employees. The new employees were to relieve the Director's work load to allow her to recruit more business. Based on our numbers from the first half of FY04-05, our Check Unit has had an overall 245.26% increase in workload as compared to the last half of FY03-04.

Now, however, the Director once again is unable to continue the pace of recruiting more business because she must assist in the daily tasks of the Unit, obtain Fraudulent Check Warrants and prepare checks cases for Court. For every warrant issued by the Check Unit, the director verifies that every legal requirement has been met to obtain a warrant and that she has at least one identifier, like a driver's license, on the warrant for Law Enforcement.

The additional employee being requested would largely take over that responsibility, allowing the Director to attract more businesses as clients. It is anticipated that revenues, both to the Check Unit and the County, will continue to increase.

FICA	2,387
SCRS	2,137
Employee Insurance	5,760
Workers' Compensation	112
Unemployment insurance	0
Total Fringe Benefits	10,396
Total Personnel	\$41,596

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COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2005-2006

Fund # 2613 Fund Title: Worthless Check Unit
Organization # 141200 Organization Title: Solicitor
Program # Program Title: New Employee

Positions Schedule

Position Title	Number	Grade	Total
Case Manager	1.0	9	1.0
<u>Total</u>	1.0		1.0
Positions with Insurance:	1.0		

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COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2005-2006

Fund # 2613 Fund Title: Worthless Check Unit
Organization # 141200 Organization Title: Solicitor
Program # Program Title: New Employee

Operating Schedule

Outside Printing	\$400
Additional business cards, envelopes and letterhead, promotional materials.	
Office Supplies	\$200
Pens, pencils, staplers, and other general office supplies.	
Operating Supplies	\$400
Depletion resources such as paper, copier and printer toner, etc.	
General Tort Liability Insurance	\$25
Per Risk Management Division advisory	
Surety Bonds	\$8
Per Risk Management Division advisory	
Telephone	\$275
Additional telephone service for new employee.	
Total Operating Expense	\$1,308

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COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2005-2006

Fund # **2613** Fund Title: **Worthless Check Unit**
Organization # **141200** Organization Title: **Solicitor**
Program # Program Title: **New Employee**

Capital Narrative

	Cubicle, Installed	1,400
<hr/>		
Work space for new employee.		
	Desk Chair	500
<hr/>		
For new employee		
	Side Chair	250
<hr/>		
For new employee		
	Level 2 Desktop PC w/ Monitor	860
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For new employee		
	Microsoft Office 2003 Professional	340
<hr/>		
For new employee		
	Locking File Cabinets, 4 drawer (2)	1,000
<hr/>		
For new employee		
	Telephone	125
<hr/>		
For new employee		
	Total Capital Expense	4,475
<hr/>		

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SECTION I

**COUNTY OF LEXINGTON
SOLICITOR / DRUG CASE PROSECUTION
Annual Budget
Fiscal Year - 2005-06**

Fund: 2614
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenue: (Organization - 000000)							
429201	Motion Fee Aid to Drug Courts	0	0	52,290	52,290	58,046	
461000	Investment Interest	0	0	0	0	0	
** Total Revenue		<u>0</u>	<u>0</u>	<u>52,290</u>	<u>52,290</u>	<u>58,046</u>	
***Total Appropriation					52,290	58,046	0
FUND BALANCE							
Beginning of Year							
					<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected							
End of Year							
					<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

Object Expenditure Code	Classification	BUDGET				
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommenc
Personnel						
510100	Salaries & Wages - 1 (Grade 19)	0	0	40,701	44,241	
	Salaries & Wages Adjustment Account	0	0	0		
511112	FICA - Employer's Portion	0	0	3,114	3,384	
511113	SCRS - Employer's Portion	0	0	2,788	3,031	
511120	Employee Insurance - 1	0	0	3,840	5,760	
511130	Workers' Compensation	0	0	76	159	
* Total Personnel		<u>0</u>	<u>0</u>	<u>50,519</u>	<u>56,575</u>	
Operating Expenses						
524201	General Tort Liability Insurance	0	0	71	71	
524202	Surety Bonds	0	0	0	0	
525000	Telephone	0	0	1,000	500	
525010	Long Distance	0	0	0	100	
525210	Conference & Meeting Expense	0	0	700	800	
525240	Personal Mileage Reimbursement	0	0	0	0	
* Total Operating		<u>0</u>	<u>0</u>	<u>1,771</u>	<u>1,471</u>	
** Total Personnel & Operating		<u>0</u>	<u>0</u>	<u>52,290</u>	<u>58,046</u>	
*** Total Budget Appropriation		<u>0</u>	<u>0</u>	<u>52,290</u>	<u>58,046</u>	

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**COUNTY OF LEXINGTON
SOLICITOR / DRUG CASE PROSECUTION
Annual Budget
Fiscal Year - 2005-06**

Fund: 2614
Division: Judicial
Organization: 141200 - Solicitor

Program Overview

Lexington County has experienced an explosion in the number and complexity of drug arrests due largely to the spread of crack cocaine and crystal methamphetamines. Currently, we have one prosecutor dedicated to dealing with charges made by the task force grant group. We need another prosecutor to work predominantly on drug cases arising from other, non task force, agencies. This position is being funded entirely through the Eleventh Judicial Circuit's State funds, with no money coming from the County General Fund.

**COUNTY OF LEXINGTON
SOLICITOR / DRUG CASE PROSECUTION
Annual Budget
Fiscal Year - 2005-06**

Fund: 2614
Division: Judicial
Organization: 141200 - Solicitor

Revenue Narrative

Motion Fee Aid to Drug Courts	58,046
<hr/>	
Estimated amount to be deposited by the Solicitor.	
Investment Interest	0
<hr/>	
Total Revenue	58,046
<hr/>	

**COUNTY OF LEXINGTON
SOLICITOR / DRUG CASE PROSECUTION
Annual Budget
Fiscal Year - 2005-06**

Fund: 2614
Division: Judicial
Organization: 141200 - Solicitor

Personnel Narrative

Salaries & Wages - 1	<u>44,241</u>
Total Salary and Wages	44,241

Lexington County has experienced an explosion in the number and complexity of drug arrests due largely to the spread of crack cocaine and crystal methamphetamines. Currently, we have one prosecutor dedicated to dealing with charges made by the task force grant group. We need another prosecutor to work predominantly on drug cases arising from other, non task force, agencies. This position is being funded entirely through the Eleventh Judicial Circuit's State funds, with no money coming from the County General Fund.

FICA	<u>3,384</u>
SCRS	<u>3,031</u>
INSURANCE	<u>5,760</u>
WORKERS COMPENSATION	<u>159</u>
Total Fringe Benefits	<u><u>12,334</u></u>
Total Personnel	<u><u>56,575</u></u>

**COUNTY OF LEXINGTON
SOLICITOR / DRUG CASE PROSECUTION
Annual Budget
Fiscal Year - 2005-06**

Fund: 2614
Division: Judicial
Organization: 141200 - Solicitor

List of Positions

<u>Title</u>	<u>Number</u>	<u>General Fund</u>	<u>FTE Other Fund</u>	<u>Total</u>	<u>Grade</u>
Assistant Solicitor I	1.0		1.0	1.0	19
Position w/ Insurance	1		1	1	
Total Positions:	1		1	1	

**COUNTY OF LEXINGTON
SOLICITOR / DRUG CASE PROSECUTION
Annual Budget
Fiscal Year - 2005-06**

Fund: 2614
Division: Judicial
Organization: 141200 - Solicitor

Operating Narrative

General Tort Liability Insurance	71
Per Risk Management Division estimate	
Telephone	500
Projected telephone service expense.	
Long Distance Charges	100
Projected long distance charges	
Pagers & Cell Phones	0
The Assistant Solicitor is required to be available via pager.	
Conference & Meeting Expenses	800
Assistant Solicitors must complete annual training requirements to maintain licensure.	
Total Operating Expenses	1,471

SECTION I

**COUNTY OF LEXINGTON
DRUG COURTS
Annual Budget
FY 2005-06 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*Solicitor / Drug Court 2460:							
Revenues:							
431001	Drug Court Income	20,401	11,560	60,000	60,000	<u>60,000</u>	
431002	Drug Court Application Fee	2,025	1,300	6,900	6,900	<u>6,900</u>	
429200	Surcharge Aid to Drug Courts	0	0	0	0	<u>0</u>	
429201	Motion Fee Aid to Drug Courts	86,405	0	0	0	<u>0</u>	
457000	Federal Grant Income	144,053	85,000	377,195	377,195	<u>300,000</u>	
458001	Judicial Aid to Drug court	0	0	0	0	<u>0</u>	
461000	Investment Interest	0	0	0	0	<u>0</u>	
**Total Revenue		<u>252,884</u>	<u>97,860</u>	<u>444,095</u>	<u>444,095</u>	<u>366,900</u>	
***Total Appropriations					293,675	^{300,500} 300,000	0
FUND BALANCE							
Beginning of Year					<u>22,426</u>	<u>172,846</u>	<u>172,846</u>
FUND BALANCE - Projected							
End of Year					<u>172,846</u>	<u>239,746</u>	<u>172,846</u>

**COUNTY OF LEXINGTON
DRUG COURTS
Annual Budget
Fiscal Year - 2005-06**

Fund 2460
Division: Judicial
Organization: 141200 - Solicitor

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	<i>BUDGET</i>	
				2005-06 Requested	2005-06 Recommend 2005-06 Approved
Personnel					
510100 Salaries & Wages - 1	34,127	16,493	35,038	37,069	
Salaries & Wages Adjustment	0	0	0	0	
511112 FICA - Employer's Portion	2,574	1,245	2,680	2,836	
511113 SCRS - Employer's Portion	2,304	1,130	2,400	2,539	
511114 PORS - Employer's Portion	53	0	0	0	
511120 Employee Insurance - 1	5,760	2,880	5,760	5,760	
511130 Workers Compensation	65	59	126	134	
* Total Personnel	44,883	21,807	46,004	48,338	
Operating Expenses					
520200 Contracted Services	89,490	55,390	189,195	180,947	
520300 Professional Services	4,500	0	10,000	10,000	
521000 Office Supplies	55	16	1,000	800	
521100 Duplicating	355	56	1,250	1,000	
521200 Operating Supplies	0	41	1,000	1,000	
524100 Vehicle Insurance - 1	525	0	0	0	
524201 General Tort Liability Insurance	61	36	75	79	
524202 Surety Bonds	0	0	0	8	
524302 Court Ref Volunteer Liability Insurance	394	0	395	425	
525000 Telephone	1,096	664	2,270	270	
525010 Long Distance Charges	52	28	250	250	
525020 Pagers and Cell Phones	771	488	900	900	
525210 Conference & Meeting Expense	16,203	3,068	17,750	35,000	
525230 Subscriptions, Dues, & Books	0	0	500	500	
525240 Personal Mileage Reimbursement	0	357	1,000	1,000	
526000 Program Recipient Incentives	0	967	1,500	1,500	
529903 Contingency	0	0	355	355	
529950 Indirect Costs	6,073	3,097	18,424	6,658	
* Total Operating	119,575	64,208	245,864	240,692	
** Total Personnel & Operating	164,458	86,015	291,868	289,030	
Capital					
540000 Small Tools & Minor Equipment	0	191	314	500	
540010 Minor Software	0	0	0	0	
All Other Equipment	3,670	1,484	1,493	10,470	10,970
	0	0	0	0	
	0	0	0	0	
	0	0	0	0	
	0	0	0	0	
** Total Capital	3,670	1,675	1,807	10,970	11,470
*** Total Budget Appropriation	168,128	87,690	293,675	300,000	300,500

SECTION IA

COUNTY OF LEXINGTON

**Existing Departmental Program Request
Fiscal Year - 2005 - 2006**

Fund # 2460
Organization # 141200

Fund Title: Solicitor's Drug Court
Organization Title: Adult Drug Court

Object Expenditure Code Classification	Program #1	Program #	Program #	Program #	Total 2005-2006 Requested
Personnel					
510100 Salaries #	37,069				
510300 Part Time #	0				
511112 FICA Cost	2,836				
511113 State Retirement	2,539				
511114 Police Retirement	0				
511120 Insurance Fund Contribution #	5,760				
511130 Workers Compensation	134				
511131 S.C. Unemployment	0				
* Total Personnel	48,338				
Operating Expenses					
520100 Contracted maintenance	0				
520200 Contracted Services	180,947				
520300 Professional Services	10,000				
520400 Advertising	0				
521000 Office Supplies	800				
521100 Duplicating	1,000				
521200 Operating Supplies	1,000				
522100 Equipment Repairs & Maintenance	0				
522200 Small Equipment Repairs & Maint.	0				
522300 Vehicle Repairs & Maintenance	0				
523000 Land Rental	0				
524000 Building Insurance	0				
524201 General Tort Liability Insurance	79				
524202 Surety Bonds	8				
524302 General Tort Liability Insurance	425				
525000 Telephone	270				
5255010 Long Distance Charges	250				
525020 Pagers and Cell Phones	900				
525210 Conference & Meeting Expenses	35,000				
525220 Employee Training	0				
525230 Subscriptions, Dues, & Books	500				
525240 Personel Milage Reimbursement	1,000				
525400 Gas, Fuel, & Oil	0				
526000 Program Recipiant Incentives	1,500				
529903 Contingency	355				
529950 Indirect Costs	6,658				
* Total Operating	240,692				
** Total Personnel & Operating	289,030				
** Total Capital (From Section II)	10,970				
*** Total Budget Appropriation	300,000				

SECTION III. – PROGRAM OVERVIEW

Summary of Programs:

Program I: Solicitor's Drug Court

Objectives:

To provide a drug court team dedicated to the screening, assessment, acceptance and monitoring of non-violent, drug/alcohol addicted adult offenders in Lexington County. This team allows the prosecutors of the Solicitor's office to refer such defendants to an intensive drug treatment program as a pre-trial diversion case or probation case. This program requires the participants to work, go to school, and make restitution payments to victims of their crimes.

SECTION III. - SERVICE LEVELS

Service Level Indicators:

	<u>Actual FY 2003-04</u>	<u>Estimated FY 2004-05</u>	<u>Projected FY 2005-06</u>
# of Active Cases	50	90	90
# of Terminated Cases	22	30	30
# of Rejected/Failed to Apply Cases	25	28	28
# of Pending Cases	26	30	25
# of Graduates	12	25	20

SECTION IV

**County of Lexington
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2005-2006**

Fund #: 2460

Fund Name: _____

Organ. #: 141200

Organ. Name: _____

Treasurer's Revenue Code	Fee Title	Actual Fees FY 2002-03	Actual Fees FY 2003-04	12/31/2004 Year-to-Date FY 2004-05	Anticipated Fiscal Year Total FY 2004-05	Budget				
						Units of Service	Current Fee	Total Estimated Fees FY 2005-06	Proposed Fee Change	Total Proposed Estimated Fees FY 2005-06
431001	Drug Court Income		19,016	11,560	63,000	90	100/mo	60,000	none	60,000
431002	Drug Court Application Fee		1,425	1,300	6,900		100/person	6,000	none	6,000

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SECTION IV. – SUMMARY OF REVENUES

431001 – Drug Court Income **\$66,900**

The Drug Court program charges it's participants a \$100 application fee and a \$100/mo. fee for the duration of the time that they are in the program. Some participants are unable to pay this fee at certain points in the program, and the Drug Court Judge allows them to carry a balance that will be made up at a later date.

457000 – Federal Grant Income **\$300,000**

This is the THIRD year of funding from a three (3) year grant from the Substance Abuse and Mental Health Services Administration.

SECTION V.A. – PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
Coordinator	1		1	1	12
Total Positions	1		1		1

510100 – Salary	\$37,069
Salary & Wages Adjustments	\$0

This budget covers the salary for the Drug Court Coordinator.

Fringe Benefits on the above Salary:

51112 – FICA	\$2,836
51113 – SCRS	\$2,539
51114 – PORS	\$0
51120 – Employee Insurance	\$5,760
51130 – Workers Compensation	\$134

Section V.B. – OPERATING LINE ITEM NARRATIVES

520200 – Contractual Services **\$180,947**

Drug/Alcohol treatment services will be provided to the ADC defendants.

520300 – Professional Services **\$10,000**

This budget will pay for the cost of an evaluator which is required by the federal grant from the Substance Abuse and Mental Health Services Administration.

521000 – Office Supplies **\$800**

General office supplies such as pens, pencils, folders, stationary, envelopes, staples, paperclips will be purchased through this account.

521100 – Duplicating **\$1,000**

This budget will be needed to cover the county costs of copies: 9600 X \$.05.

521200 – Operating Supplies **\$1,000**

This account will be used to cover the costs of supplies such as ink cartridge replacements for the printer and fax machine, film for camera, etc.

524201 – General Tort Liability Insurance **\$79**

Liability insurance coverage for the employee on this program.

524202 – Surety Bonds **\$8**

Bonding coverage for county employees.

524302 – Court Ref Volunteer Liability Insurance **\$425**

This costs is necessary to cover the liability of having sanctioned defendants working on community service sites.

525000 – Telephones **\$270**

To cover the service costs of (2) two phone lines and (1) fax line.

525010 – Long Distance **\$250**

To cover the long distance phone service necessary for the programs continued success.

525020 – Pagers and Cell Phones **\$900**

This account will cover the monthly service costs of pagers and cell phones.

525210 – Conference and Meeting **\$35,000**

This account will be used by the ADC staff to attend the National Drug Court Conference, other training opportunities, and the required SAMHSA grant meetings.

525230 – Subscriptions, Dues, and Books **\$500**

This account will pay for the dues to the South Carolina Association of Drug Court Professionals, also several books on drug abuse treatment.

525240 – Personal Mileage Reimbursement **\$1,000**

To cover the cost of using personal vehicles while on program business: 2,000 mi @ .370/mi.

526000 – Program Recipient Incentives **\$1,500**

This account will be used to purchase incentives, such as NA books and t-shirts, for program participants who meet outlined goals while in the program.

529903 – Contingency **\$355**

SECTION V. C. – CAPITAL LINE ITEM NARRATIVE

CAPITAL REQUEST

540000 – Small tools & Minor Equipment **\$500**

54100 – Minor Software & All Other Equipment **\$10,470**

This account will be used to purchase new office furniture, such as chairs, file cabinets, desks, tables, computers, and audio/visual items for the Drug Court office

SECTION I

**COUNTY OF LEXINGTON
CASE MANAGEMENT SYSTEM COORDINATOR GRANT PROGRAM
Annual Budget
FY 2005-06 Estimated Revenue**

Object Code	Revenue Account Title			Total Recommend
*Solicitor / : Case Management System Coordinator Grant Program				
		Grant	Cash	
Revenues:				
456100	Grant Program Income	39,765		<u>39,765</u>
	Cash Match Program Income		13,255	<u>13,255</u>
** Total Revenue		<u>39,765</u>	<u>13,255</u>	53,020
***Total Appropriation		<u>39,765</u>	<u>13,255</u>	53,020
FUND BALANCE				
Beginning of Year		<u>39,765</u>	<u>13,255</u>	53,020
FUND BALANCE - Projected				
End of Year		<u>0</u>	<u>0</u>	<u>0</u>

COUNTY OF LEXINGTON
CASE MANAGEMENT SYSTEM COORDINATOR GRANT PROGRAM
Annual Budget
Fiscal Year - 2005-06

Fund: 2468
Division: Judicial
Organization: 141200 - Solicitor

Object #	Expenditure Classification	BUDGET		
		Grant	Cash	FY 05-06
Personnel				
510100	Salaries & Wages - Grade 13	26,229	8,743	34,972
	Salaries & Wages Adjustment			
511112	FICA Cost	2,007	669	2,675
511113	SCRS - Employer's Portion	1,797	599	2,396
511120	Employee Insurance	4,500	1,500	6,000
511130	Workers Compensation	94	31	126
511131	SC Unemployment Ins.	150	50	200
	* Total Personnel	34,777	11,592	46,369
Operating Expenses				
521000	Office Supplies	450	150	600
521200	Operating Supplies	675	225	900
524201	General Tort Liability Ins	75	25	100
524202	Surety Bonds	23	8	31
525000	Telephone	296	99	395
525020	Pagers and Cell Phones	135	45	180
525210	Conference & Meeting Exp	675	225	900
525230	Subscriptions, Dues, & Books	150	50	200
525240	Personal Mileage Reimbursement	450	150	600
	* Total Operating	2,930	977	3,906
	** Total Personnel & Operating	37,706	12,569	50,275
Capital				
540000	Small Tools & Minor Eqmt			
	File Cabinet	375	125	500
	Computer, Desk Top	900	300	1,200
	Cubicle	784	261	1,045
	** Total Capital	2,059	686	2,745
	*** Total Budget Approp	39,765	13,255	53,020

COUNTY OF LEXINGTON
CASE MANAGEMENT SYSTEM COORDINATOR GRANT PROGRAM
Annual Budget
Fiscal Year - 2005-06

Fund: 2468
Division: Judicial
Organization: 141200 - Solicitor

Program Overview

The purpose of this project is to create within the 11th Circuit Solicitor's Lexington Office a General Sessions Case Management Coordinator position. The General Sessions Case Management Coordinator will be responsible for continued implementation and operation of a court delay-reduction program thereby improving the operational effectiveness of the court process and expanding the prosecutorial, defender and judicial resources.

Under supervision of the Project Director, the Coordinator will:

Administer the daily activities in the General Sessions Case Management Program in the Solicitor's office.

Operate the case management project to assist the Solicitor by providing all materials and information needed to move the case efficiently through the court system.

Assist the Project Director in establishing the policies and procedures and produce a manual.

Provide overall supervision of the 7 case managers. Conduct annual performance appraisals.

Meet regularly with the Project Director to refine the duties and flow of activities. Coordinate and maintain a current schedule of cases designated for First Appearance, Second Appearance and Disposition that can be circulated to entire office.

Meet with the Solicitor and circuit court judges to establish a schedule of first appearance and second appearance dates to expedite the handling of the cases through the system.

Coordinate meetings with the Solicitor, Judges and public defender's office and the private bar to inform of the system to ensure that all players understand and support the efficiency of the program.

Plan and monitor merger of older, backlogged cases into the fast-track system.

Coordinate with the Victim Witness staff to identify and serve victims of crime by providing the information needed by Victim Advocates to offer services immediately.

Draft with the Diversion Programs Director a method for screening cases and coordinate the referral of eligible cases to Diversion Programs.

Meet with law enforcement agencies to ensure investigative reports are received on a timely basis.

**COUNTY OF LEXINGTON
CASE MANAGEMENT SYSTEM COORDINATOR GRANT PROGRAM
Annual Budget
Fiscal Year - 2005-06**

Fund: 2468
Division: Judicial
Organization: 141200 - Solicitor

Revenue Narrative

Drug Control and System Improvement Program Grant	39,765
<hr/>	
Local Cash Match - County General Fund	13,255
<hr/>	
Total Revenue	53,020
<hr/> <hr/>	

**COUNTY OF LEXINGTON
CASE MANAGEMENT SYSTEM COORDINATOR GRANT PROGRAM
Annual Budget
Fiscal Year - 2005-06**

Fund: 2468
Division: Judicial
Organization: 141200 - Solicitor

Personnel Narrative

	Grant Funding	General Fund	Total
Salaries & Wages - Grade 13	26,229	8,743	34,972
Functions of this position are described in the preceding page, "Program Overview."			
FICA Cost	2,007	669	2,675
SCRS - Employer's Portion	1,797	599	2,396
Employee Insurance	4,500	1,500	6,000
Workers Compensation	94	31	126
SC Unemployment Ins.	150	50	200
* Total Personnel	34,777	11,592	46,369

**COUNTY OF LEXINGTON
CASE MANAGEMENT SYSTEM COORDINATOR GRANT PROGRAM
Annual Budget
Fiscal Year - 2005-06**

Fund: 2468
Division: Judicial
Organization: 141200 - Solicitor

List of Positions

<u>Title</u>	<u>Number</u>	<u>General Fund</u>	<u>FTE Other Fund</u>	<u>Total</u>	<u>Grade</u>
Coordinator	1.0	0.25	0.75	1.0	13
Position w/ Insurance	1	0.25	0.75	1	
Total Positions:	1	0.25	0.75	1	

**COUNTY OF LEXINGTON
CASE MANAGEMENT SYSTEM COORDINATOR GRANT PROGRAM
Annual Budget
Fiscal Year - 2005-06**

Fund: 2468
Division: Judicial
Organization: 141200 - Solicitor

Operating Narrative

Office Supplies	600
<hr/>	
This covers purchase of case file folders, printer and copier paper, printer, copier, and fax toner and ink refills, as well as standard supplies such as pens, pencils, legal pads, notebooks, rubber stamps, etc.	
Operating Supplies	900
<hr/>	
Various operational supplies that are required from time to time.	
General Tort Liability Insurance	100
<hr/>	
Per Risk Management Division estimate	
Surety Bond	31
<hr/>	
Per Risk Management Division estimate	
Telephone	395
<hr/>	
Estimated telephone useage cost	
Pagers and Cell Phones	180
<hr/>	
Estimated pager cost.	
Conference & Meeting Expense	900
<hr/>	
Allows the Coordinator to attend the annual Solicitor's Training Conference	
Subscriptions, Dues, & Books	200
<hr/>	
Dues for membership in appropriate organizations and purchase of reference materials to assist the Coordinator in performing the specified duties.	
Personal Mileage Reimbursement	600
<hr/>	
Used when County vehicles are not available for travel required outside the office.	

Grant Funds	2929.5
General Fund	977
Total Operating Cost	<u>3,906</u>

**COUNTY OF LEXINGTON
CASE MANAGEMENT SYSTEM COORDINATOR GRANT PROGRAM
Annual Budget
Fiscal Year - 2005-06**

Fund: 2468
Division: Judicial
Organization: 141200 - Solicitor

Capital Narrative

File Cabinet	500
<hr/>	
Computer, Desk Top	1,200
<hr/>	
Cubicle	1,045
<hr/>	
	Grant Funds <u>2,059</u>
	General Fund <u>686</u>
	Total Operating Cost <u><u>2,745</u></u>

SECTION I

COUNTY OF LEXINGTON
 COMMUNITY JUVENILE ARBITRATION GRANT
 Annual Budget
 FY 2005-06 Estimated Revenue

<u>Object Code</u>	<u>Revenue Account Title</u>	<u>Actual 2004-05</u>	<u>6 Months Received Thru Dec 2004-05</u>	<u>Amended Budget Thru Dec 2004-05</u>	<u>Projected Revenues Thru Jun 2004-05</u>	<u>Requested Revenues 2005-06</u>	<u>Total Recommen 2005-06</u>
*Solicitor / Community Juvenile Arbitration 2501:							
Revenues:							
458000	State Grant Income	45,000	22,500	45,000	45,000	<u>45,000</u>	
461000	Investment Interest	0	92	150	150	<u>150</u>	
801000	Op Trn from Genrl Fund/Cty Ordinary	0	0	0	0	<u>0</u>	
802140	Op Trn from Temporary Alcohol Bev	83,379	89,811	89,811	89,811	<u>97,093</u>	
Unk #	Junior League Grant Income					<u>3,650</u>	
	** Total Revenue	128,379	<u>112,403</u>	<u>134,961</u>	<u>134,961</u>	<u>145,893</u>	
	***Total Appropriation				136,129	145,893	
	FUND BALANCE Beginning of Year				6,465	5,297	
	FUND BALANCE - Projected End of Year				<u>5,297</u>	<u>3,620</u>	

GRANT PERIOD: 07-01-2005 to 06-30-2006

GRANT AWARD: \$45,000 State Grant

PERCENTAGE SHARED:

JUNIOR LEAGUE GRANT PERIOD: 3/05/05-
3/05/06

JUNIOR LEAGUE GRANT AWARD: \$ 3,650

COUNTY OF LEXINGTON
COMMUNITY JUVENILE ARBITRATION GRANT
Annual Budget
Fiscal Year 2005-06

Fund: 2501
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended	2005-06 Requested	BUDGET	
						Recommend	Approved
Personnel							
510100	Salaries & Wages - 2	80,024	38,115	82,030	84,491		
	Salaries & Wages Adjustment Account	0	0	0	0		
510300	Part-time - 1 (.5 - FTE)	12,434	5,823	12,692	13,073		
511112	FICA - Employer's Portion	6,834	3,190	7,246	7,464		
511113	SCRS - Employer's Portion	6,333	3,010	6,488	6,517		
511120	Employee Insurance - 2	11,520	5,760	11,520	11,520		
511130	Workers Compensation	250	131	285	351		
	* Total Personnel	117,395	56,029	120,261	123,416		
Operating Expenses							
521000	Office Supplies	796	485	1,200	1,200		
521100	Duplicating	2,176	1,001	2,000	2,100		
521200	Operating Supplies	0	0	200	200		
521206	Training Supplies	0	8	150	150		
524201	General Tort Liability Insurance	129	72	148	158		
524202	Surety Bonds	0	0	0	24		
524301	Volunteer Liability Ins.	368	0	400	425		
524302	Court Ref Volunteer Liab Ins	626	0	650	675		
525000	Telephone	788	362	800	900		
525010	Long Distance Charges	89	55	200	100		
525100	Postage	2,640	304	2,500	2,500		
525210	Conference & Meeting Expenses	1,815	1,241	2,000	2,000		
525230	Subscriptions, Dues, & Books	50	90	200	200		
525240	Personal Mileage Reimbursement	1,177	561	1,800	2,000		
529903	Contingency	0	0	3,620	3,620		
520300	Professional Services	0	0	3,650	3,650		
	* Total Operating	10,654	4,179	15,868	19,902		
	** Total Personnel & Operating	128,049	60,208	136,129	143,318		
Capital							
540010	Minor Software	758	0	0	335		
	All Other Equipment	3,670	0	0	2,240		
	** Total Capital	4,428	0	0	2,575		
	*** Total Budget Appropriation	132,477	60,208	136,129	145,893		

SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

Community Juvenile Arbitration Program

Objectives:

To provide a model community-based mediation/arbitration program that successfully diverts non-violent, first time juvenile offenders from the juvenile justice system, while promoting offender accountability, victim restitution, and the protection of the public. The program uses trained volunteers to conduct informal hearings in the community between law enforcement officers, victims and juvenile offenders. These Arbitrators act as mentors to many of the juvenile offenders, offering direction, guidance, and sanctions in their lives. The program must recruit, train, monitor and supervise an adequate number of community volunteers to handle over 600 referrals annually. Community Juvenile Arbitration staff must recruit community service sites where juvenile offenders can repay their community by performing community service work. The Program offers restitution and restorative justice to victims of crime, engaging them in the restorative justice process.

SECTION III. - SERVICE LEVELS

INDICATORS:	FY02/03	FY03/04	FY04/05 (To Date)	FY05/06 (Projected)
# ARBITRATION HEARINGS	382	443	236	470
# CASES REFERRED	608	716	262	700
# COMMUNITY SERVICE HOURS	3,036	4,106	2,627	5,000
AMOUNT OF VICTIM RESTITUTION	\$2,479	\$3,182	\$2,882	\$4,000
CHARITABLE DONATIONS	\$ 462	\$ 423	\$ 162	\$ 450

Statistics reflect closed cases. Statistical reports continue to reflect 90% success rate of juveniles participating in the Arbitration process. The referrals come from the Department of Juvenile Justice, with the approval of the Family Court Solicitor.

SECTION IV. - SUMMARY OF REVENUES

458000 – State Grant Income \$45,000

A contract for services is signed with the State Department of Juvenile Justice each year for the purpose of providing partial payment for the Juvenile Arbitration Program, using the Policy, Procedures and Guidelines of Juvenile Arbitration.

802140 Temporary Alcohol Beverage Fee \$97,093

Statute 61-6-2000 this statute allows revenue to be collected and used by the municipality or county for only specific purposes. One of the purposes is for “(d) local youth mentor programs to serve juvenile offenders under the jurisdiction of family court”. Community Juvenile Arbitration is a countywide program that serves youthful offenders under the jurisdiction of family court. The volunteer Arbitrators mentor their youngsters during the Arbitration Hearing and through follow up work after the Hearing is completed, to ensure the youngsters comply with required sanctions.

461000 – Investment Funds \$ 150

Investment Interest

Unknown Account Number - Junior League Grant \$ 3,650

The Midlands Area Junior League awarded a grant to the Juvenile Arbitration Program for the purpose of training guidance counselors to conduct anger management sessions with juveniles participating in the Arbitration Program, specifically those charged with the offense of Disturbing Schools or Simple Assault. Social Work Solutions, Inc. will train 15 guidance counselors for this fee.

SECTION V. A. - PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Director			1	1	17
Case Manager			1	1	11
Clerk			.50	.50	4
Total Positions			2.50	2.50	

No increases in positions. Positions have remained the same for the past eight (8) years. Technological advances, computer/laptop, email, fax have increased efficiency of small staff.

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

521000 – Office Supplies \$1,200

To cover routine office supplies (paper, pencils, file folders, etc.) as well as major expenditures for Arbitration Program, such as colored paper for newsletter, and training material, such as manuals and flip chart, markers and wall calendars. This item also includes form printing costs and computer supplies. *Our Arbitration forms are carbon 4 & 5 part used in the Hearing process.*

521100 - Duplicating \$2,100

This account is used for copier machine duplicating newsletters, incident reports, complete copy of file for volunteer Arbitrators, copies for law enforcement, and copies of reports for victims. Our copies have increased over three thousand copies each year, during the last two years. Estimate usage 42,000 copies this year at \$.05. *E-mailing and faxing are used whenever possible.*

521200 - Operating Supplies \$ 200

Supplies such as ink cartridge replacements for the printer and fax machine, film for camera, etc.

521206 – Training Supplies \$ 150

Supplies necessary at volunteer arbitrator's training sessions.

524201 – General Tort Liability \$ 158

Liability insurance coverage for the three employees on this program.

524202 – Surety Bonds \$ 24

Bonding coverage for county employees.

524301 – Volunteer Liability Insurance \$ 425

This account covers liability insurance on the volunteer arbitrators.

524302 – Court Ref Volunteer Liability Insurance \$ 675

This account covers liability insurance on community service sanctioned work by clients.

525000 – Telephone \$ 900

This account covers the new costs for phone service on three phones. .

525010 – Long Distance Charges \$ 100

This account covers the cost of long distance phone service. The director must call the Tri-County area for updates, training, meetings, and troubleshooting on Arbitration cases.

525100 – Postage **\$2,500**

The Community Juvenile Arbitration program sends out four notices on every hearing, a monthly newsletter to over 150 volunteers and interested parties to make them aware of scheduled prison tours, educational programs, program training, special monthly programs & events, recognition of volunteers and law enforcement officers; apology letters, essay, book reports are copied and mailed to victims, schools, and volunteers. Quarterly reports and requisitions are made to the Department of Juvenile Justice.

525210 – Conference & Meeting Expense **\$2,000**

To cover the costs of attending the Solicitor's Office Conference, (in-state) and the Fall and Winter SCAVA Conference (in-state) training session for the Director and Case Manager, and one day Midlands Tech management, social work, and office administration for Director.

525230 - Subscriptions, Dues, & Books **\$ 200**

This account will pay for dues to the Midlands Affiliate of SC Association of Volunteer Administrators, Pre-Trial Intervention Association, SC Association of Volunteer Administrators for the Director and Case Manager and the Social Work License for Director. Miscellaneous books for juveniles, or about juveniles, are also purchased for use by the volunteers.

525240 – Personal Mileage Reimbursement **\$ 2,000**

Community Juvenile Arbitration business is conducted via a personal vehicle. The case manager must travel to and supervise the Ropes Course, prison/jail tours, Adopt-A-Highway, special community service projects all around the county, usually every 4-6 weeks. These trips include traveling to prisons, to arbitrators' homes, to arbitration hearings, to community service sites and projects, etc. The case manager has recruited over 25 new community service sites, by going out into the community, securing records checks on site supervisors and periodically checking on the site. During the past year, many nursing homes, churches and community projects have been recruited as the case manager is allowed to travel to these new sites from Pelion and Swansea to Chapin and Batesburg. The director must attend State Office DJJ meetings, volunteer meetings, volunteer training and speaking engagements to recruit new volunteers.

529903 – Contingency **\$ 3,620**

520300 - Professional Services **\$ 3,650**

The fee listed in our grant award from the Junior League with Social Work Solutions, Inc., for professional training services. The total amount will be used to pay for services from Social Work Solutions, Inc., to train fifteen (15) guidance counselors. The guidance counselors must agree to conduct anger management sessions for juveniles participating in Arbitration.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

Laptop with Docking Station & Case **\$2,240**

Both the director and the full time case manager have to attend offsite Juvenile Arbitration projects, community service programs, and educational tours. Currently they share the director's laptop. The case manager's laptop would allow both the director and case manager to use office time more effectively and efficiently. Attendance sheets, lists, reports could be updated on site, on the laptop. Instead, the case manager must take time to document information, names, attendance, comments, and other data on paper, then use office time to update the computer. The laptop would mean less paperwork, more effective use of time in office and on site.

Microsoft Office Professional **\$ 335**

Microsoft office is needed for the requested function 7 laptop. The key programs used will be Word, Excel, Outlook and Publisher. All these programs are included in the professional version.

SECTION I

**COUNTY OF LEXINGTON
LAW ENFORCEMENT/TITLE IV-D PROCESS SERVER**

**Annual Budget
Fiscal Year - 2005-06**

Fund 2411
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenues (Organization: 000000)							
451803	IV-D Service of Process Pmts	23,149	8,151	17,891	17,891	15,708	
461000	Investment Interest	74	46	0	50	0	
801000	Op Transfer from General Fund	9,081	0	0	0	0	
** Total Revenue		32,304	8,197	17,891	17,941	15,708	
*** Total Appropriation					35,855	15,516	0
FUND BALANCE							
Beginning of Year					<u>24,336</u>	<u>6,422</u>	<u>6,422</u>
FUND BALANCE - Projected							
End of Year					<u>6,422</u>	<u>6,614</u>	<u>6,422</u>

		BUDGET					
Object Code	Expenditure Classification	2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
510100	Salaries & Wages	(44)	0	0			
510199	Special Overtime	66	0	0			
510200	Overtime	527	891	0	2,600		
510300	Part-Time - 1 (.75 - FTE)	4,500	6,160	10,543	10,472		
	Salaries & Wages Adjustment Account	0	0	0	315		
511112	FICA - Employer's Portion	319	454	806	1,025		
511113	SCRS - Employer's Portion	346	483	722	1,031		
511120	Employee Insurance - 1	5,760	2,880	5,760	0		
511130	Workers Compensation	176	237	32	41		
* Total Personnel		11,650	11,105	17,863	15,484		
Operating Expenses							
524201	General Tort Liability Insurance	18	11	22	24		
524202	Surety Bonds	0	0	6	8		
529903	Contingency	0	0	17,964			
* Total Operating		18	11	17,992	32		
** Total Personnel & Operating		11,668	11,116	35,855	15,516		
Capital							
** Total Capital		0	0	0	0		
*** Total Budget Appropriation		11,668	11,116	35,855	15,516		

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SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
LE / Child Support Enforcement Program (2411-151200)					
Computer Operator	1	0	0.38	0.38	5-P/T
Totals:	<u>1</u>	<u>0</u>	<u>0.38</u>	<u>0.38</u>	

SECTION III. – PROGRAM OVERVIEW

The Lexington County Sheriff's Department has a contract to serve non-support papers initiated by SC Department of Social Services. This contracted service generates revenue of \$16.50 for service and \$16.50 for warrant of failure to comply. The revenue generated by this contract is used to fund a part time clerical position to enter the papers into a database, which tracks the service records of the documents. This information is then returned to the courts for official dockets.

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

524201 - GENERAL TORT LIABILITY INSURANCE **\$24**

General tort liability insurance amounts as allocated based on number of personnel. The amount budgeted is based on County Risk Manager's recommendation.

524202 - SURETY BOND **\$8**

Surety bonds are paid every 3 years. The estimated cost was provided by the County Risk Manager.
1 non-sworn * \$8 = \$8

SECTION I

**COUNTY OF LEXINGTON
BULLETPROOF VEST PROGRAM
Annual Budget
Fiscal Year - 2005-06**

Fund 2414
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenues (Organization: 000000)							
457000	Federal Grant Income	0	0	1,960	1,960	<u>9,500</u>	
461000	Investment Interest	0	6	0	0	<u>0</u>	
801000	Op Trm From General Fund/Cty Ordinary	30	1,960	1,960	1,960	<u>9,500</u>	
** Total Revenue		<u>30</u>	<u>1,966</u>	<u>3,920</u>	<u>3,920</u>	<u>19,000</u>	
***Total Appropriation					3,920	19,000	0
FUND BALANCE							
Beginning of Year					<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected							
End of Year					<u>0</u>	<u>0</u>	<u>0</u>

Object Code	Expenditure Classification	BUDGET				
		2003-04 Expend	2004-05 Expend (Dec)	2004-05 Budgeted (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
* Total Personnel		0	0	0	0	
Operating Expenses						
525600	Uniforms & Clothing	0	0	3,920	<u>19,000</u>	
* Total Operating		0	0	3,920	19,000	
** Total Personnel & Operating		0	0	3,920	19,000	
Capital						
** Total Capital		0	0	0	0	
*** Total Budget Appropriation		0	0	3,920	19,000	

GRANT PERIOD:
GRANT AWARD: \$ Federal and \$ County
PERCENTAGE SHARED: 50% / 50%

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SECTION III. – PROGRAM OVERVIEW

This program provides federal reimbursement of up to 50% of the cost for body armor.

This program was not funded by the Federal Government during fiscal year 2004.

FUND 2414
LE/OPERATIONS (151200)
FY 2005-06 BUDGET REQUEST

SECTION IV.D. – SERVICE LEVELS

This program was not funded by the Federal Government during fiscal year 2004.

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

525600 - UNIFORMS AND CLOTHING

\$ 19,000

All certified law enforcement officers must wear body armor for protection, while performing their duties.

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SECTION I.

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 2435 Fund Title: LIVE SCAN
 Organization # 151300 Organization Title: JAIL
 Program # _____ Program Title: _____

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # _____	0
510300 Part Time # _____	0
511112 FICA Cost	0
511113 State Retirement	0
511114 Police Retirement	0
511120 Insurance Fund Contribution # _____	0
511130 Workers Compensation	0
511131 S.C. Unemployment	0
* Total Personnel	0
Operating Expenses	
520100 Contracted maintenance	18,000
520200 Contracted Services	0
520300 Professional Services	0
520400 Advertising	0
521000 Office Supplies	1,000
521100 Duplicating	1,000
521200 Operating Supplies	0
522100 Equipment Repairs & Maintenance	0
522200 Small Equipment Repairs & Maint.	0
522300 Vehicle Repairs & Maintenance	0
523000 Land Rental	0
524000 Building Insurance	0
524100 Vehicle Insurance # _____	0
524101 Comprehensive Insurance # _____	0
524201 General Tort Liability Insurance	0
524202 Surety Bonds	0
525000 Telephone	0
525100 Postage	0
525210 Conference & Meeting Expenses	5,200
525220 Employee Training	0
525230 Subscriptions, Dues, & Books	0
525 _____ Utilities - _____	0
525400 Gas, Fuel, & Oil	0
525600 Uniforms & Clothing	0
526500 Licenses & Permits	0
_____	0
_____	0
_____	0
_____	0
* Total Operating	25,200
** Total Personnel & Operating	25,200
** Total Capital (From Section II)	165,000
*** Total Budget Appropriation	190,200

SECTION III. – PROGRAM OVERVIEW

The goal of the Live Scan system is to improve the quality of fingerprints in the SLED AFIS database by transmitting fingerprints electronically to SLED. The rejection rate for fingerprint legibility will be eliminated and the search results will be received within the hour of submission. The interfacing of the JAMIN system for jail management will be completed to transmit not only the fingerprints scanned into the Live Scan system, but will transmit photo captures (mug shots), palm prints, and signatures that have been recorded onto the Live Scan system. The Live Scan system will enhance the capabilities of our new AFIS system by capturing palm prints at the time of arrest.

A site survey has been conducted by SLED and by the representative of our AFIS installer to make sure that the present area and the present electrical set up that we are now using for our Series 2000 Live Scan will be acceptable for the Series 3000 Live Scan that we are requesting. After meeting with the County Maintenance Supervisor, the Detention Staff, the Information Services Staff, the Ominitrak Representatives, and Department Heads of the Lexington County Sheriff's Department, it has been determined that the present location at 521 Gibson Road in the Detention Facility is a secured and adequate space for this installation. Furthermore, it has been determined that the T-1 lines in the Cayce Detention location will be able to handle the transmission of fingerprints to SLED.

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE \$18,000

The service bundle is required to pay for the Live Scan equipment when the warranty expires.

521000 - OFFICE SUPPLIES \$ 1,000

Items to be purchase including but not limited to pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521200 - OPERATING SUPPLIES \$ 1,000

Supplies such as crime scene supplies, evidence kits, batteries, film, tapes, and other items must be purchased.

525210 – CONFERENCE AND MEETING EXPENSE \$ 5,200

The grant requires that training each grant year for equipment purchased. The registration, hotel, per diem, car rental, air fare, and miscellaneous expenses are taken from this account.

SECTION V. C. -CAPITAL LINE ITEM NARRATIVES

6A6 -UNINTERRUPTED POWER SUPPLY **\$ 7,000**

The uninterrupted power supply is necessary in case of power failure so that continuous power will maintain the system for software, data storage, and print and submission requirements.

6A6 -INTERFACE SOFTWARE WITH JAIL MANAGEMENT SYSTEM **\$ 30,000**

The software is required to interface the jail management system and the Live Scan to work as one unit to integrate the photo capture, fingerprint capture, and AFIS to be able to transmit to SLED.

6A6- (2) LIVE SCAN FINGERPRINT SYSTEM AND OPTIONS **\$ 128,000**

The Live Scan Systems will capture the fingerprints and transmit them electronically to SLED to identify immediately the subjects being booked into the jail. The fingerprints and palm prints will also be submitted into the AFIS system for latent identification. The printer, mag-strip reader, photo capture light backup, the fingerprint/palm print flatbed scanner, dual paper tray and new options that may be available will be purchased to allow for the highest quality of technology.

SECTION I

**COUNTY OF LEXINGTON
MULTIJURISDICTIONAL TASK FORCE NARCOTIC ENFORCEMENT TEAM GRANT**

**Annual Budget
FY 2005-06 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*LE / Multijurisdictional Task Force Narcotic Enforcement Team Grant - 2436							
Revenues:							
456100	Program Income	0	0	0	0	0	0
456400	Narcotics Confiscation	19,414	22,750	0	0	39,456	
457000	Federal Grant Income	389,049	99,943	488,299	488,299	472,671	
461000	Investment Interest	91	41	0	0	0	
801000	Op Trn from General Fund/LE	43,747	41,107	41,107	41,107	16,650	
801000	Op Trn from General Fund/Solicitor	0	22,568	22,568	22,568	20,187	
802610	Op Trn from Sol/Forfeiture Fund Cayce, Springdale, Irmo, Swansea and Lexington Police Departments (25%)	20,666	0	0	0	81,266	
** Total Revenue		<u>472,967</u>	<u>186,409</u>	<u>551,974</u>	<u>551,974</u>	<u>630,230</u>	
***Total Appropriation					565,076	555,995	0
FUND BALANCE							
	Beginning of Year				<u>31,579</u>	<u>18,477</u>	<u>18,477</u>
FUND BALANCE - Projected							
	End of Year				<u>18,477</u>	<u>92,712</u>	<u>18,477</u>

NOTE: We only budget the federal share (75%) of the Personnel Services for other agencies. Lexington County will reimburse other agencies their federal share based on invoices submitted less the 25% match of Operating and Capital expenses due to Lexington County.

Grant Period: July 1, 2005 to June 30, 2006						
Grant Award: Federal \$ + Matching \$ = \$						
Number of Employees	(2)	(1)				Totals
	Sheriff	Solicitor				
Personnel Services	108,551	70,931				179,482
Travel	11,088	5,418				16,506
Other	40,630	4,400				45,030
Capital	0	0				0
Total Lexington County	<u>160,269</u>	<u>0</u>	<u>80,749</u>	<u>0</u>	<u>0</u>	<u>241,018</u>
75% Federal	120,202	60,562				
25% Match	40,067	20,187				
Number of Employees	(2)	(1)	(1)	(1)	(1)	Grant Totals
	Cayce	Springdale	Irmo	Swansea	Town of Lex	
Personnel Services	108,623	47,816	56,531	47,249	64,843	504,544
Travel	13,340	6,670	7,670	7,670	7,670	59,526
Other	6,360	3,380	4,130	3,630	3,630	66,160
Capital	0	0	0	0	0	0
Total	<u>128,323</u>	<u>57,866</u>	<u>68,331</u>	<u>58,549</u>	<u>76,143</u>	<u>630,230</u>
75% Federal	96,242	43,400	51,248	43,912	57,107	472,673
25% Match	32,081	14,467	17,083	14,637	19,036	157,558

SECTION I

COUNTY OF LEXINGTON

MULTIJURISDICTIONAL TASK FORCE NARCOTIC ENFORCEMENT TEAM GRANT

Annual Budget

Fiscal Year - 2005-06

Fund 2436

Division: Judicial

Organization: 141200 - Solicitor

		BUDGET					
Object Code	Expenditure Classification	2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
510100	Salaries & Wages - 1	49,258	24,565	56,447	56,000		
	Salaries & Wages Adjustment Account	0	0	0	0		
511112	FICA Cost	3,767	1,862	4,318	4,284		
511113	SCRS - Employer's Portion	3,374	1,683	3,867	2,603		
511120	Employee Insurance - 1	4,800	2,880	5,760	6,000		
511130	Workers Compensation	94	88	202	1,394		
	* Total Personnel	61,293	31,078	70,594	70,281		
Operating Expenses							
521000	Office Supplies	200	0	300	500		
521100	Duplicating	126	125	500	1,000		
521200	Operating Supplies	0	0	500	500		
524201	General Tort Liability Insurance	0	0	125	650		
524202	Surety Bonds	0	0	0	0		
525000	Telephone	0	0	0	0		
525010	Long Distance Service	0	0	0	0		
525020	Pagers and Cell Phones	475	287	780	900		
525030	800 MHz Radio Service Charges	0	0	720	0		
525210	Conference & Meeting Expense	2,587	0	3,500	5,500		
525230	Subscriptions, Dues & Books	0	0	500	0		
525240	Personal Mileage Reimbursement	1,982	0	700	1,418		
	* Total Operating	5,370	412	7,625	10,468		
	** Total Personnel & Operating	66,663	31,490	78,219	80,749		
Capital							
540000	Small Tools & Minor Equipment	171	0	0	0		
540010	Minor Software	339	0	0	0		
	All Other Equipment	4,470	0	205	0		
		0	0	0	0		
	** Total Capital	4,980	0	205	0		
	*** Total Budget Appropriation	71,643	31,490	78,424	80,749		

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SECTION I

COUNTY OF LEXINGTON

MULTIJURISDICTIONAL TASK FORCE NARCOTIC ENFORCEMENT TEAM GRANT

Annual Budget

Fiscal Year - 2005-06

Fund 2436

Division: Law Enforcement

Organization: 151200 - Operations

Object Code	Expenditure Classification	2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	BUDGET		
					2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
510100	Salaries & Wages - 2	68,228	33,351	69,741	77,000		
	Salaries & Wages Adjustment Acct	0	0	0			
510199	Special Overtime	3,537	1,628	4,500	3,000		
510200	Overtime	0	0	0			
511112	FICA Cost	5,413	2,637	5,564	6,120		
511113	SCRS - Employer's Portion	2,349	1,161	2,407	2,706		
511114	PORS - Employer's Portion	4,096	1,972	4,023	4,334		
511120	Employee Insurance - 2	11,520	5,760	11,520	12,000		
511130	Workers Compensation	1,428	670	1,419	1,692		
515600	Clothing Allowance	800	400	800	800		
	* Total Personnel	97,371	47,579	99,974	107,652		
Operating Expenses							
521000	Office Supplies	1,185	282	2,000	1,900		
521100	Duplicating	880	259	1,500	1,600		
521200	Operating Supplies	999	152	1,750	1,350		
521208	Police Supplies	8,083	227	2,227	1,000		
522300	Vehicle Repairs & Maintenance	2,599	946	10,500	6,000		
523100	Building Rental	17,600	9,600	20,000	20,000		
524100	Vehicle Insurance	525	1,060	3,801	3,600		
524201	General Tort Liability Insurance	1,166	690	1,300	1,400		
524202	Surety Bonds	0	0	0	0		
525000	Telephone	443	176	700	1,500		
525010	Long Distance Charges	0	12	50	0		
525020	Pagers and Cell Phones	10,351	5,532	14,735	15,000		
525030	800 MHz Radio Service Charges	2,132	1,250	5,040	10,000		
525031	800 MHz Radio Maintenance Fees				1,040		
525210	Conference & Meeting Expense	11,290	3,575	24,100	27,900		
525240	Personal Mileage Reimbursement	2,298	805	3,900	3,500		
525400	Gas, Fuel, & Oil	6,455	4,419	32,061	28,008		
525600	Uniforms & Clothing	378	662	700	0		
537099	Grant Funds to Other Agencies-Cayce	137,563	59,404	198,930	81,467		
537099	Grant Funds to Other Agencies-Springdal	0	0	0	35,862		
537099	Grant Funds to Other Agencies-Irmo	0	0	0	42,398		
537099	Grant Funds to Other Agencies-Swansea	0	0	0	48,632		
537099	Grant Funds to Other Agencies-Lex PD	0	0	0	35,437		
	* Total Operating	203,947	89,051	323,294	367,594		
	** Total Personnel & Operating	301,318	136,630	423,268	475,246		

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SECTION III. – PROGRAM OVERVIEW

The primary purpose of the Multi-Jurisdictional Narcotic Task Force is to enhance efforts in law enforcement, prosecution and the conviction of major drug and violent crime offenders by eliminating jurisdictional problems and by sharing critical resources. The overall objective of the Multi-Jurisdictional Narcotics Task Force is to identify, investigate and prosecute members of mid or high level criminal organizations that participate in illicit drug distribution, street sales, financial backing, crop cultivation, manufacturing, diversion, importation, violent crime, money laundering, official corruption and gang activity.

SECTION IV.D. – SERVICE LEVELS

The Multi- Jurisdictional Narcotic Task Force began operation in 07/01/03.

STATISTICS REPORTED FOR GRANT YEAR 2004/2005

Amount of Drugs Removed:

Cocaine	2 pounds
Crack	4 pounds, 1 ounce
Hallucinogens	3 pounds
Stimulants	105.7 pounds
Cannabis	1348 pounds
Multiple/other Drugs (pills)	1252 pills/other

Assets Seized and Forfeited:

Vehicles	65 valued at \$383,800
Currency (#of Incidents)	170 valued at \$327,187
Real Property	142 valued at \$ 39,775.50
Weapons	131 valued at \$ 16,090

Total Number of Investigations Initiated: 2104

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
LE / Operations (2436-151200)					
Narcotic Investigator	1	0	1	1	13
Senior Paralegal Investigator	1	0	1	1	12
Totals:	2	0	2	2	

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES \$ 1,900

Office Supplies for the Multijurisdictional Narcotic investigators and paralegal are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521100 – DUPLICATING \$ 1,600

Duplicating costs are required for the operation for the enforcement team to make copies of case files, documents that must be retained, and documents for court purposes.

521200 - OPERATING SUPPLIES \$ 1,350

The grant allows the purchase of tapes, film, disks, batteries, and other supplies as required for the grant team.

521208 – POLICE SUPPLIES \$ 1,000

Police supplies are needed to purchase flashlights, mag lights, gun cleaning kits, OSHA kits, etc., required by policy for the job performance of the undercover investigations.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 6,000

This account is used to repair and to maintain the vehicle purchased by the grant.

523100 – BUILDING RENTAL \$20,000

An undisclosed Narcotic Task Force location is needed to secure the confidentiality of the operations of the task force.

524100 - VEHICLE INSURANCE \$ 3,600

Vehicle insurance is required for the vehicle. Cost is estimated at \$650 each.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 1,400

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager.

525000 – TELEPHONE \$ 1,500

Telephone line charges are required for the task force for daily operations and for voice mail to receive calls for the operation of the task force.

525010 – LONG DISTANCE CHARGES \$ 0

The budget for long distance charges is \$0 due to bid of telephone service. PBT will not charge the County any long distance fees.

525020 - PAGERS AND CELL PHONES \$ 15,000

The grant personnel and narcotic team investigators are required to have a pager and a mobile telephone for safety purposes immediate communication with each other and with the agencies.

525030 – 800 MHz RADIO SERVICE CHARGES **\$ 10,000**

Monthly service is required for the 800 MHz radios used by the investigators for communication digital encryption.

525031 – 800 MHz RADIO MAINTENANCE CONTRACT **\$ 1,040**

A maintenance contract is required on all radios.

525210 –CONFERENCE AND MEETING EXPENSE **\$ 27,900**

The grant requires that each person employed on the grant and members serving on the narcotic team attend a minimum of two training classes per year. The registration, travel, lodging, per diem and additional fees are paid by the grant from this account.

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$ 3,500**

Mileage reimbursement to the grant paralegal is paid at the federal rate for task force job travel requirements.

525400 - GAS, FUEL, AND OIL **\$ 28,008**

The grant reimburses for travel miles at the federal rate per mile to travel to perform their duties and to seminars.

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES \$ 500

Office Supplies for the Multijurisdictional Narcotic investigators and paralegal are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521100 – DUPLICATING \$ 1,000

Duplicating costs are required for the operation for the enforcement team to make copies of case files, documents that must be retained, and documents for court purposes.

521200 - OPERATING SUPPLIES \$ 500

The grant allows the purchase of tapes, film, disks, batteries, and other supplies as required for the grant team.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 650

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager.

525020 - PAGERS AND CELL PHONES \$ 900

The grant personnel and narcotic team investigators are required to have a pager and a mobile telephone for safety purposes immediate communication with each other and with the agencies.

525210 –CONFERENCE AND MEETING EXPENSE \$ 5,500

The grant requires that each person employed on the grant and members serving on the narcotic team attend a minimum of two training classes per year. The registration, travel, lodging, per diem and additional fees are paid by the grant from this account.

525240 – PERSONAL MILEAGE REIMBURSEMENT \$ 1,418

Mileage reimbursement to the grant paralegal is paid at the federal rate for task force job travel requirements.

SECTION I

**COUNTY OF LEXINGTON
GANG INVESTIGATION UNIT
Annual Budget
Fiscal Year - 2005-06**

Object Code	Revenue Account Title	Annual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*Gang Investigation Unit - 2443							
Revenues:							
457000	Federal Grant Income	165,566	38,345	125,980	125,980	<u>125,978</u>	
461000	Investment Interest	0	0	0	0	<u>0</u>	
801000	Op Trn from General Fund/LE	19,111	14,415	14,415	14,415	<u>13,997</u>	
** Total Revenue		<u>184,677</u>	<u>52,760</u>	<u>140,395</u>	<u>140,395</u>	<u>139,975</u>	
***Total Appropriation					140,395	139,975	0
FUND BALANCE							
Beginning of Year					<u>7,078</u>	<u>7,078</u>	<u>7,078</u>
FUND BALANCE - Projected							
End of Year					<u>7,078</u>	<u>7,078</u>	<u>7,078</u>

GRANT PERIOD:

GRANT AWARD: Federal \$ and County \$ = \$

PERCENTAGE SHARED: 90% / 10%

SECTION I

COUNTY OF LEXINGTON
GANG INVESTIGATION UNIT

Annual Budget

Fiscal Year - 2005-06

Fund 2443

Division: Law Enforcement

Organization: 151200 - Operations

Object Code	Expenditure Classification	BUDGET				
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
510100	Salaries & Wages - 2	73,069	37,313	78,809	<u>83,000</u>	
	Salaries & Wage Adjustment	0	0	0	<u>0</u>	
510199	Special Overtime	2,102	4,669	0	<u>0</u>	
510200	Overtime	0	0	0	<u>6,000</u>	
511112	FICA - Employer's Portion	5,636	3,118	6,029	<u>6,809</u>	
511114	PORS - Employer's Portion	8,214	4,556	8,433	<u>9,523</u>	
511120	Employee Insurance - 2	10,560	5,760	11,520	<u>12,000</u>	
511130	Workers Compensation	5,143	2,653	2,646	<u>2,038</u>	
515600	Clothing Allowance	1,600	600	1,600	<u>1,000</u>	
	* Total Personnel	106,324	58,669	109,037	120,370	
Operating Expenses						
520800	Outside Printing	1,571	0	1,500	<u>0</u>	
521000	Office Supplies	730	0	700	<u>100</u>	
521100	Duplicating	0	0	800	<u>0</u>	
521200	Operating Supplies	598	0	700	<u>200</u>	
521208	Police Supplies	659	0	500	<u>0</u>	
522300	Vehicle Repairs & Maintenance	629	846	2,000	<u>2,000</u>	
524100	Vehicle Insurance	0	530	1,086	<u>1,200</u>	
524201	General Tort Liability Insurance	0	0	1,380	<u>1,000</u>	
525000	Telephone	430	0	0	<u>180</u>	
525010	Long Distance Charges	0	0	0	<u>0</u>	
525020	Pagers and Cell Phones	1,866	842	1,680	<u>1,200</u>	
525030	800 MHz Radio Service Charges	73	479	1,560	<u>1,800</u>	
525210	Conference and Meeting Expenses	2,759	673	4,400	<u>4,325</u>	
525230	Subscription, Dues and Books	0	0	500	<u>0</u>	
525400	Gas, Fuel, & Oil	1,727	1,663	8,352	<u>7,300</u>	
525600	Uniforms & Clothing	1,145	0	1,000	<u>300</u>	
	* Total Operating	12,187	5,033	26,158	19,605	
	** Total Personnel & Operating	118,511	63,702	135,195	139,975	
Capital						
540000	Small Tools & Minor Equipment	456	0	0	<u>0</u>	
540010	Minor Software	749	0	0	<u>0</u>	
	All Other Equipment	57,889	0	5,200	<u>0</u>	
		0	0	0	<u>0</u>	
		0	0	0	<u>0</u>	
		0	0	0	<u>0</u>	
		0	0	0	<u>0</u>	
	** Total Capital	59,094	0	5,200	0	
	*** Total Budget Appropriation	177,605	63,702	140,395	139,975	

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SECTION III. - PROGRAM OVERVIEW

There is an essential need for Gang Investigators in Lexington County as represented by the statistics over the past sixteen months. With the additional cases evolving daily and the calls for the gang unit investigators, an additional gang investigator is necessary to combat the gang problem in the county. The communities concern for gang related investigations and questions have substantially increased. This is partially due to the dramatic increase in gang related crimes, and to the media attention given to recent drive-by shootings. The community's "concern" has increasingly prompted schools, business and community leaders to turn to the Gang Unit for assistance. The case load for the gang unit investigators has increased so dramatically that they cannot adequately respond to all the gang related incidents without losing focus, or time, in solving gang related crimes and gathering paramount gang intelligence. With the increasing case load and calls for gang incidents, the investigators do not have the time to keep up with the input and record keeping in a timely manner. The daily telephone calls and inquiries concerning gangs have to be prioritized, especially if a case of significant multitude is being investigated. The information received from these calls is very valuable and need to be followed up without delay.

Gang existence is prevalent on bridges, walls, sides of buildings, sidewalks, billboards, and even on the Lake Murray Dam. Business establishments and the malls are constantly seeking security and training on gang recognition factors because they are concerned about the growing popularity of gangs in the areas and the safety of their customers. The need in Lexington County for gang control is undeniable and the citizens and organizations in the county are constantly seeking the knowledge and the safety that is provided by law enforcement.

SECTION V. A. - LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
LE / Operations (2443-151200)					
Criminal Investigator	2	0	2	2	13
Totals:	<u>2</u>	<u>0</u>	<u>2</u>	<u>2</u>	

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SECTION V. B. – OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES \$ 100

Items to be purchase including but not limited to pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521200 – OPERATING SUPPLIES \$ 200

Operating supplies are necessary to purchase batteries, video and audio tapes, and other police supplies that are necessary to operate the gang unit.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 2,000

This account is used to repair and maintain the grant vehicles.

524100 - VEHICLE INSURANCE \$ 1,200

Vehicle insurance is required for the vehicles. Cost is estimated for 2 vehicles.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 1,000

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager.

525000 – TELEPHONE \$ 180

This account is for telephone and voice mail service charges.

525010 – LONG DISTANCE TELEPHONE SERVICE \$ 0

The County no longer incurs long distance telephone service charges with the new contract with PBT.

525020 - PAGERS AND CELL PHONES \$ 1200

The grant investigators are required to carry a pager and a mobile telephone for immediate contact.

525030 – 800 MHZ RADIO SERVICE CHARGES \$ 1800

The 800 MHz radio fees are required for the operation of 800 MHz radios.

525210 – CONFERENCE AND MEETING EXPENSES \$ 4,325

It is a grant requirement that each person employed on a grant attend a minimum of two training classes per year. One of those classes must be a national training seminar. The registration, travel, lodging, per diem and additional fees are paid by the grant from this account.

525400 - GAS, FUEL, AND OIL \$ 7,300

The grant reimburses the at the federal rate of .375 per mile to travel to perform their duties.

525600 - UNIFORMS AND CLOTHING \$ 300

The investigators must wear vests, field clothes and uniforms when performing their duties according to county policy.

SECTION I

**COUNTY OF LEXINGTON
SUPPLEMENTAL HOMELAND SECURITY
Annual Budget
FY 2005-06 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*Supplemental Homeland Security 2477:							
Revenues:							
457000	Federal Grant Income	140,833	132,145	207,193	207,193	<u>104,119</u>	
461000	Interest Earnings	0	0	0	0	<u>0</u>	
	** Total Revenue	<u>140,833</u>	<u>132,145</u>	<u>207,193</u>	<u>207,193</u>	<u>104,119</u>	
	***Total Appropriation				207,193	104,119	0
	FUND BALANCE						
	Beginning of Year				<u>0</u>	<u>0</u>	<u>0</u>
	FUND BALANCE - Projected						
	End of Year				<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

GRANT PERIOD: 07-01-2005 to 06-30-2006

GRANT AWARD: Federal \$104,119

PERCENTAGE SHARED: 100% Federal

SECTION V. C. –CAPITAL LINE ITEM NARRATIVES

5A6 – (1) Mobile Command Post

\$ 104,119

CBRNE Incident Response Vehicle: Lexington County will purchase a Mobile Command Post unit which will enhance interoperable communication and provide a mobile platform to respond to and remain on the scene of a WMD and other Homeland Security incidents providing a central command unit and a control for responding agencies. The Command Post will be housed in a position which will allow for immediate response to any emergency agency requesting it's need within the County and other areas as stated for mutual aid.

SECTION I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year 2005-2006

Fund # 2490 Fund Title: New Program
 Organization # 151200 Organization Title: LE/Operations
 Program # New Program Title: Crime Scene Investigative Task Force

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries - 2	70,675
519901 Salaries & Wages Adjustment	3,000
510199 Special Overtime	5,636
511112 FICA Cost	2,618
511113 State Retirement 7.7%	4,245
511114 Police Retirement	12,000
511120 Insurance Fund Contribution - 4	1,835
511130 Workers Compensation	1,000
515600 Clothing Allowance	101,009
* Total Personnel	
Operating Expenses	
521000 Office Supplies	750
521100 Duplicating	2,000
521200 Operating Supplies	20,000
521206 Training Supplies	1,200
521208 Police Supplies	1,500
522300 Vehicle Repairs and Maintenance	1,000
524100 Vehicle Insurance	1,200
524201 General Tort Liability Insurance	1,177
525000 Telephone	740
525010 Long Distance	0
525020 Pagers & Cell Phones - 2 Pagers	1,800
525030 800 MHz Radio Service Charges	1,800
525210 Conference and Meeting Expense	4,600
525400 Gas, Fuel and Oil	3,470
525600 Uniforms & Clothing	2,100
* Total Operating	
** Total Personnel & Operating	
Capital Expenses	
540000 Small Tools and Minor Equipment	890
540010 Minor Software	5,600
6A6 (2) Laptop Computer	1,600
6A6 (2) Printer	600
6A6 (1) 800 MHz Radio	5,500
6A6 (1) Downflow Fingerprinting Workstation	4,100
6A6 (1) Cyanoacrylate Fuming Chamber	9,600
6A6 (1) Video Enhancement Workstation	40,000
6A6 (1) Digital Image Storage System	26,000
6A6 (5) Altenrate Forensic Light Sources	11,500
6A6 (1) Evidence Drying Cabinet	5,750
6A6 (5) Digital Video Camcorders	5,500
6A6 (1) Crime Scene Response Vans, Equipment and Accessories	26,000
6A6 (1) Utility Vehicle	18,500
6A6 (2) Emergency Vehicle Equipment	4,600
6A6 (5) 35MM Camera, Lens and Accessories	6,250
6A6 (5) Digital Camera, Lens and Accessories	9,000
6A6 (2) Handguns and Accessories	1,450
6A6 (5) Lockable File Cabinets	1,500
6A6 (1) Desk and (5) Chairs	900
** Total Capital (From Section II)	
*** Total Budget Appropriation	
	329,186

**New Program
Section II**

**COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2005-2006**

Fund # 2490 Fund Title: New Program
 Organization # Law Enforcement Organization Title: LE/Operations
 Program # _____ Program Title: Crime Scene Investigative Task Force

BUDGET
2005 - 2006
Requested

Qty	Item Description	Amount
	Mobile Phones, scanners and shredders	890
	Computer software	5,600
2	Laptop computer	1,600
2	Printer	600
1	800 MHz radio	5,500
1	Downflow fingerprinting workstation	4,100
1	Cyanoacrylate fuming chamber	9,600
1	Video enhancement workstation	40,000
1	Digital image storage system	26,000
5	Alternate forensic light source	11,500
1	Evidence drying cabinet	5,750
5	Digital video camcorder	5,500
3	Crime scene response van, equipment and accessories	26,000
1	Utility vehicle	18,500
1	Emergency vehicle equipment	4,600
5	35mm camera, lens and accessories	6,250
5	Digital camera, lens and accessories	9,000
2	Handguns and accessories	1,450
5	Lockable file cabinets	1,500
1 & 5	(1) Desk and (5) chairs	900

**** Total Capital (Transfer Total to Section I) 184,840**

SECTION III. – PROGRAM OVERVIEW

The ultimate goal for the gathering of forensic evidence in Lexington County is to combine resources to form a strong Multi-jurisdictional Crime Scene Investigative Task Force and provide a unified approach to combating crime by discovering, identifying, and properly collecting and preserving vital evidence in crime scene investigation. The services of this team would establish uniformity of forensic services throughout the county with a rising goal of consistency in the recognition and preservation of physical evidence that will yield reliable information throughout all aspects of the investigation. The interagency support and capabilities of this team will clearly advance the successful prosecution and conviction of a criminal offender.

Creating a Multi-jurisdictional Crime Scene Investigative Task Force allows for a unified approach to combating the crime problem in Lexington County as well as the adjoining regional area. By maintaining such a team, all county law enforcement agencies can rely on one unit to perform the necessary functions to effectively retrieve, analyze and report findings of evidence gathered at a crime scene. Because of the current disparity in the size of the agencies within the county, each agency often perform these functions differently depending upon the training, ability and the operational needs and equipment afforded to them. Because of these facts, deficiencies exist in the quality and in the uniformity of collection and analysis. Combining these efforts will highly improve the discovery, documentation and collection of evidence and will allow a crime scene to be worked in a uniformed manner on a continuous basis.

SECTION V. A. – LISTING OF POSITIONS

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Current Staffing Level:					
LE / Operations (2490 -151200)					
Crime Scene Investigators	1	0	1	1	14
Evidence Custodian	1	0	1	1	7
Totals:	2	0	2	2	

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES **\$ 750**

Items to be purchase including but not limited to pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521100 – DUPLICATING **\$ 2,000**

Duplicating services will be required for the copying of files, incident reports, case files and other documents.

521200 - OPERATING SUPPLIES **\$20,000**

Supplies such as crime scene supplies, evidence kits, batteries, film, tapes, and other items must be purchased.

521206 – TRAINING SUPPLIES **\$ 1, 200**

This account will be used to purchase supplies necessary to provide training classes.

521208 – POLICE SUPPLIES **\$ 1, 500**

Law enforcement accessories are required for the purchase of leather goods for the investigators, flashlights, handcuffs, flex cuffs, OSHA supplies, and other items for the operation of the gang unit.

522300 - VEHICLE REPAIRS AND MAINTENANCE **\$ 1,000**

This account is used to repair and maintain the grant vehicles.

524100 - VEHICLE INSURANCE **\$ 1,200**

Vehicle insurance is required for the vehicles. Cost is estimated.

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 1,177**

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager.

525000 – TELEPHONE **\$ 740**

This account is for telephone and voice mail service charges.

525010 – LONG DISTANCE TELEPHONE SERVICE **\$ 0**

The budget for long distance charges is \$0 due to bid of telephone service. PBT will not charge the County any long distance fees.

525020 - PAGERS AND CELL PHONES **\$ 1,800**

The grant investigators are required to carry a pager and a mobile telephone for immediate contact.

525030 – 800 MHZ RADIO SERVICE CHARGES **\$ 1,800**

The 800 MHz radio fees are required for the operation of 800 MHz radios.

525210 – CONFERENCE AND MEETING EXPENSE **\$ 4,600**

The grant requires that each grant funded person attend at least two training seminars per grant year. The registration, hotel, per diem, car rental, air fare, and miscellaneous expenses are taken from this account.

525400 - GAS, FUEL, AND OIL **\$ 3,470**

The grant reimburses the chemist at the federal rate of .365 per mile to travel to perform their duties.

525600 - UNIFORMS AND CLOTHING **\$ 2,100**

The investigators must wear vests, field clothes and uniforms when performing their duties according to county policy.

SECTION V. C. –CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS AND MINOR EQUIPMENT \$ 890

Mobile phones, scanners and shredders are required for the CSI team to perform their job tasks.

540010 – MINOR SOFTWARE \$ 5,600

Software is necessary for the operation of the new laptops.

6A6 - (2) LAPTOP COMPUTER \$ 1,600

These computers will be used for typing reports; generating works documents and grant status reports during down time at training or while working the crime scene. The assistant and the custodian will also use their computer for report writing, case preparation, logging at the crime scene, and any other daily tasks.

6A6 - (2) PRINTER \$ 600

The printers will be used to print the reports generated for case preparation, grant status reports, etc.

6A6 - (3) 800 MHZ RADIO \$ 5,500

These radios are required for the safety of the chemist and for constant communication with Headquarters, investigators, officers and other agencies when collecting evidence from crime scenes.

6A6- (1) DOWNFLOW FINGERPRINTING WORKSTATION \$ 4,100

The down flow fingerprinting workstation is necessary to provide a work surface for the application of latent powders while containing the resulting dust associated with this type of process. The table provides a stable work area with adequate illumination so that the operator and adjacent work areas are protected from the resulting powder residue.

6A6 – (1) CYANOACRYLATE FUMING CHAMBER \$ 9,600

The cyanoacrylate fuming chamber is required to prevent the operator from exposure to the cyanoacrylate fumes which are an inhalation hazard. Proper humidity and exposure are very important in this process and this chamber monitors and adjusts this filtration of the fumes automatically.

6A6 – (1) VIDEO ENHANCEMENT WORKSTATION \$ 40,000

The video enhancement workstation will be necessary to transfer the video evidence into a digital form where it may be enhanced to provide detail to the analog and digital video evidence. This enhancement will provide still images, de-plex a multiplexed tape to view video, convert video, expose video images outside of the normal area, prepare courtroom exhibits for trial and enhance audio tracks.

6A6 – (1) DIGITAL IMAGE STORAGE SYSTEM \$26,000

The digital image storage system will secure storage for digital images so that the originals can be authenticated and those enhanced for identification purposes can be documented as to what enhancements were made for court purposes. All originals will be secured with any activity such as viewing and printing logged.

6A6 – (5) ALTERNATE FORENSIC LIGHT SOURCES **\$ 11,500**

The alternate forensic light system uses light in a specific band width for identifying trace evidence of serological evidence, hairs and fibers, gunshot residue, and enhancement of bruising. These light sources will be a part of each investigators tool kit.

6A6 – (1) EVIDENCE DRYING CABINET **\$ 5,750**

The evidence drying cabinet is required to provide a secure area for the biohazard type evidence and for the drying of wet evidence while preventing the possibility of cross contamination. This system eliminated personnel exposure to putrid odors of decomposition and harmful bacteria or viruses. Decontamination of the evidence drying cabinet between cases eliminates residual DNA that may affect subsequent serology.

6A6 – (5) DIGITAL VIDEO CAMCORDERS **\$ 5,500**

The digital video camcorders will allow each crime scene investigator to have immediate access to a camcorder to record the crime scene at the time of arrival and very importantly, before any evidence has been photographed or anyone has been allowed on the scene. This evidentiary tape will be used as evidence for court purposes.

6A6 – (1) CRIME SCENE RESPONSE VANS, EQUIPMENT, AND ACCESSORIES **\$ 26,000**

The Crime Scene Response Vans along with all the necessary items to completely outfit the vans for crime scene discovery, will allow each crime scene investigator to have access to the same tools and will allow the same level of service on each individual crime scene from each investigator at the time of arrival. The vans must also have roof vents, side doors for easy access to supplies and tools, lockable compartments, storage bins, and have floor coating due to the hazardous items retrieved from crime scenes.

6A6 – (1) UTILITY VEHICLE **\$18,500**

A utility vehicle will be required for the Evidence Custodian to transport evidence from the crime scene to the Lexington County Sheriff's Department for analysis and storage of items.

6A6 – (2) EMERGENCY VEHICLE EQUIPMENT **\$ 4,600**

The vans and utility vehicle must be equipped with law enforcement emergency lighting for the safety of the officers and citizens and to help to secure crime scene awareness and to be used in emergency situations.

6A6- (5) 35MM CAMERA, LENS AND ACCESSORIES **\$6,250**

The 35mm cameras are required as part of the equipment that each investigator must have readily available to photograph evidence and scenes that are not suitable for digital photographs.

6A6 – (5) DIGITAL CAMERA, LENS AND ACCESSORIES **\$9,000**

Digital SLR type camera equipment is required by each investigator to photograph crime scenes with the use of interchangeable lenses and off camera flash. These photographs will be downloaded for evidence storage and use for case preparation.

6A6 – (2) HANDGUNS AND ACCESSORIES **\$1,450**

Handguns and magazines will be part of the standard issue for the investigators to allow them to have arrest posers and to be used for protection of the officers and the citizens.

6A6 – (5) LOCKABLE FILE CABINETS **\$ 1,500**

Lockable file cabinets will store documents, correspondence, and other important reports for Crime Scene case files.

6A6- (1) DESK AND (5) CHAIRS **\$ 900**

Each member of the Multi-jurisdictional Crime Scene Investigative Task Force will need a chair and some desks and other office furniture to be able to perform their grant job tasks.

**NEW PROGRAM
SECTION I**

**COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2005-2006**

Fund # 2491 Fund Title: GF/County Ordinary
 Organization # 151200 Organization Title: LE/Operations
 Program # _____ Program Title: Enhancement

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries - 1	40,000
510200 Overtime	3,000
511112 FICA Cost	3,290
511114 Police Retirement	4,601
511120 Insurance Fund Contribution - 1	6,000
511130 Workers Compensation	1,845
511131 S.C. Unemployment	_____
* Total Personnel	58,736
Operating Expenses	
521000 Office Supplies	300
521200 Operating Supplies	300
521208 Police Supplies	500
522300 Vehicle Repairs & Maintenance	1,400
524100 Vehicle Insurance	600
524201 General Tort Liability Insurance	600
525000 Telephone	98
525010 Long Distance Charges	10
525020 Pagers and Cell Phones	720
525030 800 MHz Radio Service Charges	900
525210 Conference & Meeting Expenses	2,700
525400 Gas, Fuel, & Oil	4,000
525600 Uniforms & Clothing	1,150
* Total Operating	13,278
** Total Personnel & Operating	72,014
54000 Small Tools and Minor Equipment	125
540010 Minor Software	500
All Other Equipment	34450
** Total Capital (From Section II)	35,075
*** Total Budget Appropriation	107,089

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SECTION III. - PROGRAM OVERVIEW

There is an essential need for Gang Investigators in Lexington County as represented by the statistics over the past sixteen months. With the additional cases evolving daily and the calls for the gang unit investigators, an additional gang investigator is necessary to combat the gang problem in the county. The communities concern for gang related investigations and questions have substantially increased. This is partially due to the dramatic increase in gang related crimes, and to the media attention given to recent drive-by shootings. The community's "concern" has increasingly prompted schools, business and community leaders to turn to the Gang Unit for assistance. The case load for the gang unit investigators has increased so dramatically that they cannot adequately respond to all the gang related incidents without losing focus, or time, in solving gang related crimes and gathering paramount gang intelligence. With the increasing case load and calls for gang incidents, the investigators do not have the time to keep up with the input and record keeping in a timely manner. The daily telephone calls and inquiries concerning gangs have to be prioritized, especially if a case of significant multitude is being investigated. The information received from these calls is very valuable and need to be followed up without delay.

Gang existence is prevalent on bridges, walls, sides of buildings, sidewalks, billboards, and even on the Lake Murray Dam. Business establishments and the malls are constantly seeking security and training on gang recognition factors because they are concerned about the growing popularity of gangs in the areas and the safety of their customers. The need in Lexington County for gang control is undeniable and the citizens and organizations in the county are constantly seeking the knowledge and the safety that is provided by law enforcement.

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
LE / Operations (2443-151200)					
Criminal Investigator	1	0	1	1	13
Totals:	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>	

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SECTION V. B. – OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES \$ 300

Items to be purchase including but not limited to pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521200 – OPERATING SUPPLIES \$ 300

Operating supplies are necessary to purchase batteries, video and audio tapes, and other police supplies that are necessary to operate the gang unit.

521208 – POLICE SUPPLIES \$ 500

Flex cuffs, leather goods, belts, and other duty supplies are required for the gang investigator.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 1400

This account is used to repair and maintain the grant vehicles.

524100 - VEHICLE INSURANCE \$ 600

Vehicle insurance is required for the vehicles. Cost is estimated for 2 vehicles.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 600

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager.

525000 – TELEPHONE \$ 98

This account is for telephone and voice mail service charges.

525010 – LONG DISTANCE TELEPHONE SERVICE \$ 10

The long distance service is required to make out-or-state calls or calls not within the calling area for investigative purposes.

525020 - PAGERS AND CELL PHONES \$ 720

The grant investigators are required to carry a pager and a mobile telephone for immediate contact.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 900

The 800 MHz radio fees are required for the operation of 800 MHz radios.

525210 –CONFERENCE AND MEETING EXPENSE \$ 2,700

It is a grant requirement that each person employed on a grant attend a minimum of two training classes per year. One of those classes must be a national training seminar. The registration, travel, lodging, per diem and additional fees are paid by the grant from this account.

525400 - GAS, FUEL, AND OIL **\$ 4,000**

The grant reimburses the at the federal rate of .375 per mile to travel to perform their duties.

525600 - UNIFORMS AND CLOTHING **\$ 1,150**

The investigators must wear vests, field clothes and uniforms when performing their duties according to county policy.

SECTION VI. C. –CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS AND MINOR EQUIPMENT \$ 125

Mobile telephones (2) are required for the investigators to communicate and to perform job tasks for the gang unit.

540010 – MINOR SOFTWARE \$ 500

Software is required for the laptop computer so that information and statistical data may be kept for the gang grant.

(1) LAPTOP COMPUTER SYSTEM, PRINTER, SCANNER \$ 2250

Laptop computers, color printers, and a scanner are required for the gang investigators to record information, keep records of gang activities, and other investigative job tasks.

(1) DIGITAL CAMCORDER/ACCESSORIES \$ 2000

The digital camcorder/camera and accessories are required to film gang graffiti and other gang insignias, to film teaching tapes for training purposes, and for educational film presentations.

(1) VEHICLES (SUV AND UTILITY TRUCK) \$22,000

Vehicles such as a large truck and SUV will be required for the day to day operations and in performing the duties of gang investigators.

(1) 800 MHz RADIO SYSTEM AND ACCESSORIES \$ 5,200

800 MHz radios are required for immediate communication and for the safety of the investigators.

(1) LOCKABLE FILE CABINET \$ 300

Lockable file cabinets are required to keep confidential data on gang activities and gang information.

(1) UNDERCOVER VEHICLE LIGHT PACKAGES \$ 1,400

The undercover light packages for the vehicles are necessary for the proper identification of the investigators in emergency situations.

(1) HANDGUNS, MAGAZINES, AND ACCESSORIES \$ 750

Policy issued firearms are required for the unit's investigators.

(3) CHAIRS \$ 550

Office chairs and a desk chair are required for the investigator.

SECTION I

**COUNTY OF LEXINGTON
WATER RECREATION RESOURCES TAX
Annual Budget
Fiscal Year - 2005-06**

Fund 2530
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenues: (Organization - 000000)							
459101	DNR Distribution (Deferred Revenue)	0	0	0	14,716	0	
461000	Investment Interest	362	172	0	180	0	
** Total Revenue		<u>362</u>	<u>172</u>	<u>0</u>	<u>14,896</u>	<u>0</u>	
***Total Appropriations					22,701	4,432	0
FUND BALANCE							
Beginning of Year					8,630	825	825
FUND BALANCE - Projected							
End of Year					<u>825</u>	<u>(3,607)</u>	<u>825</u>

Object Code	Expenditure Classification	BUDGET				
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
* Total Personnel		0	0	0	0	
Operating Expenses						
522400	Water Craft Repairs & Maintenance	768	433	900	0	
525378	Utilities/ Bundrick Island	3,651	2,155	4,000	4,432	
529903	Contingency	0	0	4,432	0	
* Total Operating		<u>4,419</u>	<u>2,588</u>	<u>9,332</u>	<u>4,432</u>	
** Total Personnel & Operating		<u>4,419</u>	<u>2,588</u>	<u>9,332</u>	<u>4,432</u>	
Capital						
540000	Small Tools & Minor Equipment	0	0	0	0	
	All Other Equipment	0	0	13,369	0	
** Total Capital		<u>0</u>	<u>0</u>	<u>13,369</u>	<u>0</u>	
*** Total Budget Appropriation		<u>4,419</u>	<u>2,588</u>	<u>22,701</u>	<u>4,432</u>	

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SECTION I

**COUNTY OF LEXINGTON
LE/FORFEITURE FUNDS (NARCOTICS)
Annual Budget
Fiscal Year - 2005-06**

Fund 2630
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenues: (Organization - 00000)							
456400	Narcotics Confiscation	26,704	32,111	48,880	48,880	64,222	
461000	Investment Interest	3,253	2,219	4,000	4,000	4,400	
** Total Revenue		<u>29,957</u>	<u>34,330</u>	<u>52,880</u>	<u>52,880</u>	<u>68,622</u>	<u>0</u>
***Total Appropriations					323,415	164,985	0
FUND BALANCE							
Beginning of Year					<u>254,492</u>	<u>206,657</u>	<u>0</u>
FUND BALANCE - Projected							
End of Year					<u>(16,043)</u>	<u>110,294</u>	<u>0</u>

BUDGET							
Object Code	Expenditure Classification	2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
	Salaries & Wages Adjustment Account	0	0	0	<u>383</u>		
510300	Part Time	240	6,403	12,813	<u>12,742</u>		
511112	FICA - Employer's Portion	18	490	981	<u>1,005</u>		
511113	SCRS - Employer's Portion	16	439	0	<u>1,011</u>		
511130	Workers Compensation	1	19	39	<u>40</u>		
* Total Personnel		<u>275</u>	<u>7,351</u>	<u>13,833</u>	<u>15,181</u>		
Operating Expenses							
520400	Advertising & Publicity	543	359	1,500	<u>1,500</u>		
521200	Operating Supplies	2,298	1,717	5,000	<u>5,000</u>		
521208	Police Supplies	2,204	1,062	5,000	<u>5,000</u>		
522000	Building Repairs & Maintenance	0	0	2,000	<u>2,000</u>		
522200	Small Equip Repairs & Maintenance	0	256	1,500	<u>1,500</u>		
522300	Vehicle Repairs & Maintenance	146	0	8,000	<u>8,000</u>		
524000	Building Insurance	0	0	400	<u>400</u>		
524201	General Tort Liability Insurance	0	0	22	<u>24</u>		
525000	Telephone	2,969	1,203	2,730	<u>2,730</u>		
525010	Long Distance Charges	559	347	240	<u>0</u>		
525100	Postage	0	0	2,000	<u>2,000</u>		
525210	Conference & Meeting Expense	4,113	3,962	5,000	<u>5,000</u>		
525230	Subscriptions, Dues, & Books	150	60	200	<u>200</u>		
525376	Utilities - Helicopter Storage Building	998	337	960	<u>960</u>		
525386	Utilities - Investigations Substation	6,604	2,977	7,700	<u>7,700</u>		
525600	Uniforms & Clothing	13,623	1,323	15,630	<u>15,630</u>		
526500	Licenses & Permits	3,266	1,446	4,000	<u>4,000</u>		
529000	Unclassified	20,000	0	20,000	<u>20,000</u>		
529903	Contingency	0	0	222,700	<u>0</u>		
* Total Operating		<u>57,473</u>	<u>15,049</u>	<u>304,582</u>	<u>81,644</u>		
** Total Personnel & Operating		<u>57,748</u>	<u>22,400</u>	<u>318,415</u>	<u>96,825</u>		
Capital							
540000	Small Tools & Minor Equipment	659	739	5,000	<u>5,000</u>		
	All Other Equipment	38,399	0	0	<u>0</u>		
** Total Capital		<u>39,058</u>	<u>739</u>	<u>5,000</u>	<u>5,000</u>		
Operating Transfer to the General Fund To Cover Salaries & Wages for Pickup of the Drug Lab Grant		0	0	0	63,160		
*** Total Budget Appropriation		<u>96,806</u>	<u>23,139</u>	<u>323,415</u>	<u>164,985</u>		

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SECTION III. – PROGRAM OVERVIEW

The State forfeiture fund is a collection of monies from narcotic seizures that have been forfeited through the court process. State law mandates that these funds be used specifically for narcotic law enforcement.

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
L.E. / Forfeiture Funds (Narcotics) (151200)					
PT Secretary I	1	0	0.5	0.5	6-P/T
Totals:	<u>1</u>	<u>0</u>	<u>0.5</u>	<u>0.5</u>	

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520400 – ADVERTISING & PUBLICITY \$1,500

Advertising is required for defendants named in Narcotics Civil Forfeiture cases who will not accept the service of a Summons. The law requires that notice be published before and Order of Default can be issued.

521200 - OPERATING SUPPLIES \$5,000

The majority of this account must pay for various items used during narcotics investigations.

521208 - POLICE SUPPLIES \$5,000

Various items used during narcotic investigations.

522000 – BUILDING REPAIRS & MAINTENANCE \$2,000

The Investigations Substation is an old house and will need minor repairs throughout the fiscal year.

522200 - SMALL EQUIPMENT REPAIRS \$1,500

Required inspections and repair of various audio and video equipment used during narcotics surveillance operations.

522300 – VEHICLE REPAIRS & MAINTENANCE \$8,000

Repairs and services necessary to keep the vehicles on the road 24 hours a day, seven days a week.. The amount budgeted is based on projected expenditures for current fiscal year.

524000 – BUILDING INSURANCE \$400

The substation and its contents needs to be insured. The amount budgeted is the recommendation of the County Risk Manager

524201 - GENERAL TORT LIABILITY INSURANCE \$24

General tort liability insurance amounts as allocated based on number of personnel.

525000 – TELEPHONE \$2,730

The amount budgeted is based on expenses for the first six months of the current fiscal year with an estimate of the same for the next six months.

525010 – LONG DISTANCE CHARGES \$ 0

The budget for long distance charges is \$0 due to bid of telephone service. PBT will not charge the County any long distance fees.

525100 – POSTAGE **\$2,000**

This account will be used to send certified letters of notifications of seized properties before forfeiture orders are issued.

525210 - CONFERENCE & MEETING EXPENSES **\$5,000**

To meet requirements for certification, SC Code of Laws, Section 23-23-10 training must be attended. This reflects our in-house training needs required by law to provide to our personnel. The academy does not teach these courses, and in many cases we must send people outside the county for training so that they may maintain their certification and acquire advancement in technical fields which are changing rapidly in the law enforcement field. Training seminars requested during the year may vary as they are offered.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$200**

Funds are used to pay for reference materials, training manuals, subscriptions to periodical literature, and dues to professional organizations.

525376 – UTILITIES – HELICOPTER STORAGE BUILDING **\$960**

The amount budgeted is based on the first six months actual expenditures with a projection of the remaining six months of the same.

525386 – UTILITIES – INVESTIGATIONS SUBSTATION **\$7,700**

The amount budgeted is based on the first six months actual expenditures with a projection of the remaining six months of the same.

525600 – UNIFORMS & CLOTHING **\$15,630**

The officers will need to purchase replacement uniforms, jackets and uniforms for tactical operations. The amount budgeted is an estimate.

526500 – LICENSES & PERMITS **\$4,000**

This account will be used to pay filing fees to the Clerk of Court and inspection fees to DHEC for the Drug Lab. The amount budgeted is an estimate.

529000 - UNCLASSIFIED **\$20,000**

Informants are used in the area of criminal investigations due to the increase in drug related operations; monies must be readily available to aid in the process of capturing the drug dealers.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$5,000**

There are always items that must be classified as small tools & minor equipment that need to be purchased during the year. These items are most always replacement items and are replaced only if broken. The items to be purchased are not known at this time.

SECTION I

**COUNTY OF LEXINGTON
INMATE SERVICES
Annual Budget
Fiscal Year - 2005-06
Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*L/E - Inmate Services 2632:							
Revenues:							
438201	Inmate Phone System	296,852	121,239	315,121	315,121	<u>251,364</u>	
438203	LE Canteen Proceeds	92,956	50,357	91,983	91,983	<u>99,924</u>	
438207	LE Inmate Work Release Fees	0	0	2,000	2,000	<u>0</u>	
438208	LE Inmate Medical Services Fees	10,385	1,593	13,747	13,747	<u>5,030</u>	
461000	Investment Interest	7,015	3,379	12,685	12,685	<u>10,690</u>	
** Total Revenue		<u>407,208</u>	<u>176,568</u>	<u>435,536</u>	<u>435,536</u>	<u>367,008</u>	
***Total Appropriation					955,380	404,956	0
FUND BALANCE							
Beginning of Year					<u>504,534</u>	<u>(15,310)</u>	<u>(15,310)</u>
FUND BALANCE - Projected							
End of Year					<u>(15,310)</u>	<u>(53,258)</u>	<u>(15,310)</u>

SECTION I

**COUNTY OF LEXINGTON
INMATE SERVICES
Annual Budget
Fiscal Year - 2005-06**

Fund 2632

Division: Law Enforcement

Organization: 151300 - Jail Operations

Object Code	Expenditure Classification	BUDGET			
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested 2005-06 Recommend 2005-06 Approved
Personnel					
510100	Salaries & Wages - 4	212,309	91,754	212,166	181,783
	Salaries & Wages Adjustment Account	0	0	0	5,454
510200	Overtime	0	0	0	
511112	FICA - Employer's Portion	15,899	6,510	16,231	14,324
511113	SCRS - Employer's Portion	0	0	2,134	
511114	PORS - Employer Portion	19,543	8,933	19,367	20,035
511120	Employee Insurance - 4	28,800	14,400	28,800	23,040
511130	Workers Compensation	5,356	2,832	7,125	6,292
511213	SCRS - Emplr. Port. (Retiree)	2,087	566	0	
515600	Clothing Allowance	800	0	0	
	* Total Personnel	284,794	124,995	285,823	250,928
Operating Expenses					
520200	Contracted Services	1,909	982	2,500	2,500
520202	Medical Services	18,000	0	36,000	36,000
520300	Professional Services	77,050	40,500	86,600	86,600
521000	Office Supplies	259	0	1,100	500
521200	Operating Supplies	0	0	2,500	1,000
521208	Police Supplies	0	0	3,300	1,000
522300	Vehicles Repairs & Maintenance	1,329	645	9,600	4,000
524100	Vehicle Insurance - 4	1,575	795	1,629	2,388
524201	General Tort Liability Insurance	2,017	1,057	1,460	1,566
524202	Surety Bonds	0	0	37	40
525004	WAN Service Charges	0	309	1,669	2,400
525020	Pagers & Cell Phones	1,279	581	1,440	1,895
525030	800 MHz Radio Service Charges	1,977	993	2,530	2,591
525031	800 MHz Radio Maintenance Contr	489	349	496	398
525210	Conference & Meeting Expenses	2,454	473	10,000	2,000
525230	Subscriptions, Dues, & Books	190	90	400	150
525400	Gas, Fuel, & Oil	3,202	1,938	6,000	5,000
525600	Uniforms & Clothing	471	77	8,000	4,000
529903	Contingency	0	0	10,050	0
	* Total Operating	112,201	48,789	185,311	154,028
	** Total Personnel & Operating	396,995	173,784	471,134	404,956
Capital					
540000	Small Tools & Minor Equipment	262	0	2,000	0
540010	Minor Software	0	0	0	0
	All Other Equipment	26,644	4,785	229,047	0
		0	0	0	
		0	0	0	
		0	0	0	
		0	0	0	
		0	0	0	
	** Total Capital	26,906	4,785	231,047	0
Other Financing Uses					
811000	Op Trn to General Fund/Cty Ordinary	66,624	253,199	253,199	0
	** Total Other Financing Uses	66,624	253,199	253,199	0
	*** Total Budget Appropriation	490,525	431,768	955,380	404,956

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SECTION III. - PROGRAM OVERVIEW

The inmate services program is a special revenue fund used to provide various needs of the inmates. The funds used in this account are generated by revenue received from inmate canteen sales, phone calls, medical visits and work release program.

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
LE / Inmate Services (2632-151300)					
Captain/Facility Administrator	1	0	1	1	22
Training Lieutenant	1	0	1	1	20
Training Sergeant	1	0	1	1	16
Totals:	<u>3</u>	<u>0</u>	<u>3</u>	<u>3</u>	

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520200 – CONTRACTED SERVICES \$2,500

Contracts for waste removal and pest control.

520202 – MEDICAL SERVICE CONTRACT \$36,000

Contract to provide medical service for inmates.

520300 – PROFESSIONAL SERVICES \$86,600

For expenditures which are not covered under the medical service contract for inmates and emergency room expenses incurred for inmates before booking. This account will also cover costs of psychological debriefing needed for employees.

Psychological Debriefing for Employees	\$1,000
Contingency for other services as needed	\$5,000

521000 – OFFICE SUPPLIES \$500

Forms, calendars, paper, toner, etc. will be purchased from this account. The amount budgeted is based on six months average with a projection of the same for the remaining six months.

521200 – OPERATING SUPPLIES \$1,000

The SC Department of Health & Environmental Control and the Minimum Standards for Local Detention Facilities in SC as enforced by the SC Department of Corrections (SC Code of Laws, Section 24-9-10 through 35) regulate the requirements for this account. This account will be used to purchase cleaning chemicals, laundry detergents, kitchen chemicals, sheets and blankets, etc. for inmates.

521208 – POLICE SUPPLIES \$1,000

This account will be used to purchase officer duty gear, and personal protection devices. In addition, batteries for radios and flashlights will be purchased from this account.

522300 - VEHICLE REPAIRS & MAINTENANCE \$4,000

The amount budgeted is based on the projected expenditures for current fiscal year.

524100 – VEHICLE INSURANCE \$2,388

Figures provided by County Risk Manager

524201 – GENERAL TORT LIABILITY INSURANCE \$1,566

Amount provided by County Risk Manager.

524202 – SURETY BOND \$40

Surety bonds are paid every 3 years. The estimated cost was provided by the County Risk Manager.
4 sworn * \$10 = \$40

525004 – WAN SERVICE CHARGES **\$2,400**

Wide area network for video conferencing for inmate hearings.

525020 – PAGERS AND CELL PHONES **\$1,895**

Pagers and cell telephones are required for immediate contact for security purposes. Mobile telephones are required for immediate response when emergencies occur. See telecommunication equipment listing for identification detail and schedule of charges for amount detail. The budgeted amount also includes a contingency for lost pager fees, roaming charges and long distance charges for cell telephones.

525030 – 800 MHz RADIO SERVICE CHARGES **\$2,591**

800 MHz radios are required for communication.

4 Radios * \$53.97 per month

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS **\$398**

800 MHz radios are required for communications.

4 Radios – estimated maintenance costs prorated across all radios is \$99.50 per radio = \$398

525210 – CONFERENCE AND MEETINGS **\$2,000**

Due to additional personnel being hired, staff officers will be attending more conferences to enhance their skills and provide better service in law enforcement. Training seminars are required to keep the employees abreast with the new safety techniques necessary in handling critical areas of the detention facility. As required under SC law, training is necessary for officer safety. These training schedules are as follows:

Class I enforcement personnel – 40 hours – 3 years

Class II detention personnel – 24 hours – 1 year

525230 – SUBSCRIPTIONS, DUES & BOOKS **\$150**

Subscriptions to correctional institution publications, legal publications related to detention facilities, and dues to various organizations for correctional staff.

525400 - GAS, FUEL & OIL **\$5,000**

The amount budgeted is based on first 6 months expenditures and projected cost for entire fiscal year plus an increase due to increased mileage and more maintenance costs

525600 – UNIFORMS & CLOTHING **\$4,000**

Uniforms are requested under Section 23-13-30 of the SC Code of Laws. Replacement items will be purchased if funds are available. Costs included in this budget amount include uniforms, winter coats and utility gear. The amount requested should be sufficient to cover expenses.

SECTION I

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #1
Annual Budget
FY 2005-06 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenue 2005-06	Total Approved 2005-06
*L/E - School District #1 2633:							
Revenues:							
456100	Program Income	199,778	88,978	214,406	214,406	228,111	
461000	Investment Interest	759	553	1,000	1,000	0	
801000	Op Trm from Genrl Fund/Cty Ordinary	211,131	184,400	184,400	184,400	228,112	
** Total Revenue		<u>411,668</u>	<u>273,931</u>	<u>399,806</u>	<u>399,806</u>	<u>456,223</u>	
***Total Appropriation					427,814	456,223	0
FUND BALANCE							
Beginning of Year					<u>38,620</u>	<u>10,612</u>	<u>10,612</u>
FUND BALANCE - Projected							
End of Year					<u>10,612</u>	<u>10,612</u>	<u>10,612</u>

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SECTION I

COUNTY OF LEXINGTON

SCHOOL DISTRICT #1

Annual Budget

Fiscal Year - 2005-06

Fund 2633

Division: Law Enforcement

Organization: 151200 - Operations

Object Code	Expenditure Classification	BUDGET				
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
510100	Salaries & Wages - 8	264,554	130,484	280,776	292,609	
	Salaries & Wages Adjustment Account	0	0	0	8,779	
510199	Special Overtime	2,616	3,557	0	0	
511112	FICA - Employer's Portion	19,573	9,757	21,480	23,057	
511114	PORS - Employer's Portion	24,508	10,588	30,043	32,249	
511120	Employee Insurance - 8	46,080	23,040	46,080	46,080	
511130	Workers Compensation	9,324	4,506	9,428	10,127	
511214	PORS - Emplr Port (Retiree)	4,079	3,754	0	0	
	* Total Personnel	370,734	185,686	387,807	412,901	
Operating Expenses						
522300	Vehicle Repairs & Maintenance	5,320	824	8,500	8,500	
524100	Vehicle Insurance - 8	4,200	2,120	4,344	4,776	
524201	General Tort Liability Insurance	4,664	2,760	5,658	6,072	
524202	Surety Bonds	0	0	0	80	
525000	Telephone	266	150	480	1,071	
525010	Long Distance	0	0	25	0	
525020	Pagers and Cell Phones	844	420	900	842	
525030	800 MHz Radio Service Charges	3,975	1,987	5,100	5,181	
525031	800 MHz Radio Maintenance Charges	978	699	1,000	800	
525210	Conference & Meeting Expense	0	0	0	0	
525230	Subscriptions, Dues, & Books	0	0	0	0	
525400	Gas, Fuel, & Oil	10,130	5,125	10,000	12,000	
525600	Uniforms & Clothing	1,061	1,596	4,000	4,000	
	* Total Operating	31,438	15,681	40,007	43,322	
	** Total Personnel & Operating	402,172	201,367	427,814	456,223	
Capital						
	** Total Capital	0	0	0	0	
	*** Total Budget Appropriation	402,172	201,367	427,814	456,223	

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SECTION III. - PROGRAM OVERVIEW

The School Resource Officer program is provided for the safety and the security of the students in each high school in the Lexington County School Districts. The Lexington County Sheriff's Department and the School Officials are working together to provide a learning environment for the students that will be safe. The State of South Carolina has seen the crime rate rise within the past five years with Lexington County also experiencing an increase of school related incidents such as gang and drug activity within those five years.

FUND 2633
L.E./ SCHOOL DISTRICT #1 (151200)
FY 2005-06 BUDGET REQUEST

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
LE / School District #1 Agreement (2633-151200)					
School Resource Officer	8	0	8	8	13
Totals:	<u>8</u>	<u>0</u>	<u>8</u>	<u>8</u>	

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SECTION V. B. – OPERATING LINE ITEM NARRATIVES

522300 - VEHICLE REPAIRS AND MAINTENANCE \$8,500

This account is used to repair and to maintain the vehicles.

524100 - VEHICLE INSURANCE \$4,776

Vehicle insurance is required for the vehicles. Cost is estimated at 8 * \$597 each.

524201 - GENERAL TORT LIABILITY INSURANCE \$6,072

The amount listed as estimated by County Risk Manager. 8 * \$759 = \$6072

524202 – SURETY BOND \$80

Surety bonds are paid every 3 years. The estimated cost was provided by the County Risk Manager.
8 sworn * \$10 = \$80

525000 – TELEPHONE \$1,071

Telephone line charges are required for the officers for daily operations and for voice mail to receive calls.

525010 – LONG DISTANCE CHARGES \$ 0

The budget for long distance charges is \$0 due to bid of telephone service. PBT will not charge the County any long distance fees

525020 - PAGERS AND CELL PHONES \$ 842

The School Resource Officers are required to have a pager for safety purposes immediate communication with each other.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 5,181

Monthly service is required for the 800 MHz radios used by the School Resource Officers for communication digital encryption.

525031 – 800 MHz RADIO MAINTENANCE CHARGES \$ 800

Radio maintenance fees are required to operate the radios on a 24 hour basis.

525400 - GAS, FUEL, AND OIL \$12,000

The officers must travel to perform their duties at schools and school activities. They also travel to seminars.

525600 – UNIFORMS AND CLOTHING \$ 4,000

Uniforms are required for the School Resource Officers to perform their duties according to County Policy.

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SECTION I

COUNTY OF LEXINGTON
 SCHOOL DISTRICT #2
 Annual Budget
 FY 2005-06 Estimated Revenue

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenue 2005-06	Total Approved 2005-06
*L/E - School District #2 2634:							
Revenues:							
456100	Program Income	106,954	49,056	111,066	111,066	117,325	
461000	Investment Interest	101	137	300	300	0	
801000	Op Trn from Genl Fund/Cty Ordinary	107,355	97,815	97,815	97,815	117,325	
** Total Revenue		<u>214,410</u>	<u>147,008</u>	<u>209,181</u>	<u>209,181</u>	<u>234,650</u>	
***Total Appropriation					221,050	234,650	0
FUND BALANCE							
Beginning of Year							
					<u>7,872</u>	<u>(3,997)</u>	<u>(3,997)</u>
FUND BALANCE - Projected							
End of Year							
					<u>(3,997)</u>	<u>(3,997)</u>	<u>(3,997)</u>

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SECTION I

COUNTY OF LEXINGTON

SCHOOL DISTRICT #2

Annual Budget

Fiscal Year - 2005-06

Fund 2634

Division: Law Enforcement

Organization: 151200 - Operations

Object Code	Expenditure Classification	BUDGET				2005-06 2005-06 2005-06 Approved
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	
510100	Salaries & Wages - 4	144,946	70,111	148,096	153,288	
	Salaries & Wages Adjustment Acct	0	0	0	4,599	
510199	Special Overtime	4,803	2,497	0	0	
511112	FICA - Employer's Portion	11,152	5,405	11,329	12,079	
511114	PORS - Employer's Portion	16,023	7,769	15,846	16,895	
511120	Employee Insurance - 4	23,040	11,520	23,040	23,040	
511130	Workers Compensation	5,226	2,441	4,973	5,305	
	* Total Personnel	205,190	99,743	203,284	215,206	
	Operating Expenses					
522300	Vehicle Repairs & Maintenance	1,579	300	2,500	2,500	
524100	Vehicle Insurance - 4	2,100	1,060	2,172	2,388	
524201	General Tort Liability Insurance	2,332	1,380	2,829	3,036	
524202	Surety Bonds	0	0	0	40	
525000	Telephone	62	89	240	567	
525010	Long Distance	0	0	25	0	
525020	Pagers and Cell Phones	402	201	450	421	
525030	800 MHz Radio Service Charges	1,979	989	2,550	2,592	
525031	800 MHz Radio Maintenance Charges	489	349	500	400	
525210	Conference & Meeting Expense	0	0	0	0	
525230	Subscriptions, Dues, & Books	0	0	0	0	
525400	Gas, Fuel, & Oil	3,753	2,406	4,500	5,500	
525600	Uniforms & Clothing	826	0	2,000	2,000	
	* Total Operating	13,522	6,774	17,766	19,444	
	** Total Personnel & Operating	218,712	106,517	221,050	234,650	
	Capital					
	** Total Capital	0	0	0	0	
	*** Total Budget Appropriation	218,712	106,517	221,050	234,650	

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SECTION III. - PROGRAM OVERVIEW

The School Resource Officer program is provided for the safety and the security of the students in each high school in the Lexington County School Districts. The Lexington County Sheriff's Department and the School Officials are working together to provide a learning environment for the students that will be safe. The State of South Carolina has seen the crime rate rise within the past five years with Lexington County also experiencing an increase of school related incidents such as gang and drug activity within those five years.

FUND 2634
L.E./ SCHOOL DISTRICT #2 (151200)
FY 2005-06 BUDGET REQUEST

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
LE / School District #2 Agreement (2634-151200)					
School Resource Officer	4	0	4	4	13
Totals:	<u>4</u>	<u>0</u>	<u>4</u>	<u>4</u>	

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SECTION V. B. – OPERATING LINE ITEM NARRATIVES

522300 - VEHICLE REPAIRS AND MAINTENANCE \$2,500

This account is used to repair and to maintain the vehicles.

524100 - VEHICLE INSURANCE \$2,388

Vehicle insurance is required for the vehicles. Cost is estimated at 4 * \$597 each.

524201 - GENERAL TORT LIABILITY INSURANCE \$3,036

The amount listed is calculated by the County Risk Manager.
4 * \$759 = \$3036

524202 – SURETY BOND \$40

Surety bonds are paid every 3 years. The estimated cost was provided by the County Risk Manager.
4 sworn * \$10 = \$40

525000 – TELEPHONE \$ 567

Telephone line charges are required for the task force for daily operations and for voice mail to receive calls.

525010 – LONG DISTANCE CHARGES \$ 0

The budget for long distance charges is \$0 due to bid of telephone service. PBT will not charge the County any long distance fees

525020 - PAGERS AND CELL PHONES \$ 421

The School Resource Officers are required to have a pager for communication purposes.

525030 – 800 MHz RADIO SERVICE CHARGES \$2,592

Monthly service is required for the 800 MHz radios used by the School Resource Officers for communication purposes.

525031 – 800 MHz RADIO MAINTENANCE CHARGES \$ 400

Radio maintenance fees are required to operate the radios on a 24 hour basis.

525400 - GAS, FUEL, AND OIL \$5,500

The officers must travel to perform their duties at schools and school activities.

525600 – UNIFORMS AND CLOTHING \$2,000

Uniforms are required for the School Resource Officers to perform their duties according to County Policy.

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SECTION I

**COUNTY OF LEXINGTON
FEDERAL NARCOTICS FORFEITURES
Annual Budget
Fiscal Year - 2005-06**

Fund 2637
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenues: (Organization - 000000)							
456400	Narcotics Confiscation	2,892	0	0	0	8,748	
461000	Investment Interest	404	129	300	300	0	
** Total Revenue		3,296	129	300	300	8,748	
*** Total Appropriations					25,377	7,000	0
FUND BALANCE							
Beginning of Year					<u>26,320</u>	<u>1,243</u>	<u>1,243</u>
FUND BALANCE - Projected							
End of Year					<u>1,243</u>	<u>2,991</u>	<u>1,243</u>

Object Code	Expenditure Classification	BUDGET				2005-06 Approved
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	
Personnel						
* Total Personnel		0	0	0	0	
Operating Expenses						
520307	Accreditation Services	0	825	825	0	
521200	Operating Supplies	5,712	3,543	4,552	2,000	
525210	Conference & Meeting Expense	1,252	13,473	20,000	5,000	
529903	Contingency	0	0	0	0	
* Total Operating		6,964	17,841	25,377	7,000	
** Total Personnel & Operating		6,964	17,841	25,377	7,000	
Capital						
540000	Small Tools & Minor Equipment	0	0	0	0	
	All Other Equipment	4,357	0	0	0	
** Total Capital		4,357	0	0	0	
*** Total Budget Appropriation		11,321	17,841	25,377	7,000	

SECTION III – PROGRAM OVERVIEW

The federal forfeiture fund is a collection of monies from federal narcotic seizures that have been forfeited through the court process. Federal law mandates that these funds be used for law enforcement.

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520307 – ACCREDITATION SERVICES **\$0**

To pay yearly accreditation fees. .

521200 - OPERATING SUPPLIES **\$2,000**

The majority of this account must pay for various items used during narcotics investigations.

525210 –CONFERENCE & MEETING EXPENSE **5,000**

To meet requirements for certification, SC Code of Laws, Section 23-23-10 training must be attended. This reflects our in-house training needs required by law to provide to our personnel. The academy does not teach these courses, and in many cases we must send people outside the county for training so that they may maintain their certification and acquire advancement in technical fields which are changing rapidly in the law enforcement field. Training seminars requested during the year may vary as they are offered.

SECTION I

**COUNTY OF LEXINGTON
LE/CIVIL PROCESS SERVER
Annual Budget
Fiscal Year - 2005-06**

Fund 2638
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenues: (Organization - 000000)							
441000	Sheriff's Fees & Fines	42,610	21,655	43,432	43,432	44,039	
461000	Investment Interest	160	110	42	42	43	
** Total Revenue		42,770	21,765	43,474	43,474	44,082	
***Total Appropriation					87,249	40,229	0
FUND BALANCE Beginning of Year					43,775	48,232	0
FUND BALANCE - Projected End of Year					0	52,085	0

Object Code	Expenditure Classification	<i>BUDGET</i>				
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
510300	Part Time - 2 (1.26 - FTE)	33,063	15,621	33,967	33,736	
	Salaries & Wages Adjustment	0	0	0	1,013	
511112	FICA - Employers Portion	2,529	1,195	2,599	2,659	
511113	SCRS - Employers Portion	1,149	532	2,327	2,676	
511130	Workers Compensation	89	47	102	105	
511213	SCRS - Employers Portion (Retiree)	1,116	538	0	0	
* Total Personnel		37,946	17,933	38,995	40,189	
Operating Expenses						
524201	General Tort Liability Insurance	37	22	22	24	
524202	Surety Bonds	0	0	0	16	
529903	Contingency	0	0	48,232	0	
* Total Operating		37	22	48,254	40	
** Total Personnel & Operating		37,983	17,955	87,249	40,229	
Capital						
** Total Capital		0	0	0	0	
*** Total Budget Appropriation		37,983	17,955	87,249	40,229	

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SECTION III. – PROGRAM OVERVIEW

This program is for the service of all common pleas papers. The party requesting service pays an amount of \$0 to \$25. The amount paid depends on varying circumstances. The revenue generated by this program will be used to fund two part time clerical positions to enter the papers into a database, which tracks the service and attempted service of these documents. This information is then returned to the courts for official dockets.

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Civil Process Server (2638-151200)					
Criminal Records Operators	2	0	2	2	7 –P/T
Totals:	<u>2</u>	<u>0</u>	<u>2</u>	<u>2</u>	

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

524201 - GENERAL TORT LIABILITY INSURANCE **\$24**

General tort liability insurance amounts as allocated based on number of personnel. The amount budgeted is based on County Risk Manager's recommendation.

524202 - SURETY BOND **\$16**

Surety bonds are paid every 3 years. The estimated cost was provided by the County Risk Manager.
1 non-sworn * \$8 = \$8

SECTION 1

COUNTY OF LEXINGTON
 SCHOOL DISTRICT #3
 Annual Budget
 FY 2005-06 Estimated Revenue

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenue 2005-06	Total Approved 2005-06
*L/E - School District #3 2639:							
Revenues:							
456100	Program Income	27,414	13,075	28,876	28,876	<u>28,259</u>	
461000	Investment Interest	29	55	76	76	<u>0</u>	
801000	Op Trn from Genl Fund/Cty Ordinary	28,002	26,766	26,766	26,766	<u>28,260</u>	
** Total Revenue		<u>55,445</u>	<u>39,896</u>	<u>55,718</u>	<u>55,718</u>	<u>56,519</u>	
***Total Appropriation					58,236	56,519	0
FUND BALANCE							
Beginning of Year					<u>3,164</u>	<u>646</u>	<u>646</u>
FUND BALANCE - Projected							
End of Year					<u>646</u>	<u>646</u>	<u>646</u>

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SECTION 1

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #3
Annual Budget
Fiscal Year - 2005-06**

Fund 2639

Division: Law Enforcement

Organization: 151200 - Operations

Object Code	Expenditure Classification	<i>BUDGET</i>				
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
510100	Salaries & Wages - 1	37,520	17,534	37,250	<u>35,908</u>	
	Salaries & Wages Adjustment Account	0	0	0	<u>1,078</u>	
510199	Special Overtime	50	225	0	<u>0</u>	
511112	FICA - Employer's Portion	2,690	1,312	2,951	<u>2,830</u>	
511114	PORS - Employer's Portion	4,020	1,900	4,127	<u>3,958</u>	
511120	Employee Insurance - 1	5,760	2,880	5,760	<u>5,760</u>	
511130	Workers Compensation	1,311	598	1,295	<u>1,244</u>	
	* Total Personnel	51,351	24,449	51,383	50,778	
Operating Expenses						
522300	Vehicle Repairs & Maintenance	265	471	1,000	<u>1,500</u>	
524100	Vehicle Insurance - 1	525	265	543	<u>597</u>	
524201	General Tort Liability Insurance	583	345	1,035	<u>759</u>	
524202	Surety Bonds	0	0	0	<u>10</u>	
525000	Telephone	21	0	45	<u>189</u>	
525010	Long Distance Charges	0	0	10	<u>0</u>	
525020	Pagers and Cell Phones	105	52	105	<u>106</u>	
525030	800 MHz Radio Service Charges	498	263	640	<u>648</u>	
525031	800 MHz Radio Maintenance Contracts	122	87	88	<u>100</u>	
525210	Conference & Meeting Expense	0	0	0	<u>0</u>	
525230	Subscriptions, Dues, & Books	0	0	0	<u>0</u>	
525400	Gas, Fuel, & Oil	1,409	1,205	2,787	<u>1,232</u>	
525600	Uniforms & Clothing	0	482	600	<u>600</u>	
	* Total Operating	3,528	3,170	6,853	5,741	
	** Total Personnel & Operating	54,879	27,619	58,236	56,519	
Capital						
	** Total Capital	0	0	0	0	

***** Total Budget Appropriation****54,879****27,619****58,236****56,519****88-2**

SECTION III. - PROGRAM OVERVIEW

The School Resource Officer program is provided for the safety and the security of the students in each high school in the Lexington County School Districts. The Lexington County Sheriff's Department and the School Officials are working together to provide a learning environment for the students that will be safe. The State of South Carolina has seen the crime rate rise within the past five years with Lexington County also experiencing an increase of school related incidents such as gang and drug activity within those five years.

FUND 2639
L.E./ SCHOOL DISTRICT #3 (151200)
FY 2005-06 BUDGET REQUEST

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
LE / School District #3 Agreement (2639-151200)					
School Resource Officer	1	0	1	1	13
Totals:	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>	

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SECTION V. B. – OPERATING LINE ITEM NARRATIVES

522300 - VEHICLE REPAIRS AND MAINTENANCE \$1,500

This account is used to repair and to maintain the vehicles.

524100 - VEHICLE INSURANCE \$ 597

Vehicle insurance is required for the vehicles. Cost is estimated at \$597 each.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 759

The amount listed as estimated by County Risk Manager.
Law Enforcement 1 @ \$759

524202 – SURETY BOND \$10

Surety bonds are paid every 3 years. The estimated cost was provided by the County Risk Manager.
1 sworn * \$10 = \$10

525000 – TELEPHONE \$189

The budget for long distance charges is \$0 due to bid of telephone service. PBT will not charge the County any long distance fees

525010 – LONG DISTANCE CHARGES \$ 0

Long distance telephone line charges are required to contact persons both out of state and areas within the state that are not considered local calling areas.

525020 - PAGERS AND CELL PHONES \$106

The School Resource Officers are required to have a pager and a mobile telephone for safety purposes immediate communication purposes.

525030 – 800 MHz RADIO SERVICE CHARGES \$648

Monthly service is required for the 800 MHz radios used by the School Resource Officers for communication purposes.

525031 – 800 MHz RADIO MAINTENANCE CHARGES \$100

Radio maintenance fees are required to operate the radios on a 24 hour basis.

525400 - GAS, FUEL, AND OIL \$1,232

The officers must travel to perform their duties at schools and school activities.

525600 – UNIFORMS AND CLOTHING \$600

Uniforms are required for the School Resource Officers to perform their duties according to County Policy.

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SECTION I

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #4
Annual Budget
FY 2005-06 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenue 2005-06	Total Approved 2005-06
*L/E - School District #4 2640:							
Revenues:							
456100	Program Income	25,217	11,469	26,576	26,576	<u>27,641</u>	
461000	Investment Interest	29	50	78	78	<u>0</u>	
801000	Op Trn from Genrl Fund/Cty Ordinary	25,520	25,095	25,095	25,095	<u>27,642</u>	
** Total Revenue		<u>50,766</u>	<u>36,614</u>	<u>51,749</u>	<u>51,749</u>	<u>55,283</u>	
***Total Appropriation					53,636	55,283	0
FUND BALANCE							
Beginning of Year					<u>1,829</u>	<u>(58)</u>	<u>(58)</u>
FUND BALANCE - Projected							
End of Year					<u>(58)</u>	<u>(58)</u>	<u>(58)</u>

SECTION I

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #4
Annual Budget
Fiscal Year - 2005-06**

Fund 2640

Division: Law Enforcement

Organization: 151200 - Operations

Object Code	Expenditure Classification	BUDGET				2005-06 Approved
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	
Personnel						
510100	Salaries & Wages - 1	33,448	16,033	34,138	35,189	
	Salaries & Wages Adjustment Account	0	0	0	1,056	
510199	Special Overtime	478	470	0	0	
511112	FICA - Employer's Portion	2,558	1,245	2,612	2,773	
511114	PORS - Employer's Portion	3,630	1,766	3,652	3,878	
511120	Employee Insurance - 1	5,760	2,880	5,760	5,760	
511130	Workers Compensation	1,184	555	1,146	1,218	
	* Total Personnel	47,058	22,949	47,308	49,874	
Operating Expenses						
522300	Vehicle Repairs & Maintenance	511	278	1,200	1,200	
524100	Vehicle Insurance - 1	525	265	543	597	
524201	General Tort Liability Insurance	583	345	1,415	759	
524202	Surety Bonds	0	0	0	10	
525000	Telephone	64	21	60	189	
525010	Long Distance Charges	0	0	25	0	
525020	Pagers and Cell Phones	105	53	120	106	
525030	800 MHz Radio Service Charges	494	247	640	648	
525031	800 MHz Radio Maintenance Contracts	122	87	125	100	
525210	Conference & Meeting Expense	0	0	0	0	
525230	Subscriptions, Dues, & Books	0	0	0	0	
525400	Gas, Fuel, & Oil	1,450	714	1,900	1,500	
525600	Uniforms & Clothing	0	0	300	300	
	* Total Operating	3,854	2,010	6,328	5,409	
	** Total Personnel & Operating	50,912	24,959	53,636	55,283	
Capital						
	** Total Capital	0	0	0	0	

***** Total Budget Appropriation****50,912****24,959****53,636****55,283****89-2**

SECTION III. - PROGRAM OVERVIEW

The School Resource Officer program is provided for the safety and the security of the students in each high school in the Lexington County School Districts. The Lexington County Sheriff's Department and the School Officials are working together to provide a learning environment for the students that will be safe. The State of South Carolina has seen the crime rate rise within the past five years with Lexington County also experiencing an increase of school related incidents such as gang and drug activity within those five years.

FUND 2640
L.E./ SCHOOL DISTRICT #4 (151200)
FY 2005-06 BUDGET REQUEST

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
LE / School District #4 Agreement (2640-151200)					
School Resource Officer	1	0	1	1	13
Totals:	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>	

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SECTION V. B. – OPERATING LINE ITEM NARRATIVES

522300 - VEHICLE REPAIRS AND MAINTENANCE \$1200

This account is used to repair and to maintain the vehicles.

524100 - VEHICLE INSURANCE \$ 597

Vehicle insurance is required for the vehicles. Cost is estimated at \$543 each.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 759

The amount listed as estimated by County Risk Manager.
Law Enforcement 1 @ \$759

524202 – SURETY BOND \$10

Surety bonds are paid every 3 years. The estimated cost was provided by the County Risk Manager.
1 sworn * \$10 = \$10

525000 – TELEPHONE \$ 189

Telephone line charges are required for the officers for daily operations and for voice mail to receive calls.

525010 – LONG DISTANCE CHARGES \$ 0

The budget for long distance charges is \$0 due to bid of telephone service. PBT will not charge the County any long distance fees

525020 - PAGERS AND CELL PHONES \$ 106

The School Resource Officers are required to have a pager for safety purposes immediate communication purposes.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 648

Monthly service is required for the 800 MHz radios used by the School Resource Officers for communication purposes.

525031 – 800 MHz RADIO MAINTENANCE CHARGES \$ 100

Radio maintenance fees are required to operate the radios on a 24 hour basis.

525400 - GAS, FUEL, AND OIL \$1500

The officers must travel to perform their duties at schools and school activities.

525600 – UNIFORMS AND CLOTHING \$ 300

Uniforms are required for the School Resource Officers to perform their duties according to County Policy.

SECTION I

COUNTY OF LEXINGTON
 SCHOOL DISTRICT #5
 Annual Budget
 FY 2005-06 Estimated Revenue

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*L/E - School District #5 2641:							
Revenues:							
456100	Program Income	130,275	32,609	136,493	136,493	143,413	
461000	Investment Interest	139	163	107	107	0	
801000	Op Trn from Genrl Fund/Cty Ordinary	131,685	118,922	118,922	118,922	143,413	
** Total Revenue		<u>262,099</u>	<u>151,694</u>	<u>255,522</u>	<u>255,522</u>	<u>286,826</u>	
***Total Appropriation					271,867	286,826	0
FUND BALANCE							
Beginning of Year					<u>11,026</u>	<u>(5,319)</u>	<u>(5,319)</u>
FUND BALANCE - Projected							
End of Year					<u>(5,319)</u>	<u>(5,319)</u>	<u>(5,319)</u>

SECTION I

COUNTY OF LEXINGTON
SCHOOL DISTRICT #5
Annual Budget
Fiscal Year - 2005-06

Fund 2641

Division: Law Enforcement

Organization: 151200 - Operations

Object Code	Expenditure Classification	<i>BUDGET</i>				2005-06 Approved
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	
Personnel						
510100	Salaries & Wages - 5	175,382	84,670	180,453	186,526	
	Salaries & Wages Adjustment Acct	0	0	0	5,596	
510199	Special Overtime	3,861	4,179	0	0	
510200	Overtime	1,666	0	0	0	
510210	Overtime - Dog Care	1,652	711	0	0	
511112	FICA - Employer's Portion	13,361	6,647	13,805	14,698	
511114	PORS - Employer's Portion	19,534	9,583	19,308	20,557	
511120	Employee Insurance - 5	28,800	14,400	28,800	28,800	
511130	Workers Compensation	6,371	3,011	6,060	6,456	
	* Total Personnel	250,627	123,201	248,426	262,633	
Operating Expenses						
522300	Vehicle Repairs & Maintenance	1,802	386	3,000	5,000	
524100	Vehicle Insurance - 5	2,625	1,325	2,715	2,985	
524201	General Tort Liability Insurance	2,915	1,725	3,536	3,795	
524202	Surety Bonds	0	0	0	50	
525000	Telephone	153	77	300	693	
525010	Long Distance	0	0	25	0	
525020	Pagers and Cell Phones	524	262	560	527	
525030	800 MHz Radio Service Charges	2,596	1,285	3,180	3,238	
525031	800 MHz Radio Maintenance Contracts	612	437	625	500	
525210	Conference & Meeting Expense	0	0	0	0	
525230	Subscriptions, Dues, & Books	0	0	0	0	
525400	Gas, Fuel, & Oil	5,338	3,450	7,000	4,905	
525600	Uniforms & Clothing	537	0	2,500	2,500	
	* Total Operating	17,102	8,947	23,441	24,193	
	** Total Personnel & Operating	267,729	132,148	271,867	286,826	
Capital						
	** Total Capital	0	0	0	0	
	*** Total Budget Appropriation	267,729	132,148	271,867	286,826	

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SECTION III. - PROGRAM OVERVIEW

The School Resource Officer program is provided for the safety and the security of the students in each high school in the Lexington County School Districts. The Lexington County Sheriff's Department and the School Officials are working together to provide a learning environment for the students that will be safe. The State of South Carolina has seen the crime rate rise within the past five years with Lexington County also experiencing an increase of school related incidents such as gang and drug activity within those five years.

FUND 2641
L.E./ SCHOOL DISTRICT #5 (151200)
FY 2005-06 BUDGET REQUEST

SECTION V. A. -- LISTING OF POSITIONS

Current Staffing Level:

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
LE / School District #5 Agreement (2641-151200)					
School Resource Officer	5	0	5	5	13
Totals:	<u>5</u>	<u>0</u>	<u>5</u>	<u>5</u>	

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

522300 - VEHICLE REPAIRS AND MAINTENANCE \$5,000

This account is used to repair and to maintain the vehicles.

524100 - VEHICLE INSURANCE \$2,985

Vehicle insurance is required for the vehicles. Cost is estimated at 5* \$597.

524201 - GENERAL TORT LIABILITY INSURANCE \$3,795

The amount listed as estimated by County Risk Manager.
Law Enforcement 5*\$759=\$3795.00

524202 – SURETY BOND \$50

Surety bonds are paid every 3 years. The estimated cost was provided by the County Risk Manager.
5 sworn * \$10 = \$50

525000 – TELEPHONE \$ 693

Telephone line charges are required for the task force for daily operations and for voice mail to receive calls.

525010 – LONG DISTANCE CHARGES \$ 0

The budget for long distance charges is \$0 due to bid of telephone service. PBT will not charge the County any long distance fees

525020 - PAGERS AND CELL PHONES \$ 527

The School Resource Officers are required to have a pager for communication purposes.

525030 – 800 MHz RADIO SERVICE CHARGES \$3,238

Monthly service is required for the 800 MHz radios used by the School Resource Officers for communication purposes.

525031 – 800 MHz RADIO MAINTENANCE CHARGES \$ 500

Radio maintenance fees are required to operate the radios on a 24 hour basis.

525400 - GAS, FUEL, AND OIL \$4,905

The officer must travel to perform their duties at schools and school activities.

525600 – UNIFORMS AND CLOTHING \$2,500

Uniforms are required for the School Resource Officers to perform their duties according to County Policy.

SECTION I

**COUNTY OF LEXINGTON
LAW ENFORCEMENT/ALCOHOL ENFORCEMENT TEAM
Annual Budget
Fiscal Year - 2005-06**

Fund 2642
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenue 2005-06	Total Approved 2005-06
Revenues (Organization: 000000)							
438206	LE/Alcohol Enforce Team Fees	43,199	15,575	14,000	15,575	<u>28,770</u>	
461000	Investment Interest	106	82	0	82	<u>75</u>	
** Total Revenue		<u>43,305</u>	<u>15,657</u>	<u>14,000</u>	<u>15,657</u>	<u>28,845</u>	
***Total Appropriation					37,523	28,838	0
FUND BALANCE							
Beginning of Year					<u>25,151</u>	<u>3,285</u>	<u>3,285</u>
FUND BALANCE - Projected							
End of Year					<u>3,285</u>	<u>3,292</u>	<u>3,285</u>

Object Code	Expenditure Classification	2003-04 Expend	2004-05 Expend (Dec)	2004-05 Amended (Dec)	BUDGET		
					2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
510100	Salaries & Wages	3,397	671	4,000	<u>1,342</u>		
510199	Special Overtime	0	0	0	<u>0</u>		
510200	Overtime	23,550	8,014	25,554	<u>24,480</u>		
511112	FICA - Employer's Portion	1,967	627	2,888	<u>1,975</u>		
511114	PORS - Employer's Portion	2,883	929	4,023	<u>211</u>		
511130	Workers Compensation	1,015	293	1,058	<u>830</u>		
* Total Personnel		32,812	10,534	37,523	28,838		
Operating Expenses							
* Total Operating		0	0	0	0		
** Total Personnel & Operating		32,812	10,534	37,523	28,838		
Capital							
** Total Capital		0	0	0	0		
*** Total Budget Appropriation		32,812	10,534	37,523	28,838		

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SECTION I

**COUNTY OF LEXINGTON
URBAN ENTITLEMENT COMMUNITY DEVELOPMENT
Annual Budget
FY 2005-06 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*Urban Entitlement Community Development 2400							
Revenues:							
456100	Program Income	0	500	0	0	0	0
457000	Federal Grant Income	1,473,252	174,741	2,881,441	2,881,441	1,123,954	0
461000	Investment Interest	133	9	0	0	0	0
**Total Revenue		<u>1,473,385</u>	<u>175,250</u>	<u>2,881,441</u>	<u>2,881,441</u>	<u>1,123,954</u>	<u>0</u>
***Total Appropriations					2,881,441	1,130,253	0
FUND BALANCE							
Beginning of Year					<u>5,783</u>	<u>5,783</u>	<u>5,783</u>
FUND BALANCE - Projected							
End of Year					<u>5,783</u>	<u>(516)</u>	<u>5,783</u>

GRANT PERIOD: 07-01-2005 to 06-30-2006

GRANT AWARD: Federal \$1,123,954.00 Admin = \$ 134,987 Projects = \$ 988,967

PERCENTAGE SHARED: 100% Federal

COUNTY OF LEXINGTON
URBAN ENTITLEMENT COMMUNITY DEVELOPMENT
Annual Budget
Fiscal Year - 2005-06

Fund 2400

Division: Community & Economic Development

Organization: 181200 - Community Development Administration

Object Expenditure Code Classification	2003-04	2004-05	2004-05	2005-06	BUDGET	
	Expend	Expend (Dec)	Amended (Dec)	Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 2	60,160	41,145	89,625	80,228		
Salaries & Wages Adjustment Account	0	0	0			
511112 FICA - Employer's Portion	4,480	3,091	6,856	6,137		
511113 SCRS - Employer's Portion	4,121	2,819	6,519	6,178		
511120 Employee Insurance - 2	9,216	6,048	12,096	12,096		
511130 Workers Compensation	162	123	268	2,142		
* Total Personnel	78,139	53,226	115,364	106,781		
Operating Expenses						
520300 Professional Services	505	6,129	28,368	1,000		
520400 Advertising & Publicity	1,895	585	1,720	2,935		
520702 Technical Currency & Support	0	0	200	500		
521000 Office Supplies	614	463	1,000	1,000		
521100 Duplicating	455	176	375	375		
524000 Building Insurance	10	7	6	31		
524201 General Tort Liability Insurance	95	66	135	145		
524202 Surety Bonds	0	0	10	17		
525000 Telephone	781	396	940	481		
525010 Long Distance Charges	182	98	185	0		
525020 Pagers and Cell Phones	105	52	111	111		
525040 Internet Service Charges	239	120	240	0		
525100 Postage	34	109	75	150		
525210 Conference & Meeting Expense	2,896	2,950	3,000	7,800		
525230 Subscriptions, Dues, & Books	3,375	1,583	1,900	1,955		
525240 Personal Mileage Reimbursement	18	170	435	486		
525250 Motor Pool Reimbursement	236	75	435	486		
525300 Util / Administration Building	705	407	1,200	1,200		
529903 Contingency	0	0	8,884	-10,000		
529950 Indirect Costs	0	0	10,649	14,634		
* Total Operating	12,145	13,386	59,868	23,306		
** Total Personnel & Operating	90,284	66,612	175,232	130,087		
Capital						
540000 Small Tools & Minor Equipment	46	44	0	750		
540010 Minor Software	0	0	0	0		
All Other Equipment	1,878	1,294	1,520			
(1) Desk	0	0	0	1,500		
(1) Lateral File	0	0	0	650		
(1) Desk Chair	0	0	0	500		
(2) Guest Chairs	0	0	0	500		
(1) Bookcase	0	0	0	650		
(1) Storage Cabinet	0	0	0	350		
** Total Capital	1,924	1,338	1,520	4,900		
*** Total Budget Appropriation	92,208	67,950	176,752	134,987		

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COUNTY OF LEXINGTON
URBAN ENTITLEMENT COMMUNITY DEVELOPMENT
Annual Budget
Fiscal Year - 2005-06

Fund 2400
Division: Community & Economic Development
Organization - 181201 Community Development Projects

Object Expenditure Code Classification	2003-04 Expend	2004-05 Expend (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
* Total Personnel	0	0	0	0	0	
Operating Expenses						
529000 Unclassified	0	0	9,877	0		
537103 Bellemeade Drainage Improvements	172,593	16,385	285,000	0		
537104 Happy Town Water/Fire Improve	27,919	9,981	443,452	0		
537105 Happy Town Road Improvements	97,335	34,903	1,025,917	0		
537106 Walter Shealy Road	63,452	2,900	360,295	0		
537108 Quality of Life Task Force	0	0	3,800	0		
573109 Gtr Columbia Comm Relations Council	0	0	50,000	0		
537110 Double Branch Community	0	0	50,000	0		
537111 Happy Town - Boggy Branch Court	0	25,952	31,748	0		
Low-Mod Neighborhood Stude	0	0	0	32,586		
Sistercare	0	0	0	0		
MIRCI	0	0	0	0		
Lex. Co. Recreation & Aging	0	0	0	0		
Centers for Equal Justice	0	0	0	0		
Beth & Lou Holtz Winter Shelter	0	0	0	0		
Bitternut Court Road Paving	0	0	0	0		
Glenn Street Road Paving	0	0	0	0		
Jim Spence Road Paving	0	0	0	0		
Old Charleston Road Paving	0	0	0	0		
D.E. Clark Road Paving	0	0	0	0		
Bub Shumpert Road Paving	0	0	0	0		
Old Barnwell Road Water	0	0	0	180,000		
Double Branch Comm. Water/Sewer	0	0	0	0		
Happy Town Community Sewer	0	0	0	0		
Kinsler Community Water/Sewer	0	0	0	0		
Lloywood Community Sewer	0	0	0	0		
Rolling Meadows Sewer	0	0	0	0		
Silver Lake Sewer	0	0	0	0		
Cassidy Road Water	0	0	0	0		
Swansea Road Water/Sewer	0	0	0	0		
Highway 302 Water	0	0	0	0		
* Total Operating	361,299	90,121	2,260,089	212,586		
** Total Personnel & Operating	361,299	90,121	2,260,089	212,586		
Capital						
** Total Capital	0	0	0	0		
*** Total Budget Appropriation	361,299	90,121	2,260,089	212,586		

92-3

COUNTY OF LEXINGTON
URBAN ENTITLEMENT COMMUNITY DEVELOPMENT
Annual Budget
Fiscal Year - 2005-06

Fund 2400
Division: Public Safety
Organization: 131500 Fire Service

Object Expenditure Code Classification	2003-04 Expend	2004-05 Expend (Dec)	2004-05 Amended (Dec)	<i>BUDGET</i>		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
* Total Personnel	0	0	0	0		
Operating Expenses						
521200 Operating Supplies	0	0	0	0		
* Total Operating	0	0	0	0		
** Total Personnel & Operating	0	0	0	0		
Capital						
All Other Equipment	1,019,745	9,600	9,600	0		
5A5295 Public Safety Service Ctr. Construct	0	0	435,000	111,440		
Law Enforcement Serv Ctr @ Airport				671,240		
** Total Capital	1,019,745	9,600	444,600	782,680		

***** Total Budget Appropriation** 1,019,745 9,600 444,600 782,680 _____

92-4

		2005 CDBG AWARD	\$1,123,954.00
UNEXPENDED FUNDS FROM PREVIOUS AWARDS (EST.)			\$484,477.00
			=====
		Total:	\$1,608,431.00
PROJECT	ESTIMATED COST (CDBG PORTION)	UNEXPENDED FUNDS (EST.)	RECOMMENDED NEW FUNDING
Administration & Planning (Maximum Allowed: \$224,790.80)			
Administration	\$134,987.00	\$6,299.00	\$128,688.00
Lexington Co. Low-Mod Neighborhood Study	\$50,000.00		\$32,586.00
Quality of Life Task Force	\$3,800.00	\$3,800.00	\$0.00
	=====	=====	=====
Total:	\$188,787.00	\$10,099.00	\$161,274.00
Public Safety			
Fire Station @ Fish Hatchery Road	\$542,240.00	\$430,800.00	\$111,440.00
Law Enforcement Svc. Ctr. @ Lex. Co. Airport - Pelion	\$671,240.00	\$0.00	\$671,240.00
	=====	=====	=====
Total:	\$1,213,480.00	\$430,800.00	\$782,680.00
Road Paving			
Bittemut Court Road Paving (Priority # 1)	\$423,500.00		\$0.00
Glenn Street Road Paving (Priority # 2)	\$269,500.00		\$0.00
Jim Spence Road Paving (Priority # 3)	\$797,500.00		\$0.00
Old Charleston Road (Priority # 4)	\$275,000.00		\$0.00
D.E. Clark Road (Priority # 5)	\$1,259,500.00		\$0.00
Bub Shumpert Road (Priority # 6)	\$1,749,000.00		\$0.00
	=====	=====	=====
Total:	\$4,774,000.00	\$0.00	\$0.00
Water / Sewer			
Old Bamwell Road Water (Joint Municipal)	\$180,000.00		\$180,000.00
Double Branch Road Water / Sewer (W. Cola.)	\$324,475.00	\$40,000.00	\$0.00
Happy Town Community Sewer (Swansea)	\$674,220.00		\$0.00
Kinsler Community Water / Sewer (Cayce)	\$300,000.00		\$0.00
Lloydwood Community Sewer (Cayce)	\$230,000.00		\$0.00
Rolling Meadows Sewer (Cayce)	\$175,000.00		\$0.00
Silver Lake Sewer (Cayce)	\$200,000.00		\$0.00
Cassidy Road Water (Swansea)	\$400,000.00		\$0.00
Swansea Road Water / Sewer (Swansea)	\$600,000.00		\$0.00
Highway 302 Water (Pelion)	\$696,840.00		\$0.00
	=====	=====	=====
Total:	\$3,780,535.00	\$40,000.00	\$180,000.00
Public Service Projects (Maximum Allowed: \$168,593.10)			
	Requested		Recommended
Greater Cola. Comm. Relations	\$50,000.00		\$0.00
SisterCare	\$12,000.00		\$0.00
MIRCI (Mental Illness Recovery Center)	\$25,000.00		\$0.00
Lex. County Recreation & Aging Commission	\$86,881.00		\$0.00
SC Centers For Equal Justice	\$50,000.00		\$0.00
Beth & Lou Holtz Winter Shelter	\$50,000.00		\$0.00
	=====	=====	=====
Total:	\$223,881.00	\$0.00	\$0.00
Contingency			
Unanticipated Costs	\$22,000.00	\$9,877.00	\$0.00
	=====	=====	=====
Total:	\$22,000.00	\$9,877.00	\$0.00
TOTAL (ALL PROJECTS):		\$10,202,683.00	\$490,776.00
OTHER PROJECTS		ESTIMATED COST	FUNDING SOURCE
D.S.S. Building	\$5,000,000 @ 4% = \$368,000 yr.		HUD Section 108 Loan (FY 06/07?)

SECTION III - PROGRAM OVERVIEW

Summary of Programs:

To provide general administration, implementation and oversight of the County's Community Development Block Grant (CDBG) program as established through the United States Department of Housing and Urban Development (HUD).

Program Objectives:

- To plan and administer the HUD CDBG program in the unincorporated areas of Lexington County;
- To identify needs and determine an eligible course of action to address them; and,
- To identify partners in these activities to assure the most efficient use of federal dollars.

SERVICE LEVELS

Indicators	Actual		Year to Date	Estimated	Projected
	FY2002/03	FY2003/04		FY2004/05	FY2005/06
Additional Linear Feet of water line to service LMI households			Underway	16,910	6,500+
Additional Linear Feet of sewer line to service LMI households					To Be Determined
Various pieces of Fire Services Equipment purchased					
Various pieces of Fire Services VHF Radio Equipment purchased	42				
Class A Foam Retrofits of Fire Equipment purchased					
Analysis of Impediments to Fair Housing conducted					
LMI neighborhoods with drainage improvements			Underway	1	
LMI neighborhoods with water system improvements			Underway	1	2
LMI neighborhoods with road improvements			Underway	1	2
Fire Services Vehicles purchased	2	6			
Public Safety Service Center					1
Neighborhood Planning					X
Fair Housing Education					X
Public Services / Assistance to Non-Profit Agencies					X

During the current year we completed engineering on a road / waterline project and a drainage project. The road / waterline project is currently in progress and the drainage project will be under construction soon. Both of these projects support efforts to improve infrastructure in the County. Other projects currently underway include a fair housing education program to increase citizen awareness and knowledge of housing issues and an updated neighborhood plan for a predominantly low-income neighborhood with many community development needs.

In the upcoming year we will be implementing various projects including two new water line projects, a new sewer line project, two road paving projects, and a comprehensive assessment of low and moderate income communities. We also hope to begin work on a combined public safety services center originally scheduled for implementation in FY 04/05 but postponed due to continued discussion about locations and budgets. We also plan to provide funds to non-profit agencies addressing domestic violence, abused children, home-delivered meals for the elderly, legal aid for low-income persons, homelessness, mentally ill persons, and fair housing.

SECTION IV

SUMMARY OF REVENUES

457000 - FEDERAL GRANT INCOME **\$1,123,954**

The United States Department of Housing and Urban Development (HUD) establishes the annual award for all Community Development Block Grant (CDBG) Urban Entitlement Counties. HUD has notified the County that we will receive \$1,123,954 for 2005/2006. This amount is a \$61,046 or 5.2% decrease from the current year's funding level (\$1,185,000). No other revenues are anticipated for this program.

Partners are identified to assist with funding the projects wherever feasible. It is anticipated that for the majority of next year's projects this program will not be the sole source of assistance.

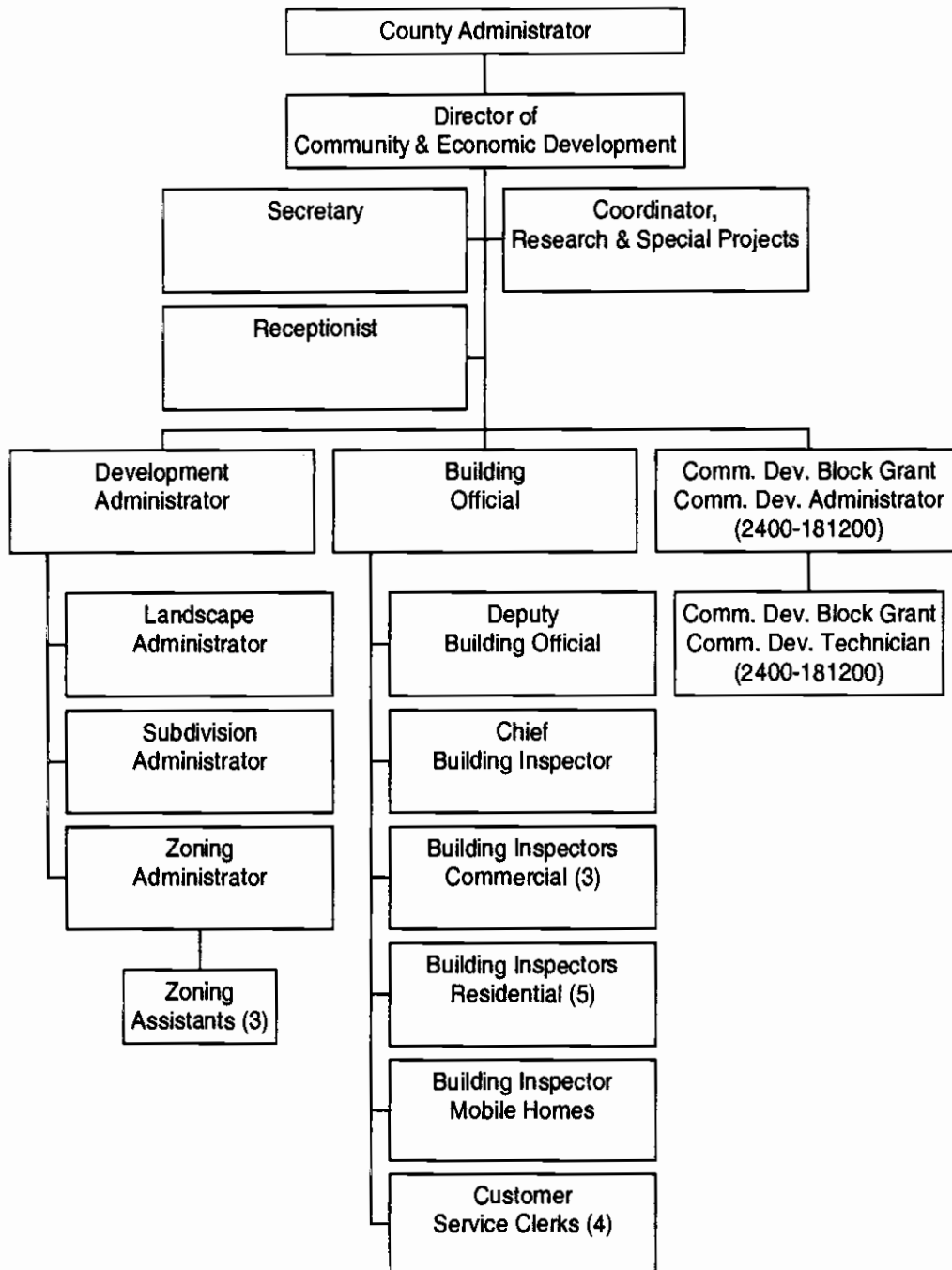
SECTION V-A

PERSONNEL LINE ITEM NARRATIVES

Position	Grade
Director, Comm. & Econ. Dev. (10%)	32
Community Development Administrator	18
Community Development Technician	10

DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

ORGANIZATIONAL CHART



SECTION V-B

OPERATING LINE ITEM NARRATIVES

520300 - PROFESSIONAL SERVICES \$1,000

The County Attorney reviews various legal issues arising from implementation of projects. These services are utilized throughout the year as projects are planned and implemented.

County Attorney: \$250 per quarter x 4 quarters = \$1,000

520400 - ADVERTISING & PUBLICITY \$2,935

Newspaper advertisements are required throughout the year to notify the public of various aspects of the program including environmental findings, public hearings, availability of plans and reports, amendments to plans, and public comment periods. Employment advertisements for vacant positions in the program are also charged to this account. Prior experience indicates an average of \$405 per ad.

In addition, informational brochures may be developed for distribution at community meetings, public hearings, etc. The proposed cost uses the County's print shop.

Public Notices (7 ads x \$405 each)	=	\$2,835
Brochures (2,000 x .05)	=	100
		<hr/>
		\$2,935

520702 - SOFTWARE LICENSE TECHNICAL SUPPORT AGREEMENTS \$500

To cover the cost of maintenance for the mapping program used to combine census and other demographic data with the County's parcel and ownership data. The Planning and GIS Department mapping staff provided the estimate of this cost.

ArcView Annual Maintenance Fee: \$500

521000 - OFFICE SUPPLIES \$1,000

Routine office supplies are used (paper, pencils, file folders, etc.) in the course of implementing projects and maintaining compliance with grant requirements each year.

521100 - DUPLICATING **\$375**

This account is used for copier machine duplicating of agreements, reports, correspondence, environmental reviews, and other documents used in the daily accomplishment of the department's operations. The division presently makes approximately 600 copies per month.

$$625 \text{ copies/month} \times 12 \text{ months} \times \$0.05 \text{ a copy} = \$375$$

524000 - BUILDING INSURANCE **\$31**

The amount requested is based on an estimate provided by the Risk Manager.

524201 - GENERAL TORT LIABILITY **\$145**

Work sheets for Personnel costs, to include tort liability, were submitted by the County's Risk Manager. The rate shown is based on a position classification set by the carrier.

$$\text{Urban Entitlement Community Development: } \$145.00$$

525000 - TELEPHONE **\$480.96**

This department currently has two Alltel lines, with voice mail on each line. Per the Finance Department, these phone lines will cost \$20.04 per month total including tax.

$$2 \text{ lines} \times \$20.04/\text{month} \times 12 \text{ months} = \$480.96$$

525020 - PAGERS AND CELL PHONES **\$111**

As a department head, the Director is required to carry a pager for quick access by Council, Administrator, and other Department Heads. The pager carried by the Director is currently charged to the CDBG account.

$$1 \text{ pager} \times \$9.17/\text{month} \times 12 \text{ months} = \$110.04$$

525100 - POSTAGE **\$150**

To cover the cost of mailing office correspondence, notices, reports, and planning materials. This is based on the usage for the current fiscal year.

525210 - CONFERENCE & MEETING EXPENSE

\$7,800

To cover the cost of attending IDIS training, Wage and Labor training, Environmental Review training, and CDBG program training as well as annual training provided by state and national associations working within the area of community development.

HUD-sponsored training has either no cost or a minimal registration fee, but does include travel, meals and lodging costs. Locations for HUD training vary and are offered throughout the United States depending on HUD's budget, the availability of trainers, etc.

It is proposed that staff participate in at least the following events and any HUD-sponsored training which provide ongoing education and skill development to implement and manage the CDBG program:

HUD Training (estimated)	\$2,500
National Assoc. County Community & Econ. Development annual training	2,000
National Community Development Association annual training	2,000
SC Community Development Association (bi-annual meetings)	700
Governor's Rural Summit	500
Palmetto Housing Forum	100
	<u>\$7,800</u>

The number of staff participating will depend on the topic of each event and its relevance to the employee's duties. The programs listed above typically address rural community development issues, affordable housing, infrastructure improvements, community revitalization techniques, compliance with HUD and other federal requirements, as well as best practices presentations from other communities.

The proposed cost is based on approximate lodging, transportation, and registration rates.

525230 - SUBSCRIPTIONS, DUES, BOOKS

\$1,955

To cover the costs of professional association memberships at both the national and state level, recommended by HUD staff and other entitlement counties, and to maintain local resources.

National Community Development Association	\$1,515
SC Community Development Association	65
Affordable Housing Coalition of SC	100
Subscriptions, Books & Training Manuals	275
	<u>\$1,955</u>

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$486**

Wherever possible, motor pool vehicles are used instead of personal vehicles. However there are occasions when it is more feasible for the employee to take their car, as in meetings that begin before or end after the traditional workday.

The reimbursement rate is based on the current annual federal rate, which is subject to change. The proposed amount is based on historic driving patterns to project sites and meetings.

$$100 \text{ miles/month} \times 12 \text{ months} \times .405 = \$486$$

525250 - MOTOR POOL REIMBURSEMENT **\$486**

This charge is for use of fleet vehicles and is based on historic usage.

$$100 \text{ miles/month} \times 12 \text{ months} \times .405 = \$486$$

525300 - UTILITIES **\$1,200**

This cost is based on an average utility charge of \$60 per month.

529903 - CONTINGENCY **(\$10,000)**

These funds are typically available for unanticipated administration expenses. They may also be reassigned for projects, provided the proper public notice and public hearings have taken place to amend the Consolidated and/or Annual Action Plans.

The US Department of Housing and Urban Development has set a cap of 20% of program award for administrative costs. This contingency allows for unforeseen demands, while keeping the program's administrative costs comfortably below the cap.

This year's contingency is shown as a negative in anticipation of a rollover in FY 2005/06 of unspent administration funds from the previous program years.

529950 -INDIRECT COSTS **\$14,634**

These costs are associated with general internal support functions provided by the County to the grant program. It is recommended that this line of reimbursement be pursued instead of the previous method of estimating the direct supervisory oversight.

The standard formula for calculating indirect costs (based on the 2003/2004 rate) is 18.24% of the salaries of the grant-funded employees. Only the base salary is used to make this calculation, not any of the additional fringe benefits.

$$\$80,228 \times 18.24\% = \$14,633.59$$

OPERATING LINE ITEM NARRATIVES

**2400-181201
COMMUNITY DEVELOPMENT PROJECTS**

Potential activities for the upcoming year are identified below. The total amount of funds estimated to fund all of these projects (see Section I, 2005-06 Requested) far exceeds the total available grant funds, therefore, staff has made recommendations to meet the expected budget. The total costs are preliminary estimates only.

NOTE: Projects to be budgeted in this account are funded through the Community Development Block Grant (CDBG) program. CDBG funds must be spent in a timely manner or HUD will recapture them depending on the results of an annual analysis of the County's total CDBG expenditures. It is estimated that at least \$487,477 that was budgeted for FY 04/05 will not be expended during FY 04/05 primarily due to continued delays in implementing the combined public safety services center.

CONTINGENCY

529000 - Unclassified **\$60,000**

Cost estimates may differ significantly from actual bids and needs may arise during the year not anticipated at the time the budget was developed. These funds will be used as needed to add funds to a project or to address unanticipated project needs.

PLANNING

5— Lexington County Low/Mod Neighborhood Study **\$50,000**

This project will include an analysis of low and moderate income communities within the unincorporated areas of the County. The analysis will include an assessment of infrastructure needs (water, sewer, roads, drainage, etc.), housing needs (quality of housing stock, type of housing, etc.), and other community development needs (fire protection, public safety, recreation, education, etc.). The information gathered in this study will be used to help determine where and how to target the County's CDBG resources.

NON-PROFIT AGENCIES

5— Greater Columbia Community Relations Council \$25,000

This is a continuation of a current year project to provide fair housing education targeted to low and moderate income areas of the County. The project will include workshops and a housing fair to be coordinated with the efforts of the Centers for Equal Justice. This project was funded at \$50,000 for the current year, however, due to an increase in the total requests for assistance, staff recommends a budget of \$25,000 for 2005/06.

5— SisterCare \$12,000

SisterCare is an agency that provides assistance to domestic abuse victims. They have requested \$12,000 to help fund a Children's Early Intervention and Prevention program for their second Lexington County emergency shelter. This program will help abused children address domestic violence issues so they can focus on reaching developmental goals, achieving readiness to learn, and learning skills to reduce their risk of perpetrating or becoming victims of family violence.

5— MIRCI \$25,000

MIRCI (Mental Illness Recovery Center) is an agency whose mission is to provide community based services to individuals recovering from mental illness and/or severe emotional problems in the Midlands area of South Carolina. They have requested \$25,000 to expand their supportive housing program serving clients in Lexington County residing at Sandstone Apartments. The supportive housing program provides safe, decent and affordable housing for individuals recovering from a mental illness and includes counseling services to residents 365 days per year.

5— Lexington County Recreation & Aging Commission (LCRAC) \$50,000

LCRAC provides diversified programs and services to Lexington County's increasing older adult population. Lower income senior citizens are particularly targeted for services and assistance. They have requested \$86,881 to expand their home-delivered meals program in the unincorporated areas of Batesburg-Leesville, Gilbert, Summit, and Pelion. The meals will be distributed from the new Batesburg-Leesville Senior Center and Meal Distribution site being constructed this year. This program serves frail, homebound older adults 60 years and older. The LCRAC is a millage agency and receives other annual funds from the County. Due to an increase in the total requests for assistance, staff recommends a budget of \$50,000.

5— South Carolina Centers for Equal Justice (SCCEJ) \$25,000

The SCCEJ provides legal assistance on civil matters to low income residents. The Lexington County center is one of fourteen centers located throughout the State. The SCCEJ have requested \$50,000 to fund a new program for low-income Lexington County residents that will provide legal education on housing and related issues, advising residents of their rights and

obligations regarding public and private housing by focusing on those legal matters that deal with fair housing, due process, the SC Landlord/Tenant Act, foreclosures, and predatory lending practices. This project will be coordinated with and will complement the efforts of the Greater Columbia Community Relations Council who have also requested funding. Due to an increase in the total requests for assistance, staff recommends a budget of \$25,000.

5— Beth and Lou Holtz Winter Shelter **\$25,000**

The Beth and Lou Holtz Winter Shelter is a regional shelter for men and women providing overnight accommodations from November through March. On behalf of the Shelter, United Way of the Midlands has requested \$50,000 to help fund the operating costs of the current shelter located in downtown Columbia. The recent "point in time" count of the homeless indicated at least 50 homeless people on the streets of Lexington County. Lexington County does not currently have a regional shelter and it is estimated many or all of the County's homeless persons may travel to the regional shelter when in need. Due to an increase in the total requests for assistance, staff recommends a budget of \$25,000.

ROAD PAVING

5— Bitternut Court Road Paving **\$127,050**

This project was the highest rated project on the list provided by the Lexington County Department of Public Works identifying priority paving needs in low and moderate income communities. This project will consist of .77 miles of paved road. The total estimated cost of the project is \$423,500. Staff recommends \$127,050 for FY 2005/06 to cover the costs of environmental review and engineering.

5— Glenn Street Road Paving **\$80,850**

This project was the second highest rated project on the list provided by the Lexington County Department of Public Works identifying priority paving needs in low and moderate income communities. This project will consist of .49 miles of paved road. The total estimated cost of the project is \$269,500. Staff recommends \$80,850 for FY 2005/06 to cover the costs of environmental review and engineering.

5— Jim Spence Road Paving **\$0**

This project was the third highest rated project on the list provided by the Lexington County Department of Public Works identifying priority paving needs in low and moderate income communities. This project will consist of 1.45 miles of paved road. The total estimated cost of the project is \$797,500. Staff recommends balancing the total available grant funds among various types of projects and needs and therefore suggests postponing CDBG funding for this project until a later date.

5— Old Charleston Road Paving **\$0**

This project was the fourth highest rated project on the list provided by the Lexington County Department of Public Works identifying priority paving needs in low and moderate income communities. This project will consist of .5 miles of paved road. The total estimated cost of the project is \$275,000. Staff recommends balancing the total available grant funds among various types of projects and needs and therefore suggests postponing CDBG funding for this project until a later date.

5— D.E. Clark Road Paving **\$0**

This project was the fifth highest rated project on the list provided by the Lexington County Department of Public Works identifying priority paving needs in low and moderate income communities. This project will consist of 2.29 miles of paved road. The total estimated cost of the project is \$1,259,500. Staff recommends balancing the total available grant funds among various types of projects and needs and therefore suggests postponing CDBG funding for this project until a later date.

5— Bub Shumpert Road Paving **\$0**

This project was the sixth highest rated project on the list provided by the Lexington County Department of Public Works identifying priority paving needs in low and moderate income communities. This project will consist of 3.18 miles of paved road. The total estimated cost of the project is \$1,749,000. Staff recommends balancing the total available grant funds among various types of projects and needs and therefore suggests postponing CDBG funding for this project until a later date.

5— Bub Shumpert Road Paving **\$0**

This project was the sixth highest rated project on the list provided by the Lexington County Department of Public Works identifying priority paving needs in low and moderate income communities. This project will consist of 3.18 miles of paved road. The total estimated cost of the project is \$1,749,000. Staff recommends balancing the total available grant funds among various types of projects and needs and therefore suggests postponing CDBG funding for this project until a later date.

WATER / SEWER

5— Old Barnwell Road Water **\$180,000**

The Lexington County Joint Municipal Water and Sewer Commission recommended this project and they will contribute resources including engineering services and preparation of the environmental review. The project will benefit a low and moderate income area of the County

and will consist of installing an 8" water main along Old Barnwell Road from Garden Pond Drive to Shirway / Mac Circle. This will provide fire flow protection along Old Barnwell Road, provide water service along the route, reinforce the system in Wrenwood that has low pressure, and provide the ability to extend water service along other roads.

5— Double Branch Road Water / Sewer \$284,475

The Double Branch Road community near West Columbia (outside City limits) was included in the County's 1998 analysis of low and moderate income neighborhoods. Included in the analysis was the need for public water and sewer in the Community. The County's 2000-2005 Consolidated Plan listed improvements to those neighborhoods as a priority. In FY 2004/05, the County procured an engineer to update the analysis of the neighborhood including revised cost estimates for improvements. The engineer is currently preparing the update and has estimated the cost of water and sewer improvements to be \$324,475. It is estimated that at least \$40,000 of unspent FY 2004/05 funds in this account can be carried forward to FY 2005/06 thus the request amount is for the difference. Staff has met with the engineer, neighborhood representatives, and the City of West Columbia to discuss this project. The City of West Columbia will operate and own the water and sewer lines installed. The City has pledged to contribute resources to the project including waiving connection fees.

5— Happy Town Community Sewer \$67,422

The Happy Town Community near Swansea (outside Town limits) was included in the County's 1998 analysis of low and moderate income neighborhoods. Included in the analysis was the need for public water and sewer in the Community. The County's 2000-2005 Consolidated Plan listed improvements to those neighborhoods as a priority. In cooperation with the Town of Swansea, the County is currently installing water lines, fire hydrants and paving roads in the Happy Town area. This project will extend public sewer service into the area. The Town of Swansea will operate and own the water and sewer lines installed. Discussions with the Town are ongoing and it is anticipated that they will contribute additional resources to the project. The total estimated cost of the project is \$674,220. Due to limited funds, Staff recommends 10% of the estimated cost for FY 2005/06 to fund engineering and bid preparation costs. Additional funding for construction can be added to the project for FY 2006/07.

5— Kinsler Community Water / Sewer \$0

The City of Cayce provided a list of low and moderate income communities located outside their City limits with water and sewer needs. This project, located between I-26 and Old Charleston Highway off of Old Dunbar Road, was ranked # 1 on the City's list. The project will consist of upgrading existing substandard water lines and installing new public sewer lines. The City of Cayce will own the water and sewer lines installed. The total estimated cost of the project is \$300,000. Staff recommends balancing the total available grant funds among various types of

projects and needs and therefore suggests postponing CDBG funding for this project until a later date.

5— Lloydwood Community Sewer **\$0**

The City of Cayce provided a list of low and moderate income communities located outside their City limits with water and sewer needs. This project, located near where Charleston Highway and Highway 321 merge, was ranked # 2 on the City's list. The project will consist of connecting this community currently operating on a private sewer system to the City of Cayce's sewer system to meet DHEC requirements. A pump station, force main, and gravity sewer will be constructed and installed. The City of Cayce will own the sewer lines and improvements installed. The total estimated cost of the project is \$230,000. Staff recommends balancing the total available grant funds among various types of projects and needs and therefore suggests postponing CDBG funding for this project until a later date.

5— Rolling Meadows Sewer **\$0**

The City of Cayce provided a list of low and moderate income communities located outside their City limits with water and sewer needs. This project, also located near where Charleston Highway and Highway 321 merge, was ranked # 3 on the City's list. The project will consist of connecting this community currently operating on a private sewer system to the City of Cayce's sewer system to meet DHEC requirements. A pump station and force main will be constructed and installed. The City of Cayce will own the sewer lines and improvements installed. The total estimated cost of the project is \$175,000. Staff recommends balancing the total available grant funds among various types of projects and needs and therefore suggests postponing CDBG funding for this project until a later date.

5— Silver Lake Sewer **\$0**

The City of Cayce provided a list of low and moderate income communities located outside their City limits with water and sewer needs. This project, a mobile home park also located near where the Charleston Highway and Highway 321 merge, was ranked # 4 on the City's list. The project will consist of connecting this community currently operating on a private sewer system to the City of Cayce's sewer system to meet DHEC requirements. A pump station and force main will be constructed and installed. The City of Cayce will own the sewer lines and improvements installed. The total estimated cost of the project is \$200,000. Staff recommends balancing the total available grant funds among various types of projects and needs and therefore suggests postponing CDBG funding for this project until a later date.

5— Cassidy Road Water **\$0**

The Town of Swansea provided a list of low and moderate income communities located outside their Town limits with water and sewer needs. This project is located near the Town and will consist of installing a public water line from Cassidy Road to Blackville Road. The Town is currently doing research to provide more details but estimates the cost to be \$400,000. Staff recommends balancing the total available grant funds among various types of projects and needs and therefore suggests postponing CDBG funding for this project until a later date.

5— Swansea Road Water / Sewer **\$0**

The Town of Swansea provided a list of low and moderate income communities located outside their Town limits with water and sewer needs. This project is located near the Town and will consist of installing public water and sewer line. The Town is currently doing research to provide more details but estimates the cost to be \$600,000. Staff recommends balancing the total available grant funds among various types of projects and needs and therefore suggests postponing CDBG funding for this project until a later date.

5— Highway 302 Water **\$0**

The Town of Swansea provided a list of low and moderate income communities located outside their Town limits with water and sewer needs. This project is located near the Town of Pelion and will consist of installing 10", 8", and 6" water mains along SC Highway 302 from an existing line near the Pelion town limits to approximately 4 miles to Josh Court. The estimated total cost for the project is \$696,840. Staff recommends balancing the total available grant funds among various types of projects and needs and therefore suggests postponing CDBG funding for this project until a later date.

SECTION V-C

CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS & MINOR EQUIPMENT \$750

Expenses in this category are expected to be minor items that will assist staff in carrying out everyday duties associated with implementing and managing the CDBG program including tools and equipment such as a printing calculator, electric stapler, computer anti-glare filter and other items that may be identified during the year that will assist staff in performing common activities.

5A6--- - (1) DESK \$1,500

A desk assigned to the CDBG staff is in need of replacement. It appears to have been retrofitted to serve the height needs of the previous staff member by nailing approximately 12" high wooden platforms to each footing which causes the desk to sit up unusually high from the floor and uncomfortable conditions for working. There are multiple scratches, cuts, and a file drawer that will not stay closed.

5A6---- - (1) LATERAL FILE \$650

There is a need for a lateral file cabinet in the Community Development Administrator's office to maintain files for projects and related information to implement the CDBG program. Currently, there is no file cabinet for this purpose and files that should be readily available for reference must be kept elsewhere.

5A6--- - (1) DESK CHAIR \$500

A chair assigned to the CDBG staff is in need of replacement. The chair is made of a soft leather/vinyl material and due to limited space comes into close contact with edges of a desk causing multiple small tears and cuts. This chair will be replaced with a more durable chair constructed of strong cloth material designed for everyday use.

5A6---- - (2) GUEST CHAIRS \$500

The current guest chairs assigned to the CDBG staff are in need of replacement. They appear to be old, and are worn and scratched. These chairs will be replaced with new chairs to create a professional appearance.

5A6---- - (1) BOOKCASE

\$650

There is a need for an additional bookcase for the CDBG staff to maintain project materials, compliance documents, plans, and other information necessary to implement the CDBG program.

5A6---- - (1) STORAGE CABINET

\$350

Currently, the CDBG staff does not have a storage cabinet to store supplies and materials. The storage cabinet will be used to house file folders, pens, paper, notepads and other standard office supplies. The cabinet will also provide a lockable space where the CDBG laptop computer can be secured.

NEW PROGRAM

CHANGE IN GRADE OF FTE

Current Staffing Level:

Job Title	Grade	Positions (FTE)	General Fund	Other Fund	Insurance	Total
Director	32	.10	N/A	X	Yes	.10
Accountant Analyst	19	.50	N/A	X	Yes	.50
Administrator	18	1.00	N/A	X	Yes	1.00
Total		1.60				1.60

Proposed Staffing Level:

Job Title	Grade	Positions (FTE)	General Fund	Other Fund	Insurance	Total
C. & E.D. Director	32	.10	N/A	X	Yes	.10
C.D. Administrator	18	1.00	N/A	X	Yes	1.00
C.D. Technician	10	1.00	N/A	X	Yes	1.00
Total		2.1				2.1

The budget request for 05-06 includes a change in title and grade. The position of Accountant Analyst, Grade 19 has been changed to the position of Community Development Technician, Grade 10. This change in title and grade was made after a re-evaluation of the position and coordination with the Personnel Department.

SECTION I

**COUNTY OF LEXINGTON
CLERK OF COURT/TITLE IV-D CHILD SUPPORT
Annual Budget
FY 2005-06 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*Clerk of Court Title IV-D DSS Child Support 2410:							
Revenues:							
451800	IV-D Transaction Reimbursement	227,842	105,179	240,000	222,713		
451801	IV-D Incentive Payments	70,135	11,229	70,216	70,216		
Other Revenues:							
461000	Investment Interest	709	744	500	500	<u>230,000</u>	
						<u>70,216</u>	
** Total Revenue		<u>298,686</u>	<u>117,152</u>	<u>310,716</u>	<u>293,429</u>		
						<u>700</u>	
Total Appropriation:					435,205	<u>300,916</u>	
FUND BALANCE							
Beginning of Year						265,975	0
						<u>141,776</u>	
FUND BALANCE - Projected							
End of Year						<u>0</u>	<u>0</u>
						<u>34,941</u>	<u>0</u>

COUNTY OF LEXINGTON
CLERK OF COURT/TITLE IV-D CHILD SUPPORT
Annual Budget
Fiscal Year - 2005-06

Fund: 2410
 Division: Judicial
 Organization: 141100 - Clerk of Court

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 6	145,092	67,602	156,645	80,934		
Salaries & Wages Adjustment Account	0	0	0	0		
510200 Overtime	3,494	337	4,500	2,250		
510300 Part Time - 2 (1 - FTE)	17,453	10,503	21,465	20,839		
511112 FICA - Employer's Portion	12,173	5,708	13,970			
511113 SCRS - Employer's Portion	9,973	4,654	12,508			
511120 Employee Insurance - 6	34,560	17,280	34,560			
511130 Workers Compensation	448	235	549			
511213 SCRS - Employer's Portion (Retiree)	895	719	0			
* Total Personnel	224,088	107,038	244,197	104,023		
Operating Expenses						
520100 Contracted Maintenance	99	0	0			
520303 Accounting Services	500	300	500			
520400 Advertising & Publicity	893	293	2,000			
520500 Legal Services	795	-29	500			
521000 Office Supplies	300	538	1,500	1,500		
522200 Small Equipment Repair & Maint.	0	0	350	350		
523200 Equipment Rental	2,700	1,350	2,700	9,000		
524201 General Tort Liability Insurance	115	77	158	120		
524202 Surety Bonds	0	0	0	0		
525000 Telephone	0	339	3,000	1,500		
525010 Long Distance Charges	0	6	0	0		
525210 Conference & Meeting Expenses	1,475	931	6,000			
525230 Subscriptions, Dues & Books	375	300	721			
529903 Contingency	0	0	139,724	142,000		
* Total Operating	7,252	4,105	157,153	154,470		
** Total Personnel & Operating	231,340	111,143	401,350	258,493		
Capital						
540000 Small Tools & Minor Equipment	0	0	0	0		
540010 Minor Software	0	0	0	3,866		
All Other Equipment	3,268	1,128	2,193	2,163		
	0	0	0			
** Total Capital	3,268	1,128	2,193	6,029		
Other Financing Uses						
812409 Op Trn to Title IV-D Process Server	20,306	31,662	31,662	0		
*** Total Other Financing Uses	20,306	31,662	31,662	0		
*** Total Budget Appropriation	254,914	143,933	435,205	264,522		

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SECTION III. - PROGRAM OVERVIEW

Program II- Title IV-D Fund

Objective

The Clerk of Court's objective is to insure that the Federal Child Support Enforcement Act, which sets forth a detailed system in which local authorities, MUST work together to enforce child support obligations. Insuring the States whose enforcement provisions meet federal guidelines, receive allocated federal funds. Use of federal Child Support Enforcement Act funds is controlled by the S.C. Code of Laws § 20-7-1317, which provides:

"Notwithstanding existing county funds allocated to the Clerks of Court, and federal funds earned by the Clerks of Court under a contract with the Department of Social Services pursuant to Title IV-D of the Social Security Act Must first be used by the Family Court section of the respective offices of the Clerks of Court to provide adequate staff and equipment to implement and operate the provisions of § 20-7-1315. Thereafter, excess funds shall revert to the general fund of the county."

To facilitate the "Agreement of Cooperation" entered in with DSS. To insure and maintain the Federal funds received by DSS under the federal Child Support Enforcement Act be place in the custody of the county treasurer, and MUST be maintained as separate, identifiable funds to be used at the discretion of the Clerk of Court to carry out provisions of the state child support code (§ 20-7-1315). To insure the State law (§ 20-7-1317), which clearly states that the Clerk of Court has sole discretion to determine use of the Fund to carry out the provisions of the § 20-7-1315 statute, is observed.

The Clerk's office would like to see more private cases accept the Department of Social Services assistance, which would in turn provide more dollars for the county through the IV-D fund. A continue commitment to excellence in service to the public along with increased child support collection. The ability to provide assistance to all indigent families in need of legal assistance through the creation of a program specifically designed to assist families in navigating the Family Court system at a minimal fee temporarily paid by the IV-D fund with reimbursement provided through court order. This program alone will assist indigent families in collecting support properly through the court system effectively providing a better way of life.

FUND 2410
CLERK OF COURT (141100)
FY 2005-06 BUDGET

SECTION V – LISTING OF POSITIONS

Current Staffing Level: Program II (Title IV-D Fund)

Job Title	<u>Full Time Equivalent</u>			Total	Grade
	Positions	General Fund	Other Fund		
DSS Coordinator	2		2	2	8
Scanning Clerk	1		1	1	4
Clerk I/PT	2		2	2	4-P/T
Total Positions	5		5	5	

FUND 2410
 CLERK OF COURT (141100)
 FY 2005-06 BUDGET

SECTION III. - SERVICE LEVELS

Service Level Indicators: PROGRAM II (Title IV-D Funds)

	<u>Actual</u> <u>FY 2001-02</u>	<u>Actual</u> <u>FY 2002-03</u>	<u>Estimated</u> <u>FY2003-04</u>	<u>Projected</u> <u>FY2004-05</u>
RTSC	7850	8023	8200	9840
Bench Warrants	260	270	280	336
Order of Discharge	315	331	350	420
Orders	4880	5089	5200	6240
Audits & Review	1800	2160	2300	2760
Payment History	61,600	71,756	75,200	90,240
Transport Orders	152	160	165	210
EARPS	2618	2800	3360	4032
Files Pulled	2560	2899	3100	3720
Aff of Service/Non-Service	4000	4166	4300	5160
Correspondence	270	304	325	390
Telephone	35,000	40,831	45,000	54,000
Summary Report	14,400	16,020	17,100	20,520
Fed. & State Tax Return	6000	7200	8640	10,368
Bank Deposit	260	281	300	360
Supp. Housing Appl.	5760	6080	7296	8755
Monthly AFDC Report	7200	8640	10,368	12,442
Monthly Non-AFDC Report	924	1108	1331	1597
Monthly URESA Report	300	360	432	518
Monthly Arreage Report	1500	1800	2160	2592
DSS Bank Report	1872	2246	2696	3110
Filing of Documents	20,000	22,222	24,000	28,800
Court Orders	8040	9648	11,579	11,923
Wage Withholding Orders	8400	9250	10,000	12,000
Input Payors Answers & Files	2000	2200	2400	2880
Audit Cases with Companies	420	462	475	570
Talk with CP & NCP regarding	2500	3000	3600	4320
Wage Withholding information				
Handle Wage Withholding EARPS	1200	1320	1400	1680
From SCDSS				
Telephone calls from CP/NCP/Companies	9600	10,520	12,000	14,400

SECTION IV. – SUMMARY OF REVENUES FOR PROGRAM II (TITLE IV-D FUND)

451800 – TITLE IV-D UNIT COST REIMBURSEMENT **\$230,000.00**

An Agreement of Cooperation contract was entered into by and between Clerk of Court of each county and the South Carolina Department of Social Services. In accordance with section 43-5-235 of the South Carolina Code of Laws (1976 as Amended), DSS will provide to the County fiscal incentives and federal financial participation. These monies will be paid to the County Treasurer on a monthly basis. The Treasurer will deposit these monies into a separate account for the Family Court section of the office of the Clerk of Court for the exclusive use for all activities related to the establishment, collection, and enforcement of child support obligations for the fiscal year in which the payments are earned. These funds may be used only by the Family Court section. Monies paid to the county may not be used to replace operating funds of the budget to the family court section. Upon determination by DSS that the Treasurer has failed to comply with the full intent of these finding provisions, DSS may escrow the financial incentive and federal financial participation funds until the county complies or terminate this agreement of cooperation. Funds in this separate account not encumbered for child support activities revert to the general fund of the count at the end of the fiscal year in which they are earned. The average received thus far is \$20,000 a month.

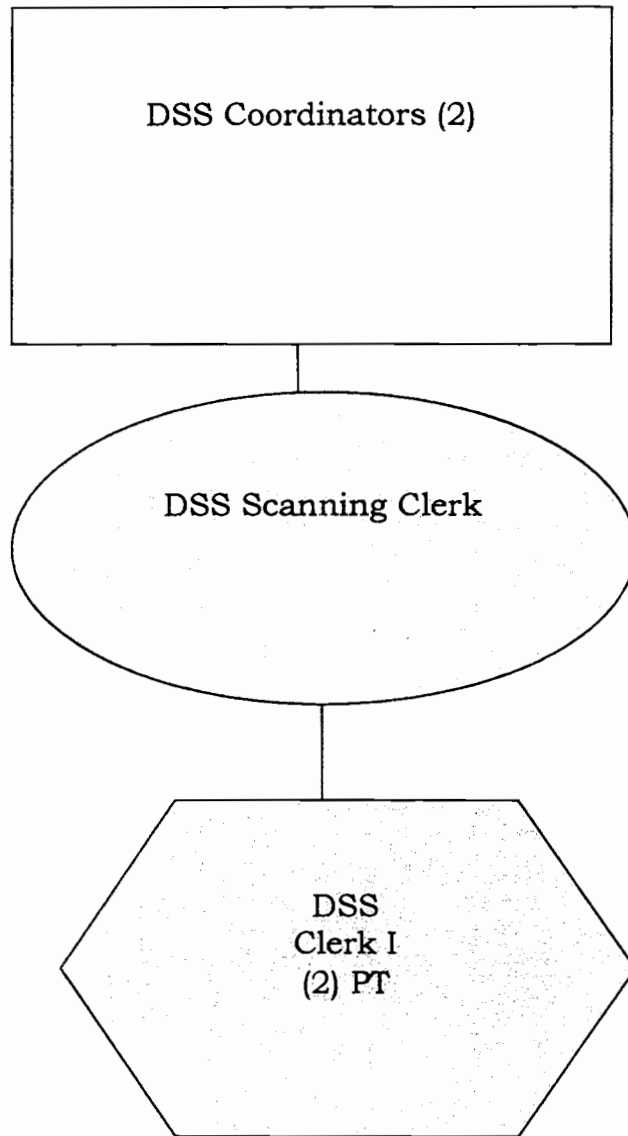
451801 – TITLE IV-D. INCENTIVE **\$70,216.00**

The Child Support Enforcement Program under Title IV-D of the Social Security Act provides for the payment of incentives to the eligible political subdivision in which child support collections are made. It is treaded the same way as the Title IV-D unit cost reimbursement. The average received thus far for July thru December 2004 has been \$1,915.60

461000- INVESTMENT INTEREST **\$700.00**

Earned interest on accounts.

Title IV-D



FUND 2410
CLERK OF COURT (141100)
FY 2005-06 BUDGET

V. B. – PERSONNEL OVERTIME

510200- TITLE IV-D FUND OVERTIME **\$2,250.00**

This account is used by program 2 (Title IV-D Fund). The employees within this program work with DSS cases. They are required to run DSS monthly reports.

521000-OFFICE SUPPLIES **\$1,500.00**

This account is used for pens, pencils, printing, paper for Show to Rule causes, and Miscellaneous supplies
Toner cartridge for Canon Microfilm 90 printer-2@ 136.50 (including tax)

522200- SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$350.00**

This account will be used for maintenance and repair on typewriters at \$45.00 an hour plus cost for parts. Repairs on electric seals, calculators, printers and any other miscellaneous equipment located within the Clerk of Courts' office.

523200-EQUIPMENT RENTAL **\$9,000.00**

This account was set up to cover the monthly equipment rental for service and license fee with Daisi Systems and Service. This is a phone service provided by Daisi. The monthly fee is \$750.00 total of \$9,000.

524201-GENERAL TORT LIABILITY INSURANCE **\$120.00**

Five employees times \$24.00. This is based on the fee schedule provided by Ed Salyer.

525000- TELEPHONE **\$1,500.00**

This account is used to pay for telephone services for five phones @ \$20.14 each, which includes tax and voice mail for employees and one fax line.

529903 – CONTINGENCY **\$141,776.00**

Any monies generated from the Title IV-D Cost Reimbursement incentives.

**FUND 2410
CLERK OF COURT (141100)
FY 2005-06 BUDGET**

SECTION V. C – CAPITAL LINE ITEM NARRATIVES

540010 – MINOR SOFTWARE \$3,866.00

(2) OFFICE XP PRO \$683.00

This software is needed to be installed on the new Function 1 and Function 2 computer units that we are requesting. Cost of each is \$315.00 including tax. \$10.00 has been added for freight

(2) WINDOWS 2000 LICENSES \$378.00

These are needed to upgrade seven current computers to Windows 2000 because of the network security recommendations. Each cost \$139.00. \$10.00 has been added for freight

(1) KOFAX ACENT CAPTURE SCANNER LICENSES \$2805.00

This software is needed to be able to operate the Scanner that was purchased in 2004.

CAPITAL \$2,163.00

(1) F3 COMPUTER PRODUCTION SCANNING WORKSTATION \$939.00

This workstation will provide the Family Court the ability to scan and implement documents on-line via our web Page. These documents will be available for viewing by attorney's who have purchased a yearly contract with the Clerk's office and have been provided with a username and password. This will practically eliminate the traffic in the Clerk's office while providing additional revenues. Additionally, it will provide a service not only to practicing attorney's who will now have the ability to view and print documents without a trip to the courthouse, but also provide the documents to Judges while on the bench. The operation of this scanning workstation will pay for itself in one month with the revenues received through contracts with practicing attorneys.

(1) 21" MONITOR PRODUCTION SCANNING WORKSTATION \$428.00

(1) 21" STANDARD MONITOR \$428.00

This monitor will be used in the child support accounting area, it will allow the Senior Accounting Assistant to be able to process the child support checks in a more efficient manner. (Tammy)

(1) STANDARD COMPUTERS \$368.00

This computer will be used in the child support accounting area, it will allow the Senior Accounting Assistant to be able to process the child support checks in a more efficient manner..(Tammy)

SECTION I

**COUNTY OF LEXINGTON
 FY2005 LOCAL LAW ENFORCEMENT BLOCK GRANT
 Annual Budget
 FY 2005-06 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*FY2005 Local Law Enforcement Block Grant 2454:							
Revenues:							
457000	Federal Grant Income	95,391	51,097	51,097	210,685	50,697	_____
461000	Interest Earnings	1,886	525	500	500	500	_____
802611	Op Trn from Solicitor State Funds	0	0	0	0	0	_____
801000	Op Trn from Gen Fund/Magistrate	1,800	959	959	959	711	_____
801000	Op Trn from Genrl Fund/Sheriff	12,007	4,256	4,256	4,256	4,256	_____
** Total Revenue		<u>111,084</u>	<u>56,837</u>	<u>56,812</u>	<u>216,400</u>	<u>56,164</u>	<u>0</u>
***Total Appropriation					234,893	56,164	0
FUND BALANCE							
	Beginning of Year				18,493	0	0
FUND BALANCE - Projected							
	End of Year				<u>0</u>	<u>0</u>	<u>0</u>

GRANT PERIOD:

GRANT AWARD: Federal \$ + County Match \$ + Interest \$ =

PERCENTAGE SHARED: 90% / 10%

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COUNTY OF LEXINGTON
FY2005 LOCAL LAW ENFORCEMENT BLOCK GRANT
Annual Budget
Fiscal Year - 2005-06

Fund: 2454
Division: Judicial Division
Organization: 142000 Magistrate Court Services

Object Code	Expenditure Classification	2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	BUDGET	
						2005-06 Recommend	2005-06 Approved
Personnel							
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
* Total Operating		0	0	0	0	0	0
** Total Personnel & Operating		0	0	0	0	0	0
Capital							
540000	Small Tools & Minor Equipment	742	0	0	0		
540010	Minor Software	2,023	0	57	0		
	All Other Equipment	14,885	1,196	10,207			
549904	Capital Contingency	0	0	0	7,111		
** Total Capital		17,650	1,196	10,264	7,111	0	0
*** Total Budget Appropriation		17,650	1,196	10,264	7,111	0	0

94-3

COUNTY OF LEXINGTON
FY2005 LOCAL LAW ENFORCEMENT BLOCK GRANT
Annual Budget
Fiscal Year - 2005-06

Fund: 2454
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	<i>BUDGET</i>				
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
	* Total Personnel	0	0	0	0	0
Operating Expenses						
522200	Small Equip Repairs & Maintenance	0	628	10,000	0	_____
520300	Professional Services	30,007	0	0	0	_____
525210	Conference & Meeting Expense	0	1,072	1,400	500	_____
525230	Subscriptions, Dues, & Books	0	0	5,673	0	_____
525600	Uniforms & Clothing	13,062	0	0	0	_____
529903	Contingency	0	0	109,242	0	_____
	* Total Operating	43,069	1,700	126,315	500	0
	** Total Personnel & Operating	43,069	1,700	126,315	500	0
Capital						
540000	Small Tools & Minor Equipment	459	4,054	4,055	0	_____
540010	Minor Software	5,011	0	0	0	_____
	All Other Equipment	37,299	54,905	87,859		
549903	Capital Contingency	0	0	0	42,553	_____
	** Total Capital	42,769	58,959	91,914	42,553	0
*** Total Budget Appropriation		85,838	60,659	218,229	43,053	0

94-4

COUNTY OF LEXINGTON
FY2005 LOCAL LAW ENFORCEMENT BLOCK GRANT
Annual Budget
Fiscal Year - 2005-06

Fund: 2454
 Division: Non-departmental
 Organization: 999900 Non-departmental

Object Code	Expenditure Classification	<i>BUDGET</i>				
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
	* Total Personnel	0	0	0	0	0
Operating Expenses						
520306	Counseling Services - Sistercare	6,000	4,000	4,000	6,000	<u> </u>
534019	Gang Prevention Program	0	0	2,400	0	<u> </u>
	* Total Operating	6,000	4,000	6,400	6,000	0
	** Total Personnel & Operating	6,000	4,000	6,400	6,000	0
Capital						
	** Total Capital	0	0	0	0	0
*** Total Budget Appropriation		6,000	4,000	6,400	6,000	0

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SECTION I

**COUNTY OF LEXINGTON
STATE HOMELAND SECURITY GRANT
Annual Budget
FY 2005-06 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*State Homeland Security Grant 2476:							
Revenues:							
457000	Federal Grant Income	167,509	162,195	479,339	479,339	431,602	<u> </u>
461000	Interest Earnings	0	0	0	0	0	<u> </u>
** Total Revenue		<u>167,509</u>	<u>162,195</u>	<u>479,339</u>	<u>479,339</u>	<u>431,602</u>	<u>0</u>
***Total Appropriation					507,956	431,602	0
FUND BALANCE							
Beginning of Year					<u>28,617</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected							
End of Year					<u>0</u>	<u>0</u>	<u>0</u>
GRANT PERIOD: 07-01-2005 to 06-30-2006		County Homeland Security Program Allocation				379,102	
		County Primary EOC Allocation				27,500	
		COBRA Team Allocation				25,000	
PERCENTAGE SHARED: 100% Federal		GRANT AWARD: Federal				<u>431,602</u>	

**COUNTY OF LEXINGTON
STATE HOMELAND SECURITY GRANT
Annual Budget
Fiscal Year - 2005-06**

Fund: 2476
Division: Public Safety
Organization: 131400 - Emergency Medical Services

		BUDGET					
Object Code	Expenditure Classification	2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
	* Total Personnel	0	0	0	0	0	
Operating Expenses							
521200	Operating Supplies	7,763	0	0	0	_____	
	* Total Operating	7,763	0	0	0	0	
	** Total Personnel & Operating	7,763	0	0	0	0	
Capital							
540022	Personal Protective Equipment	0	0	0	15,611	_____	
	All Other Equipment	2,187	0	4,000	0	_____	
	** Total Capital	2,187	0	4,000	15,611	0	

***** Total Budget Appropriation**

9,950 0 4,000 15,611 0

95-3

**COUNTY OF LEXINGTON
STATE HOMELAND SECURITY GRANT**

**Annual Budget
Fiscal Year - 2005-06**

Fund: 2476
Division: Public Safety
Organization: 131500 - Fire Service

Object Code	Expenditure Classification	BUDGET				
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
	* Total Personnel	0	0	0	0	0
Operating Expenses						
521200	Operating Supplies	0	0	0	9,500	_____
521205	Hazardous Materials Supplies	616	0	0	8,000	_____
525210	Conference & Meetings	0	0	0	25,000	_____
525030	800 MHz Radio Service Charges	866	0	0	0	_____
	* Total Operating	1,482	0	0	42,500	0
	** Total Personnel & Operating	1,482	0	0	42,500	0
Capital						
540000	Small Tools & Minor Equipment	0	0	0	0	_____
540022	Personal Protective Equipment	56,886	0	15,310	0	_____
540023	Air Packs & Air Cylinders	0	28,617	28,617	0	_____
	All Other Equipment	43,984	971	118,291		_____
	(5) Thermal Imaging Cameras	0	0	0	70,000	_____
	(5) Weather Systems	0	0	0	3,000	_____
	(3) Hazmat Trailers	0	0	0	30,000	_____
	(1) ATV Gator	0	0	0	11,000	_____
		0	0	0		_____
	** Total Capital	100,870	29,588	162,218	114,000	0
	*** Total Budget Appropriation	102,352	29,588	162,218	156,500	0

95-4

SECTION III – PROGRAM OVERVIEW

STATE HOMELAND SECURITY GRANT PROGRAM

EXPLANATION OF PROGRAMS

PROGRAM 1 - ADMINISTRATION

This program will equip and train first responders in Lexington County to mitigate WMD events.

SECTION IV. – SUMMARY OF REVENUES

HOMELAND SECURITY GRANT FUNDS **\$431,602**

SECTION V. A. -LISTING OF POSITIONS

Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Part Time	.5	0	.5	.5	

SECTION V. A. -PERSONAL LINE ITEM NARRATIVE

Lexington County will hire a part time administrative support person to prepare and update emergency papers.

Total Salary and Fringe \$9,491
Salary \$12 @ hour x 728 hours = \$8,736
FICA = \$727
Workers Comp = \$28

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520800 – OUTSIDE PRINTING \$21,000

Lexington County Emergency Management will develop, publish, and distribute Emergency Operations Plans to all first responder agencies and citizens.

SECTION V. C. –CAPITAL LINE ITEM NARRATIVES

540010 – MINOR SOFTWARE \$ 4,491

Software is required to support the administrative planning efforts and to publish and disseminate approved plans to all response agencies in Lexington County.

5A6 – (1) Power Point Projector \$ 4,000

Will purchase to provide communication with field response agencies and provide a display to organize actions with the EOC.

5A6 – (1) Radio Control Station \$ 6,000

Will purchase to provide communication with field response agencies.

5A6 – (1) Computer/software \$3,509

Will purchase a computer and software in support of the administrative planning efforts and to publish and disseminate approved plans to all response agencies in Lexington County.

SECTION V. C. –CAPITAL LINE ITEM NARRATIVES

540022 – PERSONAL PROTECTIVE EQUIPMENT \$15,611

Lexington County EMS will purchase Personal Protective Equipment to provide personal protection while responding to EMS calls. Equipment will include coveralls, goggles, helmets and gloves.

95-10

SECTION V. B. –OPERATING LINE ITEM NARRATIVES

521200 – OPERATING SUPPLIES \$ 9,500

Will use these items to support the COBRA operations throughout the County and to enhance the capability of the COBRA team to respond in low light conditions both in HAZMAT and law enforcement security operations.

521205 – HAZARDOUS MATERIALS SUPPLIES \$ 8,000

Will use these items to support the COBRA operations throughout the County and to enhance the capability of the COBRA team to respond in low light conditions both in HAZMAT and law enforcement security operations.

525210 – CONFERENCE & MEETINGS \$ 25,000

Lexington County will develop comprehensive information sharing and intelligence analysis training program for key public and private sector agencies and the public at large. We will develop and distribute terrorism prevention field operating guides to response agencies and public through publications and websites.

SECTION V. C. –CAPITAL LINE ITEM NARRATIVES

5A6 – (5) THERMAL IMAGING CAMERAS \$ 70,000

The thermal imaging cameras are to be distributed throughout the County at Fire and Law Enforcement Departments.

5A6 – (5) WEATHER SYSTEMS \$ 3,000

Lexington County Fire Department will purchase the weather systems to improve the overall capability to detect the use of chemical agents and provide accurate weather information for the HAZMAT operations to be placed at West Columbia PSAP, Cayce PSAP, Pineridge Police Department, COBRA Truck, and Mobile Command Post.

5A6 – (3) HAZMAT TRAILERS \$ 30,000

This will expand the capabilities of COBRA first response teams plus transport responders to and in contaminated areas.

5A6 – (1) ATV GATOR \$ 11,000

This will expand the capabilities of COBRA first response teams plus transport responders to and in contaminated areas.

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SECTION V. B. –OPERATING LINE ITEM NARRATIVES

525210 – CONFERENCE & MEETING EXPENSES \$55,000

Lexington County will develop comprehensive information sharing and intelligence analysis training program for key public and private sector agencies and the public at large. We will develop and distribute terrorism prevention field operating guides to response agencies and public through publications and websites.

SECTION V. C. –CAPITAL LINE ITEM NARRATIVES

5A6 – MOBILE COMMAND POST \$ 96,000

Lexington County will purchase a Mobile Command Post unit which will enhance interoperable communication and provide a mobile platform to respond to and remain on the scene of a WMD incident providing a central command unit and a control for responding agencies.

5A6 – CRITICAL INFRASTRUCTURE SECURITY \$ 60,000

Lexington County will purchase security equipment to provide security for critical facilities in Lexington County such as Lake Murray Dam, Batesburg/Leesville Water Plant, Lexington County Airport at Pelion, Cayce Public Safety, West Columbia Clean Water Plant, and Columbia Municipal Airport.

95-12

COUNTY OF LEXINGTON

ASSISTANCE TO FIREFIGHTER & SAFER GRANT **NEW PROGRAM**

Annual Budget
Fiscal Year - 2005-06

Fund 2478
Division: Public Safety
Organization: 131500 - Fire Service

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenues (Organization: 000000)							
457000	Federal Grant Income	0	0	0	0	700,000	_____
461000	Investment Interest	0	0	0	0	0	_____
801000	Op Trn From General Fund/Cty Ordinary	0	0	0	0	199,504	_____
** Total Revenue		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>899,504</u>	_____
***Total Appropriation					0	899,504	0
FUND BALANCE							
Beginning of Year					<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected							
End of Year					<u>0</u>	<u>0</u>	<u>0</u>

COUNTY OF LEXINGTON
ASSISTANCE TO FIREFIGHTER & SAFER GRANT **NEW PROGRAM**
Annual Budget
Fiscal Year - 2005-06

Fund 2478
Division: Public Safety
Organization: 131500 - Fire Service

Object Code	Expenditure Classification	<i>BUDGET</i>				
		2003-04 Expend	2004-05 Expend (Dec)	2004-05 Budgeted (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
	* Total Personnel	0	0	0	0	0
Operating Expenses						
	* Total Operating	0	0	0	0	0
	** Total Personnel & Operating	0	0	0	0	0
Capital						
	(25) SCBA	0	0	0	875,000	_____
	Capital Contribution - Fairview	0	0	0	7,683	_____
	Capital Contribution - Sandy Run	0	0	0	8,090	_____
	Capital Contribution - Swansea	0	0	0	1,500	_____
	Capital Contribution - Edmund	0	0	0	7,231	_____
	** Total Capital	0	0	0	899,504	0
	*** Total Budget Appropriation	0	0	0	899,504	0

GRANT PERIOD: 7-1-2005 to 6-30-2006
GRANT AWARD: \$920,536 Federal and \$199,504 County
PERCENTAGE SHARED: 80% / 20%



County of Lexington


DEPARTMENT OF PUBLIC SAFETY

212 South Lake Drive • Lexington, South Carolina 29072
TELEPHONE: (803) 359-8141 FAX (803) 359-8589

March 15, 2005

MEMORANDUM

To: Art Brooks, County Administrator
Chief Tim James, Director of Public Safety

From: Russell Rawl 
Fire Service Coordinator

Reference: Assistance to Firefighter and Safer Grant

The Department of Homeland Security Assistance to Firefighter and Safer Grant has announced that it will be accepting grants applications from the local fire departments beginning March 7, 2005. The deadline for applying for these grants is 5:00 PM, April 8, 2005. The Lexington County Fire Service as well as four Fire Departments within the service would like to submit grant applications. They are as follows:

GRANT REQUESTS

<u>Department</u>	<u>Equipment</u>	<u>Grant Amount</u>	<u>Grant Match</u>
Lexington Co Fire Service	SCBA Replacement System	\$875,000	\$175,000
Fairview	Breathing Air Compressor Thermal Imaging Camera Personal Protective Equipment	76,830	7,683
Sandy Run	Cargo Trailer Rescue Equipment	80,900	8,090
Swansea	Thermal Imaging Camera	15,000	1,500
Edmund	Rescue Equipment Personnel Protective Equipment	72,310	7,231
	TOTAL	\$1,120,040	\$199,504

If we are successful in receiving the grants the recommended funding for the matching portion is:

\$175,000 for the SCBA replacement program - Included in the FY 05-06 Fire Service requested budget.
\$24,504 Miscellaneous fire equipment for Fairview, Sandy Run, Swansea, and Edmund Fire Departments - The Fire Service Capital Contingency Account (1000-131599-549904)

If you have any questions, please let me know.

DIVISIONS: COMMUNICATIONS – EMERGENCY MEDICAL – EMERGENCY PREPAREDNESS – FIRE

95A-3

COUNTY OF LEXINGTON

Grant Request - Fairview

Capital Item Summary

Fiscal Year - 2005-2006

Fund # 1000 Fund Title: General
 Organization # 131500 Organization Title: Fire Service
 Program # Program Title:

BUDGET
 2005-06
 Requested

Qty	Item Description	Amount
1	Breathing Air Compressor	40,000
1	Thermal Inaging Camera	14,000
1	Personal Protective Equipment	19,820
1	Training	3,000
	Total	76,830
	Grant Request	69,147
	Grant Match	7,683

**** Total Capital**

7,683

95A-5

Request Details

The activities for program Operations and Safety are listed in the table below.

Activity	Number of Entries	Total Cost	Additional Funding	Action
Equipment	2	\$ 54,000	\$ 0	View Details View Additional Funding
Modify Facilities	0	\$ 0	\$ 0	View Details
Personal Protective Equipment	3	\$ 19,830	\$ 0	View Details View Additional Funding
Training	1	\$ 3,000	\$ 0	View Details
Wellness and Fitness Programs	0	\$ 0	\$ 0	View Details

**Lexington County Fire Service
Station 18 Sandy Run FD.**

To: Chief: Russell Rawl

**From: Chief: Charles Rucker
Station 18 Sandy Run Fire Department**

Ref: 1090 Fema Grant

Chief: Russell Rawl

Here is the information that you request for applying for the 1090 Fema grant The following is a list of items and prices are as follows:

Description	Price
8' X 24' Cargo trailer, to carry equipment.	\$ 7402.50
High angle ,Rescue kit, and Confined, space rigging kit, and basic 12 Trench rescue kit.	\$ 20,441.78
Rescue Equipment , Rams, Air bags , Moc 2, Hoses and electric Hoses reels ,Command console, transformer ect,	\$53,055.00
Total	\$ 80,899.28

Sign Chief: Charles Rucker

Cc: A/O Crider

95A-8

Firefighting Equipment Acquisition

I. The Project that we are requesting to be funded:

The Swansea Fire Department is requesting funding under the Firefighting equipment acquisition to purchase a thermal imaging camera. This camera will aid in safer, quicker, and easier accomplishment of rescues, and firefighting operations.

II. Budget details for the acquisition of a Thermal Imaging Camera:

The funds requested under this Grant would be used to purchase one thermal imaging camera with a total purchase price of \$ 14,621.64. A breakdown of this total is as follows:

1	Bullard T3MAX/RED Thermal Imaging Camera	\$ 10,400.00
1	Bullard T3 Powerhouse truck mounted charging system	\$ 468.00
1	Bullard T3RETRACT Retractable Strap	\$ 36.00
1	Bullard T3TRANSONLY2 T3 Pistol grip-Transmitter 2 Channel	\$ 1,248.00
1	Bullard ML2 Mobile Link receiver, 2 channel	\$ 1,560.00
1	Bullard T3NIMH Rechargable Battery, 10 Volt	\$ 82.00
	Subtotal	\$ 13,794.00
	Sales Tax	\$ 827.64
	Total	\$ 14,621.74

III. Financial need of the department:

The reason that we need to apply for a grant to purchase this equipment is we will only receive \$ 9,000.00 for operating expenses, firefighter retention, fire prevention materials, drill night suppers, furniture replacement, and \$ 1,000.00 for firefighting equipment each year from the county budget. We have a number of small businesses, and three manufacturing facilities, in our immediate response area.

IV. How the community will benefit from this equipment:

Swansea is a small rural town with a population of approximately 550. The population of our immediate response area is approximately 10,000. Swansea is located in the southern part of Lexington County, population 206,014. Swansea is adjacent to the northern part of Orangeburg County, population 91,582, and is also located within 2 miles of Calhoun County, population 15,185.

Even though the population of the Town of Swansea is approximately 550, the immediate outlying area outside of the town limits are heavily populated by residential on site built homes, and mobile homes.

Swansea Fire Department has mutual aid agreements with fire departments in Orangeburg County, and Calhoun County. We typically respond to incidents with stations located in Lexington County including departments in the Town of Gaston, and the Town of Pelion. We also respond with rural stations in Lexington County including the Sandy Run Fire Department, Mack Edisto Fire Department, and the Edmund Fire Department. There are several schools in our immediate response area. These schools are: Swansea High School, Swansea Primary School, Swansea Intermediate School, and Swansea Elementary School. We would also respond second in to Sandhills Middle School with the Gaston Fire Department. There are also general merchandise stores, gas stations, day cares, and three manufacturing facilities in our response area. Manufacturing facilities include: Nucor Building Systems, Tanner Industries, and American Tool and Die. Also there are two apartment complexes in the Town of Swansea.

95A-10

Chief,

Edmund Fire Department is planning to submit a grant to FEMA / Homeland Security. We have gotten some preliminary prices for the equipment we are planning to purchase with the grant money if awarded. It includes rescue equipment for extrication such as airbag systems, spreaders, cutters, rams, etc. Also PASS devices, rescue saw, throw bags with rope. Our estimated price from quotes received is approximately \$87,000.00.

Respectively Submitted

Jamie Head

95A-12

Equipment Requested	Quantity	Description	Price/Unit	Total
Power Saw	1	K1250	2500	2500
Extrication Tools	1	Duo Power Unit	7700	7700
Extrication Tools	1	Spreaders	7400	7400
Extrication Tools	1	O Cutters	5300	5300
Extrication Tools	1	Rams 14" extends to 26"	2932	2932
Extrication Tools	1	Rams 25" extends to 60"	3400	3400
Extrication Tools	1	Low Pressure Air Bags	8400	8400
Extrication Tools	2	100' Hoses	2300	4600
Extrication Tools	2	Hose Reels comes included in hoses above		
Extrication Tools	1	Air Bag Controller	1000	1000
Extrication Tools	1	Set of Cribbing	5285	5285
Extrication Tools	2	Stabilizer Kits	2985	5968
Extrication Tools	1	Ram extension kit	1025	1025
PPV Fan	1	Electric	1500	1500
PPV Fan	1	Gas Powered	2000	2000
RIT Pack	1	With misc. tools	1850	1850
PASS Alarms	20	Super Pass II	260	5200
Forestry Gear	25	Coats, and Pants	250	6250

Total Request Amount

72310

This is the equipment and prices of the equipment Edmund Fire Department is going to request through grant money from FEMA / Homeland Security. Quotes were collected with slightly higher prices than what the equipment would cost if it were purchased today to allow for inflation.

Jamie Head

95A-13

SECTION I

**COUNTY OF LEXINGTON
DHEC - EMS GRANT-IN-AID
Annual Budget
Fiscal Year - 2005-06**

Fund: 2520
Division: Public Safety
Organization: 131400 - Emergency Medical Services

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenue: (Organization - 000000)							
459100	DHEC - EMS Grant-In-Aid	-5,618	10,320	42,309	42,309		
461000	Investment Interest	0	9	0	0		
801000	Operating Transfer from General Fund	47,672	2,310	2,310	2,310		
**Total Revenue		42,054	12,639	44,619	44,619	0	
***Total Appropriation					44,772	48,398	0
FUND BALANCE							
Beginning of Year					<u>487</u>	<u>334</u>	<u>334</u>
FUND BALANCE - Estimated							
End of Year					<u>334</u>	<u>-48,064</u>	<u>334</u>

Object Code	Expenditure Classification	BUDGET				
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
* Total Personnel		0	0	0	0	
Operating Expenses						
521213	Public Education Supplies	0	396	398	<u>398</u>	
525210	Conference & Meeting Expense	30,800	0	10,424	<u>45,000</u>	
525230	Subscriptions, Dues, & Books	0	0	3,000	<u>3,000</u>	
* Total Operating		30,800	396	13,822	48,398	
** Total Personnel & Operating		30,800	396	13,822	48,398	
Capital						
All Other Equipment		11,021	0	30,950	<u></u>	
** Total Capital		11,021	0	30,950	0	
***Total Budget Appropriation		41,821	396	44,772	48,398	

GRANT PERIOD: July 1, 2005 to April 30, 2006
GRANT AWARD: Federal \$ and County \$ = \$
PERCENTAGE SHARED: 94.5% / 5.5%

96-1

SECTION VI. – OVERVIEW OF PROGRAMS

**EMERGENCY MEDICAL SERVICES DIVISION
GRANT-IN-AID**

PROGRAM 1 - TRAINING

This program also provides for the training of new Paramedics and EMTs, necessary due to personnel turnover. This program also pays for various internal and regional training needed to keep personnel competent and current in their skills.

Funds are made available through the DHEC Grant-In-Aid Program and requires a local match of 5.5%.

521213 – PUBLIC EDUCATION SUPPLIES **\$ 398**

This account will allow the purchasing of pencils, key rings, etc. for public education.

525210 – CONFERENCES & MEETING EXPENSES **\$45,000**

Funds are needed to train Paramedics in order to implement full staffing.

7 students @ \$4,000/ea = \$28,000

Funds are required to conduct in-house EMT training in order to train firefighter first responders and potential full and part time employees.

\$17,000 per class of 24 students

525230 – SUBSCRIPTIONS, BOOKS AND DUES **\$ 3,000**

Textbooks for Paramedic and EMT training - \$3,000.

SECTION I

**COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT
Annual Budget
FY 2005-06 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenue Thru Jun 2004-05	Requested Revenues 2005-06	Total Recommend 2005-06
*Economic Development 2000:							
Revenues:							
417100	Fee In Lieu of Taxes	1,126,603	0	870,832	870,832	1,033,231	
417120	FILOT - Prior Year	259,419	16,960	0	16,960	0	
417130	FILOT - Manufacturer's Tax Exemption	28,804	0	0	0	0	
450000	Rental Income	0	0	10	10	10	
452238	CCED # 1653 Michelin North America	0	0	1,973,000	1,973,000	0	
452239	CCED # 1643 Diamond Pet Food Process	100,000	0	0	0	0	
466100	Pirelli Cables & Systems Payments	0	500,000	500,000	500,000	0	
461000	Investment Interest	19,415	22,838	37,000	37,000	40,000	
821000	Residual Equity Transfer from General Fund	400,000	400,000	400,000	400,000	400,000	
**Total Revenue		<u>1,934,241</u>	<u>939,798</u>	<u>3,780,842</u>	<u>3,797,802</u>	<u>1,473,241</u>	<u>0</u>
***Total Appropriation					6,011,044	1,955,626	0
FUND BALANCE							
Beginning of Year					<u>2,695,627</u>	<u>482,385</u>	<u>0</u>
FUND BALANCE - Projected							
End of Year					<u>482,385</u>	<u>0</u>	<u>0</u>

**COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT
Annual Budget
Fiscal Year - 2005-06**

Fund 2000
Division: Community & Economic Development
Organization: 181100 - Economic Development Projects

Object Expenditure Code Classification	2003-04 Expend	2004-05 Expend (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
536012 CAE Loan Solectron SC Corp	230,975	0	230,975	230,975		
536013 CAE Loan PBR Automotive SC	173,231	0	173,232	173,232		
536022 CAE Loan Pirelli Cables & Systems	77,625	937,823	937,823	437,823		
536023 CCED #1653 Michelin North America	0	0	1,973,000	0		
536024 CCED #1643 Diamond Pet Food Processor	124,500	0	0	0		
537007 B/L Business Park Improvements	0	0	50,000	0		
537008 B/L Business Park Sign	0	0	15,000	0		
537009 Lexington Cty East Industrial Park	0	0	40,000	0		
537010 Certified Sites Program	0	0	30,370	0		
537011 Site Improvements Program	13,338	0	136,661	0		
539900 Unclassified	0	0	2,171,135	847,008		
* Total Operating	619,669	937,823	5,758,196	1,689,038	0	0
** Total Personnel & Operating	619,669	937,823	5,758,196	1,689,038	0	0
Capital						
**Total Capital	0	0	0	0	0	0
Other Financing Uses						
835800 RET to Pelion Airport	250,000	43,050	43,050	0		
**Total Other Financing Uses	250,000	43,050	43,050	0	0	0
*** Total Budget Appropriation	869,669	980,873	5,801,246	1,689,038	0	0

**COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT
Annual Budget
Fiscal Year - 2005-06**

Fund 2000
Division: Community & Economic Development
Organization: 181101 - Economic Development Administration

Object Expenditure Code Classification	BUDGET					
	2003-04 Expend	2004-05 Expend (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 1	0	0	23,315	61,234		
Salaries & Wages Adjustment Acct				1,837		
511112 FICA - Employer's Portion	0	0	1,784	4,825		
511113 SCRS - Employer's Portion	0	0	1,597	4,856		
511120 Employee Insurance - 1	0	0	1,920	5,760		
511130 Workers Compensation	0	0	70	184		
* Total Personnel	0	0	28,686	78,696	0	
Operating Expenses						
520300 Professional Services	28,277	8,096	30,000	30,000		
521000 Office Supplies	0	0	176	525		
521100 Duplicating	0	0	52	150		
524000 Building Insurance	0	0	0	70		
524201 General Tort Liability Insurance	0	0	0	487		
525000 Telephone	0	0	100	300		
525020 Pagers & Cell Phones	0	0	132	400		
525100 Postage	0	0	112	340		
525210 Conference & Meeting Expense	0	0	1,832	5,500		
525230 Subscriptions, Dues, & Books	0	0	200	600		
525240 Personal Mileage Reimbursement	0	0	340	1,020		
525300 Utilities - Administration	0	0	168	500		
534301 Central Carolina Econ. Develop Alliance	72,000	36,000	72,000	72,000		
534303 Riverfront Alliance	51,000	25,500	51,000	51,000		
537006 USC Incubator Project	25,000	25,000	25,000	25,000		
* Total Operating	176,277	94,596	181,112	187,892	0	
** Total Personnel & Operating	176,277	94,596	209,798	266,588	0	
Capital						
**Total Capital	0	0	0	0	0	
*** Total Budget Appropriation	176,277	94,596	209,798	266,588	0	

SECTION III

PROGRAM OVERVIEW

Summary of Programs:

The Economic Development component of the Department of Community and Economic Development was established to provide general administration and coordination of business recruitment, retention and expansion activities for Lexington County. Activities are primarily conducted by the Director of the Department, with support and guidance of the Economic Development Committee of County Council and in partnership with various outside entities.

Program Objectives:

- To serve as liaison between County Council & its departments and business prospects, as well as existing businesses;
- To coordinate activities between the SC Department of Commerce, Central Carolina Economic Development Alliance, and the County;
- To develop recommendations for provision of infrastructure, site development, and product development;
- To promote the County to prospective businesses;
- To coordinate with local chambers, businesses, and school systems; and,
- To otherwise assist the County in making sound investment decisions while maintaining and growing the business and industrial base in Lexington County.

(COPIED FROM FY 2004-05)

FUND 2000
ORGANIZATION 181100 - ECONOMIC DEVELOPMENT
FY 2004 - 05 BUDGET REQUEST

SECTION IV

SUMMARY OF REVENUES

A residual equity transfer is made from the General Fund annually for activities in this program. In addition, revenues are generated through investment interest and fee-in-lieu-of-taxes payments.

Monies are also received in this fund through grants from the SC Coordinating Council for Economic Development (SC Department of Commerce) and grants from various utilities. These grants are each dedicated to specific projects and scopes of work and should be treated as "pass-through" funds only.

Finally, rental income and interest payments are received from two industrial investments. The interest payment is a pass-through and the rental income is minimal.

Revenues are also received as part of Lexington County's multi-county park agreements with Newberry and Calhoun Counties. Those agreements generate approximately \$12,000 annually and have been collected since FY 2000-01. Presently those revenues are held in Fund 7600 (Tax Fund Clearing). Plans are underway to develop an ordinance directing their use for Economic Development activities.

SECTION V. - LINE ITEM NARRATIVES

SECTION V.A. - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Grade</u>
Director	1		1	1	30 Est.

(COPIED FROM FY 2004-05)

FUND 2000
ORGANIZATION 181100 - ECONOMIC DEVELOPMENT
FY 2004 - 05 BUDGET REQUEST

SECTION V-B

OPERATING LINE ITEM NARRATIVES

520300 - Professional Services \$30,000

The County Attorney's services are utilized for review of FILOT agreements, Inducement and Millage Rate Agreements, closing documents and other legal details related to new and expanding industrial activity. His services will be utilized as different projects are considered. The amount proposed is based on recent history and estimated at: \$375 per month x 12 months = \$4,500

Lexington County Council recently agreed to participate in a Cluster Analysis study with partners from the City of Columbia, Richland County, and the private sector. The Council made a two-year commitment (FY 2002 - 04) of \$35,000 for the first phase of this study. That work will be completed during the current year. It is anticipated that additional funding to move from the analysis to the action phase will be requested.

Finally, the Central Carolina Economic Development Alliance previously submitted a proposal to County Council's Economic Development Committee to compile project books related to each industrial investment and provide an annual update of the project so that staff can monitor and respond to progress toward investment thresholds. The initial books have been completed. The continued analysis on existing projects and new investment books was proposed to cost \$8,000 annually. This initiative was previously discussed at Council Committee level where it was recommended that the County participate as the present County staffing level does not yet enable this level of data gathering, reporting, and analysis.

534301 - Central Carolina Economic Development Alliance \$72,000

The County participates in this public-private partnership to promote the region and manage potential projects. The County's portion of funding is not projected to increase in FY 2003-04 and is equal to that charged other participating counties.

534303 RIVERFRONT ALLIANCE \$ 51,000

CONTINUED GRANT REQUEST.

537006 - USC Incubator Project \$25,000

This program is operated through the USC Research Foundation and supports start-up businesses. This represents another multi-partner enterprise and directly supports small business and entrepreneurial development. The amount proposed is equivalent to funding provided in the past. Staff from the Incubator has provided regular updates on progress and several companies have graduated since its inception.

SECTION V.B. - OPERATING LINE ITEM NARRATIVES

520300 - PROFESSIONAL SERVICES **\$ 30,000**

To cover the attorney fees for new projects during the year.

521000 - OFFICE SUPPLIES **\$ 525**

To cover routine office supplies (paper, pencils, ribbons, file folders, etc.) as well as major expenditures.

521100 - DUPLICATING **\$ 150**

This appropriation covers the cost of making copies.

524000 - BUILDING INSURANCE **\$ 70**

To cover the cost of allocated for office space.

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 487**

To cover the cost of general tort liability insurance. (Based on the new rates.)

525000 - TELEPHONE **\$ 300**

This appropriation is to cover all of the telephone service.

525020 - PAGER & CELL PHONES **\$ 400**

This appropriation is to cover the cost of usage service.

525100 - POSTAGE **\$ 340**

To cover the cost of mailing cost.

525210 - CONFERENCE & MEETING EXPENSE **\$ 5,500**

To cover the costs of attending training and other conferences.

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$ 600**

To cover annual membership dues, professional subscriptions, and other related costs.

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$ 1,025**

To cover reimbursement for use of personal vehicles County business.

525300 - UTILITIES ADMINISTRATION BUILDING **\$ 500**

To cover the cost of utility allocation for the administration building.

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 03/24/05
 Current Budget Status Report (by Department/Orgn)
 FSyr.: 05
 Fund.: 2000 to 2000
 Orgn.: 000000 to 000000
 Acct.: 000000 to 999999

*ECONOMIC DEV. - REVENUE ESTIMATES
 FY 04-05*

<u>Fund</u>	<u>Orgn</u>	<u>Account</u>	<u>Title</u>	<u>Budget</u>	<u>YTD Activity</u>	<u>Commitments</u>	<u>Balance</u>
2000	000000	417100	Fee in Lieu of Taxes	870,832.00	.00	.00	870,832.00
		417120	FILOT - Prior Year	.00	16,960.00	.00	-16,960.00
		450000	Rental Income	10.00	.00	.00	10.00
		452238	CCED #1642 Michelin North America	1,973,000.00	.00	.00	1,973,000.00
		461000	Investment Interest	37,000.00	31,241.51	.00	5,758.49
		466100	Pirelli Cables & Systems Payments	500,000.00	500,000.00	.00	.00
		821000	RET from General Fund/Cty Ordinary	-400,000.00	-400,000.00	.00	.00
*TOTAL Organization 000000				2,980,842.00	148,201.51	.00	2,832,640.49
*TOTAL Fund 2000				2,980,842.00	148,201.51	.00	2,832,640.49
TOTAL				2,980,842.00	148,201.51	.00	2,832,640.49

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03/24/05

Current Budget Status Report (by Department/Orgn)

FSYR.: 05

Fund.: 2000 to 2000

Orgn.: 181100 to 181199

Acct.: 000000 to 999999

ECONOMIC DEV. - APPROPRIATIONS FY 04-05

<u>Fund</u>	<u>Orgn</u>	<u>Account</u>	<u>Title</u>	<u>Budget</u>	<u>YTD Activity</u>	<u>Commitments</u>	<u>Balance</u>
2000	181100	520300	Professional Services	30,000.00	9,449.00	13,051.00	7,500.00
		534301	Central Carolina Econ Dvlp Alliance	72,000.00	54,000.00	18,000.00	.00
		534303	Riverfront Alliance	51,000.00	38,250.00	12,750.00	.00
		534504	RDA Lexington Central Indust Park	4,450.00	.00	4,450.00	.00
		536012	CAE Loan Solectron SC Corp	230,975.00	.00	.00	230,975.00
		536013	CAE Loan PBR Automotive SC	173,232.00	.00	.00	173,232.00
		536022	CAE Loan Pirelli Cables & Systems	937,823.00	937,823.00	.00	.00
		536023	CCED #1642 Michelin North America	1,973,000.00	.00	.00	1,973,000.00
		537006	USC Incubator Project	25,000.00	25,000.00	.00	.00
		537007	B/L Business Park Improvements	50,000.00	.00	.00	50,000.00
		537008	B/L Business Park Sign	15,000.00	.00	.00	15,000.00
		537009	Lexington Cty East Industrial Park	40,000.00	.00	.00	40,000.00
		537010	Certified Sites Program	18,370.00	.00	.00	18,370.00
		537011	Site Improvements Program	136,661.00	.00	6,891.20	129,769.80
		537012	Site Study - CCEDA	12,000.00	.00	12,000.00	.00
		539900	Unclassified	2,134,887.00	.00	.00	2,134,887.00
		835800	RET to Pelion Airport	43,050.00	43,050.00	.00	.00

*TOTAL Organization 181100

				5,947,448.00	1,107,572.00	67,142.20	4,772,733.80
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181101	510100	Salaries & Wages	23,315.00	.00	.00	23,315.00
	511112	FICA - Employer's Portion	1,784.00	.00	.00	1,784.00
	511113	SCRS - Employer's Portion	1,597.00	.00	.00	1,597.00
	511120	Employee Insurance-Employer Portion	1,920.00	.00	.00	1,920.00
	511130	Workers Compensation-Employer Cost	70.00	.00	.00	70.00
	521000	Office Supplies	176.00	.00	.00	176.00
	521100	Duplicating	52.00	.00	.00	52.00
	525000	Telephone	100.00	.00	.00	100.00
	525020	Pagers and Cell Phones	132.00	.00	.00	132.00
	525100	Postage	112.00	.00	.00	112.00
	525210	Conference & Meeting Expense	1,832.00	.00	.00	1,832.00
	525230	Subscriptions, Dues, & Books	200.00	.00	.00	200.00
	525240	Personal Mileage Reimbursement	340.00	.00	.00	340.00
	525300	Util / Administration Building	168.00	.00	.00	168.00

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Current Budget Status Report (by Department/Orgn)

FSYR...: 05

Fund...: 2000 to 2000

Orgn...: 181100 to 181199

Acct...: 000000 to 999999

<u>Fund</u>	<u>Orgn</u>	<u>Account</u>	<u>Title</u>	<u>Budget</u>	<u>YTD Activity</u>	<u>Commitments</u>	<u>Balance</u>
			*TOTAL Organization 181101	31,798.00	.00	.00	31,798.00
			*TOTAL Fund 2000	5,979,246.00	1,107,572.00	67,142.20	4,804,531.80
			TOTAL	5,979,246.00	1,107,572.00	67,142.20	4,804,531.80

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 DATE: 03/24/05
 YTD Activity Comparison Report (by FSyr)
 Fund.: 2000 to 2000
 Orgn.: 000000 to 000000
 Acct.: 000000 to 999999
 FSyr.: 00 to 05

*ECONOMIC DEV. - REVENUE
 ACTUAL FY2000 - FY 2005 YTD*

FUND	ORGN	ACCOUNT	TITLE	00 YTD ACTV	01 YTD ACTV	02 YTD ACTV	03 YTD ACTV	04 YTD ACTV	05 YTD ACTV
2000	000000	417100	Fee in Lieu of Taxes	11,538.99	36,418.05	119,240.91	866,354.79	1,126,602.83	.00
		417120	FILOT - Prior Year	259,419.39	16,960.00
		417130	FILOT- Manufacturer's Tax Exemption	.	.	.	18,019.98	28,803.45	.
		450000	Rental Income	10.00	10.00	10.00	10.00	.00	.00
		452228	CCED#1538 PBR Automotive SC	576,761.08	24,238.92
		452229	CCED#1549 Solectron SC Corp	635,000.00
		452230	CCED #1576 TMC Truck - Annett Hold	.00
		452231	CCED #1571 Carolina First Tech Ctr	100,529.16	.00
		452232	CCED #1613 Pirelli Cable Systems	.	441,102.60	58,897.40	.	.	.
		452233	CCED #1618 ReturnBuy.com	.	350,000.00
		452234	CCED #1626 Truelove & Maclean, Inc.	.	.00
		452235	CCED #1632 NCR Corporation	.	.00	1,500,000.00	.	.	.
		452236	CCED #1631 Mike's Specialties	.	.	7,443.00	.	.	.
		452237	CCED #1477 SMI / Owens Steel	.	.	250,000.00	.	.	.
		452238	CCED #1642 Michelin North America	.	.	.00	27,000.00	.00	.00
		452239	CCED #1643 Diamond Pet Food Process	.	.	.00	.00	100,000.00	.
		461000	Investment Interest	93,240.71	82,852.66	36,358.89	32,938.40	19,414.84	31,241.51
		466010	SCANA Donation - Carolina First	27,500.00
		466011	SCANA Donation - Cooper Tools	50,000.00
		466012	SCANA Donation - PBR Automotive	100,000.00
		466013	SCANA Donation - Solectron	100,000.00
		466014	SCANA Donation - Pirelli Cable Syst	.	250,000.00
		466015	SCANA Donation - Diamond Pet Foods	.	.	.00	24,500.00	.	.
		466100	Pirelli Cables & Systems Payments	.	.	77,625.00	77,625.00	.	500,000.00
		469404	Sale of Land-Platt Springs Road	.	.	10,200.00	.	.	.
		469900	Miscellaneous Revenues	500.00	915.00	1,200.00	.	.	.
		470100	Electric Coop Infrastructure Pmts	224,000.00	185,625.00
		470101	Telephone Co. Infrastructure Pmts	75,000.00
		599990	Net Fair Value of Investments	63,827.50	-63,827.50
		802001	Op Trm from Rural Development Act	.	.	-6,278.19	.	.	.
		821000	RET from General Fund/Cty Ordinary	-500,000.00	-400,000.00	-400,000.00	-370,000.00	-400,000.00	-400,000.00
		*TOTAL ORGN 000000		1,557,907.44	907,334.73	1,654,697.01	676,448.17	1,134,240.51	148,201.51
		*TOTAL FUND 2000		1,557,907.44	907,334.73	1,654,697.01	676,448.17	1,134,240.51	148,201.51

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 YTD Activity Comparison Report (by FSyr)
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 Acct.: 000000 to 999999
 FSyr.: 00 to 05

*ECONOMIC DEV. - EXPENDITURES
 ACTUAL FY 2000 - FY 2005 YTD*

FUND	ORGN	ACCOUNT	TITLE	00 YTD ACTV	01 YTD ACTV	02 YTD ACTV	03 YTD ACTV	04 YTD ACTV	05 YTD ACTV
2000	181100	510100	Salaries & Wages	1,922.56	12,926.89	13,808.10	.	.	.
		511112	FICA - Employer's Portion	146.74	985.91	1,052.62	.	.	.
		511113	SCRS - Employer's Portion	131.70	885.49	945.86	.	.	.
		511120	Employee Insurance-Employer Portion	137.50	863.00	1,050.00	.	.	.
		511130	Workers Compensation-Employer Cost	5.20	34.89	37.27	.	.	.
		520300	Professional Services	.	5,562.00	36,135.25	30,613.00	28,276.50	9,449.00
		520800	Outside Printing	.	.	175.00	.	.	.
		521000	Office Supplies	.	148.11	570.93	.	.	.
		521100	Duplicating	96.45	121.90	85.60	.	.	.
		524201	General Tort Liability Insurance	.	52.50	94.50	.	.	.
		525010	Long Distance Charges	.	36.63
		525020	Pagers and Cell Phones	.	651.24	642.12	.	.	.
		525100	Postage	1.87	71.28	248.67	.00	.	.
		525210	Conference & Meeting Expense	.	8,672.93	8,649.85	.	.	.
		525220	Employee Training	510.74
		525230	Subscriptions, Dues, & Books	.	254.65	193.10	.	.	.
		525240	Personal Mileage Reimbursement	54.87	1,021.18	993.63	.	.	.
		525250	Motor Pool Reimbursement	.	130.96	.00	.	.	.
		534301	Central Carolina Econ Dvlp Alliance	.	72,000.00	72,000.00	72,000.00	72,000.00	54,000.00
		534302	Lexington Cty Development Corp	.	25,000.00
		534303	Riverfront Alliance	.	51,000.00	51,000.00	51,000.00	51,000.00	38,250.00
		534307	Land Purchase - Rose Property	.	206,019.10
		534502	RDA - Loxgreen Industrial Park	.	274,304.69	157,312.49	.	.	.
		534503	RDA Swansea Industrial Park	.	14,397.67
		534504	RDA Lexington Central Indust Park00
		536006	CCED#1538 PBR Automotive SC	.	121,996.17
		536010	CCED #1571 Carolina First Tech Ctr	.	.00
		536012	CAE Loan Solectron SC Corp	.	50,000.00	230,974.80	230,974.80	230,974.80	.00
		536013	CAE Loan PBR Automotive SC	.	37,500.00	173,231.10	173,231.10	173,231.10	.00
		536015	CCED #1613 Pirelli Cable Systems	.	672,782.94	47,907.36	.00	.00	.
		536016	CCED #1618 ReturnBuy.com	.	350,000.00	6,758.05	710.34	.00	.
		536017	CCED #1626 Truelove & Maclean, Inc.	.	.00	.00	.	.	.
		536018	CCED #1632 NCR Corporation	.	.00	1,500,000.00	.	.	.
		536019	NCR Corporation County Commitment	.	639,100.00	360,900.00	.	.	.
		536020	CCED #1631 Mike's Specialties	.	.	7,443.00	.	.	.
		536021	CCED #1477 SMI / Owens Steel	.	.	250,000.00	.	.	.
		536022	CAE Loan Pirelli Cables & Systems	.	.	77,625.00	77,625.00	77,625.00	937,823.00
		536023	CCED #1642 Michelin North America	.	.	.00	27,000.00	.00	.00

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 YTD Activity Comparison Report (by FSyr)
 Fund.: 2000 to 2000
 Orgn.: 181100 to 181199
 Acct.: 000000 to 999999
 FSyr.: 00 to 05

FUND	ORGN	ACCOUNT	TITLE	00 YTD ACTV	01 YTD ACTV	02 YTD ACTV	03 YTD ACTV	04 YTD ACTV	05 YTD ACTV
2000	181100	536024	CCED #1643 Diamond Pet Food Process	.	.	.00	.00	124,500.00	.
		536025	Diamond Pet Food County Commitment	.	.	.	16,960.00	.	.
		536026	SwanseaNIC, Inc. County Commitment00	.00	.
		537005	LCJMWSC Fire Hydrant Grant	.	20,000.00
		537006	USC Incubator Project	.	.	25,000.00	25,000.00	25,000.00	25,000.00
		537007	B/L Business Park Improvements	.	.	.00	.00	.00	.00
		537008	B/L Business Park Sign	.	.	.00	.00	.00	.00
		537009	Lexington Cty East Industrial Park	.	.	.00	.00	.00	.00
		537010	Certified Sites Program	.	.	.	6,000.00	.00	.00
		537011	Site Improvements Program00	13,338.80	.00
		537012	Site Study - CCEDA00
		537998	Cost of Deed Stamps - Pirelli Cable	.	5,744.25
		539900	Unclassified	.	126.00	.00	.00	.00	.00
		540000	Small Tools & Minor Equipment	33.58	220.09	81.78	.	.	.
		540010	Minor Software	.	.	40.95	.	.	.
		835800	RET to Pelion Airport	250,000.00	43,050.00
*TOTAL ORGN 181100				3,041.21	2,572,610.47	3,024,957.03	711,114.24	1,045,946.20	1,107,572.00
	181101	510100	Salaries & Wages00
		511112	FICA - Employer's Portion00
		511113	SCRS - Employer's Portion00
		511120	Employee Insurance-Employer Portion00
		511130	Workers Compensation-Employer Cost00
		521000	Office Supplies00
		521100	Duplicating00
		525000	Telephone00
		525020	Pagers and Cell Phones00
		525100	Postage00
		525210	Conference & Meeting Expense00
		525230	Subscriptions, Dues, & Books00
		525240	Personal Mileage Reimbursement00
		525300	Util / Administration Building00
*TOTAL ORGN 181101				.00	.00	.00	.00	.00	.00
*TOTAL FUND 2000				3,041.21	2,572,610.47	3,024,957.03	711,114.24	1,045,946.20	1,107,572.00

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TMS #	Industry Name	Estimated FY 2004-05			Remaining Amount Due for Direct Cty Expend.	Estimated FY 2005-06						
		Regular Tax Notice	Fee-in-lieu	Increases to Direct Cty Expenditures		(Recovery of) Direct Cty Expenditures	Regular Tax Notice	Fee-in-lieu	Calhoun/Newberry County %	Increases to Direct Cty Expenditures	(Recovery of) Direct Cty Expenditures	Remaining Amount Due for Direct Cty Expend.
4599-10-033	Farnell Components, Inc.	0.00			0.00	0.00		0.00			0.00	0.00
5498-05-024	IPC Automation, Inc.		18,344.24		0.00		18,344.24	183.44			0.00	18,160.80
5498-05-025	US Coatings, Inc.		50,650.26		0.00		50,650.26	506.50			0.00	50,143.76
5498-05-010	Lexington County Devlp Corp.		406.24		218,838.57		406.24	4.06		(402.18)	218,436.39	0.00
6797-03-006	United Parcel Service, Inc.		140,155.58		0.00		140,155.58	1,401.56			0.00	138,754.02
6896-04-011	Otis Spunkmeyer, Inc.		215,614.98		0.00		215,614.98	2,156.15			0.00	213,458.83
6896-04-013	Otis Spunkmeyer, Inc.		Per Auditor's office, combined with TMS#6896-04-011									
7020-01-001	Batesburg-Leesville Property Owners L.L.C.		16,143.22		0.00		16,143.22	161.43			0.00	15,981.79
7020-01-011	Batesburg-Leesville Property Owners L.L.C.		Per Auditor's office, combined with TMS#7020-01-001									
12900-02-036	County of Lexington				49,598.83						49,598.83	0.00
5900-06-002	Hartwell Associates Limited Partnership	0.00			0.00	0.00		0.00			0.00	0.00
5698-03-007	CAE Park (portion leased to United Parcel Service, Inc.) (portion to PBR)		8,105.35		0.00		8,105.35	81.05			0.00	8,024.30
5698-03-005	CAE Park (portion to PBR)				0.00							
6797-01-006	Foreign Trade Zone				0.00							
03697-05-014	United Parcel Service, Inc.		29,592.31		0.00		29,592.31	295.92			0.00	29,296.39
		Tax Year 2006	4,958.48									
5699-04-001	NCR		268,653.77		190,798.70		268,653.77	2,686.54		(190,798.70)	0.00	75,168.53
	Total Non-Negotiated FILOT:	0.00	752,624.43	0.00	459,236.10	0.00	747,665.95	7,476.66	0.00	(191,200.88)	268,035.22	548,988.41

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TMS #	Industry Name	Estimated FY 2004-05				Estimated FY 2005-06								
		Regular Tax Notice	Fee-in-lieu	Increases to Direct Cty Expenditures	(Recovery of) Direct Cty Expenditures	Remaining Amount Due for Direct Cty Expend.	Regular Tax Notice	Fee-in-lieu	Calhoun/Newberry County 1%	Increases to Direct Cty Expenditures	(Recovery of) Direct Cty Expenditures	Remaining Amount Due for Direct Cty Expend.	Remaining Fee to be Distributed	
6400-02-001	Michelin North America Inc. (Pre-1997 Agreement)		1,263,583.00			0.00	1,263,583.00				0.00	1,263,583.00		
12900-02-086	Nucor Building Systems		191,506.00			0.00	191,506.00	1,915.06			0.00	189,590.94		
	Phillips Components													
6400-02-001	Michelin North America, Inc.		1,432,677.00			0.00	1,432,677.00	14,326.77			0.00	1,418,350.23		
6896-03-004	Formerly Columbia Farms/ Now carolina Culinary		239,835.00			0.00	239,835.00	2,398.35			0.00	237,436.65		
2799-04-001	Formerly Allied Signal/ Now Honeywell International		97,264.00			0.00	97,264.00	972.64			0.00	96,291.36		
4599-10-014	Kryotech		0.00			0.00	0.00	0.00			0.00	0.00		
6400-02-0153	Pirelli Cables & Systems		464,901.00			0.00	464,901.00	4,649.01			0.00	460,251.99		
5698-03-014	Solectron		566,889.00	230,974.80	(230,974.80)	0.00	566,889.00	5,668.89	230,974.80	(230,974.80)	0.00	330,245.31		
5498-06-002	Cooper Power Tools		129,478.00			0.00	129,478.00	1,294.78			0.00	128,183.22		
5797-03-002	SMI - Owens Steel		669,854.00			0.00	669,854.00	6,698.54			0.00	663,155.46		
5698-03-013	PBR Automotive		447,116.00	173,231.10	(173,231.10)	0.00	447,116.00	4,471.16	173,231.10	(173,231.10)	0.00	269,413.74		
4596-08-015	Returnbuy.com	Tax Year 2002	108,492.00		(1,589.87)	0.00	0.00	0.00			0.00	0.00		
5698-03-07 5698-03-12	Pirelli Cables & Systems - Airport		553,917.00	437,823.00	(437,823.00)	0.00	553,917.00	5,539.17	437,823.00	(437,823.00)	0.00	110,554.83		
212427-3-000	Diamond Pet Foods	Tax Year 2002	437,651.00			16,960.00	437,651.00	4,376.51			0.00	433,274.49		
			446,691.00		(16,960.00)	(16,960.00)								
	Total Negotiated FILOT:		0.00	7,049,854.00	842,028.90	(860,578.77)	0.00	0.00	6,494,671.00	52,310.88	842,028.90	(842,028.90)	0.00	5,600,331.22
	Proposed Properties / Companies:													
	Rose Property					110,552.43					110,552.43			
	Loxreen					0.00					0.00			
	Carolina First					27,500.00					27,500.00			
	Total FILOT:		0.00	7,802,478.43	842,028.90	(1,126,948.18)	597,288.53	0.00	7,242,336.95	59,787.54	842,028.90	(1,033,229.78)	406,087.65	6,149,319.63

97-16

SOLECTRON SOUTH CAROLINA CORP

LOAN AMORTIZATION SCHEDULE

Principal Amount: 1,000,000.00
 Interest Rate: 5.000000% APR: 5.00%
 Payment Interval: Annual
 No. of Payments: 7
 Payment Amount: 230,974.80

DUE DATE: MAY 27

Pay. No.	Payment Amount	Interest Amount	Principal Amount	Balance
Beginning Balance				1,000,000.00
2000-1	50,000.00	50,000.00	0.00	1,000,000.00
2001-2	50,000.00	50,000.00	0.00	1,000,000.00
2002-3	230,974.80	50,000.00	180,974.80	819,025.20
2003-4	230,974.80	40,951.26	190,023.54	629,001.66
2004-5	230,974.80	31,450.08	199,524.72	429,476.94
2005-6	230,974.80	21,473.87	209,500.93	219,976.01
2006-7	230,974.80	10,997.49	219,977.31	-1.30
Totals	1,254,874.00	254,872.70	1,000,001.30	

PBR SOUTH CAROLINA, LLC

LOAN AMORTIZATION SCHEDULE

Principal Amount: 750,000.00
 Interest Rate: 5.000000% APR: 5.00%
 Payment Interval: Annual
 No. of Payments: 7
 Payment Amount: 173,231.10 DUE DATE: MAY 20

Pay. No.	Payment Amount	Interest Amount	Principal Amount	Balance
Beginning Balance				750,000.00
1-2000	37,500.00	37,500.00	0.00	750,000.00
2-2001	37,500.00	37,500.00	0.00	750,000.00
3-2002	173,231.10	37,500.00	135,731.10	614,268.90
4-2003	173,231.10	30,713.45	142,517.65	471,751.25
5-2004	173,231.10	23,587.56	149,643.54	322,107.71
6-2005	173,231.10	16,105.41	157,125.69	164,982.02
7-2006	173,231.10	8,247.79	164,983.31	-1.29
Totals	941,155.50	191,154.21	750,001.29	

LOAN AMORTIZATION SCHEDULE
Pirelli Cable

Principal Amount: 1,552,500.00
 Interest Rate: 5.000000% APR: 5.00%
 Payment Interval: Annual
 No. of Payments: 7
 Payment Amount: 437,823.00 P&I Starts on 8-25-2004

DUE DATE: AVG 25

Pay. No.	Payment Amount	Interest Amount	Principal Amount	Balance
Beginning Balance				1,552,500.00
8-25-01	77,625.00	77,625.00	0.00	1,552,500.00
8-25-02	77,625.00	77,625.00	0.00	1,552,500.00
8-25-03	77,625.00	77,625.00	0.00	1,552,500.00
8-25-04	437,823.00	77,625.02	360,197.98	1,192,302.02
10-8-04*	500,000.00	7,186.52	492,813.48	699,488.54 (44-Days)
8-25-05	437,823.00	30,758.22	407,064.78	292,423.76 (321-Days)
8-25-06	307,044.92	14,621.16	292,423.76	0.00

* Interest only on the first three years starting 8-25-2001.

** P & I Starts on 8-25-2004 the last four years.

* Additional payment in the amount of 500,000 was received.
was received.

1201 Main Street
Suite 100
Columbia, South Carolina 29201

t: 803-733-1131
f: 803-733-1125

centralsc.org



February 21, 2005

William Brooks
Lexington County
212 South Lake Drive
Lexington, SC 29072-3493

Dear Art :

Please find enclosed the 2005-06 budget request from the Central SC Alliance. Our request of \$72,000 is consistent with past requests to our city and county members. In addition, I am enclosing a copy of our financial report ending June 30, 2004, prepared by Derrick, Stubbs, and Stith. Please contact me if you have any questions.

Additionally, you may expect an additional nominal request from the Alliance on behalf of the Regional Stewardship Forum so that the group may continue its work. I will communicate the request as soon as it is determined.

As always, it is an honor and pleasure to represent Lexington County.

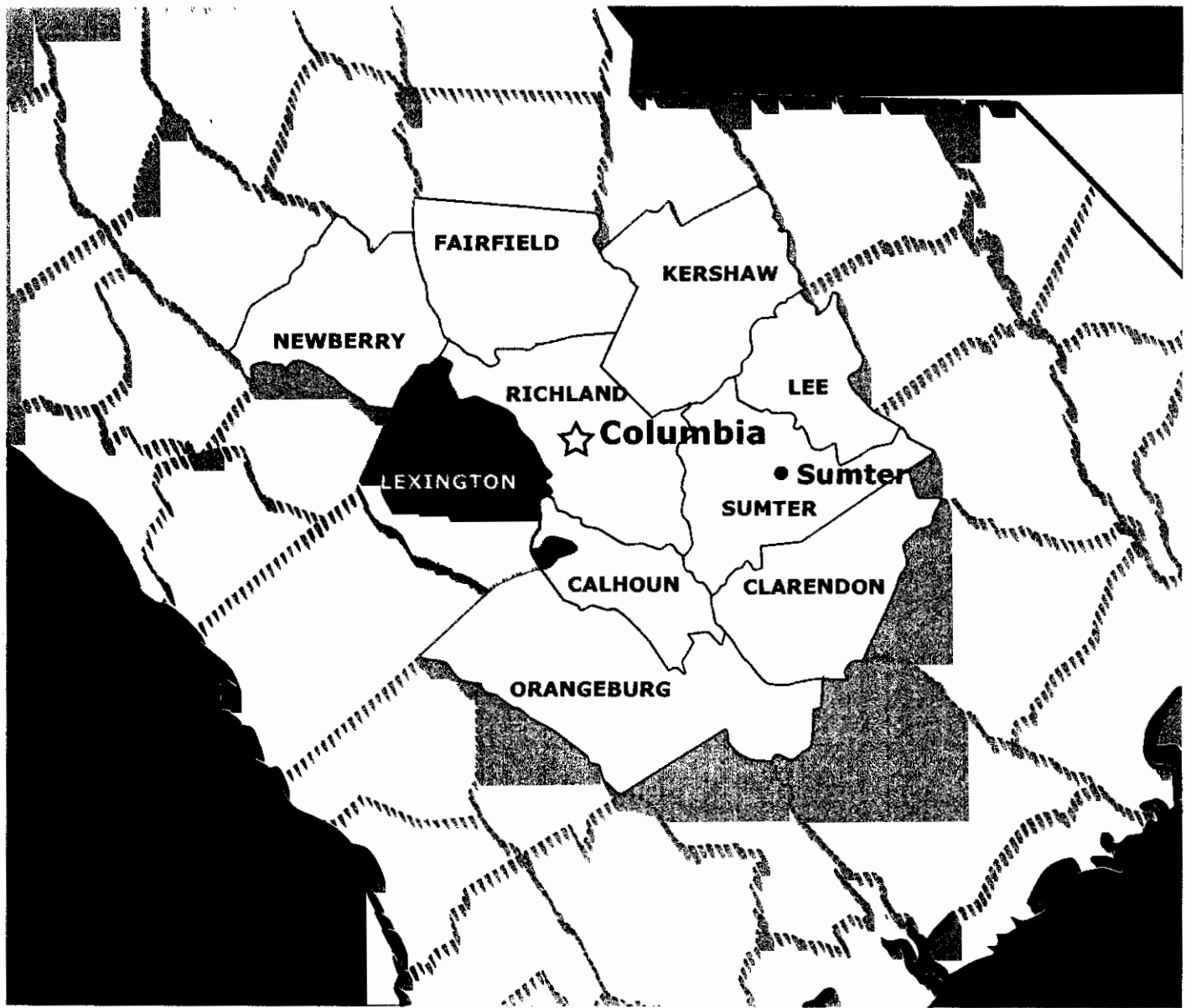
Sincerely,

Edward M. Parler
Director of Government & Industry Relations



97-20

*2005 - 2006
Funding Request to
Lexington County*



Central SC Alliance

Lexington County, South Carolina
Summary of Revenue Sources

Agency: Central South Carolina Alliance

FUNDING SOURCE	FY02-03 ACTUAL	FY03-04 ACTUAL	FY04-05 APPROVED	FY05-06 REQUEST
Richland County	\$72,000	\$72,000	\$72,000	\$72,000
Lexington County	\$72,000	\$72,000	\$72,000	\$72,000
City of Columbia	\$72,000	\$72,000	\$72,000	\$72,000
State Government	\$0	\$0	\$0	\$0
Federal Government	\$0	\$0	\$0	\$0
Fairfield County	\$72,000	\$72,000	\$72,000	\$72,000
Calhoun County	\$72,000	\$72,000	\$72,000	\$72,000
Clarendon County		\$18,000	\$72,000	\$72,000
Kershaw County	\$72,000	\$72,000	\$72,000	\$72,000
Newberry County	\$72,000	\$72,000	\$72,000	\$72,000
Sumter County	\$0	\$72,000	\$72,000	\$72,000
Orangeburg County	\$0	\$54,000	\$72,000	\$72,000
Lee County	\$0	\$36,000	\$72,000	\$72,000
City of Sumter	\$0	\$72,000	\$72,000	\$72,000
Private Sector	\$335,464	\$415,317	\$407,700	\$415,000

TOTAL REVENUE	\$839,464	\$1,171,317	\$1,271,700	\$1,279,000
TOTAL EXPENDITURES	\$ 854,512	\$1,103,313	\$1,179,398	\$1,279,000

EXPENDITURE BY CATEGORY

Personnel	\$ 627,139	\$695,762	\$767,863	\$839,000
Operating	\$ 5,612	\$7,111	\$18,800	\$29,000
Executive Administration	\$ 62,627	\$72,000	\$63,100	\$65,000
Research & Ec Dev	\$ 48,829	\$87,717	\$70,805	\$65,000
Marketing	\$ 50,369	\$182,398	\$152,600	\$180,000
Government & Industry	\$ 10,718	\$10,290	\$11,139	\$13,000
Rent & Other Misc	\$ 49,218	\$48,035	\$86,431	\$88,000
Total Expenditures	\$ 854,512	\$1,103,313	\$1,170,738	\$1,279,000

Submitted By


G. Michael Briggs

Title: President

Date _____

Central Carolina Economic Development Alliance

The Central Carolina Economic Development Alliance (CCEDA), also known as Central SC Alliance, is a 501© (3) corporation charged with lessening the responsibility of government through assuming economic development on their behalf. The mission of the Alliance is contained in its by-laws:

“by assisting in the formulation and promotion of programs designed to encourage, enhance and foster economic development in central South Carolina; and to engage in any and all lawful activities necessary or incident to the foregoing purposes.”

CCEDA is a public private partnership currently representing the counties of Calhoun, Clarendon, Fairfield, Kershaw, Lee, Lexington, Newberry, Orangeburg, Richland, and Sumter and the cities of Columbia and Sumter. A thirty-four member Board of Directors - sixteen from the public sector and eighteen from investors governs the Alliance. Public representative who serve by virtue of their office are the chairs of the county councils, mayors of Columbia and Sumter, presidents of Midlands Technical College and the University of South Carolina, chair of the Committee of 100, and the chair of the Central Midlands Regional Planning Council. The Board of Directors elects the private appointments for three-year terms. The President of the Alliance, appointed by the Board of Directors, serves as the chief executive officer of the organization.

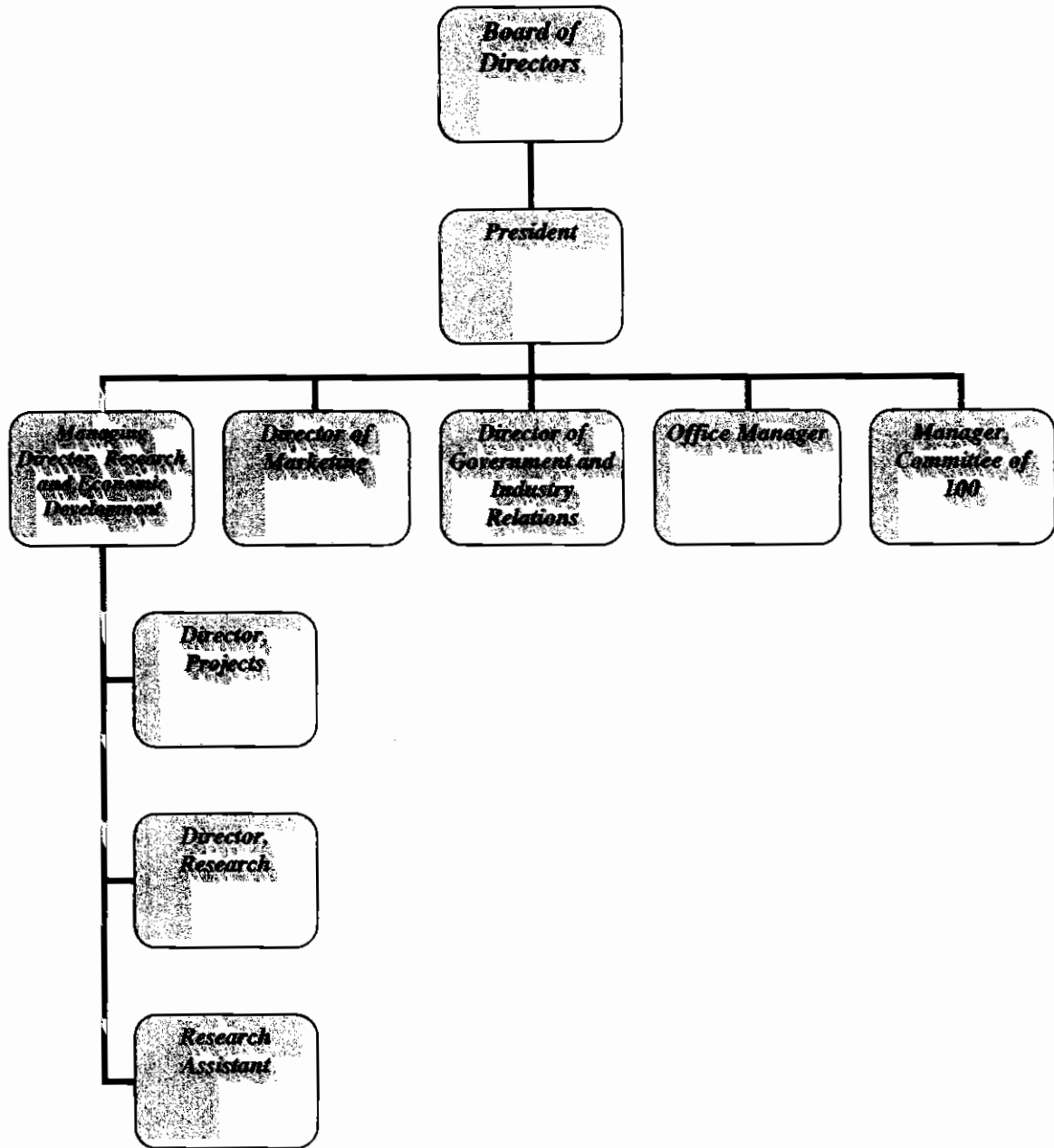
1999-2004

Lexington County

Announced Capital Investment- \$577,260,000

Announced Job Creation -4,424

Central SC Alliance



THE RIVER ALLIANCE

What 90 miles of river can be.

February 15, 2005

Mr. William A. Brooks
County Administrator
Lexington County
212 S. Lake Drive
Lexington, South Carolina 29072

Dear Mr. Brooks:

Please consider this the River Alliance's formal request for Lexington County's support in the FY 2005-2006 budget. This is under the terms of the Agreement of The River Alliance, executed by River Alliance and Lexington County (et. al.) in February of 1995. We are requesting a total of \$51,000.00 for the budget year, payable on July 1, 2005.

Thank you for your and Council's consideration of our request. Lexington County funds will provide for continuing operation of the River Alliance as it continues to move from planning into execution of more projects.

As always, if you have any questions about this grant request, or on any other matter, please feel free to call me at 765-2200.

Regards,



Michael T. Dawson
Director

Encl.

Cc: Joe Owens
Todd Cullum

97-25

**APPLICATION FOR FY 2005-2006 FUNDING
LEXINGTON COUNTY**

1. **Location/address:** **The River Alliance
506 Gervais Street
Columbia, South Carolina 29201**

2. **Date of Organization:** **The River Alliance was first formed on February 15, 1995 by the signing of the "Agreement of The River Alliance." In October 1995, The River Alliance was incorporated in the State of South Carolina as a 501(c)3 corporation.**

3. **Total number of employees:** **Two (2) full-time employees.**

4. **Annual salaries:**

	<u>Actual</u>	<u>Budget</u>
	<u>2004-05</u>	<u>2005-06</u>
Director	\$79,603	\$79,603
Exec. Asst.	\$26,900	\$29,600

5. **Final audited financial statement for FY 2003-2004 is attached.**

6. **Budgeted funding sources:**

	<u>Actual</u>	<u>Budget</u>
	<u>2004-05</u>	<u>2005-06</u>
Lexington County	\$ 51,000	\$ 51,000
Richland County	\$ 56,100	\$ 56,100
City of Columbia	\$ 45,900	\$ 51,000
City of Cayce	\$ 3,850	\$ 3,850
City of West Columbia	\$ 3,850	\$ 3,850
Contributions	<u>\$ 4,000</u>	<u>\$130,000</u>
	\$164,700	\$295,800

7. **County of Lexington funding, along with funding from other local governments, was used in FY 2004-05 to pay administrative, operating and program costs for the Alliance and will allow the River Alliance to continue its efforts in comprehensive community planning. FY 2005-06 funding will be used similarly, for administrative, operating and program costs for the Alliance.**

8. **As a measure of effectiveness, the River Alliance has been successful in serving the citizens of Lexington County by providing focused community planning on the Broad, Congaree, and Saluda rivers with increased potential for more and safer urban residential areas, protection and conservation of river resources; more and safer recreational opportunities associated with the rivers; increased awareness of our cultural and historical richness; and economic growth and development through private sector residential investment and expanded ecotourism and eco-heritage opportunities. The West Columbia and Cayce Riverwalks are prime examples. Last year we added three more miles of Greenway. Next year we intend to add the West Columbia Riverwalk Extension and finish planning for an extension to the Cayce Riverwalk.**

Director: **Michael T. Dawson**

Contact concerning request for funding: **Michael T. Dawson, Director
(803) 765-2200**

97-26

RIVER ALLIANCE BUDGET: FY 2005-2006

	FY 2005-2006 <i>Budget</i>	FY 2004-2005 <i>Budget</i>	FY 2004-2005 <i>Actual</i>	FY 2003-2004 <i>Budget</i>	FY 2003-2004 <i>Actual</i>
Annual Government Grant Income					
Lexington County	\$51,000	\$51,000	\$51,000	\$56,000	\$51,000
Richland County	\$56,100	\$56,100	\$56,100	\$56,100	\$56,100
City of Cayce	\$3,850	\$3,850	\$3,850	\$3,850	\$3,850
City of Columbia	\$51,000	\$51,000	\$51,000	\$56,000	\$45,900
City of West Columbia	\$3,850	\$3,850	\$3,850	\$3,850	\$3,850
Total - Annual Govt Grant Income	\$165,800	\$165,800	\$165,800	\$175,800	\$160,700
Government Grant Special Purpose Income					
Olympic-Level Whitewater Course Study				\$0	\$0
Rocky Branch Restoration				\$8,000	\$0
Granby Whaley Olympia Planning				\$20,000	\$20,000
Greenway Extensions				\$0	\$0
12,000 Year History Park / Congaree Creek				\$0	\$0
Total - Govt Grant Special Purpose				\$28,000	\$20,000
Total - Government Grant Income	\$165,800	\$165,800	\$165,800	\$203,800	\$180,700
Fundraising Income - TARGET					
Corporate Contributions	\$130,000	\$130,000	\$2,350	\$150,000	\$15,500
Donated Services	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Individual Donations	\$20,000	\$20,000	\$150	\$1,000	\$25,000
Total Fundraising Income	\$151,500	\$151,500	\$4,000	\$152,500	\$42,000
Other Income					
Project Reimbursed Expenses	\$450,000	\$450,000	\$320,000	\$450,000	\$477,800
Project Administration	\$90,000	\$60,000	\$45,000	\$30,000	\$40,000
Project Marketing/Public Information Reimbursed Expenses	\$10,000	\$10,000	\$10,000	\$0	\$0
Interest Income	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
Other Income	\$500	\$500	\$500	\$500	\$500
Total - Other Income	\$557,500	\$527,500	\$382,500	\$487,500	\$525,300
TOTAL INCOME	\$874,800	\$844,800	\$552,300	\$843,800	\$748,000

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RIVER ALLIANCE BUDGET: FY 2005-2006

	<i>FY 2005-2006 Budget</i>	<i>FY 2004-2005 Budget</i>	<i>FY 2004-2005 Actual</i>	<i>FY 2003-2004 Budget</i>	<i>FY 2003-2004 Actual</i>
Structural/Personnel Expenses					
Payroll	\$160,000	\$160,000	\$110,000	\$150,308	\$128,828
Health Insurance	\$15,000	\$27,000	\$15,000	\$26,100	\$25,200
Other Employee Insurance	\$1,032	\$10,700	\$7,000	\$9,000	\$9,000
Disability Insurance	\$0	\$2,200	\$800	\$1,500	\$1,500
Workers Compensation	\$600	\$600	\$600	\$600	\$600
Social Security	\$9,500	\$9,500	\$7,000	\$9,500	\$9,500
Medicare	\$5,000	\$5,000	\$3,000	\$5,000	\$5,000
Retirement Plan	\$7,200	\$10,000	\$9,000	\$15,000	\$6,500
Incentives	\$15,000	\$15,000	\$0	\$15,000	\$3,350
Total - Structural/Personnel Expenses	\$213,332	\$240,000	\$152,400	\$232,008	\$189,478
Operating Expenses					
Bank Charges	\$200	\$200	\$0	\$500	\$12
Audits/Reports	\$5,000	\$6,000	\$5,000	\$7,250	\$5,300
Bookkeeping/Accounting Specialists	\$10,800	\$15,000	\$5,000	\$19,200	\$14,400
Company Vehicle/Mileage	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Computer - Internet & Software	\$750	\$750	\$550	\$750	\$1,500
Computer - Network & Maintenance	\$750	\$750	\$0	\$750	\$300
Dues & Subscriptions	\$1,000	\$1,000	\$500	\$1,000	\$2,000
Education	\$3,000	\$3,000	\$0	\$3,000	\$0
Equipment Lease/Rental	\$2,500	\$2,500	\$1,000	\$2,500	\$2,500
Insurance	\$3,500	\$3,500	\$1,000	\$3,500	\$4,000
Legal	\$3,000	\$3,000	\$0	\$3,000	\$0
Licenses, Permits, Registrations	\$125	\$125	\$125	\$125	\$125
Office Furniture	\$250	\$250	\$0	\$250	\$100
Office Supplies	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Postage & Delivery	\$1,500	\$1,500	\$350	\$1,500	\$1,500
Rent	\$12,000	\$12,000	\$12,000	\$10,800	\$12,000
Office Services	\$750	\$750	\$750	\$750	\$750
Repairs & Maintenance	\$2,000	\$2,000	\$155	\$3,500	\$1,500
Telephone	\$4,750	\$4,750	\$4,750	\$4,750	\$4,750
Travel & Conferences	\$5,000	\$5,000	\$960	\$5,000	\$4,000
Utilities	\$3,000	\$2,000	\$3,000	\$2,000	\$2,300
Director's Discretionary Funds	\$2,000	\$2,000	\$0	\$2,000	\$0
Total - Operating Expenses	\$70,575	\$74,775	\$43,840	\$80,825	\$65,737

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RIVER ALLIANCE BUDGET: FY 2005-2006

	<i>FY 2005-2006 Budget</i>	<i>FY 2004-2005 Budget</i>	<i>FY 2004-2005 Actual</i>	<i>FY 2003-2004 Budget</i>	<i>FY 2003-2004 Actual</i>
Program Expenses					
Fundraising	\$3,000	\$3,000	\$1,000	\$3,000	\$1,500
Marketing/Public Information	\$20,000	\$20,000	\$20,000	\$20,000	\$38,000
Professional Services/Costs	\$450,000	\$450,000	\$320,000	\$450,000	\$477,800
Three Rivers Greenway	\$5,000	\$5,000	\$5,000	\$5,000	\$3,000
River Recreation & Protection	\$5,000	\$5,000	\$5,000	\$5,000	\$2,000
Total - Program Expenses	\$483,000	\$483,000	\$351,000	\$483,000	\$522,300
TOTAL REVENUE	\$874,800	\$844,800	\$552,300	\$843,800	\$748,000
EXPENSES					
Structural/Personnel Expenses	\$213,332	\$240,000	\$152,400	\$232,008	\$189,478
Operating Expenses	\$70,575	\$74,775	\$43,840	\$80,825	\$65,737
Program Expenses	\$483,000	\$483,000	\$351,000	\$483,000	\$522,300
TOTAL EXPENSES	\$766,907	\$797,775	\$547,240	\$795,833	\$777,515
TOTAL SURPLUS/DEFICIT	\$107,893	\$47,025	\$5,060	\$47,967	-\$29,515

97-29



RESEARCH AND HEALTH SCIENCES

To: Lexington County Council

From: Joel Stevenson,
Director, USC Columbia Technology Incubator

Re: Request for continued support

Date: February 9th, 2005

Thank you for your support of the USC Columbia Technology Incubator. I have attached for your review a short synopsis of what we do.

Also, during the past 6 years we have helped create 300 jobs, and graduate twelve companies from our program. Eleven of those companies are still in business and ten of them are located in the greater Columbia (Lexington, Richland Counties) area.

Finally, we would like to request \$25,000 from Lexington County for fiscal year 2005-2006. The total funding we will be requesting from all of our "investors" is \$250,000. The funding pays for salaries of the Director and Administrative Assistant, phones, internet service, computers for our student companies, \$1000/student company (10), business plan, and market assessments prepared by the USC Moore School, advertising, starter furniture, mail services, fax services, audio visual equipment, and parking.

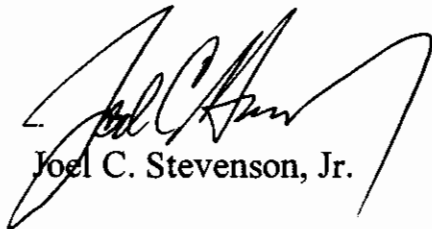
The other investors are:

- City of Columbia
- Richland County
- Midlands Technical College
- USC Research Foundation
- USC Moore School of Business
- USC College of Engineering
- USC College of Math and Science

CMAT
Hayneswirth, Sinclair & Boyd
Nexsen Pruet
Nelson Mullins Riley & Scarborough
McNair
BellSouth
Tomlin & Company
John Lumpkin
Siemens Diesel
Regions Bank

The USC Columbia Technology Incubator is managed by the USC Research Foundation and the check should be made out to the USC Research Foundation.

Thank you in advance for the support


Joel C. Stevenson, Jr.





WHAT WE DO?

WE PROVIDE:

- Assistance in writing a Business Plan from an Executive Summary.
- A great working and growing environment (companies meeting around the coffee pot).
- Assistance with Market Assessments.
- Inexpensive office space.
- Light accounting.
- Administrative help.
- Access to fax and copier.
- Phone and internet access.
- Access to lawyers, accountants, bankers, etc.
- Access to USC and MTC's brightest (Students, Faculty, and Staff).
- Branding as a part of the Incubator.
- Access to angel and venture capital.



WHAT WE DO?

WE PROVIDE:

- Mentoring Teams of selected personnel with expertise matching the client's needs and regularly reviewing the client's progress in technological and business development.
- "Niche" market research by outside specialists in various fields.
- Community service providers that provide a free initial consultation or low or deferred fees to help incubator companies.
- A rigorous program to help prepare companies for meeting venture capitalists.
- Support from three entities, Government, Business and Academia.
- Business professionals are part of our service provider network and can provide low or no cost service to incubating companies.

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WHAT WE DO?

- We have a robust community of talent, technology, capital and “know how” in an infrastructure “incubator” that is supportive and helps young companies grow.
- We provide common areas, meeting rooms, etc. where problems and referrals for help are discussed – interaction of companies is key.

ADDITIONAL SERVICES:

- Mail services, library and information resource services.
- Tech temp service.
- Work study students.
- Corporate partnering.
- Starter furniture



WHAT DO WE DO?

- Audio visual equipment
- Security
- Conference, video conference and meeting rooms
- Parking
- Outside experts help in three reviews:
 - Marketing
 - Financial
 - Technology
- We arrange monthly speakers on business issues.
- We do workshops in business plan writing.
- We can arrange for MBA's to do focused studies for companies.
- We can provide web site listing or posting to help with the Initial establishment of web sites.

92.351



WHAT WE DO?

- We provide high speed data lines.
- We do rehearsals for interviews with venture capital firms.
- We do an external review of the technology and the business plan or executive summary, the management ability, financial position, overall technology X's the market and company's management willingness to work as a team are all critical factors in the selection process.

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WHAT ARE WE LOOKING FOR?

PEOPLE OR COMPANIES THAT:

- Are technology oriented.
- Need to hire USC or MTC students, faculty, or staff people.
- Are Growth Oriented and Team Builders.
- Need access to Major Players, Markets and Additional Markets and Research.
- Have money (to last at least six months).
- Have the potential for fast growth of jobs with the potential for a big hit.
- Have a market for their product.

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WHAT ARE WE LOOKING FOR?

- Companies that have a high potential for job growth, have a strong team work ethic, have a time to market (hopefully less than one year), and some level of existing financial resources (six months working capital on hand).
- Management and technology, with management a primary concern or key criteria for selection.
- A company does not have to have a business plan but at least a good executive summary from which to develop a business plan.
- Have new technology based products or services, entrepreneurial capabilities, the potential for high jobs creation, and growth.

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USC COLUMBIA TECHNOLOGY INCUBATOR COMPANIES

February 8, 2005

GRADUATE COMPANIES:

- KRYOTECH

Standard Company

Founded: 1997

Admitted to Incubator: Feb, 1999

Graduated from Incubator: November, 2001

Kryotech is a manufacturing company that specializes in building systems to cool computers to increase their efficiency.

Current location: West Columbia, SC

Number of Employees: 62

Money Raised: \$15,000,000

Status: In the process of being sold

- BANDGAP TECHNOLOGIES

Standard Company

Founded: 2000

Admitted to Incubator: Sept, 2000

Graduated from Incubator: November, 2001

Bandgap Technologies developed novel silicon carbide (SiC) bulk growth techniques for superior quality (low defect density) crystal boules at a high growth rate.

Current location: Sterling, Virginia

Number of Employees: Twelve

Money Raised: \$200,000

Status: Sold to Intrinsic Semiconductor, Corp.

- NETGEN LEARNING SYSTEMS

Standard Company

Founded: Nov. 1999

Admitted to Incubator: January, 2000

Graduated from Incubator: November, 2001

Netgen delivered courseware for technical professionals, licensed engineers, chief information officers, and K-12 classroom teachers thru satellite TV and the internet.

Current Location: N/A
Number of employees: Eighteen
Money Raised: \$1,800,000
Status: Out of Business

- **CORRELATED SOLUTIONS**

Standard Company
Founded: April, 1999
Admitted to Incubator: July 1999
Graduated from Incubator: November 2001

Correlated Solutions develops both two dimensional and three dimensional computer visions systems.

Current Location: West Columbia, South Carolina
Number of Employees: Twelve
Money Raised: \$700,000
Status: Operating....Profitable

- **E-811**

Standard Company
Founded: March, 1998
Admitted to Incubator: February, 1999
Graduated from Incubator: November, 2002

E-811 designs both custom and generic computer software solutions primarily to run on large scale computer systems. Their specialty is "data mining"

Current location: Columbia, South Carolina
Number of Employees: Three
Money Raised: \$250,000
Status: Operating

- **HUNTERSTONE**

Standard Company
Founded: June, 2001
Admitted to Incubator: December 2001
Graduated from Incubator: November 2002

HunterStone is a company that focuses on custom design, architecture and programming skills utilizing Microsoft.NET technologies

Current Location: Ballentine, South Carolina

Number of Employees: Five

Money Raised: \$1,250,000

Status: Operating

- **JUSTINSANE DESIGN**

Student Company

Founded: February, 2001

Admitted to Incubator: April 2001

Graduated from Incubator: November, 2002

Justinsane Design was a web design company

Current Location: Columbia, South Carolina

Number of Employees: Three

Money Raised: \$25,000

Status: Justinsane Design has been merged with GraySail another Incubator Company

- **E-WIZARDS**

Student Company

Founded: March, 2001

Admitted to Incubator: April 2001

Graduated from Incubator: November 2003

E-Wizards is a computer Technical Support Service company

Current Location: Columbia, South Carolina

Number of Employees: Forty-Eight

Money Raised: \$75,000

Status: Changed Name to DSSIT....Operating

- **INTEGRATED ANALYTICAL**

Standard Company

Founded: June, 2000

Admitted to Incubator: September, 2000

Graduated from Incubator: November 2003

Integrated Analytical sells web-based software for data analysis

Current Location: Columbia, South Carolina
Number of Employees: Two
Money Raised: \$300,000
Status: Operating

- **IDV, INC.**

Standard Company
Founded: April, 1999
Admitted to Incubator: June, 2000
Graduated from Incubator: November, 2003

IDV has computer software products that involve real-time computer visualizations and off-line computer animation.

Current Location: Lexington, South Carolina
Number of Employees: Seven
Money Raised: \$1,200,000
Status: Operating.....Profitable

- **BIOWATCH MEDICAL**

Standard Company
Founded: November, 1997
Admitted into Incubator: February, 2001
Graduated from Incubator: November 2003

Biowatch Medical is the producer of "Sentry" a wearable vital signs monitor

Current Location: Columbia, South Carolina
Number of Employees: Forty-one
Money Raised: \$3,000,000
Status: Getting ready to launch product

- **TWO TOADS. COM**

Standard
Company Founded: April, 2001
Admitted Into Incubator: May, 2001
Graduated from Incubator: November, 2003

Two Toads designs, tests and markets software filtering technology

Current Location: Columbia, South Carolina
Number of Employees: Five
Money Raised: \$200,000
Status: Operating

Standard Companies

- **Advanced Automation Consulting, Inc.**

Standard company
Founded in: June 2003
Admitted in the incubator in: 4th quarter of 2003
Graduated from the incubator: NO

Improving business performance through the innovative application of technology, Project Management, Management Consulting, Business Process Reengineering, Custom Application Development, Supply Chain Optimization

Current Location: Columbia, SC
Number of employees: 36
Money raised: \$250,000

- **Graysail**

Standard Company
Founded in: 2002
Admitted in the incubator in: November 2002
Graduated from the incubator: NO

Provider of data warehousing and data architecture services

Current Location: 1136 Washington Street, Columbia 29201
Number of employees: 6
Money raised: \$100,000

- **Norton Audits**

Standard Company
Founded in: 2000
Admitted in the incubator in: June 2003
Graduated from the incubator: NO

Provides clinical trial monitoring, auditing, and training.

Current Location: 218 B East Main Street, Lexington
Number of employees: 2

Money raised: \$ 50,000

- **Primary care Endoscopy:**

Standard Company

Founded in: 2003

Admitted in the Incubator in: May 2004

Graduated from the incubator: NO

Provide quality Medical diagnostic and screening endoscopic services using the latest and safest technology while showing respect and compassion for their patients.

Current Location: Columbia, SC

Number of employees: 20

Money raised: \$ 750,000

- **Digital Systems Support Inc. (Formally E Wizards):**

Standard Company

Founded in: 2003

Admitted in the Incubator in: 2003

Graduated from the incubator: NO

Technological Services of Web Based Solutions, Internet Filtration, Business Technology, and Hardware and Software Solutions

Current Location: Columbia, SC

Number of Employees: 25

Money raised: \$ 50,000

- **Biomatics**

Standard Company

Founded in: 2003

Admitted in the Incubator in: 2004

Graduated from the incubator: NO

Mission: To commercialize advanced digital image processing for fully automated pathology diagnostics.

Current Location: Columbia, SC

Number of Employees: 4

Money raised: N/A

- **InterVivos, LLC**

Standard Company

Founded in: November 2000

Admitted in the Incubator in: 2001

Graduated from the incubator: NO

Offers a combination of website design and management tools.

Current Location: Columbia, SC

Number of Employees: 7

Money raised: \$ 300,000

- **PejasInc.**

Standard Company

Founded in: 1998

Admitted in the Incubator in: 2003

Graduated from the incubator: NO

PeJas creates leading edge innovative solutions while developing long term client partnerships. Provides document imaging and data storage service.

Current Location: Columbia, SC

Number of Employees: 4

Money raised: \$ 50,000

- **Battery Design Co.**

Standard Company

Founded in: 1999

Admitted in the Incubator in: 2001

Graduated from the incubator: NO

A fully, functional battery simulation software system will be completed that can be used by battery developers, battery pack developers, and battery users to develop, optimize, or select cells for specific end-uses.

Current Location: Columbia, SC

Number of Employees: 2

Money raised: \$220,000

- **ZDD, Inc.**

Standard Company

Founded in: end 2001

Admitted in the Incubator in: 2002
Graduated from the incubator: NO

Develop and market a Zero Discharge Desalination process for recovery of fresh water and chemicals from seawater.

Current Location: Columbia, SC
Number of Employees: 2
Money raised: \$ 75,000

Recent Admissions:

- **Opton/Ometrics**

Standard Company
Founded in: January 2005
Admitted in the Incubator in: January 2005
Graduated from the incubator: NO

Exploitation of disruptive developments in optical computing technology.

Current Location: Columbia, SC
Number of Employees: 3
Money raised: \$250,000

- **Inhibix Technologies, LLC**

Standard Company
Founded in: January 1st 2005
Admitted in the Incubator in: February 7th, 2005
Graduated from the incubator: NO

Inhibix Technologies has targeted for commercialization a novel antiviral technology created at the University of South Carolina for the treatment of Influenza.

Current Location: Columbia, SC
Number of Employees: 3
Money raised: N/A

- **Independence Systems:**

Standard Company
Founded in: January 1st 2005
Admitted in the Incubator in: February 7th, 2005
Graduated from the incubator: NO

Deploys the latest Radio Frequency Identification (RFID) technologies into the Senior Living marketplace.

Current Location: Columbia, SC

Number of Employees: 2

Money raised: N/A

<u>Student Companies</u>

All student companies are located in Columbia, SC.

- **Canary Beautification**

Student Company

Admitted in the Incubator in: September 2003

Graduated from the incubator: NO

Power washing exterior of buildings

Number of Employees: 2

- **Clutch Web Development**

Student Company

Admitted in the Incubator in: April 2004

Graduated from the incubator: NO

Website and Graphic Design

Number of Employees: 1

- **Guaranteed Score Test Prep**

Student Company

Admitted in the Incubator in: September 2003

Graduated from the incubator: NO

Courses to improve test scores for the SAT and GMAT tests

Number of Employees: 1

- **Healthy Rays**

Student Company
Admitted in the Incubator in: September 2003
Graduated from the incubator: NO

Healthy Tanning without the sun

Number of Employees: 1

- **Little Sea Engineering**

Student Company
Admitted in the Incubator in: September 2003
Graduated from the incubator: NO

Fish Tank Specialty Products

Number of Employees: 1

- **Maldonado Murals***

Student Company
Admitted in the Incubator in: April 2004
Graduated from the incubator: NO

Wall Art and Murals

Number of Employees: 1

- **Culture Splash (Formerly Music Manipulator)**

Student Company
Admitted in the Incubator in: September 2003
Graduated from the incubator: NO

Mission is to educate children about different cultures while putting into practice the principles of good character, trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Number of employees: 1

- **USCEXCHANGE**

Student Company
Admitted in the Incubator in: September 2003
Graduated from the incubator: NO

Web site to provide a place for students to buy and sell books and other items.

Number of employees: 1

- **Zim's Water Ice**

Student Company

Admitted in the Incubator in: September 2003

Graduated from the incubator: NO

Flavored water ice-stand for cooling refreshment.

Number of employees: 1

Dissolved Standard Companies

- **Aimsys LLC (formally Global PTX LLC)**
- **Palmetto Soft Technologies Corporation**
- **Cinagen**

Dissolved Student Companies

- **Carolina saving**
- **Ediningfinder.com**
- **Ink Solutions**
- **Gamehitch Outdoors**
- **GLUE**
- **Mobile Marketing**
- **Oven Fresh**

TOTALS:

12 Graduate Companies

13 Standard Companies

9 Student Companies

3 Dissolved Standard Companies

7 Dissolved Student Companies

345 jobs created

27 Million raised by the companies

PAGE 1
 03/24/05
 Current Budget Status Report (by Department/Orgn)
 FSYR.: 05
 Fund.: 2001 to 2001
 Orgn.: 000000 to 000000
 Acct.: 000000 to 999999

*RURAL DEV. - REVENUE ESTIMATES
 FY 04-05*

<u>Fund</u>	<u>Orgn</u>	<u>Account</u>	<u>Title</u>	<u>Budget</u>	<u>YTD Activity</u>	<u>Commitments</u>	<u>Balance</u>
2001	000000	461000	Investment Interest	18,000.00	11,204.22	.00	6,795.78
		470100	Electric Coop Infrastructure Pmts	281,500.00	281,500.00	.00	.00
*TOTAL Organization 000000				299,500.00	292,704.22	.00	6,795.78
*TOTAL Fund 2001				299,500.00	292,704.22	.00	6,795.78
TOTAL				299,500.00	292,704.22	.00	6,795.78

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 03/24/05
 Current Budget Status Report (by Department/Orgn)
 FSyr...: 05
 Fund...: 2001 to 2001
 Orgn...: 181100 to 181199
 Acct...: 000000 to 999999

*RURAL DEV. - APPROPRIATIONS
 FY 04-05*

<u>Fund</u>	<u>Orgn</u>	<u>Account</u>	<u>Title</u>	<u>Budget</u>	<u>YTD Activity</u>	<u>Commitments</u>	<u>Balance</u>
2001	181100	534504	RDA Lexington Central Indust Park	1,187,640.00	.00	.00	1,187,640.00
*TOTAL Organization 181100				1,187,640.00	.00	.00	1,187,640.00
*TOTAL Fund 2001				1,187,640.00	.00	.00	1,187,640.00
TOTAL				1,187,640.00	.00	.00	1,187,640.00

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PAGE: 1
 DATE: 03/24/05
 YTD Activity Comparison Report (by FSYR)
 Fund.: 2001 to 2001
 Orgn.: 000000 to 000000
 Acct.: 000000 to 999999
 FSYR.: 00 to 05

*RURAL DEV. - REVENUE
 ACTUAL FY 2002 - FY 2005 YTD*

FUND	ORGN	ACCOUNT	TITLE	02 YTD ACTV	03 YTD ACTV	04 YTD ACTV	05 YTD ACTV
2001	000000	461000	Investment Interest	790.05	6,545.23	9,493.61	11,204.22
		470100	Electric Coop Infrastructure Pmts	284,407.79	277,375.00	317,300.00	281,500.00
*TOTAL ORGN 000000				285,197.84	283,920.23	326,793.61	292,704.22
*TOTAL FUND 2001				285,197.84	283,920.23	326,793.61	292,704.22

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PAGE: 1
 DATE: 03/24/05
 YTD Activity Comparison Report (by FSyr)
 Fund.: 2001 to 2001
 Orgn.: 181100 to 181199
 Acct.: 000000 to 999999
 FSyr.: 00 to 05

*RURAL DEV. - EXPENDITURES
 ACTUAL FY 2002 - FY 2005 YTD*

FUND	ORGN	ACCOUNT	TITLE	02 YTD ACTV	03 YTD ACTV	04 YTD ACTV	05 YTD ACTV
2001	181100	534504	RDA Lexington Central Indust Park	.00	.00	.00	.00
		812000	Op Trn to Economic Development	6,278.19	.	.	.
*TOTAL ORGN 181100				6,278.19	.00	.00	.00
*TOTAL FUND 2001				6,278.19	.00	.00	.00

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SECTION I

**COUNTY OF LEXINGTON
ACCOMMODATIONS TAX
Annual Budget
Fiscal Year - 2005-06**

Fund 2120
Division: General Administrative
Organization: 101100 - County Council

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenues (Organization: 000000)							
420800	Accommodations Tax	282,509	139,271	287,375	287,375	<u>279,480</u>	
461000	Investment Interest	203	162	30	160	<u>250</u>	
** Total Revenue		<u>282,712</u>	<u>139,433</u>	<u>287,405</u>	<u>287,535</u>	<u>279,730</u>	
*** Total Appropriation					275,000		<u>274,850</u>
FUND BALANCE							
Beginning of Year					58,905		71,440
FUND BALANCE - Projected							
End of Year					<u>71,440</u>		<u>76,320</u>

Estimated Total Accommodations Tax Funds:	319,186.00
--- Minus General Fund Portion ---	<u>25,000.00</u>
Sub-Total	294,186.00
--- Minus General Fund 5% Portion ---	<u>14,709.30</u>
*** Total Estimated Revenue	<u><u>279,476.70</u></u>

**COUNTY OF LEXINGTON
ACCOMMODATIONS TAX**

**Annual Budget
Fiscal Year - 2005-06**

Fund 2120
Division: General Administrative
Organization: 101100 - County Council

Object Expenditure Code Classification	2003-04 Expend	2004-05 Expend (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Operating Expenses						
Advertising and Promotion (30% Fund)						
534212 Capital City Lake Murray Country	89,213	17,412	90,750	90,750	<u>83,850</u>	
Tourism Related Exp. (65% Fund)						
534201 Columbia Metro Convention/Visitor Bureau	85,000	11,125	44,500	90,000	<u>30,000</u>	
534204 West Metro Chamber of Commerce	4,000	6,500	6,500	15,000	<u>8,000</u>	
534205 Lexington Chamber of Commerce	3,000	5,000	5,000	10,000	<u>8,000</u>	
Lexington Chamber of Commerce - Taste of Lex.				10,000	<u>0</u>	
534206 Batesburg/Leesville Cham. of Comm.	2,500	5,000	5,000	15,000	<u>5,500</u>	
534209 Lex. Cty. Recreation Softball Tournament	20,000	0	25,000	30,000	<u>30,000</u>	
534220 Riverbanks Zoo	30,000	5,000	20,000	50,000	<u>30,000</u>	
534223 EdVenture Children's Museum	0	0	0	25,000	<u>1,000</u>	
534228 Lexington County Museum	15,500	5,063	20,250	20,000	<u>15,000</u>	
534231 Chapin Chamber of Commerce	2,500	5,000	5,000	9,100	<u>5,500</u>	
534242 Irmo/Chapin Recreation Commission	2,000	7,500	7,500	16,500	<u>15,000</u>	
534244 Lex. Cty. Recreation & Aging - Tennis	12,500	0	13,000	15,000	<u>15,000</u>	
534246 Carolina Marathon Association	5,000	0	0	0	<u>0</u>	
534252 Greater Irmo Chamber of Commerce	3,000	6,500	6,500	15,733	<u>6,500</u>	
534254 LCAA/Village Square Theatre	0	3,500	3,500	24,000	<u>0</u>	
534256 Brookland-Cayce WW II Monument & Memorial	0	2,500	2,500	6,500	<u>2,000</u>	
534257 Lexington Area Tennis Association (LATA)	0	20,000	20,000	0	<u>0</u>	
534271 Town of Pine Ridge	0	0	0	35,000	<u>0</u>	
NEW:						
Columbia Regional Sports Council				15,000	<u>7,500</u>	
Midlands Golf Course Owens Association				15,000	<u>10,000</u>	
Access Leisure				10,000	<u>0</u>	
South Carolina State Museum				10,000	<u>2,000</u>	
* Total Operating	274,213	100,100	275,000	527,583	<u>274,850</u>	
** Total Personnel & Operating	274,213	100,100	275,000	527,583	<u>274,850</u>	
*** Total Budget Appropriation	274,213	100,100	275,000	527,583	<u>274,850</u>	

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Funding Sources

Organization

Capital City/Lake Murray Country Regional Tourism Board

List of Funding Sources	Actual 2003-2004	Current 2004-2005	Estimated 2004-2005
Lexington A-Tax	90,213.29	90,750.00	90,750.00 30% Estimated
Columbia A-Tax	30,000.00	33,000.00	33,000.00
Community Fund Hospitality	Cut Out 50,000.00* (Have Not Recd)	.00 30,000.00	.00 30,000.00
Richland - A-Tax	90,000.00	95,000.00	100,000.00
Hospitality	30,000.00	40,000.00	55,000.00
Newberry - A-Tax	4,175.00	2,800.00	5,000.00
Saluda - A-Tax	None	None	None
Total Atax & Hospitality	294,288.00	319,650.00	313,750.00
CCLMC/PRT/Other	410,605.00	309,976.00	415,607.00
Total Budget	\$704,893.00	\$629,626.00	\$729,357.00

Organization: Capital City/Lake Murray Country Regional Tourism Board

Type of Expenditures	Actual 2003-2004	Current 2004-2005	Estimated 2005-2006
Marketing/ Adverting			
Artwork Production of Brochures/Ad/TV/Radio	12,000.00	4,978.00	3,257.00
Radio	21,778.00	19,976.00	20,000.00
Print Media	42,729.00	20,701.00	43,693.00
Summer Lake Celebration	40,000.00	50,000.00	60,000.00
Brochures	28,944.00	32,878.00	36,500.00
Television	12,000.00	25,000.00	14,000.00
Trade/Consumers Shows	24,996.00	9,641.00	19,500.00
Tournaments	1,715.00	25,000.00	25,000.00
Golf Marketing	34,250.00	14,575.00	24,575.00
SCATR-Co-Op	3,500.00	2,500.00	2,500.00
Visitors Center	20,278.00	24,400.00	45,750.00
Web-Marketing	18,375.00	7,500.00	18,975.00
Regional Tourism Conference	12,400.00	-0-	-0-
Totals	278,855.00	237,149.00	313,750.00
Total Budget	679,930.00	629,626.00	594,191.00

The above numbers may change depending on the amount of dollars budgeted, requested and actually received.

Description of Project:

Funding to support the four-county regional tourism program and operation of the regional Visitors Center. The regional tourism program markets Lexington County and region for the leisure visitor markets. **The primary objective of our program is to increase the occupancies of our area accommodations throughout the year. This is accomplished through our marketing program and services offered through our Visitors Center.**

Benefit to Tourism & Community:

CCLMC is a regional tourism program appointed through the SC Department of Parks, Recreation and Tourism (SCPRT) to promote tourism in the four-county area – Richland, Lexington, Newberry & Saluda counties known as the Capital City/Lake Murray Country – regional tourism district. We are a significant contributor to Lexington County's economy through our promotion/marketing efforts and the actual events we bring to the area. Since 1981, we are the leading agency booking heads in the beds in Lexington County.

We offer many benefits to Lexington, Richland, Newberry & Saluda counties - throughout this tourism region. PRIMARILY, as the regional tourism office named by the state, we receive state funding to promote the region for tourism. Our state money is matched with funds we receive from the four counties along with funds we receive through our organization's fundraising activities and are all combined to promote the region for tourism

Our organization's marketing efforts and daily input with visitors/potential visitors continue to show booked room nights, booked tee times, restaurant expenditures, non-resident fishing license revenues, marine gas tax revenues as well as SC sales tax revenues, admission tax sales and even property taxes. All of these revenues are distributed throughout this region and directly impact Lexington County.

Our Visitors Center is quite often visitors first stop to our area. Our success in tracking visitors has been recognized by area businesses, county, city and state organizations searching for quality research information and sources on tourism statistical data. Our program allows us to provide a vehicle for planning, development, marketing and evaluation of the tourism industry for this region.

The Capital City/Lake Murray Country tourism region brings in 12.8% of the tourism revenues for the State of South Carolina. It is through our promotion/marketing campaigns and actual events we bring to the area that make this possible.

TOURISM MEASUREMENTS

We utilize various registration activities to monitor and provide conversion factors from registered participants, Web-site traffic, e-mail and regular mail and print media inquiry labels, and monthly review of the SC PRT monthly/annual research statistic report.

Established fulfillment procedures when responding to inquires. All inquires are responded to with a professional methodology. These include the following procedures:

Timeliness (All inquires are processed upon request – with bulk mail going out each Friday.)

Accuracy – we run internal checks bi-monthly to ensure materials requested are forwarded.

Fulfillment publications/promotional vehicles include -

Visits – a magazine for visitors

Golf – Get Tee'd Off

Bus Tour – Our Mini-Tour Publication

Web Sites – www.lakemurraycountry.com & www.scjewel.com & www.golfsc.net

Interstate Visitor Information Sign Program

All inquires are logged into our Capital City/Lake Murray Country Inquiry Report System.

To date for FY 2004-2005 we have tracked 129,213 inquires. This does not include the actual visits and reservation bookings from our various web sites; scjewel, golfsc, etc. We will provide the updated numbers (Cost Per Inquiry, CPI) during our presentation before the committee.

Conversion analysis on marketing program inquires.

Our inquiry Reporting System is linked to our web site, to our daily inquiry report system detailing mail, telephone, e-mail, travel and trade shows, visitors center walk-ins and bus/group tour reports as well as our golf bookings on a daily basis.

Tourism Statistics

(Based on July 2004 to Date)

Rooms Nights	Tax Revenues
965 Boat Show * reserved to date	ATax/Admission/Sales Marine gas/ property
81 Golf Packages **	ATax/Admission/Sales
72 Writers/Fam Trips	ATax/Admission/Sales
5,524 Bus/Group Tour	ATax/Sales/Admission
6,448 Fishing Tournament	ATax/Sales/Admission
5,223 Web-On-Line Reserva.	ATax/Marine/Gas/Sales
4,211 Visitors Center	ATax/Admission/Sales
22,524 Tracked Room Nights	

*Note: * No money from our organization is used to finance this show. It is totally paid for through money generated from the actual shows. However, we do handle and influence the bookings of Hotel/Motel rooms for these shows. And, as a result of our efforts the actual success of this show is created by our organization as well as the amount of various tax monies generated.*

Average Trip Expenditure Per Person – Per Day

	2004
Accommodations	56.98
Food & Beverage	32.18
Event Tickets	19.05
Sightseeing/Touring	23.79
Other Entertainment	32.74
Shopping	45.26
Total Average	\$210 Per Visitor Per Trip

Using the above tracked room nights and the average daily expenditure of a visitor of \$210 – these visitors would have generated \$14,188,860.00 TO DATE in direct tourism revenues. KEEP IN MIND THESE ARE THE VISITORS WE HAVE TRACKED.

Comments:

As the regional tourism program slated to promote tourism in your county, it is vital that Lexington County continues to fund this organization at the 30% level from ATAX. Our organization has made every effort to seek this same level of funding from the City of Columbia and Richland County. We have accomplished a greater level of funding with Richland County but continue to get the run around from the City of Columbia. Detailed explanation will be provided during presentation.

Our facility serves as an "attraction" for Lexington County free to the public and visitors. The interstate signage for our Visitors Center, as well as the new interchange exit at Hwy 60 continues to play a vital role in the attraction of visitors into this region as well. Remember: we are the only direct "VISITOR CENTER" in the Midlands that has interstate signage.

Our effective utilization of all disciplines of marketing as outlined herein will help to continue to raise awareness of this region and meet our goals to make this region a place visitors consider to vacation. In addition, our campaign brings these market elements together with focus under a single destination marketing organization that can inject new life into the products this region has to offer.

The intent is to draw families and couples, which make up 68 percent of visitor parties to the area and to underscore the values of our region. These parties tend to be professional (50 percent) and travel extensively throughout the year. We wish to encourage families to visit and ensure recreational activities whether they are shopping, golfing, fishing, boating, visiting museums, attractions... the list is endless.

This program also carries our theme ***Jewel of South Carolina*** - our goal to make this region a **vacation destination!**

Our organization is committed to spending the majority of our budget on marketing and promotion – not on administration costs, staff and related expenses. We also serve on a daily basis as a field office of the SC Department of Parks, Recreation & Tourism, to assist in coordinating local tourism programs and projects.

Capital City/Lake Murray Country Regional Tourism Board

Fiscal Year Ended June 30, 2004

Financial Statement Notes Overview of Organization and Activities

Capital City/Lake Murray Country Regional Tourism Board is the trade organization to address tourism recreation and economic development issues for a four county area in South Carolina that includes Lexington, Newberry, Richland and Saluda Counties. The organization provides services to support, foster and develop the tourism and recreation industry. The organization's financial support is received through state tourism and recreation related grants, county/municipality accommodation taxes and support from members. The organization also earns fees through management services in conjunction with recreational trade shows.

The organization is organized as an eleemosynary corporation under the laws of South Carolina. Exempt status under the Internal Revenue Code, Section 501 (6) has been granted. Therefore, the organization has made no provision for federal information taxes in the accompanying financial statement. In addition, the organization has been determined by the Internal Revenue Service not to be a private foundation within the meaning of Section 509 (a) of the Internal Revenue Code.

Public Support and Revenue

Unconditional promises to give are recorded as received revenues. Unconditional promises to give due in the next year are related as current promises to give and are recorded as their net reasonable value.

Grants and other contributions of cash and other assets are reported as temporarily restricted supported if they are received with donor stipulation that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and report in the state of activities as net assets released from restrictions.

Stephen W. Rollins, CPA, P.A.

Contributed Services

Contributions of donated noncash assets and use of no cash assets are recorded at their fair value in the period received. During the year ended June 30, 2004, the value of contributed services meeting the requirement for recognition in the financial statements was not material or could not be reasonably be estimated and has therefore not been recorded.

By agreement with SCANA Corporation, the organization's Visitors Center occupies land owned by the SCANA Corporation. No fee is paid for the use of the property. Terms of the agreement are such that an estimate of the value of the land usage in not practical.

Cash and Cash Equivalents

The organization considers all highly liquid investments with maturity of three months or less when purchase to be cash equivalents. Cash and cash equivalents for purposes of the statement of cash flows exclude permanently restricted cash and cash equivalents.

Plants and Equipment

Plants and equipment are carried at original cost, less depreciation on the straight line method over the useful lives of the respective asset charged to the operation of the organization. It is the organization's policy to capitalize expenditure for these items in excess of \$500. Lesser amount are expensed. Donated property is carried at the approximate fair value at the date of donation. Maintenance and minor repairs are expended as incurred. In the event that the organization discontinues its operations, any remaining assets excluding land will revert to the control of the SC Department of Parks, Recreation and Tourism.

When properties are retired or sold, the cost and the related accumulated depreciation are eliminated from the accounts and the difference between the residual values and the proceeds of sales, if any, are charged or created to income.

Depreciation is not recognized with regard to the historic structure.

Historic Structure	\$ 34,000	
Building additions	383,501	31.5 years
Furniture and equipment	<u>182,556</u>	5 to 7 years
	\$600,057	
Accumulated depreciation	143,221	
	\$456,836	

Stephen W. Rollins, CPA, P.A.

Defined Contribution Plan

The organization sponsors a defined contribution pension plan covering employees with five or more years of service. Contribution and costs are determined as 7% of each covered employee's salary and totaled \$17,700.11 in the year ended June 30, 2004. In addition, all employees are eligible to participate in the state retirement system by making voluntary contributions.

Notes Payable

Notes payable due within one year uncollateralized bearing interest of 7% \$ 45,000.00

Note payable due December 10, 2007 amortized in 180 monthly installments of \$1371.20, beginning December 11, 2002, uncollateralized bearing interest of 7%. \$146,639.85

Temporarily Restricted Net Assets

No temporarily restrict net asset are available.

Stephen W. Rollins, CPA, P.A.

Grant Revenue

Sources of grant revenues were collected as indicated below:

	ATax	State	Tourism/Mar Partnership	Wildlife Department Grants	Hospitality Tax	TOTAL
SC Dept of PRT	\$ 63,126.07	125,000.00	38,000.00			\$226,126.07
Lexington Cty	90,213.29					90,213.29
Richland Cty	90,000.00				30,000.00	120,000.00
City of Cola	30,000.00				\$ 50,000.00	80,000.00
Newberry Cty	4,650.00					4,650.00
SCDNR				24,994.00		24,994.00
TOTALS	\$277,989.36	\$125,000.00	\$ 38,000.00	24,994.00	\$ 80,000.00	\$545,983.36

Stephen W. Rollins, CPA, P.A.

FISCAL YEAR ENDED June 30, 2004

STATEMENT OF ACTIVITIES

REVENUE	Unrestricted
State and tourism marketing grants	\$ 163,000
Wildlife Grants	24,994
Hospitality Tax grants	80,000
Accommodations tax funds	277,989
Corporate Sponsors	75,000
Advertising	32,500
Golf Program	24,610
Other Income	8,500
Member Support	18,000
Interest	300
<hr/>	
TOTAL REVENUE	\$ 704,893
<hr/>	
EXPENSES	
Advertising and marketing	\$ 278,855
Salaries and wages	259,043
Dues and subscriptions	2,700
Retirement Plan	17,700
Utilities	9,866
Interest Expense	10,540
Rent	16,455
Visitors Center	20,278
Office supplies/postage/telephone	24,551
Travel and entertainment	16,850
Legal and accounting	3,266
Depreciation	9,188
Meetings	9,438
Repairs and maintenance	1,200
Insurance	27,530
<hr/>	
TOTAL EXPENSES	\$679,930
<hr/>	
CHANGE IN NET ASSETS	\$ 24,963
NET ASSETS, Beginning of year (as previously stated)	361,364
NET ASSETS, End of year	\$386,327

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Stephen W. Rollins, CPA, P.A.

Capital City/Lake Murray Country Regional Tourism Board

Balance Sheet
As of June 30, 2004

ASSETS

Current Assets

Cash	\$ 393
Accounts receivable	106,355
Prepaid Expenses	13,585

Total Current Assets \$120,333

Building and Equipment, net of accumulated depreciation \$265,994

TOTAL ASSETS \$386,327

LIABILITIES AND NET POSITION

Current Liabilities

Accounts payable and accrued expenses	\$ 26,210
Notes payable current portion	48,959

Total Current Liabilities \$ 75,169

Non-Current Liabilities

Notes Payable net of current portion	\$146,640
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NET ASSETS

Unrestricted	\$164,518
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TOTAL LIABILITIES AND NET ASSETS \$386,327

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...A Regional Tourism District
Promoting Columbia, Lexington, Newberry, Richland and Saluda

Jewel of South Carolina[™]



December 22, 2004

***Ms. Dot Black, Clerk
Lexington County Accommodation Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, SC 29072***

Dear Dot:

We are enclosing our 2005-2006 Accommodation Tax Fund Application for consideration. Also, we are enclosing our yearend June 30, 2004 information for your records.

Please let us know if you need any additional information.

Thank you for this opportunity and for all the support Lexington County offers to our organization throughout the year and assistance in helping us to promote tourism for this region.

Sincerely,

***Miriam S. Atria
President/CEO***

**Msa/sf
Enclosures**

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COUNTY OF LEXINGTON
Accommodations Tax Fund Request

Funding Year 2005-2006

Organization: Columbia Metropolitan Convention & Visitors Bureau

Address: PO Box 15, Columbia, SC 29202

Project Director Dave Zunker/Steve Camp

Telephone 803-545-0000

Address: Physical Address – 1101 Lincoln Street, Columbia, SC 29201

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$1,713,640

\$90,000 or 30%

Is the organization for profit or **non-profit**:

X Yes No

County

Municipal

501 (c) (3) X

Other


Signature of Project Director

12/22/04
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to:

Lexington County Accommodations Tax Advisory Committee
C/o Lexington County Council
212 South Lake Drive
Lexington, SC 29072
Telephone: 803-359-8103.

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OPERATING BUDGET
MIDLANDS AUTHORITY FOR CONVENTIONS, SPORTS AND TOURISM

BUREAU		FY03/04	FY03/04	FY03/04	FY03/04	FY03/04
		JUNE	YEAR TO	TOTAL	TOTAL	% TOTAL
		ACTUAL	DATE ACTUAL	BUDGET	BUDGET	BUDGET
			TOTAL		BALANCE	REMAINING
REVENUES						
	SC PRT MATCHING FUNDS	4003	\$ 30,000.00	\$ 30,000.00	\$ 50,000.00	\$ (20,000.00) (40.00)
	CITY OF COLUMBIA	4004	0.00	337,500.00	330,000.00	7,500.00 2.27
	RICHLAND COUNTY	4005	0.00	230,000.00	230,000.00	0.00 -
	SPRINGDALE	4007	0.00	4,500.00	4,500.00	0.00 -
	CAYCE	4008	0.00	2,000.00	2,000.00	0.00 -
	LEXINGTON COUNTY	4009	0.00	63,750.00	85,000.00	(21,250.00) (25.00)
	COLUMBIA SPECIAL FUND	4010	0.00	0.00	27,000.00	(27,000.00) (100.00)
	HOSPITALITY TAX FUND	4014	0.00	580,000.00	750,000.00	(170,000.00) (22.67)
	PARTNERSHIP SVCS REVENUE	6001	4,599.16	38,043.70	25,000.00	13,043.70 52.17
	ADVERTISING SALES	6008	0.00	0.00	10,000.00	(10,000.00) (100.00)
	VISITOR C MERCHANDISE SALE	6010	1,082.97	4,290.50	5,000.00	(709.50) (14.19)
	INTERST EARNED	6016	160.56	737.65	1,000.00	(262.35) (26.24)
	MISCELLANEOUS REVENUE	6304	0.00	0.00	2,000.00	(2,000.00) (100.00)
	HOTEL REVENUE REBATE	6307	0.00	20,075.00	19,860.00	215.00 0.00
	TOTAL REVENUES		\$ 35,842.69	\$ 1,310,896.85	\$ 1,541,360.00	(\$230,463.15) (14.95)
EXPENSES						
	SALARIES-FULL TIME	7001	\$ 25,677.06	\$ 290,593.65	\$ 345,714.00	\$ 55,120.35 15.94
	SALARIES-PART TIME	7002	3,300.00	28,775.50	9,000.00	(19,775.50) (219.73)
	TAX/BENEFITS	7004	2,504.13	34,164.62	46,658.00	12,493.38 26.78
	EMPLOYEE MED INSURANCE	7006	0.00	37,341.97	34,071.00	(3,270.97) (9.60)
	UNEMPLOYMENT INSURANCE	7201	137.24	3,381.95	1,750.00	(1,631.95) (93.25)
	INCENTIVES/COMMISSION	7202	0.00	883.46	10,000.00	9,116.54 91.17
	RELOCATION EXPENSE	8417	0.00	302.22	2,000.00	1,697.78 84.89
	COLLATERAL MATERIALS	8601	4,610.00	99,561.02	80,000.00	(19,561.02) (24.45)
	TRADESHOWS	8605	(4,608.78)	30,775.98	37,500.00	6,724.02 17.93
	TRAVEL & ENTERTAINMENT	8606	2,127.21	40,932.24	32,500.00	(8,432.24) (25.95)
	PROMOTIONAL MATERJALS	8607	2,357.33	16,707.44	7,500.00	(9,207.44) (122.77)
	POSTAGE	8609	697.74	9,860.80	9,000.00	(860.80) (9.56)
	TELEPHONE	8610	656.59	5,309.60	7,000.00	1,690.40 24.15
	MARKETING & ADVERTISING	8612	98,463.23	431,562.26	567,307.00	135,744.74 23.93
	PRINTING	8613	1,376.08	6,619.27	5,000.00	(1,619.27) (32.39)
	PARTNERSHIP SERVICES	8614	431.28	2,941.56	7,000.00	4,058.44 57.98
	MEETING EXPENSE SUBSIDY	8702	9,000.00	67,504.38	106,860.00	39,355.62 36.83
	EMPLOYEE TRAINING	8704	(1,175.00)	8,192.33	10,000.00	1,807.67 18.08
	GENERAL INSURANCE	8706	0.00	9,820.61	3,000.00	(6,820.61) (227.35)

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OPERATING BUDGET
MIDLANDS AUTHORITY FOR CONVENTIONS, SPORTS AND TOURISM

EXPENSES		FY03/04		FY03/04	FY03/04	FY03/04
		JUNE	YEAR TO	TOTAL	TOTAL	% TOTAL
		ACTUAL	DATE ACTUAL	BUDGET	BUDGET	BUDGET
			TOTAL	BALANCE	REMAINING	
PROFESSIONAL FEES	8709	6,142.85	31,333.13	32,000.00	666.87	2.08
OFFICE SPACE RENTAL	8710	0.00	24,000.00	24,000.00	-	-
MAINTENANCE & REPAIRS	8711	152.85	1,820.85	2,000.00	179.15	8.96
OFFICE SUPPLIES	8712	667.76	11,437.29	9,000.00	(2,437.29)	(27.08)
DUES/SUBSCRIPTIONS	8715	565.00	6,403.91	6,000.00	(403.91)	(6.73)
VISITORS C MERCHANDISE	8718	107.42	3,112.14	3,000.00	(112.14)	(3.74)
AUTO ALLOWANCE	8719	400.00	4,582.88	5,000.00	417.12	8.34
OFFICE EQUIPMENT	8723	0.00	0.00	5,000.00	5,000.00	100.00
COMPUTER EXP & MAINT	8724	(600.03)	15,162.15	13,500.00	(1,662.15)	(12.31)
TRANSPORTATION SUBSIDY	8727	(330.00)	2,331.00	75,000.00	72,669.00	96.89
MISCELLANEOUS EXPENSE	9406	1,661.38	3,570.81	2,000.00	(1,570.81)	(78.54)
WEBSITE ENHANCEMENT	9904	38,925.00	40,025.00	43,000.00	2,975.00	6.92
TOTAL EXPENSE		\$ 193,246.34	\$ 1,269,010.02	\$ 1,541,360.00	\$ 272,349.98	17.67

**MIDLANDS AUTHORITY FOR CONVENTIONS, SPORTS & TOURISM
2004 - 2005 OPERATING BUDGET**



**Fiscal Year 04-05
Budget**

901 - COLUMBIA METROPOLITAN CONVENTION & VISITORS BUREAU

REVENUES

4003	SC PRT MATCHING FUNDS	\$	74,140.00
4004	CITY OF COLUMBIA - ACCOMMODATIONS		330,000.00
4005	RICHLAND COUNTY - ACCOMMODATIONS		230,000.00
4007	SPRINGDALE - ACCOMMODATIONS		4,500.00
4008	CAYCE - ACCOMMODATIONS		2,000.00
4009	LEXINGTON COUNTY - ACCOMMODATIONS		44,500.00
4014	COLUMBIA HOSPITALITY TAX		1,000,000.00
6001	PARTNERSHIP SERVICES REVENUE		15,000.00
6008	ADVERTISING SALES		10,000.00
6010	VISITOR CENTER MERCHANDISE SALES		2,000.00
6016	INTEREST EARNED		500.00
6304	MISCELLANEOUS REVENUE		1,000.00
	TOTAL REVENUES	\$	1,713,640.00

EXPENSES

7001	SALARIES-FULL TIME	\$	397,000.00
7002	SALARIES-PART TIME ADMINISTRATION		25,000.00
7004	TAX-- FICA & MED		30,371.00
7005	BENEFITS		12,259.00
7006	EMPLOYEE MEDICAL INSURANCE		59,360.00
7201	UNEMPLOYMENT INSURANCE		11,116.00
7202	INCENTIVES/COMMISSION		20,000.00
8417	RELOCATION EXPENSE		2,000.00
8601	COLLATERAL MATERIALS		80,000.00
8605	TRADESHOWS		37,094.00
8606	TRAVEL & ENTERTAINMENT		32,000.00
8607	PROMOTIONAL MATERIALS		15,000.00
8609	POSTAGE		12,000.00
8610	TELEPHONE		10,000.00
8612	MARKETING & ADVERTISING		644,640.00
8613	PRINTING		10,000.00
8614	PARTNERSHIP SERVICES		25,000.00
8702	MEETING EXPENSE SUBSIDY		75,000.00
8704	EMPLOYEE TRAINING EXPENSE		10,000.00
8706	GENERAL INSURANCE		9,000.00
8709	PROFESSIONAL FEES		22,000.00
8710	OFFICE SPACE RENTAL		18,000.00
8711	REPAIR/MAINT		1,000.00
8712	OFFICE SUPPLIES		12,500.00
8715	DUES/SUBSCRIPTIONS		7,000.00
8718	VISITORS CENTER MERCHANDISE		4,000.00
8719	AUTO ALLOWANCE		4,800.00
8723	OFFICE EQUIPMENT		5,000.00
8724	COMPUTER EXPENSE & MAINTENANCE		15,000.00
8727	TRANSPORTATION SUBSIDIES		75,000.00
9406	MISCELLANEOUS EXPENSE		2,500.00
9904	WEB SITE ENHANCEMENTS		30,000.00
	TOTAL EXPENSES	\$	1,713,640.00

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PROJECT NAME:

Columbia Metropolitan Convention and Visitors Bureau – Marketing the Columbia Riverbanks Region as a Destination for Meetings, Conferences, Conventions, Events and Tourism.

GENERAL DESCRIPTION

The role of the Columbia Metropolitan Convention and Visitors Bureau is to provide visitors and meeting attendees with the most unbiased, authoritative and credible information about the Columbia metropolitan area. That includes developing collateral materials that accurately reflect the appeals of our region, coordinating sales efforts and special events aimed at attracting meetings and events, and in general, finding ways to market and sell the Columbia Riverbanks Region experience. Ultimately the goal is to generate room night-related revenue and create economic benefit to the City of Columbia and Lexington and Richland Counties.

BENEFIT TO TOURISM

Lexington County accommodations tax funding enables the Columbia Metropolitan Convention and Visitors Bureau to bring revenue-generating meetings, conferences, conventions, special events and leisure visitors to Lexington County and the Columbia Riverbanks Region. Spending, associated with meeting-related travel, includes overnight lodging, meeting space rental, food and beverage, recreation, sporting events, shopping, local transportation, auto rental, gasoline, parking, and other travel-related expenses. Providing those travelers with information that allows them to find appealing visitor options while they're here (and a reason to return) is also a top priority. As travel-related business grows, tourism infrastructure also grows. Saluda Shoals Park is a good example of a facility fulfilling a meeting and event-related need and the addition of dozens of new restaurants in the past several years reflects both growth in our community and an increase in the number of visitors.

BENEFIT TO COMMUNITY

Tourism is a clean, green business that delivers revenue benefits to the entire community. According to South Carolina Parks, Recreation and Tourism figures, Lexington attracted an average of 1,462 visitors each day in 2003, an increase of 5.6 percent from 2002. Those visitors are comprised primarily of business travelers (44%), those visiting friends and family (38%) and visitors enjoying recreation and entertainment (9%). The balance is designated as "personal trips" by SCPRT. Those travelers spent an average of \$232 per day with an average party size of 1.8 persons. Tourism, including meetings, conferences, conventions and leisure travel, is South Carolina's Number 1 industry, generating almost \$15 billion in economic activity. The Columbia region's potential to increase its percentage of that business is growing as the community adds infrastructure, including new meeting venues and lodging facilities. The Columbia Metropolitan Convention and Visitors Bureau's

goal is to contribute to the community's bottom line, by building visitor numbers that generate tax revenues, which benefit Lexington County and the entire Columbia Region.

In order to accomplish that goal, the Columbia Metropolitan Convention and Visitors Bureau has developed and implemented an integrated marketing strategy that includes advertising (advertising schedule attached), trade shows (trade show schedule attached), personal selling, direct mail, Internet marketing, public relations campaigns and brand development designed to raise awareness of the Columbia region as a destination and more directly, book meetings and increase travel.

In the past year, efforts have included meeting planner familiarization tours; attendance at more than 20 meetings industry trade shows; more than 2,000 personal sales calls to meeting and event planners; a top-attractions promotion, which included Riverbanks Zoo and Garden that yielded more than 1,000 inquiries; advertising in more than 20 regional and national publications; coordinating a regional hospitality training program for front-line employees; and hosting travel writers and producers from USA Today, Home and Garden Television, Turner South, Southern Living and others. The Columbia Metropolitan Convention and Visitors Bureau has also partnered with Capital City Lake Murray Country to bid on national fishing tournaments to be held on Lake Murray in 2005.

In summary, marketing, sales and promotional efforts for the region, including Lexington County, are at the heart of the Columbia Convention and Visitors Bureau's mission, which is to strengthen the area's economy by marketing the region, its accommodations, facilities and attractions as a destination for conventions, meetings, trade shows and special events and to provide information and services that enhance and promote the desired image of the region to visitors.

Respectfully submitted,



Dave Zunker
Vice President – Sales and Marketing
Columbia Metropolitan Convention and Visitors Bureau



Steve Camp
President and CEO
Midlands Authority for Conventions, Sports and Tourism

CVB Advertising Schedule 2004-2005

Publication	Insertion Date	Ad Size	Cost(est.)
	July		
Association Management		1/3pages	\$ 4,955.50
Association News Regional Coverage		1/3 page	\$ 4,330.00
Black Meetings & Tourism		1/4 pages	\$ 2,222.00
Black News		2cx5*	\$ 639.76
Business Monthly		back cover	\$ 2,155.00
Columbia Metropolitan		1 page	\$ 2,124.00
Fortune		1/3 page	\$ 5,800.00
Free Times		1/2 pages	\$ 900.00
Greater Lexington		1 page	\$ 1,270.00
Jewish News		1/2 page	\$ 2,095.00
Meetings & Expositions E -Newsletter		banner	\$ 666.66
Meetings South		1/2 page	\$ 3,281.00
Plan Soft(for year)			\$ 8,000.00
SE Association Executive		1/2 page List	\$ 948.75
Star Reporter		3cx5*	\$ 520.00
Successful Meetings		1/4 page	\$ 3,000.00
The State Book of Lists		1 page	\$ 2,550.00
The State Business Builder		2cx4*	\$ 1,920.00
The State CBJ		3cx7	\$ 1,171.90
Trip South(1year)		1/2 pages	\$ 8,600.00
	August		
Association Management Website		banner	\$ 933.33
Associate Member E-Newsletter		banner	\$ 500.00
Black Meetings & Tourism		1/4 pages	\$ 2,222.00
Black News		2cx5*	\$ 639.76
Business Monthly		back cover	\$ 2,155.00
Convention South		1/4 pages	\$ 3,119.50
Free Times		1/2 pages	\$ 900.00
Lake Murray Magazine		1 page	\$ 1,520.00
Meeting News		1/4 pages	\$ 5,440.00
Plan Your Meetings		1/3 page	\$ 2,462.50
Religious Conference Manager		1/3 pages	\$ 4,410.00
Reunions		1/4 pages	\$ 2,394.00
SC Gamecock Program		1 page	\$ 1,062.50
SC Shorelines		1/4 pages	\$ 4,190.00
SE Association Executive		1/3 pages	\$ 2,518.50
Star Reporter		3cx5*	\$ 520.00
The State Business Builder		2cx4*	\$ 1,920.00
The State CBJ		3cx7	\$ 1,171.90
	September		
Association Management Website		banner	\$ 933.33
Black News		2cx5*	\$ 639.76
Business Monthly		back cover	\$ 2,155.00
Columbia Metropolitan		1 page	\$ 2,740.00
Convention South		1/4 pages	\$ 3,119.50
Facilities & Destinations		1/2 pages	\$ 4,454.00
Free Times		1/2 pages	\$ 900.00
Government Meetings Advantage		1/4 pages	\$ 1,778.00

Lake Murray Magazine	1 page	\$	1,520.00
Meetings & Expositions E -Newsletter	banner	\$	666.66
Meeting News	1/2 page	\$	5,440.00
Meetings South	1/4 pages	\$	4,020.00
Religious Conference Manager	1/3 pages+cover	\$	11,000.00
Sandlapper	1/6 page	\$	1,400.00
SC Gamecock Program	1 page	\$	1,062.50
SE Association Executive	1/3 pages	\$	2,518.50
Star Reporter	3cx5*	\$	520.00
Successful Meetings	1/4 pages	\$	5,950.00
The State Arts Ahead	1 page spread	\$	7,000.00
The State Business Builder	2cx4*	\$	1,920.00
The State CBJ	3cx7	\$	1,171.90
	October		
Association Management Website	banner	\$	933.33
Associate Member E-Newsletter	banner	\$	500.00
Association Management	1/3 pages	\$	4,955.50
Black Meetings & Tourism	1/4 pages	\$	2,222.00
Black News	2cx5*	\$	639.76
Business Monthly	back cover	\$	2,155.00
Executive Update	1/4 pages	\$	5,312.00
Free Times	1/2 pages	\$	900.00
Lake Murray Magazine	1 page	\$	1,520.00
Meetings South	1/4 pages	\$	4,020.00
Religious Conference Manager	1/3 pages	\$	4,410.00
SC Gamecock Program	1 page	\$	1,062.50
SC Gamecock Internet	banner	\$	1,000.00
Small Market Meetings	1/3 pages	\$	2,006.00
Star Reporter	3cx5*	\$	520.00
The State Business Builder	2cx4*	\$	2,160.00
The State CBJ	3cx7	\$	1,171.90
	November		
Association Management Website	banner	\$	933.33
Black News	2cx5*	\$	639.76
Business Monthly	back cover	\$	2,155.00
Columbia Metropolitan	1 page	\$	2,740.00
Convention South	1/4 pages	\$	3,119.50
Free Times	1/2 pages	\$	900.00
Government Meetings Advantage	1/4 pages	\$	1,778.00
Lake Murray Magazine	1 page	\$	1,520.00
Meetings & Expositions E -Newsletter	banner	\$	666.66
SC Gamecock Program	1 page	\$	1,062.50
SC Gamecock Internet	banner	\$	1,000.00
SE Association Executive	back cover	\$	2,518.50
Star Reporter	3cx5*	\$	520.00
Successful Meetings	1/4 pages	\$	5,950.00
The State Business Builder	2cx4*	\$	1,920.00
The State CBJ	3cx7	\$	1,171.90
	December		
Association Management Website	banner	\$	933.33
Associate Member E-Newsletter	banner	\$	500.00
Black News	2cx5*	\$	639.76

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Business Monthly		back cover	\$	2,155.00
Convention South		1/4 pages	\$	3,119.50
Free Times		1/2 pages	\$	900.00
Religious Conference Manager		1/3 pages	\$	4,410.00
Sandlapper		1/6 page	\$	1,400.00
SC Gamecock Program		1 page	\$	1,062.50
Star Reporter		3cx5*	\$	520.00
The State Business Builder		2cx4*	\$	1,920.00
The State CBJ		3cx7	\$	1,171.90
	January			
Association Management Website		banner	\$	933.33
Association Management		1/3 pages	\$	4,955.50
Black News		2cx5*	\$	639.76
Business Monthly		back cover	\$	2,155.00
Columbia Metropolitan		1 page	\$	2,740.00
Executive Update		1/4 pages	\$	5,312.00
Free Times		1/2 pages	\$	900.00
Meetings & Expositions E -Newsletter		banner	\$	666.66
Meetings South		1/4 pages	\$	4,020.00
Religious Conference Manager		1/3 pages	\$	4,410.00
Rowing News		1 page	\$	1,590.00
SC Gamecock Program		1 page	\$	1,062.50
SE Association Executive		1/2 page List	\$	948.75
Star Reporter		3cx5*	\$	520.00
The State Business Builder		2cx4*	\$	2,160.00
The State CBJ		3cx7	\$	1,171.90
The State Wrapper		wrapper	\$	7,500.00
	February			
Associate Member E-Newsletter			\$	500.00
Black Meetings & Tourism		1/4 pages	\$	2,222.00
Black News		2cx5*	\$	639.76
Business Monthly		back cover	\$	2,155.00
Free Times		1/2 pages	\$	900.00
Government Meetings Advantage		1/4 pages	\$	1,778.00
Lake Murray Magazine		1 page	\$	1,520.00
Meetings South		1/4 pages	\$	4,020.00
Plan Your Meetings		1/3 page	\$	2,462.50
Reunions		1/4 pages	\$	2,394.00
Rowing News		1 page	\$	1,590.00
SC Gamecock		1 page	\$	1,062.50
SC Shorelines		1/4 pages	\$	4,190.00
SE Association Executive		1/3 pages	\$	2,518.50
Small Market Meetings		1/3 pages	\$	1,003.00
Star Reporter		3cx5*	\$	520.00
Successful Meetings		1/4 pages	\$	5,950.00
The State Business Builder		2cx4*	\$	1,920.00
The State CBJ		3cx7	\$	1,171.90
The State Cultural Calendar		1 page	\$	5,692.66
Travmar		1/2 page	\$	5,397.00
	March			
Black News		2cx5*	\$	639.76
Business Monthly		back cover	\$	2,155.00

Columbia Metropolitan		1 page	\$	2,740.00
Convention South		1/4 pages	\$	3,119.50
Free Times		1/2 pages	\$	900.00
Lake Murray Magazine		1 page	\$	1,520.00
Meetings & Expositions E -Newsletter		banner	\$	666.66
Meetings South		1/4 pages	\$	4,020.00
Rowing News		1 page	\$	1,590.00
Sandlapper		1/6 page	\$	1,400.00
SC Gamecock		1 page	\$	1,062.50
Star Reporter		3cx5*	\$	260.00
The State Business Builder		2cx4*	\$	2,160.00
The State CBJ		3cx7	\$	1,171.90
	April			
Associate Member E-Newsletter		banner	\$	500.00
Black Meetings & Tourism		1/4 pages	\$	2,222.00
Black News		2cx5*	\$	639.76
Business Monthly		back cover	\$	2,155.00
Convention South		1/4 pages	\$	3,119.50
Facilities & Destinations		1/2 pages	\$	4,454.00
Free Times		1/2 pages	\$	900.00
Lake Murray Magazine		1 page	\$	1,520.00
Meeting News		1/4 & 1/2 pages	\$	10,880.00
Religious Conference Manager		1/3 pages	\$	4,410.00
Rowing News		1 page	\$	1,590.00
Small Market Meetings		1/3 pages	\$	2,006.00
Star Reporter		3cx5*	\$	520.00
The State Business Builder		2cx4*	\$	1,920.00
The State CBJ		3cx7	\$	1,171.90
The State Cultural Calendar		1 page	\$	5,692.66
	May			
Black News		2cx5*	\$	639.76
Business Monthly		back cover	\$	2,155.00
Columbia Metropolitan		1 page	\$	2,740.00
Convention South		1/4 pages	\$	3,119.50
Free Times		1/2 pages	\$	900.00
Government Meetings Advantage		1/4 pages	\$	1,778.00
Lake Murray Magazine		1 page	\$	1,520.00
Meetings & Expositions E -Newsletter		banner	\$	666.66
Star Reporter		3cx5*	\$	520.00
The State Business Builder		2cx4*	\$	1,920.00
The State CBJ		3cx7	\$	1,171.90
	June			
Associate Member E-Newsletter		banner	\$	500.00
Black News		2cx5*	\$	639.76
Business Monthly		back cover	\$	2,155.00
Executive Update		1/4 pages	\$	5,312.00
Free Times		1/2 pages	\$	900.00
Lake Murray Magazine		1 page	\$	1,520.00
Meetings South		1/4 pages	\$	4,020.00
Religious Conference Manager		1/3 pages	\$	4,410.00
Reunions		1/4 pages	\$	2,394.00
Sandlapper		1/6 page	\$	1,400.00

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Star Reporter		3cx5*	\$	520.00
The State Business Builder		2cx4*	\$	2,160.00
The State CBJ		3cx7	\$	1,171.90
The State Cultural Calandar		1 page	\$	5,692.66
Total			\$	447,277.34

All ads 4 color unless otherwise indicated by (*)

98-27



Midlands Authority for Conventions, Sports & Tourism
Columbia Metropolitan Convention & Visitors Bureau
Columbia Regional Sports Council
Columbia Metropolitan Convention Center

December 28, 2004

Lexington County Accommodations Tax Advisory Committee
Attn: Diana Burnett
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072



Dear Diana:

I am pleased to submit the Accommodation Tax request for the Columbia Metropolitan Convention & Visitors Bureau for 2005-2006.

To provide the committee with background information I have included the following:

1. A 2004-2005 schedule of placed or anticipated advertising for the fiscal year.
2. A 2004-2005 schedule of tradeshow attendance for the CMVCB.
3. An end of year (2003-2004) financial report to provide information about how money was spent by the CMCVB during 2003-2004. Under normal circumstances we would include an audited statement for the fiscal year, but due to some changes in accounting procedures with the City of Columbia the 2003-2004 audit has not been completed at this time. As a result of the CMCVB being a component unit of the city for financial purposes, we cannot get our audit until the city finishes theirs. I hope the end of June financial report will suffice at this point.
4. A 2004-2005 operating budget for the CMCVB.

Should the committee need any additional information or have any questions about the information provided they should feel free to request whatever they might need.

We appreciate the financial support of Lexington County and hope that both Council and the Accommodations Tax Committee recognize our effort and sincere desire to represent and market the entire Columbia Riverbanks Region. Thank you.

Respectfully,

Steve Camp
President & CEO
Midlands Authority for Conventions, Sports & Tourism

1101 Lincoln Street • PO Box 15 • Columbia, SC 29202
803-545-0000 • Convention Center 803-545-0001 • 1-800-264-4884 • fax 803-545-0013
www.columbiacvb.com • www.columbiaconventioncenter.com



98-29

**County of Lexington
Accommodations Tax Fund Request**

Funding Year 2005-2006

Organization West Metro Chamber of Commerce & Visitor Center

Address 1006 12th Street Cayce, SC 29033

Project Director GREG PINNER / TIFFANY HUNTER Telephone 794-6504

Address same as above

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

\$ 47,000

Total Accommodations Tax Funds Requested:

\$ 15,000

Is the organization for profit or non-profit ?

County Municipal 501(c)(3) Other


Signature of Project Director

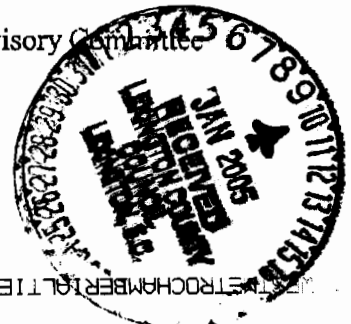
1/7/05
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

March 29 2004
wpldca/accommodations tax/2005/accommodations tax application form

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EXPENDITURES

Organization West Metro Chamber of Commerce & Visitor Center

List of Expenditures	Actual 2003-2004	Current 2004-2005	Estimated 2005-2006
Director of Tourism Salary			\$11,000
Payroll Taxes			\$1,600
Traveling Expenses	—	\$60 ⁰⁰	\$300 ⁰⁰
Advertising - TV	\$770 ⁶¹	\$1855 ⁰⁰	\$7,000
Advertising - Print	\$635 ⁰⁰	\$3107 ⁶¹	\$5,000
West Metro Bags	\$466 ⁹⁶	\$464 ⁸⁰	\$800
West Metro Maps	\$243 ³⁶	\$1738 ⁹⁶	\$5,000
Brochures	\$940 ⁰⁰	\$3600 ⁰⁰	\$10,000
Mailouts	\$79 ¹¹	—	
Postage / Shipping	\$337 ⁷²	\$595 ⁴⁰	\$1,100
Rent	\$525 ⁰⁰	\$525 ⁰⁰	\$1,500
Utilities (DSL-cable modem)	—	\$348 ⁸³	\$960
Office Supplies (Fixtures)	\$582 ⁰⁰	\$81 ⁹⁵	\$500
Office Supplies (paper, misc)	—	\$50 ¹³	\$100
" " Business Cards	\$177 ⁴⁵	—	—
Sign (upkeep, insurance, installation)	\$4836 ⁹⁵	—	\$500
Hosting Events (Grand opening)	\$27 ⁰⁰	—	—
" " (Welcome Centers)	\$375 ²¹	—	—
Memberships + Subscription	\$325 ⁰⁰	\$445	\$500 ⁰⁰
Computer Upgrades & Software	—	—	\$350 ⁰⁰

County of Lexington Accommodations Tax Fund Request

Funding Year 2005-2006



Organization: Greater Lexington Chamber of Commerce

Address: P.O. Box 44 Lexington, SC 29071

Project Director: Pandra M. Lemrow Telephone: 803-359-6113

Address: P.O. Box 44 Lexington, SC 29071

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Visitor Information Center Operations

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 63,577

\$ 10,000

Is the organization for profit or non-profit: Yes No

County _____ Municipal _____ 501(c)(3) _____ Other 501 (c)(6)

Pandra M. Lemrow
Signature of Project Director

January 6, 2005

Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, SC 29072
Telephone-803-359-8103

FUNDING SOURCES

Organization: Greater Lexington Chamber of Commerce

List of Funding Sources	Actual 2003-2004	Current 2004-2005	Estimated 2005-2006
Personnel	\$196,417	\$202,650	\$208,730
Facilities	11,983	12,400	12,772
Dues, subscriptions and conferences	8,067	10,000	10,300
Postage, printing, office supplies	18,042	18,500	19,055
Telephone	8,515	8,500	8,755
Promotions	4,560	5,300	5,458
Special Events	72,604	73,500	75,705
Breakfast	11,774	14,000	14,420
Small Business Roundtable/Business at Lunch	301	1,000	1,030
Office Equipment	-0-	1,000	1,030
Fund raising expenses	40,828	1,000	1,030
Membership services	3,508	2,500	2,575
Miscellaneous	18,252	21,650	22,300
Website & technology update	4,154	6,700	6,900
Taxes/Insurance	4,047	4,700	4,840
Capital improvement		20,000	20,600
Totals	\$403,052	\$403,400	\$415,500

EXPENDITURES

Organization: Greater Lexington Chamber of Commerce

List of Expenditures	Actual 2002-2003	Current 2003-2004	Estimated 2004-2005
Membership	\$201,852	\$195,000	\$200,850
Fundraising	62,283	17,900	18,437
Accommodations (County)	3,000	12,000	12,360
Accommodations (Town)	22,524	5,000	5,150
Monthly Breakfast	18,705	19,000	19,570
Small Business Roundtable/Business at Lunch	176	1,000	1,030
Conference room rental	2,740	1,000	1,030
Special Events	99,774	130,500	134,415
Miscellaneous	12,288	16,000	16,480
Membership Services	8,130	6,000	6,180
Totals	\$431,472	\$403,400	\$415,502

98-35

County Accommodations Tax 2005

Description of Project: Visitor Center Information Operations

The Greater Lexington Chamber of Commerce is the Visitor Information Center for Lexington County. If people want to know anything about Lexington County we are the first place they think of to call or visit. Tourists traveling along I- 20 and those who pass through Lexington driving on highways 1, 6, and 378 come to the Chamber to obtain maps, telephone directories, print advertisements from hotels and restaurants and information on tourist attractions. We are only a few blocks away from the center of Lexington, across from the new Lexington County Judicial Center and are in a natural path for those seeking directions and information on Lake Murray, Saluda Shoals, Riverbanks Zoo and Garden, Virginia Hylton Park, and the Lexington County Museum. Our professional and knowledgeable staff greets guests who visit us in person, answer questions over the telephone and respond to requests through postal service and email. We mail over 300 visitor information packets, which include a Membership Directory and Buyer's Guide, a Lexington County map, Capital City Lake Murray Country brochure and a Quality of Life Magazine each year to cities all over the United States. The packet also contains the history of the county, a list of the area civic and service clubs, and hotel information. Our location provides quick and easy access and our lobby features brochures and maps to places of interest. We provide enhanced tourism data through our Internet site www.lexingtonsc.org. Interested tourists can click on Lexington Information, Visitor Information and Lexington Area Accommodations to view all of the listings. On an average month, there are over 12,000 user sessions and more than 190,000 hits. Through our site, we recommend dining, accommodations, and tourism information and links to county attractions, recreation, festivals and cultural events. Our website Community Calendar of Events includes concerts, events, and festivals all over the midlands. We are requesting funding for the following tourism related expenditures: Website maintenance, Tourism related postage, Tourism Center Operations and Staffing.

Benefits to Tourism and Community

The Greater Lexington Chamber of Commerce is the **first** place visitors call or visit when seeking information on what is happening in Lexington County, the date and time of a festival or parade or directions to a park or tournament. Our friendly and knowledgeable staff is often the first impression that tourists get of our county. Each guest receives a warm welcome and we strive to provide accurate information and maps to assist him or her in their visit. The constant maintenance of our website insures that visitors have up-to-date information on hotels, restaurants, and local events such as The Taste of Lexington, The World's Largest Tennis Tournament, Lexington Fun Fest, the Pelion Peanut Party, and the Gilbert Peach Festival. Other tourist attractions that we promote include events sponsored by other towns in Lexington County such as the South Carolina Poultry Festival in Batesburg Leesville, The Irmo Okra Strut, the West Metro Christmas Parade, and the Gaston Collard Festival. We worked with the other area chambers and the Capital City/ Lake Murray Country Visitor Center to encourage people to return to the lake with the "It's Back" celebration. The Lexington Chamber of Commerce promotes the Bass Master Fishing Tournaments and Lexington County recreational sports tournaments. Over 20 hotels are listed on our website as well as information on tourists attractions such as Lake Murray, cultural events, Riverbanks Zoo and Garden, and college sports. Our weekly broadcast email, which is sent to over 800 businesses, is updated and lists all of the current events and attractions in the region. Businesses and the communities all generate more revenue as visitors spend money in our restaurants, sleep in our hotels and attend festivals and tournaments. The greatest benefit is that our guests have a good time and a positive experience in Lexington. We provide them with a wealth of information on places to visit and things to see and do in our county. The combination of activities and information provided by our Visitor Center contribute to economic prosperity and the quality of life for Lexington County.

Duration of project: 12 months

Estimated cost of project: \$63,577

Website maintenance	\$3,350 (1/2 website cost and technology)
Tourism related postage	1,300 (325 packets @ \$4 each)
Tourism Center Operations	5,225 (1/4 facilities and telephone)
Staffing	<u>53,702 (26.5 % expenses)</u>
Total	\$63,577

Numbers are based on the 2004-2005 Chamber budget.

Total Accommodations Tax funds request: \$10,000

Sample brochures, maps, and other information, which are available at the Visitor Information Center, are in a separate package.

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festival

County of Lexington Accommodations Tax Fund Request

Funding Year 2005-2006



Organization: Greater Lexington Chamber of Commerce

Address: P.O. Box 44 Lexington, SC 29071

Project Director: Pandra M. Lemrow Telephone: 803-359-6113

Address: P.O. Box 44 Lexington, SC 29071

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Taste of Lexington

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 40,000

\$ 10,000

Is the organization for profit or non-profit: Yes

 No

County

Municipal

501(c)(3)

Other 501 (c)(6)

Pandra M. Lemrow
Signature of Project Director

January 6, 2005
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, SC 29072
Telephone-803-359-8103

98-39

FUNDING SOURCES

Organization: Greater Lexington Chamber of Commerce

List of Funding Sources	Actual 2003-2004	Current 2004-2005	Estimated 2005-2006
Town of Lexington	\$21,096	\$28,000	\$28,840
Vendor Fees	5,200	4,253	4,380
Cultural Council grant	500	-0-	-0-
Items sold	301	425	438
Artist fees	450	400	412
Lexington County	-0-	-0-	-0-
Food ticket sales –beverage sales	14,062	5,049	5,200
Private sponsors		10,500	10,815
Totals	\$41,609	\$48,627	\$50,085

98-40

EXPENDITURES

Organization: Greater Lexington Chamber of Commerce

List of Expenditures	Actual 2002-2003	Current 2003-2004	Estimated 2004-2005
Beer, wine, soft drinks, water, & permits	1,848	1,864	1,920
Invitations and tickets	1,404	-0-	-0-
Postage	188	-0-	-0-
Ice	380	120	124
Electricity	3,414	1,124	1,158
Porta Jons	543	543	559
Shirts	484	1,323	1,363
Promotions (advertising and signs)	10,453	16,325	16,815
Entertainment and sound	7,200	9,000	9,270
Water	29	28	29
Awards	142	260	268
Insurance	597	1,495	1,540
Tents	5,955	5,061	5,213
Supplies-paper products, etc.	200	198	204
Proceed to restaurants	8,567	-0-	-0-
Trash containers	205	-0-	-0-
Totals	41,609	37,341	38,463

98-41

County Accommodations Tax 2005

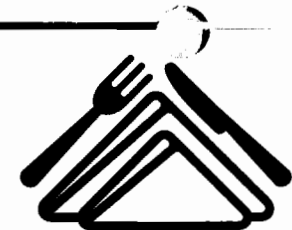
Description of Project: Taste of Lexington

The *Taste of Lexington* is a signature event for Lexington that features delicious food from local restaurants and original art by Lexington's talented artists. Traffic on Main Street is closed to offer a safe and convenient location for our visitors to move about and enjoy the *Taste of Lexington*. Two stages provide entertainment throughout the daylong event with children's groups dancing, Imaginary Sarah practicing her magic, a special performance by the Lexington County Arts Association at one end of town and local musicians "Going Commando," "The Black Bottom Biscuit," and "Southwind" at the other end of Main Street. The evening concludes with a well-known band such as "General Johnson and The Chairman of the Board" and a shag contest. Restaurants compete to win the title for the best appetizer, entrée, dessert and "The Best Sweet Tea." Local celebrities such as Assistant Sheriff Tim James, Daisy Harmon, Joe Pinner, Ted Pitts, Mayor Halfacre, and Smokey Davis willingly serve as judges. Additional activities for children include Face Painting, Fingerprinting and Ids, Cookie Decorating Contests and a Coloring Contest. A food drive pitting USC vs. Clemson fans provides non-perishable items to Lexington Interfaith Community Services (LICS). The Taste of Lexington is promoted on radio stations such as WTCB and Oldies 103 and on WIS TV television and in *The State*, *The Lexington Chronicle and Dispatch News*, *Columbia Business Monthly*, *Palmetto Parent* and the *Free Times*. The *Lake Murray Magazine* and *Lexington Life* magazine feature photos of prepared foods and recipes from the participating restaurants. Billboards, posters and banners are displayed all over the region to inform the public about the event. The *Taste of Lexington 2005* will be held in early fall on a Saturday that does not conflict with most college football games. Chamber members and staff begin planning the *Taste* in the spring and work closely with the Town of Lexington and the Cultural Council of Richland Counties to organize a day of fun, food, and art to attract thousands of visitors to our community.

Benefit to Tourism and Community

The *Taste of Lexington* brings over 5,000 people to Lexington and we expect it to continue to grow and attract even more guests. Visitors sleep in our hotels and dine in our restaurants putting money into the Lexington economy. Many of these guests return to shop in our retail stores, to fish or boat on Lake Murray, to attend a play at the theater or to explore the Lexington County Museum or Virginia Hylton Park. The *Taste* promotes the arts and cultural events through the art show and sale of original works by local artists and performances by actors from the Lexington County Arts Association. The Chamber will use the Accommodations monies for advertising and promotion with the goals of increasing attendance and enhancing the ability of the county to attract and provide for tourists..

WHAT'S HAPPENING...



MAIN STAGE SCHEDULE

- 12:00** 12:45 pm **The Insiders**
1:15 2:00 pm **The Black Bottom Biscuits**
2:30 3:30 pm **Southwind**
4:00 5:15 pm **Going Commando**
5:15 6:30 pm **The Ultimate Shag Contest**
6:30 9:00 pm **General Johnson and the Chairmen of the Board**

KID'S ENTERTAINMENT stage 2

- 11:30** 12:00 pm **Stepping Out Dance Studio**
12:45 1:15 pm **Magic Show with Imaginary Sarah***
2:00 2:30 pm **Magic Show with Imaginary Sarah***
*sponsored by Russell Jeffcoat Realtor Edwin Gerace and AllSouth Federal Credit Union
3:15 4:00 pm **"Stuart's Christmas" Lexington County Arts Assoc. (LCAA)**

FOOD **20** More than **20** restaurants and caterers are likely to participate in this year's event, such as:

- Antonina's Ristorante**
Cardoni's Pizza
Carliana's
Columbiana Hotel & Conference Center
Fatz Café
Hudson's Smoke House
Lexington Civitan Club
Lexington School District One Culinary Arts
McAlister's Deli
Sub Station II
Uno's Chicago Grill
Yummie Creations—Gourmet to Go
and many more!!

USC vs. CLEMSON FOOD DRIVE 11 am 9 pm

Taste of Lexington organizers are asking fans to bring canned food items to compete in a USC vs. Clemson Food Drive to benefit Harvest Hope Food Bank. Only non-perishable items will be accepted. Visitors drop off food as they enter.

WAITERS' RACE 3 pm stage 2

Waiters from area restaurants will participate in a special race designed to demonstrate their abilities in speed, accuracy and agility.

BOOTH DECORATING CONTEST

The Lexington Garden Club will judge who of the vendors has the best booth. Selections will be made prior to the opening of the event and ribbons will be on display to highlight the winners.

TASTE CONTEST(s) 1 pm inside the Sessions Building on Main Street Vendors will compete for Best Appetizer, Best Entrée, Best Dessert and the Sweet Tea Challenge. Celebrity judges will decide who has what it takes to be the best.

THE ULTIMATE SHAG CONTEST

All shagging enthusiasts will be asked to the stage to celebrate South Carolina's most popular dance, which happens to also be the "State Dance," the shag. Winners will receive plaques.

ART SHOW 1 pm 4 pm by Cultural Council of Richland and Lexington Counties inside the Sessions Building on Main Street Local artists will display and sell their latest masterpieces in a variety of art forms.

CHILDREN'S ART SHOW

Sponsored by the Lexington County Arts Association, the Children's Art Show will feature Lexington School District One Students in grades K-12.

KID'S ACTIVITIES 12 pm 4 pm

- Bookmarks with Stickers and Thumbprints** Lexington County Public Library
Face Painting with Imaginary Sarah
Inferno's Mascot Blaze
Balloon Sculptures Amazing Twisty People
Fingerprinting and IDs Lexington Police Department
Coloring Contest 12 pm 2 pm Whiteford School of Art and Regions Bank*
Cookie Decorating Contest 12 pm 2 pm Nestle Tollhouse Cookies*
Bloodhounds 2 pm 4 pm Lexington Sheriff's Department

*Winners from contests will receive free passes to Iceland and Frankie's Fun Park

98-43



Our advertising was everywhere!
(5 billboards were in Columbia)

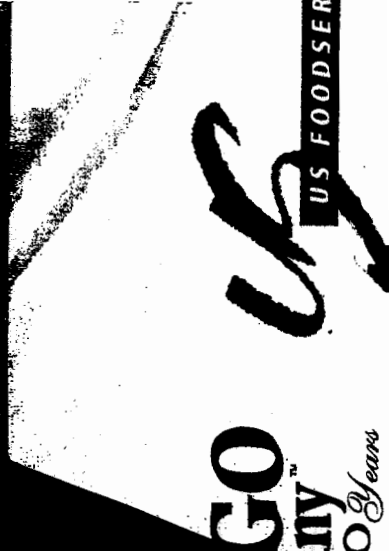
From high atop
Shirey's on Main!



98-44
The Second Stage was a big
hit with the crowd!



The Crowd was steady
all day!



General Johnson & The
Chairmen of the Board



98-45
Folks from all over came to
dance to the music & EAT!

TASTE OF LEXINGTON '04
OUTLINE OF EVENTS

Entertainment (12 – 9 p.m.)

Stage #1

12:00 – 12:45 – The Insiders
1:15 – 2:00 – The Black Bottom Biscuits
2:30 – 3:30 – Southwind
4:00 – 5:15 – Going Commando (classic rock)
5:15 – 6:30 – Shag Contest
6:30 – 9:00 – General Johnson & the Chairmen of the Board
(beach/shag)

Stage #2

12:45 – 1:15 – Magic Show (Imaginary Sarah)
(sponsored by Edwin Gerace – Russell Jeffcoat Realtor & AllSouth Federal Credit Union)
2:00 – 2:30 – Magic Show (Imaginary Sarah)(sponsored by Edwin Gerace – Russell Jeffcoat Realtor & AllSouth Federal Credit Union)

Art Show (11 a.m. – 4 p.m.) (Session's Building)

Art Show sponsored by The Cultural Council of Richland & Lexington Counties

(14) Some artists include:

Jeanee Bourque – paintings
Stephanie Brimm – handcrafted jewelry, Czech glass
Kathryn Derrick – oil
Karen Gibbons – casca do ova mosaic
Joe Kerenick
James de Leon – watercolors, mixed media, prints, oils
Melba Lucas – watercolors
Barbie Mathis – watercolors, mixed media, prints, oils
Bettye Rivers – watercolors, pastels, oils
Mary Williams

Children's Art Show sponsored by The Lexington County Arts Association (LCAA)

Lexington School District One students are invited to participate in the Children's Art Competition (K-12)

Children's Activities (12 – 4 p.m.) (Outside, in front of the Sessions Building)

12:00 p.m. – 4:00 p.m.

- Bookmarks w/stickers & thumbprints (Lexington County Public Library)
- Face Painting (Imaginary Sarah)
- Blaze - Inferno Mascot
- Balloon Sculptures (Amazing Twisty People)
- Iceland (free passes for contest winners)
- Frankie's Fun Park (free passes for contest winners)
- Fingerprinting & IDs (Lexington Police Department)

12:00 p.m. – 2:00 p.m.

- Coloring Contest – (Whiteford School of Art & Regions Bank)
- Cookie Decorating Contest (Nestle Tollhouse Cookies)

2:00 p.m. – 4:00 p.m.

- Bloodhounds (Lexington Sheriff's Department)

Clemson vs. USC Food Drive

Harvest Hope Food Bank and the Taste of Lexington have partnered to help the hungry by hosting a Clemson vs. USC Food Drive. Fans are encouraged to bring canned goods to the Taste of Lexington on November 13th. At the end of the day, we will announce who has won bragging rights. All of the food collected will be given directly to LICS.

Tasting Contests (1 p.m.) (Inside the Sessions Building)

Appetizers:

Chief Tim James, Lexington County Sheriff's Department
Chief Stace Day, Town of Lexington Police Department

Entrée's:

Joe Pinner, WIS-TV
Mayor Dan Breazeale, Town of Lexington
Mike Flack, Executive Director, Columbia Metropolitan Airport & Lexington Chamber of Commerce Board Chair

Desserts:

Smokey Davis, Chair of Lexington County Council
Daisy Harman, Columnist, Lexington County Chronicle, noted community activist

98-47

Sweet Tea Challenge (celebrating 100 years of Sweet Tea):

Scott Hawkins, WIS-TV

Mae Buzhardt, Mae's on Main Street

Booth Decorating Contest (On the street, informal before the opening at 11am)

Judges:

Lexington Garden Club

Vendors

Vendors (19) (Set up for vendors – November 13th – 9a.m. – 11:30 a.m.)

- 1) Antonina's Ristorante
- 2) Belly's Southern Pride BBQ
- 3) Cardoni's Pizza & Subs
- 4) Rivera's (formerly Carlina's)
- 5) Coldstone Creamery
- 6) Columbiana Hotel and Conference Center
- 7) Fatz Café
- 8) Four O' Three/ Dupre
- 9) Pelion High School- Culinary Arts
- 10) Hudson's Smoke House- Southern Comfort Catering
- 11) Lexington Civitan Club
- 12) Lexington Crab Shack
- 13) Main Street Café & Grill
- 14) McAlister's Deli of Lexington
- 15) Rising High Natural Bread Company
- 16) ; Sub Station II
- 17) ' Uno's Chicago Grill
- 18) Waffle House
- 19) Yummie Creations, Inc.- Gourmet to Go

98-48

TASTE of LEXINGTON

'04



it's all good

▷ Saturday, November 13 11a.m. to 9p.m. ◁

Whet your appetites and soothe your senses as local chefs and artists share their masterpiece selections at this year's Taste of Lexington. As you stroll the new downtown area, you will delight in the lively sounds of talented musicians, including General Johnson and the Chairmen of the Board. Come experience why in Lexington, it's all good!

FUN FOR THE WHOLE FAMILY!

Greater Lexington Chamber of Commerce
PROUDLY PRESENTED BY



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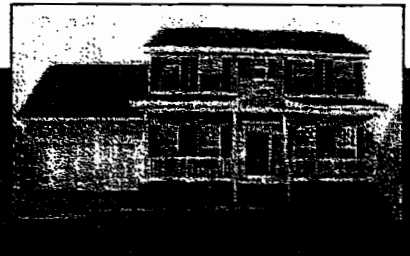
98-49

Griffin Homes and Properties



\$154,900

Completely renovated three-bedroom, two-bath home. Master bedroom has private bath. Home also has a finished basement. Call Sally (803) 318-4989.



\$154,900

Beautiful home on corner lot, immaculate condition! Three very large bedrooms, 2-1/2 baths. Seller will pay \$3000 in closing costs. Call Sally (803) 318-4989.



\$83,000

Beautiful house in West Columbia Avenues. Two bedrooms and one bath. Very large fenced backyard with storage shed. Priced under appraised value. A must see! Call Stacy (803) 315-8837.



Frankie Griffin

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The Chef's Table

7

COMPETE

Make your special event memorable with the professional catering services of The Chef's Table. Our award-winning, chef-owned and operated kitchen in downtown Lexington, Kentucky, offers custom menus for groups of 10 to 500. Whether it's catered reception or celebration, Lexington Hill has beautiful venues that create lasting memories. Unforgettable service and memories. It's all in a lifetime.

It's perfect for receptions, parties or other very special events or for more information contact us today.

The Chef's Table

(803) 957-2050

www.thecheftable.com

TASTE of LEXINGTON

04  It's all good!

▶ Saturday, November 13 11a.m. to 9p.m. ◀

Whet your appetites and soothe your senses as local chefs and artists share their masterpiece selections at this year's Taste of Lexington. As you stroll the new downtown area, you will delight in the fresh sounds of talented musicians including General Johnson and the Chairman of the Board. Come experience why in Lexington, it's all good!

FUN FOR THE WHOLE FAMILY!

A Greater Lexington Chamber of Commerce EVENT

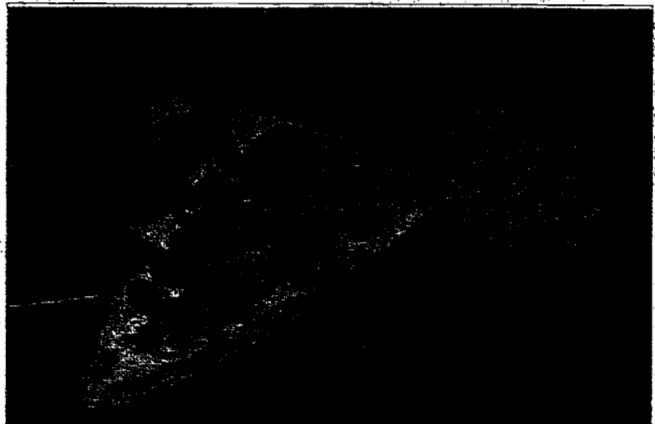


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Lake Murray
MAGAZINE



98-50

TASTE of LEXINGTON

'04



it's all good

Saturday
November 13
11a.m. to 9 p.m.

Main Street • Lexington

98-51

Comic Nirvana

Phone a friend & order for
2 for \$10. The benefit of
10% OFF All Your New Comics

during the Taste of Lexington
(one coupon per visit)

WINE'S...
HAPPINESS

Use your wine knowledge to
gather the best of the best
from the local vineyards.

Wine will be a major part of the
event and a highlight.

FROM DECORATING to
the Lexington Garden Club will
have the best of the best.

TASTE OF LEXINGTON
Members will compete in several categories to be
the best.

The Lexington Garden Club
is changing to help last year's winners in the
annual competition. Winners will receive
prizes.



1/2 OFF 6" Sub or
\$1 OFF 12" Sub
w/ purchase of chips and drink
Expires 12.11.04



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Lunch Buffet
& Salad Bar

Monday - Friday 11:30am-2pm

\$5.99
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Visit our booth at the Taste of Lexington!

PIZZA • STROMBOLI • PASTA • SALAD

10% OFF

Meat for up to 3 people

FLIGHT DECK
RESTAURANT & BAKERY

County of Lexington
Accommodations Tax Fund Request

Funding Year 2005-2006



Organization The Greater Batesburg-Leesville Chamber of Commerce

Address P.O. Box 2178 Batesburg-Leesville SC 29070

Project Director Jerry McSwain Telephone 803-532-4339

Address P.O. Box 2178 Batesburg-Leesville SC 29070

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 2.5 Million

\$ 15,000

Is the organization for profit ___ or non-profit xx ?

County Lexington

Municipal _____

501(c)(3) _____

Other 501(c)6

Jerry W. McSwain
Signature of Project Director

1/5/05
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

98-52

EXPENDITURES

Organization The Greater Batesburg-Leesville Chamber of Commerce

List of Expenditures	Actual 2003-2004	Current 2004-2005	Estimated 2005-2006
Chamber of Commerce Annual Golf Event	3500.00	3592.00	3500.00
Poultry Festival Golf Tournament		915.63	
Poultry Festival Meals at Shealy BBQ		728.58	
Historical Sketches 4M		483.77	
B-L Brochure for Welcome Center 5M			932.00
Mass Marketing Lexington Co. Maps for relocation		75.00	100.00
Sportsarama 2004 programs each 3 years		2998.59	
Master Plan copies & receipts		103.64	
Master Plan Town Sign Frames		1550.00	
Sandlapper Magazine Article for 2005			5000.00
New Brochures detailed regarding Community		3000.00	3000.00
Master Plan, growth of town and promoting Industrial Park			

98-54

County of Lexington
Accommodations Tax Fund Request

Funding Year 2005-2006



Organization Lexington County Recreation And Aging Commission

Address 563 South Lake Drive, Lexington S.C. 29072

Project Director John J. Criscione Telephone 803-359-9961

Address 563 South Lake Drive, Lexington S.C. 29072

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 109,000

\$ 30,000

Is the organization for profit ___ or non-profit ___ ?

County ___

Municipal ___

501(c)(3) ___

Other (Gov't)
Special Purpose
District


Signature of Project Director

1/7/05
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

FUNDING SOURCES

Organization Lexington County Recreation And Aging Commission

List of Funding Sources	Actual 2003-2004	Current 2004-2005	Estimated 2005-2006
Accommodations Tax (Request)			\$ 30,000
Gate and T-Shirt Sales			48,000
Concessions - Other Generated Revenue			31,000
Total			\$109,000

98-56

Description of Project

Lexington County Recreation and Aging Commission strives to provide clean, safe, and attractive facilities for county residents and tourists alike. In coordination with the accommodations tax our efforts have attracted nationwide teams as well as their followers to the tournaments previously hosted. This season's schedule perpetuates the goals of the commission.

Through the combined efforts of the Lexington County Recreation and Aging Commission and the Lexington County Council, recreation continues to draw revenue and people to Lexington County. Therefore, we believe the committee will again find it favorable to extend the funds requested.

Benefit to Tourism and Community

As previously disclosed, Lexington County Recreation and Aging Commission has and continues to contribute to the growth of tourism in Lexington County. Softball tournaments hosted previously have drawn teams from across the United States. Players, their families, and supporters spend an average of three days participating in tournaments. Using the following formula, we can deduct an approximate dollar figure for the monetary impact to the county:

Hotel	\$25.00 x 3 days = \$75.00 (based on 2 per room)
Food	\$30.00 x 3 days = \$90.00
Entertainment	\$20.00 x 3 days = \$60.00
Gas	\$15.00 x 3 days = \$45.00

\$270.00 x 20,000 participants = \$5,400,000.00 spent in Lexington County. Based on the accepted multiplier rate of 3 – 5 and in an effort to be conservative in our estimates we have chosen the multiplier rate of 3 for the calculation of the economic impact to Lexington County of \$16,000,000.00.

Below is a partial list of some of the larger tournaments held in 2004.

Tournament	# Of Teams	# Of States	# Of Participants
Carolina Dynamite Summer Classic	66	17	1,320
ISA Winter Warm UP	60	5	900
USSSA Polar Bear	65	5	975
USSSA Youth State (Fast & Slow Pitch)	42	1	840
USSSA Youth Worth NIT (Slow & Fast Pitch)	38	3	760
USSSA Big C,D,E	48	3	720
ISA Men's State	80	1	1,200
USSSA Men's D State & Women's D National	64	5	960
USSSA Black American World	100	19	1,800

98-58

These totals do not reflect the participation by spectators nor does it include any participation in other areas such as: Unorganized use of sporting facilities, playgrounds, parks, tennis courts, wellness programs, day camps, after school programs, summer camps for mentally handicapped children, numerous civic groups, aging, etc...

The 2005 softball season is expected to be another exceptional year, as we have secured several major tournaments. These tournaments include the ISA Winter Warm-Up, USSSA Polar Bear, USSSA Youth Worth NIT, USSSA Men's Super NIT, ISA Men's State, USSSA Women's Master 35 & Over World Tournament, USSSA Men's Masters 45 & Over World Tournament, Carolina Dynamites Summer Classic, ISA Men's D World Championship, and the USSSA Black American East Coast Shootout.

Each year Lexington County Recreation hosts several high school fast-pitch teams from Michigan who visit us during their spring break. Currently we have 6 teams that visit Lexington County from up North. They stay approximately one week while practicing at the Pine Grove Sports Complex.

NOTE: They visit us in the off-season and, therefore, do not conflict with any of our locally scheduled programs. We provide this service to promote our county and state and for the economic impact it brings to our county.

In addition to tourism, the Recreation Commission facilities provide a direct benefit to county residents throughout the year youth and adult recreational sports are offered to all citizens. Special events such as Senior Sports Games, where Lexington County citizens who are 55 or better participate in friendly competition and social interaction as well as several youth fun days also are offered by the Recreation Commission. The hope is to attract the County's youth into sporting and local events and reduce to possibilities of negative influences of our society.

Comments

In conclusion, the Lexington County Recreation and Aging Commission requests the Accommodation Tax Funds so that it may continue to enhance the programs currently established and to expand into other fields. It is the goal of the commission to offer facilities that provide a positive influence on today's youth and the institution of the family while benefiting the County of Lexington and the State of South Carolina in the area of commerce. Tourism also allows the Commission to introduce visitors to it's home in Lexington County.

County of Lexington
Accommodations Tax Fund Request

Funding Year 2005-2006



Organization Lexington County Recreation And Aging Commission

Address 563 South Lake Drive, Lexington S.C. 29072

Project Director John J. Criscione Telephone 803-359-9961

Address 563 South Lake Drive, Lexington S.C. 29072

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 45,500

\$ 15,000

Is the organization for profit ___ or non-profit ___ ?

County _____

Municipal _____

501(c)(3) _____

Other (Gov't)
Special Purpose
District

John J. Criscione
Signature of Project Director

1/7/05
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

FUNDING SOURCES

Organization Lexington County Recreation And Aging Commission

List of Funding Sources	Actual 2003-2004	Current 2004-2005	Estimated 2005-2006
Accommodations Tax (Request)			\$ 15,000
Corporate Sponsors			12,000
Merchandise and Concessions			12,000
Entry Fees			6,500
Total			\$ 45,500

98-61

Description of Project

The Lexington County Recreation and Aging Commission's Lexington County Tennis Complex is a twenty-one lighted, hard court facility designed to provide first class tennis opportunities for county residents and tourists generating events.

The Lexington County Tennis Complex has recently been named and awarded the 2004 Municipal Facility of the year by "Racquet Sports Industry Magazine", along with formally being named the Professional Tennis Registry Facility of the year 2002, the United States Tennis Association Southern Section: USA League Tennis Facility of the Year 2003, and United States Tennis Association: Outstanding National Public Facility of the Year 2003.

The Lexington County Tennis Complex is hosting over 25 major tennis events that will draw revenue and people to Lexington County in it's first year of operation.

Benefit to Tourism and Community

The Lexington County Recreation and Aging Commission feels the Lexington County Tennis Complex has the potential to generate growth of tourism in Lexington County even greater than its softball tournaments have experienced.

The 2005 calendar of tournaments and events scheduled for the Lexington County Tennis Complex include the LATA Kids Team Tennis Coaches Clinic, USPTA Tennis Teachers Workshop & Certification, USTA South Carolina Officials Workshop, Lexington County Junior Open, South Carolina State Senior Hard Courts Championships, JTL Development Coaches Clinic, PTR Tennis Teachers Workshop & Certification, Seniors Sports Game Grand Slam Classic, Dasani Spring Splash, JTL and LATA Jamboree/Tennis Month Mania, Lexington County Adult Classic Championships, JTA Adult/Junior Tournament, JTL Summer Camp, JTL Singles Tournament, Boys & Girls Closed Southern 10's, JTL Doubles/Mixed Doubles Tournament, USPTA Tennis Teachers Workshop & Certification, USPTA South Carolina Tennis Teachers Workshop, Lexington County Junior Challenger, JTL Camp of Champions, LATA Kids Team Tennis Coaches Clinic, LATA 3rd Annual Adult Tournament, ITF World Junior Championships Qualify, and the International Tennis Federation World Junior Championships.

Three of the major tennis tournaments that will generate the most economic impact are the USA Tennis Boys and Girls Southern 10's, the International Tennis Federation World Junior Championships, and the South Carolina State Senior Hard Court Championships.

The USA Tennis Boys and Girls Southern 10's will feature 64 boys and girls tennis players ages 10 and under from the nine states of the southern section. The Lexington County Tennis Complex was the host site for its' inaugural tournament held in 2004.

98-63

The International Tennis Federation World Junior Championships will feature the top 64 boys and girls tennis players ages 14 to 18 in the world, including but not limited to South America, Australia, and Europe, competing for world rankings. The tournament also requires pre-qualifying and qualifying tournaments with an estimated 256 players worldwide. The combined impact from the ITF Sanctioned World Tournament will require around 1,420 room nights in the Lexington County area from 384 participants and 2,000 coaches and spectators. The 2004 ITF World Tournament hosted by the Complex had 272 participants from 37 states and 26 countries.

The South Carolina State Senior Hard Court Tournament features the top 35 and over players in the state. The tournament is a pre-requisite for the top spots in the state and Southern Sectional in the different age divisions. The three-day event will require around 200 room nights, drawing 350 participants and spectators.

The Lexington County Tennis Complex provides recreational opportunities for Lexington County residents along with promoting the sport of tennis locally by providing tennis after school programs and summer camps. The combined scheduled events at the complex drawing an estimated 8,000 participants and spectators requiring 4,400 room nights will provide a sizable economic impact to Lexington County.

Comments

The Lexington County Recreation and Aging Commission requests accommodation tax funding to host quality tennis tournaments and events that highlight the quality of life in Lexington County along with providing economic benefits to the tax payers of Lexington County.

98-64

County of Lexington
Accommodations Tax Fund Request
Funding Year 2005-2006



Organization Riverbanks Zoo & Garden

Address 500 Wildlife Parkway, Columbia, SC 29202

Project Director Tommy Stringfellow – Director Of Marketing

Telephone 779-8717 ext 1103

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project: Total Accommodations Tax Funds Requested:

\$300,000

\$50,000

Is the organization for profit _____ or non-profit X ?

County _____

Municipal _____

501(c)(3) _____

Other X

Riverbanks Zoo & Garden is a Special Purpose District of South Carolina.



Signature of Project Director

1/7/05

Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
C/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

98-65

**ACCOMMODATIONS TAX APPLICATION
TO
LEXINGTON COUNTY**

PROJECT NAME Riverbanks Zoo and Garden
Advertising Campaign 2005-2006

SPONSOR Riverbanks Park Commission
PO Box 1060
Columbia, SC 29202-1060
Contact: Tommy Stringfellow
Director of Marketing
803-779-8717 ext. 1103

A. GENERAL DESCRIPTION

Riverbanks Park Commission is applying for funds in the amount of \$50,000 from Lexington County's Accommodations Tax Revenue Fund for the purpose of advertising and promoting Riverbanks Zoo and Garden—twice named the most outstanding tourist attraction in South Carolina—to visitors living outside the Midlands SMSA.

MISSION

Riverbanks Zoo & Garden is home to more than 2,000 species of fascinating and magnificent animals and one of the nation's most beautiful and inspiring botanical gardens. For more than 30 years, it has been the mission of Riverbanks to foster concern and appreciation for all living things by providing: the highest standards of care to all of our animals and plants, a diverse educational and high-quality recreation experience for all Riverbanks guests, and all of the resources at our disposal for the conservation of the earth's plants and animals.

NEED

Funding from Lexington County Accommodations Tax Revenues is an essential element in the continued promotion of Riverbanks Zoo and Garden. The investment of these dollars has elevated Riverbanks' stature to one of the most successful mid-sized zoos in the United States—attracting more than 850,000 visitors annually. Strong marketing support through exposure to surrounding areas, therefore, is vital to ensuring the park's prominence in the region, ultimately benefiting local communities and the state.

98-68

GOAL/OBJECTIVES/ACTIONS

The goal of the 2005-2006 Riverbanks Zoo and Garden advertising campaign is to increase the attendance of visitors living outside the Midlands SMSA by 5% which represents an additional 42,500 visits. We intend to achieve this goal by building on the successes of previous campaigns and continuing to target those people living and traveling within a two to three hour drive time of Columbia, SC. Target markets include the Upstate, Charleston/Low Country area, Charlotte, NC, and Augusta, GA. In addition, travelers along interstates I-77, I-26, I-95 and I-20 will be targeted for potential visitation. Purchases of TV and cable airtime, billboard space and print inches will be clustered in order to gain frequency of exposure in the target markets. The bulk of the advertising budget will be spent during the second and third calendar quarters, when people are more likely to travel.

The primary focus of the advertising campaign will be the entertainment and educational value that Riverbanks Zoo & Garden provides for families. Various strategies include promoting the 10th anniversary of Riverbanks Botanical Garden along with the special events and activities that will complement the celebration, including a Garden concert series in the spring featuring nationally recognized artists, the second annual Wine Tasting at Riverbanks Garden, a new chili pepper festival and extended hours in the Garden on Thursday nights to encourage additional and longer visits.

Visitor attendance through the Lexington Garden entrance has more than doubled since the Garden entrance has opened. In 2004 alone over 132,000 visitors entered through the Lexington County turnstiles. Recently added events such as the Garden Concert Series had an impact of nearly 5,000 additional visitors entering the Lexington County entrance for the four concerts. The Wine Tasting at Riverbanks Garden was a huge hit in 2004, and the new Chili Pepper Festival will appeal to locals as well as families of multicultural backgrounds. Extending the Garden hours will allow us to offer even more special events in the botanical park at night such as jazz music in the garden, special dinners, movies in the amphitheater and special educational forums.

IMPLEMENTATION

Riverbanks' marketing staff will execute the campaign with the assistance of CNSG, the newly appointed advertising agency. Riverbank's staff will be cost-conscious through the campaign, utilizing internal staff expertise when possible and seeking additional resources from sponsors when necessary. Riverbanks will utilize its award-winning Art Department for much of the ad design work. Riverbanks also has identified several corporate sponsors who will provide creative resources and dollars in support of these marketing efforts. Corporate partners in 2005-2006 will include Pepsi-Cola, Clear Channel, Kraft, Piggly Wiggly, Publix and Southern Living. Creative work and placement for the campaign ads will be finalized in April 2005. The campaign will continue throughout the fiscal year. The scope of the project will relate directly to the amount of funding received from each municipality's Accommodations Tax Fund.

98-69

B. BENEFIT TO TOURISM

Riverbanks' attendance in fiscal year 2003-2004 increased by 6% to more than 880,000. An average of 2,400 people visited the Zoo and Garden every day, rivaling the population of many small South Carolina towns. Riverbanks is clearly the Midlands' leading attraction, far surpassing the *combined* attendance of all USC home football and basketball games, as well as that of the South Carolina State Museum or the Capital City Bombers.

Greater than 40% of the Zoo's 880,000 visitors in 2003-04 originated from outside the Midlands area. Professionally administered surveys show that 21.7% of out-of-town Zoo visitors stay overnight in the Midlands area which is equivalent to 19,000 area hotel rooms, an average of 50 rooms a night, being occupied by Riverbanks visitors. Not only do these visitors occupy hotel rooms, but they also buy gasoline, eat meals and shop in local stores—clearly benefiting tourism.

Using the Travel Industry Association guidelines for economic benefits, Riverbanks' out-of-town visitors had, conservatively, a little over \$16,000,000 in economic impact on the Midlands area. Studies from the US Travel Data Center indicate that each dollar spent on advertising equates a \$45 return to the community; therefore, Riverbanks' request for \$50,000 equates to a \$2,500,000 return to Lexington County alone.

C. BENEFIT TO COMMUNITY

Riverbanks currently employs 160 Midlands' citizens, many of whom are actively involved in various community associations and organizations as well. Riverbanks' payroll exceeds \$3,000,000, which has a multiplying affect on Lexington County's neighbor, Richland County. In addition to Riverbanks' own staffing, ARAMARK Entertainment, Riverbanks' food and gift concessionaire, employs 56 local, full-time people and 125 people on a seasonal basis.

Riverbanks has demonstrated its support of local charities and nonprofit organizations during the 2003-2004 fiscal year through the donation of more than \$8,800 in complimentary admission tickets. In addition, Riverbanks shows appreciation to local taxpayers by regularly offering complimentary admission programs for Richland and Lexington county residents, such as Free Fridays in the months of January and February. Riverbanks also grants free admission for all Richland and Lexington county school groups. These programs represent over and above \$287,000 in donated admissions to the community.

Over three decades of community support has helped turn Riverbanks Zoo and Garden into one of South Carolina's top attractions, and the park enjoys a national reputation as one of the top 10 zoos providing a high-quality recreational and educational experience for all ages. With the past support of Accommodations Tax Funds, Riverbanks Zoo and Garden has been able to increase promotional spending regularly and, as a result, has

seen a rise in attendance and, subsequently, earned revenue. Funds from Lexington County this year will continue to increase visitor traffic in Lexington County and its surrounding areas, while ensuring the future success of Riverbanks.

98-71

County of Lexington Accommodations Tax Fund Request

Funding Year 2005 - 2006

Organization: EdVenture Children's Museum

Address: 211 Gervais Street (PO Box 1638, 29202), Columbia, S.C. 29201

Project Director: Catherine W. Horne, President and CEO **Phone:** 779-3100, ext. 1140

Address: Same

Project Category (check one):

Tourism, Advertising and Promotion Tourism Related Expenditures

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976.

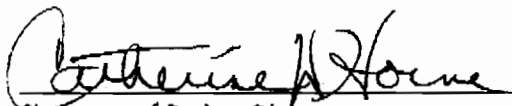
Estimated Total Cost of Project: **Total Accommodations Tax Funds Requested:**

\$165,000

\$25,000

Is the organization for profit or non-profit: Non-profit No

County Municipal 501(c)(3) Other


Signature of Project Director

1/5/05
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, SC 29072
803-359-8103



98-72

FUNDING SOURCES

List of Funding Sources	Actual 2003 - 2004	Current 2004 - 2005	Estimated 2005 - 2006
Admissions	682,532	885,000	900,000
Education Programs	102,864	249,000	260,000
Other Earned Revenue, including museum store and membership	441,248	592,000	600,000
Fundraising	344,099	550,000	575,000
Government Support	317,500	340,500	375,000
Grants	0	72,500	100,000
Total	1,888,243	2,689,000	2,810,000

98-73

EXPENDITURES

List of Expenditures	Actual 2003 - 2004	Current 2004 - 2005	Estimated 2005 - 2006
Salaries/Wages/Benefits	1,100,222	1,471,500	1,600,000
Educational Programs	53,369	200,500	220,000
Exhibits	118,350	125,000	150,000
Marketing/Communications/ Advertising	113,886	326,000	335,000
Professional Development	32,556	33,000	35,000
Utilities/Maintenance/ Equipment	156,898	285,000	300,000
Operations/Administrative	178,007	167,000	170,000
Total	1,753,288	2,608,000	2,810,000

98-74

Description of Project

On November 8, 2004, EdVenture Children's Museum completed its stellar inaugural year, surpassing all estimates in attendance. The children and families of South Carolina and beyond have embraced the newest, most fascinating family attraction in the state. In order to build upon this success, a robust marketing plan is in place to continue to draw visitors to EdVenture.

Since its opening, EdVenture has welcomed 250,000 visitors from 49 states and all 46 South Carolina counties. Lexington County residents have embraced EdVenture; in fact, 21.3 percent of our total visitors are from Lexington County – **and this represents 20 percent of the county's population** ; 38 percent of our membership comes from Lexington County and 6,390 Lexington County school children have visited on field trips since opening. EdVenture is truly the Midlands' children's museum.

Now, in an effort to continue to promote EdVenture, home of Eddie, the world's largest child, as well as hundreds of hands-on exhibits, EdVenture seeks accommodations tax support to continue to support marketing efforts designed to enlighten targeted groups of families across the state as well as in North Carolina and Georgia about our new kind of learning experience and world-class attraction.

Through a combination of broadcast promotion, print and outdoor advertising, internet marketing, direct mail and public relations, EdVenture has targeted audiences in Augusta, Charlotte, Greenville and Charleston as well as throughout the Greater Midlands area during 2003-04 and 2004-05. The 2005-06 marketing strategy will be similar to 2004 – 05 with notable additions of regional travel magazines that will be a part of the media buy.

EdVenture anticipates an estimated annual advertising budget of \$165,000. We respectfully request \$23,000 in accommodations tax dollars from Lexington County to cover the cost of the advertising in the following publications:

Triple A Go Magazine (1/8 pg. b/w) \$2,108 per ad x 6 times	\$ 12,648
Southern Living Magazine (4-inch travel directory) \$3,460 x 3 times	\$ 10,380
Total	\$ 23,028

98-75

Benefit to Tourism and the Community

Open for a little over a year, EdVenture continues to be a big draw with children, families, and groups. In fact, attendance for EdVenture's first year far surpassed expectations with over 250,000 visitors from all 46 South Carolina counties and 49 states, making it the best attended museum in South Carolina and surpassing the attendance of the SC State Museum by 75,000 visitors.

The ninth largest children's museum in the country, EdVenture is an important resource for parents and teachers. By introducing children and families to Eddie, the world's largest child and to its eight world-class exhibit galleries, EdVenture provides a new venue and a unique opportunity for families to "play" together as well as learn. At the same time, EdVenture serves to enhance the overall quality of life for families and businesses in the Midlands by offering a special destination whose mission is to "inspire children to experience the joy of learning."

Designed for children 12 and younger, the museum offers family visits, group visits, field trips, birthday parties, overnights, facility rentals, afterschool programs, workshops for children and teachers and camps of all kinds. EdVenture maintains relationships with a wide variety of corporate sponsors and foundations including birthday parties – Ben & Jerry's; summer camps – AT&T; Little EdVenturers – Target; and many others.

Based on its initial economic impact study, EdVenture contributes as much as \$13 million to the Midlands economy annually with more than \$6 million of this revenue in food, lodging and other entertainment by EdVenture visitors.

EdVenture's benefit to the community is multi-faceted. The museum provides educational resources for educators and parents; for children, EdVenture is a special place; one that inspires creativity and encourages exploration and discovery; and for the community at large, EdVenture is a remarkable reminder of what a community can do when it comes together to support an endeavor that has such a positive impact on the lives of its residents.

County of Lexington
Accommodations Tax Fund Request

Funding Year 2005-2006



Organization LEXINGTON COUNTY MUSEUM

Address P.O. BOX 637, LEXINGTON, SC 29071

Project Director HORACE HARMON Telephone 359-8369

Address P.O. BOX 637, LEXINGTON, SC 29071

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

MUSEUM SITE ENHANCEMENT/BROCHURES

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 52,000

\$ 20,000

Is the organization for profit ___ or non-profit ^{XX} ?

County xx Municipal _____ 501(c)(3) _____ Other _____

Horace E. Harmon

HORACE E. HARMON

Signature of Project Director

JANUARY 7, 2005

Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

FUNDING SOURCES

Organization LEXINGTON COUNTY MUSEUM

List of Funding Sources	Actual 2003-2004	Current 2004-2005	Estimated 2005-2006
COUNTY OF LEXINGTON (LEAPHART/HARMAN HOUSE)	\$ 0	\$ 57,000	\$ 0
LEXINGTON COUNTY ACCOMMODATIONS TAX	11,625	20,000	20,000
FRIENDS OF THE LEX. CO. MUSEUM	36,375	15,000	10,000
TOWN OF LEXINGTON ACCOMMODATIONS TAX	2,000	0	5,000
LEXINGTON COUNTY HISTORICAL SOCIETY	0	0	17,000
TOTAL	\$ 50,000	\$ 92,000	\$ 52,000

98-78

EXPENDITURES

Organization LEXINGTON COUNTY MUSEUM

List of Expenditures	Actual 2003-2004	Current 2004-2005	Estimated 2005-2006
RELOCATION/RESTORATION OF LEAPHART/HARMON HOUSE	\$ 40,000	\$ 57,000	\$ 30,000
BROCHURES	0	5,000	2,000
BARNYARD RESTORATION	10,000	30,000	20,000
TOTAL	\$ 50,000	\$ 92,000	\$ 52,000

98-79

County of Lexington
Accommodations Tax Fund Request

Funding Year 2005-2006

Organization Greater Chapin Chamber of Commerce
Address Post office Box 577 Chapin, SC 29036
Project Director Amanda Tisdale Telephone 803-345-1100
Address same

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 18,200.00

\$ 9,100.00

Is the organization for profit ___ or non-profit ?

County ___ Municipal ___ 501(c)(3) ___ Other 501(c)(6)

Amanda B. Tisdale
Signature of Project Director

12-29-2004
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

Greater Chapin Chamber of Commerce
2005-2006 Project Description and Benefit to Tourism and Community

The Greater Chapin Chamber of Commerce and Visitor's Center is the welcoming stop for tourists and other visitors. Our location is a benefit for those coming into the area. Just 1.5 miles from Interstate 26, we are located on the main thoroughfare into Chapin. We serve not only visitors who are interested in Lake Murray, but also visitors looking to relocate or start a business in the Chapin area. The Greater Chapin Chamber of Commerce is an information center for all people visiting, living, or working in the Chapin area. We offer a variety of customer/visitor services which include providing brochures, maps, directions, mailing lists, directories, phone number and addresses for area businesses, and referrals to other information sources. We also promote Lexington County and the State of South Carolina by providing visitors with tourism information encompassing all areas of our state. Our website, www.chapinchamber.com, is a tremendous resource for those wanting specific information on the Chapin area. Our website provides the site visitor with local business information, telephone numbers for local services, as well as a map of the area. We received approximately 240,000 hits on our website, www.chapinchamber.com, in the year 2004. The cost to maintain the website is an on-going expense.

The Greater Chapin Chamber of Commerce, in conjunction with the Town of Chapin, has plans to promote Chapin by renting billboard space on Interstate 26 West between mile markers 101 and 91. The advertisement will make travelers of all ages aware of what Chapin has to offer. The billboard will be an advertising tool used to get people off the Interstate and in to our town. In order to get to town, they will pass the Greater Chapin Chamber of Commerce and Visitor's Center, and once inside, we can then advise people of the area's dining choices, unique shopping establishments, local theatre, Lake Murray and marinas, local state and county parks, and area festivals and events.

Our Annual Taste of Chapin and St. Patrick's Day Oyster Roast have grown in attendance each year since they were established. The Taste of Chapin not only showcases the dining and catering choices in the Chapin area, but the Taste of Chapin is a festival where local artists and performing art groups demonstrate their talents. The promotion of both of these events is important for them to be successful.

As a Chamber of Commerce and Visitor's Center, we serve a multipurpose role in the Chapin area. As a rapidly growing community, Chapin has more to offer visitors than every before. With the Accommodations Tax Funds we will be able to promote our wonderful community, the Town of Chapin, Lexington County and the State of South Carolina.

2005-2006 Accommodations Tax Funds Budget Requests

Purpose: Tourism Advertising and Promotion and Tourism Related Expenses	Projected Expenditures
Advertising: I-26 Billboard	\$3,000.00
3 rd Annual Taste of Chapin – Arts Festival	\$1,500.00
4 th Annual St. Patrick's Day Oyster Roast	\$6,500.00
Labor Day Festival & Parade – Cow Pie Bingo	\$2,000.00
“Welcome To Chapin” signage	\$2,400.00
Website Maintenance	\$500.00
Chapin Visitor's Guide and Directory	\$1,300.00
Literature Racks for Visitor's area	\$1,000.00
 Estimated Total Cost of Projects	 \$18,200.00
 Total Accommodations Tax Funds Requested	 \$9,100.00

Balance Sheet
2004-2005 Accommodations Tax Fund

Balance Forwarded From Previous Year		\$ 0
Accommodations Tax Fund 2004-2005	\$5,000.00	
Total		\$5,000.00
Expenditures:		
Taste of Chapin – Arts Festival	\$1,576.79	
Website Maintenance	\$500.00	
Labor Day Festival & Parade-Cow Pie Bingo	\$2,014.88	
St. Patrick’s Day Oyster Roast	\$7,522.57	
“Welcome to Chapin” signage	\$2,350.00	
Chapin Visitor’s Guide and Directory	\$1,300.00	
Total Expenditures		<u>\$15,264.24</u>
Balance		(\$10,264.24)

98-84

P.O. Box 577
302 Columbia Avenue
Chapin, S.C. 29036



The Greater Chapin Chamber of Commerce
"The Capital of Lake Murray"

chapinchamber@logicsouth.com
www.chapinchamber.com
Phone: 803-345-1100
Fax: 803-345-0266



December 29, 2004

Lexington County Accommodations Tax
Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, SC 29072

Dear Committee Members:

Enclosed is our request for Accommodations Tax Funds for 2005-2006. We appreciate the opportunity to submit this application and the opportunity to be considered for Accommodation Tax Funds for another year. The Greater Chapin Chamber of Commerce and Visitor Center's role in the community is multifaceted. People outside and within the community rely on the Chamber of Commerce to provide them with information services. The Accommodations Tax Funds will help the Chapin Chamber of Commerce and Visitor Center promote tourism and businesses in the Chapin area by providing the best service to our visitors.

Sincerely,

Amanda L. Tisdale

Amanda L. Tisdale
Executive Director
And The Greater Chapin Chamber of Commerce
Board of Directors

98-85

Holiday Lights on the River
Saluda Shoals Park
November 25 - December 31, 2005

This event, brought to the community by the Irmo Chapin Recreation Commission and local sponsors, offers a delightful drive and holiday activities throughout the natural wonderland of Saluda Shoals Park. In just three years, the event has grown to include thousands of lights and over 50 major displays, in addition to creative presentations of the park's natural features. In 2004, more than 14,500 visitors enjoyed Holiday Lights on the River. The event has expanded each year as residents, small businesses and corporate sponsors have embraced this festive celebration of the holiday season, which is inspired by the popular James Island Festival of Lights in Charleston. Following a leisurely winding route through the riverside park, Holiday Lights on the River is the Midlands largest drive-through lights display...and there is still plenty of room to grow in this ideal location!

The event opens the first Friday after Thanksgiving with the Chairman's Lighting Ceremony and continues until January 1. Each following Friday and Saturday evening, visitors may enjoy *Workshop in the Woods*, which features activities both indoors and out, including visits with Santa, crafts for children, musical groups and storytelling. To create an affordable family-oriented evening, many activities are included with the \$7 per vehicle admission price and a few have a nominal participation fee. Leading up to Christmas, *Seven Nights of Wonder* launches a full week of evening activities in the park. Visitors enjoy a children's train ride, the Red-Nose Express hayride, music performances, a marshmallow roasting area, and much more. For an active evening, participants also enjoy the Sleigh Bell Trot, a fun family jaunt along paved park trails---complete with jingling bells---for all ages and fitness levels, with awards and treats afterward.

Saluda Shoals Park is conveniently located along the Saluda River between Irmo and downtown Columbia, with nearby access to I-26, I-20, and the Lake Murray Dam. In addition, the park is just a short drive to the busy shopping centers, hotels, and restaurants along Harbison Boulevard and a mere fifteen minutes from downtown Lexington. This central location, combined with a wide variety of nearby dining choices ranging from family steakhouses to trendy bistros, is ideal for couples and families seeking a special evening on the town. From its first year, Holiday Lights on the River has attracted visitors from at least six surrounding counties including Richland, Saluda, Newberry, Sumter, Kershaw, and Aiken...many who are visiting family for the holidays, and those who consider Holiday Lights their primary destination in visiting Lexington County.

Charleston's Festival of Lights is now in its fifteenth year and is a major contributor to off-season tourism on James Island, generating an average of

150,000 car admissions in a six week period. As Hoiiday Lights on the River grows each year, there is great potential for generating tourism that compliments the holiday shopping season, Columbia's emerging success as a conference destination, and awareness of recreation opportunities in Lexington County.

**County of Lexington
Accommodations Tax Fund Request**

Funding Year 2005 – 2006

Organization: Greater Irmo Chamber of Commerce

Address: P. O. Box 1246
Irmo, South Carolina 29063

Project Director: Charles L. Larsen, Sr., CEO/President Telephone: 803-749-9355

Address: Greater Irmo Chamber of Commerce
P. O. Box 1246
Irmo, South Carolina 29063

Funds Requested
\$15,733.

Project Category (check one):

Tourism, Advertising and Promotion: Tourism Related Expenditures:

The purpose of the Greater Irmo Chamber of Commerce and Welcome Center, a non-profit organization, is to market and sell the Greater Irmo community as a destination for meetings, conferences, symposiums, exhibitions, trade shows, tournaments, and provide information services to business/corporate, visitors and individual travelers.

I. Description of Project:

The Greater Irmo Chamber of Commerce currently maintains a tourism, advertising, and promotion program. The goal is to increase tourism and revenue for the community's stakeholders (e.g., hotels, attractions, restaurants, retail outlets, and conference centers) by promoting the Greater Irmo community of Lexington County through advertising and promotion.

II. Benefits to Tourism and the Community:

Numerous benefits to both tourism and the community would be realized as a result of this project. *First*, advertising and publicity efforts (e.g., visitor brochures, visitor packets, Greater Irmo Chamber of Commerce web site, and the Chamber's community moving- message LED sign) will increase tourists' awareness of the Greater Irmo community, including local festivals and events. *Second*, the Welcome Center will provide a variety of information services to individual travelers. *Third*, hosting annual events will provide opportunities for tourists' and individual travelers' return visits. *Lastly*, the increase in revenue related to tourism will have a positive impact on the

community's stakeholders, increasing the tax dollars realized by Lexington County and the State of South Carolina.

The Greater Irmo Chamber of Commerce maintains a high visibility community moving-message LED sign in a high traffic area. The traffic count for this community moving-message sign is approximately 40,000 vehicles per day. The sign is designed for a number of purposes including advertisements and the publicizing of events and attractions of interest to visitors to the Greater Irmo community. The community moving-message sign communicates information regarding events such as the Golf Tournament, Okra Strut, Town of Irmo Park functions and concerts, Lake Murray events, tournaments, Irmo-Chapin Recreation activities, softball tournaments, and bowling tournaments. The community moving-message sign may display approximately 54,750 spots (messages) per year for community announcement or advertisement.

III. Goals and Objectives:

Goal 1: Annual Golf Tournament:

The goal of the Greater Irmo Chamber of Commerce Annual Golf Tournament is to promote the involvement and attendance of non-community individuals in this annual event.

Strategy: The Greater Irmo Chamber of Commerce will market and publicize the Annual Golf Tournament on a statewide basis. The tournament is held at Coldstream Golf Club, a local golf and country club and materials will be made available that detail the community's attractions and services, visitor information, and a listing of restaurants and accommodations. Brochures, entry forms, and other publications will be distributed statewide to members of the Chambers of Commerce throughout South Carolina and to the South Carolina Parks, Recreation, and Tourism Welcome Centers. The Greater Irmo Chamber of Commerce's *web site* and the Chamber's *community moving-message sign* will promote tourism by publicizing the Annual Golf Tournament.

Objective: To increase, at a minimum of 30%, the number of visitors (families, couples, and individuals) attending the Greater Irmo Chamber of Commerce Annual Golf Tournament. To increase, at a minimum of 30%, the Lexington County hotel accommodations as a result of the tournament during the year of the grant program (2005 – 2006).

Goal 2: Visitor's Brochure

The goal of the Visitor's Brochure is the redesign and production of a new Greater Irmo Community Visitor's Brochure.

Strategy: The production of the new Visitor's Brochure, "Irmo, South Carolina: The Gateway to Lake Murray," will play a key role in selling the Greater Irmo community as an ideal place to live and a great business location. The distribution network for the new Visitor's Brochure will consist of hotels, restaurants, South Carolina Parks, Tourism and Recreation Welcome Centers, Greater Irmo Chamber of Commerce, Chamber's of Commerce in South Carolina and the U.S. Postal Service.

Objective: To increase, at a minimum of 30%, the number of visitors (families, couples, and individuals) to the Greater Irmo community. To increase, at a minimum of 30%, the Lexington County hotel accommodations during the year of the grant program (2005 – 2006).

Goal 3: Community Awareness:

The goal of the Community Awareness project is to increase the awareness of the Greater Irmo community throughout South Carolina and the bordering states.

Strategy: All of the Greater Irmo Chamber of Commerce's campaigns function in support of each other and this project's focus will be on increasing tourist attendance. The Greater Irmo Chamber of Commerce will oversee the production and distribution of the visitors' packets to restaurants and hotels. The packets will include listings of hotels, restaurants, local venues and community attractions such as Chapin Theatre, Lexington County Museum, Riverbanks Zoo, and the South Carolina State Museum. The Greater Irmo Chamber of Commerce's web site must be updated to promote and attract tourism to the Greater Irmo community from South Carolina and other states. The Greater Irmo Chamber of Commerce's facilities must be expanded or relocated in order to meet the increased needs and requests resulting from tourist attendance and tourists' inquiries.

Objective: To increase at a minimum of 20%, the number of visitors (families, couples, and individuals) to the Greater Irmo community who attend the festivals and events during the year of the grant program (2005 – 2006). To increase, at a minimum of 20%, the Lexington County hotel accommodations as a result of visitors attending the festivals and events during the year of the grant program (2005 – 2006).

The festivals and events include:

- **Lake Murray Celebration**
This annual event is held around the Fourth of July. The celebration takes place on Lake Murray and includes a parade of boats and fireworks.
- **Miss Greater Irmo Pageant**
The pageant is sponsored by the Greater Irmo Chamber of Commerce and is held annually during August.
- **Bass Champions Team Trials Regional**
This event is held during the month of September.
- **Okra Strut Brunch**
This event is sponsored by the Greater Irmo Chamber of Commerce and is held annually during September.

FUNDING SOURCES

Organization: Greater Irmo Chamber of Commerce

List of Funding Sources	Actual 2003-04	Current 2004-05	Estimated 2005-06
Miscellaneous Income		1,866.02	
Admin. Fee - Blue Cross	4,202.66	5,347.03	5,700.00
County of Lexington Accommodations Tax Fund	3,000.00	6,500.00	15,733.00
Town of Irmo Agreement	10,000.00	10,000.00	10,000.00
Interest Earned	23.03	232.28	150.00
Meetings Income - Meal Tickets	240.00	750.00	850.00
Meetings Income - Meals Income	4,802.00	3,789.00	4,500.00
Meetings Income - Sponsor Income	3,325.00	3,150.00	3,600.00
Membership Dues	73,995.30	86,908.63	87,600.00
Newsletter Ads	3,000.00	250.00	250.00
Project Income - Signature Membership Cover		2,850.00	2,850.00
Project Income - Oyster Roast	675.00	825.00	825.00
Project Income - Live/Silent Auction	14,313.00	15,981.00	16,100.00
Project Income - Auction Admissions	1,863.00	806.00	750.00
Project Income - Auction Sponsors	4,600.00	8,500.00	8,500.00
Cruise	796.00	1,870.60	1,800.00
Income	3,745.00	68.75	2,250.00
Ambassadors' Gala	21,326.06	165.00	16,200.00
Golf Tournament	26,107.00	23,879.50	25,100.00
Miss Greater Irmo Pageant	427.00	4,126.00	4,100.00
Summer Outing	766.00	1,338.00	1,300.00
Business After Hours	4,050.00	7,063.03	6,900.00
Projects Income - Other	2,350.00	70.00	
TOTAL FUNDING SOURCES	183,606.05	186,335.84 10 Months	215,058.00

Prepared January 4, 2005

NOTE: Chamber Fiscal Year: March 1 through February 28

98-95

EXPENDITURES

Organization: Greater Irmo Chamber of Commerce

List of Expenditures	Actual 2003-04	Current 2004-05	Estimated 2005-06
M Larsen Benefit	20.29		
Interest Charges	97.85		
Advertising	117.30	1,156.84	2,800.00
Bank Charges	1,391.32	522.70	600.00
Late Fees	106.89	101.64	107.00
Finance Charges		25.60	50.00
President/CEO	31,500.04	26,653.83	35,100.00
Consultant Contracts		1,269.23	
Administrative Director	480.00	3,399.00	12,480.00
Other		300.00	1,100.00
Marketing Director	31,652.11	33,025.17	28,500.00
Welcome Center Coordinator	10,700.00	7,290.00	14,400.00
Wages/Commissions-Other	16.35		
Payroll Tax Expenses	3,307.57	5,369.01	7,200.00
South Carolina Withholding Tax	248.00	1,068.20	1,450.00
Employee Quarterly Federal Tax Return	5,856.53	3,391.90	4,625.00
Equipment Lease/Rent - Copier Tax	246.56	105.80	325.00
Equipment Lease/Rent - Copier/Postage Machine	1,776.00	2,843.78	5,920.00
Copier/Computer Repair	1,527.71	1,240.00	2,200.00
Donations		500.00	
Chamber Dues	575.00	687.00	850.00
Educational Expenses	1,446.55	594.95	1,200.00
Insurance	2,062.00	2,062.00	2,200.00
Janitorial Service	1,194.02	1,228.72	1,800.00
Maintenance/Repairs - Building	828.07	542.13	560.00
Maintenance/Repair - Moving-Message Sign	105.00	400.00	450.00
Meeting Expense - Board/Staff Meetings	121.28	275.14	750.00
Meeting Expense - Business	116.93	326.51	850.00
Meeting Expense - Church Cleanup	500.00	150.00	900.00
Meeting Expense - Meals	7,957.29	4,127.08	3,500.00
Meeting Expense - Other	687.47	185.49	225.00
Miscellaneous Expense		66.70	
Newsletter	300.00		1,800.00
Newsletter - Miscellaneous Expense	150.00		
Credit Card Discount	-2.44		
Office Equipment	1,649.49	1,634.69	2,550.00
Office Supplies	8,243.71	4,916.09	6,900.00

EXPENDITURES

Organization: Greater Irmo Chamber of Commerce

List of Expenditures	Actual 2003-04	Current 2004-05	Estimated 2005-06
Shortages	76.22		
Postage/Shipping	4,867.38	4,191.72	7,400.00
Printing	1,349.66	1,972.81	10,450.00
Professional Fees	300.00	2,445.00	2,500.00
Project Expense - Auction, Other Expense	2,567.88	3,622.73	3,700.00
Project Expense - Auction Purchase Items	104.00	42.00	50.00
Project Expense - Auction - Other	978.88	100.00	250.00
Project Expense - Auction Scholarships		4,000.00	2,000.00
Project Expense - Moving Message Sign Maint.	25.00	25.00	
Project Expense - Ambassadors' Gala	6,675.67	7,875.26	7,900.00
Project Expense - Golf Tournament	8,872.32	10,689.32	10,700.00
Project Expense - Okra Strut	84.24	289.95	300.00
Project Expense - Oyster Roast	1,306.42	1,140.46	1,175.00
Project Expense - Miss Greater Irmo Pageant	3,125.63	2,963.32	3,100.00
Project Expense - Summer Outing	955.07	1,040.04	1,050.00
Project Expense - Web Site	575.00	146.69	850.00
Project Expense - Business After Hours	1,904.02	3,433.40	3,500.00
Project Expense - Other	34.63		
Cruise		19.95	
Promotions	1,191.16	535.32	2,500.00
Public Relations	5,266.10	3,215.61	4,100.00
Rent - Welcome Center and Chamber	12,244.97	9,671.30	12,250.00
Property Taxes		203.04	
Utilities - Gas/Electric	2,295.51	2,262.33	2,975.00
Utilities - Telephone	5,248.55	5,320.30	6,600.00
Utilities - Other	198.37		
Uncategorized Expenses		16.75	
TOTAL EXPENDITURES	175,225.57	170,681.50 10 Months	224,742.00

Prepared January 4, 2005

NOTE: Chamber Fiscal Year: March 1 through February 28

GREATER IRMO CHAMBER OF COMMERCE
P. O. Box 1246
Irmo, South Carolina 29063

PROJECT BUDGET FY 2005 - 2006

Project	Estimated Total Cost of Project	Total Lexington County Accommodations Tax Fund Requested
Visitor's Brochure - "Irmo, South Carolina: The Gateway to Lake Murray"		
Printing 1,875 @ \$2.78	\$5,213	\$1,303
Postage 680 @ \$4.36	\$2,965	\$741
Envelopes 680 @ \$1.15	\$782	\$196
Advertising and Promotion	\$1,500	\$375
Subtotal	\$10,459	\$2,615
Community Awareness		
Welcome Center Facility Rent \$468.56 x 12 months	\$5,623	\$1,406
Welcome Center Facility Expansion or Relocation	\$10,000	\$2,500
Advertising and Promotion	\$3,800	\$950
Public Relations	\$4,100	\$1,025
Printing (in-house and outsourcing)	\$5,200	\$1,300
Postage	\$4,100	\$1,025
Website	\$1,000	\$250
Community Moving-Message Sign	\$550	\$138
Operations, Welcome Center	\$18,100	\$4,525
Subtotal	\$52,473	\$13,118
TOTAL	\$62,932	\$15,733

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**Greater Irmo Chamber of Commerce
Room Nights Projected
FY 2005-2006**

Event	Room Nights Projected
• Welcome Center Web Site/Walk-ins/Call-ins	1,510
• Welcome Center and Third Parties Distribution of Community and Visitor Brochures	387
• Networking with Lexington-Richland District Five Schools	194
• Networking with Real Estate Agents	126
• Miss Greater Irmo/Miss Greater Irmo Teen Pageant	24
• Annual Irmo Okra Strut	217
• Chamber Annual Ambassadors Gala	10
• Chamber Annual Golf Tournament	48
Total Nights Projected	2,516

Methodology for projecting total nights: Nights may be tracked by surveys, random sampling questionnaires and records maintained by the Chamber and events records.

**Greater Irmo Chamber of Commerce
P. O. Box 1246
Irmo, South Carolina 29063**

**BALANCE SHEET
FY 2004 – 2005 LEXINGTON COUNTY ACCOMMODATIONS TAX FUND**

Balance Forwarded From Previous Year		\$ -0-
Funding Source:		
Lexington County Accommodations Tax Fund	\$6,500.00	
Total Funding Source		\$ 6,500.00
Expenditures:		
Tourism Welcome Center Packets:		
Visitor's Brochure: "Irmo, South Carolina: The Gateway to Lake Murray" (756 @ \$2.65)	\$2,003.40	
Postage (315 @ \$4.26)	\$1,341.90	
Envelopes (315 @ \$1.09)	\$ 343.35	
Tourism Welcome Center Rent @ \$468.56 per month (Accommodations Tax Fund remaining only covered rent costs for the months of July, August, September, October, November and December)	\$2,811.35	
Total Expenditures		\$6,500.00
Balance		\$ -0-

Date Prepared: January 4, 2005

98-100

COUNTIES:

AIKEN*
ALLENDALE
BARNWELL
BEAUFORT
CALHOUN*
HAMPTON
JASPER
LEXINGTON
ORANGEBURG*
RICHLAND*
(*PARTS OF)

ERIC DELL
CHIEF OF STAFF

JOE WILSON

2ND DISTRICT, SOUTH CAROLINA

ASSISTANT MAJORITY WHIP

COMMITTEES:

ARMED SERVICES

EDUCATION AND THE WORKFORCE

HOUSE POLICY

Congress of the United States House of Representatives

December 8, 2004

212 CANNON HOUSE OFFICE BUILDING
WASHINGTON, DC 20515-4002
(202) 225-2452
FAX: (202) 225-2455
E-MAIL: joe.wilson@mail.house.gov
WEBSITE: www.house.gov/joewilson

Lexington County Accommodations Tax Advisory Committee
C/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

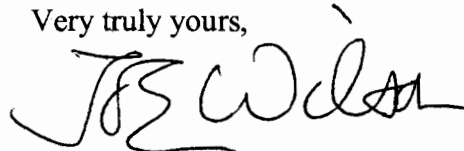
Dear Committee,

It has come to my attention that The Greater Irmo Chamber of Commerce has recently applied for Accommodations Tax funds for fiscal year 2005-2006 to implement valuable projects aimed at elevating the status of the community. I support the Chamber of Commerce and their effort to market The Greater Irmo Community as a business and tourist destination.

It is my belief that The Greater Irmo Chamber of Commerce has a proactive program in place that would greatly enhance its ability to attract business and tourism to the community, which would benefit Lexington County as a whole. The use of Accommodations Tax funds for this program is a responsible investment in the community. I support the use of these funds for the Greater Irmo Community. I appreciate your careful and thoughtful consideration in this matter.

It is an honor to represent the people of the Second Congressional District of South Carolina. If ever I may be of service to you, please do not hesitate to contact me.

Very truly yours,



JOE WILSON

Member of Congress

JW/mp

MIDLANDS OFFICE:
1700 SUNSET BLVD. (US 378), SUITE 1
WEST COLUMBIA, SC 29169
MAILING ADDRESS: P.O. BOX 7381
COLUMBIA, SC 29202
(803) 939-0041
FAX: (803) 939-0078

LOWCOUNTRY OFFICE:
903 PORT REPUBLIC STREET
P.O. BOX 1538
BEAUFORT, SC 29901
(843) 521-2530
FAX: (843) 521-2535

98-101
TOLL FREE 1-888-381-1442

RONNIE CROMER
SENATORIAL DISTRICT NO. 18

HOME ADDRESS:
P.O. BOX 378
PROSPERITY, SC 29127
TELEPHONE: (803) 364-3950

OFFICE ADDRESS:
P. O. BOX 142
501 GRESSETTE BUILDING
COLUMBIA, SOUTH CAROLINA 29202
TELEPHONE (803) 212-6100
FAX (803) 212-6299
EMAIL: CROMERR@SCSENATE.ORG



COMMITTEES:
AGRICULTURE AND
NATURAL RESOURCES
BANKING AND INSURANCE
FISH, GAME AND FORESTRY
JUDICIARY
RULES

December 17, 2004

Lexington County Accommodations Tax Advisory Committee
C/O Lexington County Council
212 South Lake Drive
Lexington, South Carolina

Dear Committee:

I am of the understanding that The Greater Irmo Chamber of Commerce has recently applied for Accommodations Tax Funds for fiscal year 2005-2006 for the purpose of implementing several projects designed to elevate the status of the community. I fully support the Chamber and the projects they have planned to market The Greater Irmo Community as a business and tourist destination.

I believe the mission and purpose of The Chamber to encourage and promote the growth of The Greater Irmo Area is a laudable one and the use of Tax Accommodations Funds to assist them would be in the best interest of all citizens of Lexington County.

I appreciate your consideration of this request and am available for any questions from you.

As always, I am here to assist you in any way possible.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ronnie Cromer".

RONNIE CROMER
SENATE DISTRICT 18

98-102



House of Representatives

State of South Carolina

Chip Huggins

District No. 85 - Lexington County
308 Wayworth Court
Columbia, SC 29212

323-B Blatt Building
Columbia, SC 29211

December 10, 2004

Tel. (803) 734-2971

Committee:

Labor, Commerce and Industry

**Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, SC 29072**

Dear Committee:

I am writing on behalf of The Greater Irmo Chamber of Commerce that has recently applied for Accommodations Tax funds for fiscal year 2005-2006. These funds will be used to implement valuable projects designed to advance the status of the community. The Greater Irmo Chamber of Commerce has my support in their effort to market the Greater Irmo Community as a business and tourist destination.

The Greater Irmo Chamber of Commerce has a positive program in place that would greatly enhance its ability to attract business and tourism to the community, and this would benefit Lexington County as a whole. The use of Accommodations Tax funds for this program would be a responsible investment in the community, and I support the use of these funds for the Greater Irmo Community. I would greatly appreciate it if you would give this application your careful and thoughtful consideration.

If I can ever be of assistance, please call me.

Sincerely,

Chip Huggins

CH/ffc/2004dec10-3

cc: Mr. Fred Sojourner, Greater Irmo Chamber of Commerce

98-103



**Greater Irmo
Chamber of
Commerce**

Chuck Larsen
President and CEO



Lexington County Accommodations Tax Advisory Committee
C/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

January 4, 2005

Dear Committee:

Thank you for the application forms to apply for County of Lexington Accommodations Tax Fund for Funding Year 2005-2006. The Greater Irmo Chamber of Commerce is applying for Accommodations Tax Fund for Funding Year 2005-2006. The application has a description of the project and the benefit to tourism and the community. A budget of funding sources and expenditures is submitted with the request.

An audit of how funds were used during the fiscal period of July 1, 2004-June 30, 2005 is submitted.

Thank you for consideration to our Accommodations Tax Fund request.

Sincerely,

Charles L. Larsen, Sr.
President and CEO

Enclosures

98-104

County of Lexington
Accommodations Tax Fund Request

Funding Year 2005-2006



Organization Lexington County Arts Association - Village Square Theatre

Address P.O. Box 412 Lexington, SC 29071

Project Director Tom Wood / Kelly Jo LaMarche Telephone 803-359-3727

Address P.O. Box 412 Lexington, SC 29071

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

\$ 24,000⁰⁰

Total Accommodations Tax Funds Requested:

\$ 24,000⁰⁰

Is the organization for profit ___ or non-profit X ?

County _____

Municipal _____

501(c)(3) X

Other _____

Kelly Jo LaMarche
Signature of Project Director

12-22-04
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

98-105

L.C.A.A.

Lexington County Arts Association

The mission of the Lexington County Arts Association shall be to encourage and stimulate the practice and appreciation of the arts among the people of Lexington County and the surrounding area.

In an effort to offer the children of Lexington County and surrounding areas the opportunity to experience the arts from a hand on perspective we are developing a summer education program. Our target date for our Summer Arts program is June of 2005. We believe this is a valuable service to our community that will draw interest from families outside of our immediate county as well. Not only will it give our children the rewarding experiences that art participation can bring, but will bring new consumers to our area.

As adults come with their children to our classes, they will discover the many nearby attractions that Lexington County has to offer. New visitors, as well as local community members, will be exposed to the variety of dining; shopping and cultural organizations right in their own backyard! This year we have partnered with three other organizations in our area, The Lexington County Youth Chorale, The Lexington County Choral Society and The Lake Murray Symphony Orchestra. Our purpose has been to expose what each has to offer in order to advertise the several avenues of arts entertainment in our area.

To start a quality program that reaches out to all communities and provides outstanding arts education, LCAA feels it will cost at least \$24,000. Salaries for the various instructors for the summer and the Arts Coordinator will cost approximately \$15,000. We will buy materials and supplies for the classes so that the participants will not have to. We expect those to cost around \$2500. We would also like to provide a shuttle service for students who do not have transportation to the theater. We would like to rent a van, with the possibility of owning, to transport students to and from the theater for class. With gas costs, insurance and van rentals, we feel this will cost around \$4,000. We estimate \$3600 for the van rental and \$400 for the gas. We plan to evaluate the effectiveness of the program and survey participants about their experience at the theater and in Lexington County. The expected \$2500 for this undertaking will be spent on materials, mailings, etc.

One of our local businesses, Temple Inland of Lexington has offered some financial support for this program through matching funds. We also anticipate having some matching funds through a registration fee charged to program participants.

98-108

Through this summer arts program, the LCAA hopes that students will not only become consumers of the arts, but will also make the arts part of their lives forever. By creating a summer arts program, the LCAA hopes to inspire students to enroll in art classes at their home schools, to increase involvement in community theater, and to share with others the availability of arts in Lexington County and in their communities. Additionally, we want students to gain more knowledge in the discipline that they have chosen to study further. Because classes will be based on the South Carolina Visual and Performing Arts Standards, they will coincide with curriculum in their public school. Finally, we intend to hire qualified instructors for each area of theatre classes offered. This will guarantee that standards will be taught to their full capacity in the time allowed for each class.

The Village Square Theatre has offered classes in the fall and spring for the past three years in an attempt to start a Junior Arts Program. We produced a brochure that was sent out to LCAA members, as well as distributed in the community through local schools. It was fairly successful for a couple of years. We determined one of the principal challenges was the absence of a qualified employee to oversee the project. Volunteers worked very hard to keep the program running however, there was no expert in the field to evaluate the program, formulate changes, execute the public relations required, and so forth. The Arts Coordinator for our proposed summer program is a qualified member of our Board. She is a certified Arts teacher in the Lexington school system as well as President of the South Carolina Theatre Association. We feel the LCAA now has in place the fundamentals needed to make a successful summer arts program. With a qualified person overseeing the project as the Arts Coordinator and financial help from the community, we can compose a flourishing and educational venture for students and parents in and around Lexington County.

As stated above, we believe through this summer arts program we can draw numerous people into Lexington to support the fine arts, local business and our community! Our efforts to advertise and offer programs to attract visitors from a wide geographic area will only benefit our thriving community.

Respectfully submitted,

LCAA Board of Directors

98-109

L.C.A.A.

Lexington County Arts Association

The mission of the Lexington County Arts Association shall be to encourage and stimulate the practice and appreciation of the arts among the people of Lexington County and the surrounding area.

Financials

98-110

MEMBER
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

RISH AND ENZASTIGA
CERTIFIED PUBLIC ACCOUNTANTS
411 NORTH LAKE DRIVE
LEXINGTON, SOUTH CAROLINA 29072
803-359-9921 FAX: 803-359-9322

MEMBER
SOUTH CAROLINA ASSOCIATION
OF CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT ACCOUNTANT'S REPORT

Lexington County Arts Association
Lexington, South Carolina

We have compiled the accompanying statements of financial position of Lexington County Arts Association (a nonprofit organization) as of June 30, 2004 and 2003, and the related statements of activities, statement of functional expenses, and cash flows for the years then ended and the accompanying supplementary information, which is presented only for supplementary analysis purposes, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements and supplementary schedule information that is the representation of the Board. We have not audited or reviewed the accompanying financial statements and supplementary schedule and, accordingly do not express an opinion or any other form of assurance on them.

Rish and Enzastiga

Lexington, South Carolina
October 27, 2004

STATEMENTS OF FINANCIAL POSITION
 LEXINGTON COUNTY ARTS ASSOCIATION

June 30,

	2004	2003
ASSETS		
Current Assets		
Cash and cash equivalents - Note B	\$ 63,584	\$ 50,337
Prepaid expenses - Note D	<u> -</u>	<u> 7,645</u>
Total Current Assets	63,584	57,982
Property & equipment - Note C	442,315	435,597
Accumulated depreciation	<u>(196,997)</u>	<u>(182,357)</u>
Net Property and Equipment	<u>245,318</u>	<u>253,240</u>
Cash-building campaign - Note B	<u> 752</u>	<u> 779</u>
TOTAL ASSETS	<u>\$ 309,654</u>	<u>\$ 312,001</u>
 LIABILITIES AND NET ASSETS		
Net Assets - Note E		
Temporarily restricted for building campaign	\$ 752	\$ 779
Unrestricted	<u>308,902</u>	<u>311,222</u>
TOTAL NET ASSETS	<u>309,654</u>	<u>312,001</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 309,654</u>	<u>\$ 312,001</u>

STATEMENTS OF ACTIVITIES

LEXINGTON COUNTY ARTS ASSOCIATION

For the Year Ended June 30,

Changes in unrestricted net assets	2004	2003
Revenue and Support		
Admissions	\$ 36,608	\$ 41,945
Juniors arts classes	551	1,567
Costume rentals	6,045	1,734
Poster project	39	167
Show sponsor	3,500	1,500
Advertising income-net of costs	(412)	16
Memberships	15,852	12,712
Donations	1,156	3,372
Gala income/(loss)	(117)	(663)
Grant income	15,313	13,769
Interest income	227	226
Valentine show-net	695	-
Miscellaneous income	255	350
Rental income	2,410	3,644
Scholarship fund income	3,201	718
	<hr/>	<hr/>
Total Revenue and Support	85,323	81,057
Expenses		
Production costs	60,681	45,235
General and administrative costs	11,275	10,126
Depreciation expense	14,640	14,467
	<hr/>	<hr/>
Total Expenses	86,596	69,828
	<hr/>	<hr/>
INCREASE/(DECREASE) IN UNRESTRICTED NET ASSETS	(1,273)	11,229
Changes in temporarily restricted net assets		
Donations	(1,000)	1,000
Expenditures	(74)	(1,712)
	<hr/>	<hr/>
CHANGE IN TEMPORARILY RESTRICTED NET ASSETS	(1,074)	(712)
	<hr/>	<hr/>
Net Assets, Beginning of Year	312,001	301,484
	<hr/>	<hr/>
NET ASSETS, END OF YEAR	\$ 309,654	\$ 312,001
	<hr/>	<hr/>

STATEMENT OF FUNCTIONAL EXPENSES

LEXINGTON COUNTY ARTS ASSOCIATION

For the Year Ended June 30, 2004 (with Comparative Totals for 2003)

Expenses	Production		General and		Total	
	Costs		Administrative		2004	2003
Advertising	\$ 442	\$ -	\$ -	\$ 442	\$ 492	
Bank service charges	-	1,438	-	1,438	990	
Cleaning services	1,135	-	-	1,135	-	
Depreciation	14,640	-	-	14,640	14,467	
Dues and subscriptions	-	440	-	440	175	
Equipment purchases	269	-	-	269	-	
Insurance	6,455	1,614	-	8,069	7,681	
Miscellaneous	-	50	-	50	8	
Office expenses	5,915	1,479	-	7,394	4,243	
Project expenses	34,467	-	-	34,467	25,936	
Professional fees	575	850	-	1,425	850	
Rent	-	30	-	30	435	
Repairs and maintenance	2,345	2,345	-	4,690	6,733	
Scholarships	-	1,000	-	1,000	-	
Telephone	456	455	-	911	1,032	
Funfest	-	418	-	418	1,046	
Utilities	8,622	2,156	-	10,778	7,452	
Total Functional Expenses	\$ 75,321	\$ 12,275	\$ 87,596	\$ 71,540		

-9- 58-114

See accompanying notes and accountant's report.

STATEMENT OF CASH FLOWS

LEXINGTON COUNTY ARTS ASSOCIATION

For the Year Ended June 30,

	2003	2003
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (2,347)	\$ 10,517
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	14,640	14,467
Changes in operating assets and liabilities - increase/(decrease) in cash flow		
Prepaid expenses	<u>7,645</u>	<u>36</u>
NET CASH FLOWS PROVIDED BY OPERATING ACTIVITIES	<u>19,938</u>	<u>25,020</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Building campaign, temporarily restricted	15	23
Purchase of property	<u>(6,706)</u>	<u>(9,040)</u>
NET CASH FLOWS USED BY INVESTING ACTIVITIES	<u>(6,691)</u>	<u>(9,017)</u>
NET INCREASE/(DECREASE) IN CASH	13,247	16,003
Cash and equivalents, Beginning of Year	<u>50,337</u>	<u>34,334</u>
CASH AND EQUIVALENTS, END OF YEAR	<u>\$ 63,584</u>	<u>\$ 50,337</u>

See accompanying notes and accountant's report.

-7- 98-115

NOTES TO FINANCIAL STATEMENTS

LEXINGTON COUNTY ARTS ASSOCIATION

Year Ended June 30, 2004

NOTE A - OVERVIEW AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting principles followed by Lexington County Arts Association (the Association) and the methods of applying those principles that materially affect the determination of financial position, changes in net assets and cash flows are summarized as follows:

Nature of Organization:

The Association is a corporation chartered under South Carolina law. The Association's purpose is to give the community an opportunity to participate in theatrical productions and expose the community to cultural events.

Basis of Accounting

The financial statements of the Association have been prepared on the accrual basis of accounting, recognizing revenue when earned and expenses when the related liabilities are incurred.

The Association distinguishes the use of assets and support as unrestricted, temporarily restricted, or permanently restricted. Certain support that is restricted by donors as being available only in future accounting periods is reported as restricted support. Expiration of donor imposed restrictions is reflected by reclassification of net assets from restricted to unrestricted.

Cash and Cash Equivalents

For financial statement purposes, the Association considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash and cash equivalents.

Comparative Financial Information

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2003, from which the summarized information was derived.

Property and Equipment

Machinery and equipment, buildings and land are maintained on the basis of historical cost or fair market value in the case of donations. Depreciation is computed by the straight-line method over the estimated useful lives of equipment ranging from 5 years for equipment to 39 years for buildings.

NOTES TO FINANCIAL STATEMENTS

LEXINGTON COUNTY ARTS ASSOCIATION

Year Ended June 30, 2004

NOTE A - OVERVIEW AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates

The Association uses estimates and assumptions in preparing its financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could vary from the estimates that were used.

Expense Allocation
(Functional expenses)

The costs of providing various programs and other activities have been summarized on a functional basis in the Statement of Activities and in the Statement of Functional Expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Income Taxes

The Association is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

Donated Services

A substantial number of volunteers have donated their time to the Association's program services during the year; however, these donated services are not reflected in the financial statements, since the services did not create or enhance any non-financial assets and are not financially material.

Ticket Sales

Ticket sales received prior to the fiscal year to which they apply are not recognized as revenue until the year earned.

NOTES TO FINANCIAL STATEMENTS
 LEXINGTON COUNTY ARTS ASSOCIATION

Year Ended June 30, 2004

NOTE B - CASH AND CASH EQUIVALENTS

As of June 30, 2004, the Association had cash comprised of:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Petty cash	\$ 100	\$ -	\$ 100
Demand deposits	14,787	-	14,787
Money market	<u>48,697</u>	<u>752</u>	<u>49,449</u>
	<u>\$ 63,584</u>	<u>\$ 752</u>	<u>\$64,336</u>

Cash totaling \$752 which is temporarily restricted is included in the money market category. It is held in a separate account for a building campaign.

NOTE C - PROPERTY AND EQUIPMENT

The following is a summary of property, plant and equipment transactions for the year ended June 30, 2004:

<u>Description</u>	<u>Balance at July 1, 2003</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance at June 30, 2004</u>
Land	\$ 60,000	\$ -	\$ -	\$ 60,000
Buildings	327,920	-	-	327,920
Machinery & equipment	47,677	6,718	-	54,395
Accumulated depreciation	<u>(182,357)</u>	<u>(14,640)</u>	<u>-</u>	<u>(196,997)</u>
Net Property	<u>\$ 253,240</u>	<u>\$ (7,922)</u>	<u>\$ -</u>	<u>\$ 245,318</u>

LEXINGTON COUNTY ARTS ASSOCIATION

Year Ended June 30, 2004

NOTE D - RESTRICTED NET ASSETS

Restricted net assets consists of monies raised and set aside for a building campaign.

SCHEDULE OF PROGRAM INCOME AND EXPENSES

LEXINGTON COUNTY ARTS ASSOCIATION

For the Year Ended June 30, 2004

<u>Program</u>	<u>Ticket Sales</u>	<u>Production Expense</u>	<u>Net Income/ (Loss)</u>
<u>Production</u>			
Wizard of Oz	\$ 17,375	\$ 11,194	\$ 6,181
Pillow Talk	4,263	3,609	654
Annie Get Your Gun	10,920	7,315	3,605
Into The Woods Jr.	4,050	3,676	374
	<u>\$ 36,608</u>	<u>\$ 25,794</u>	<u>\$ 10,814</u>

County of Lexington
Accommodations Tax Fund Request

Funding Year 2005-2006



Organization Brookland-Cayce World War II Monument & Memorial

Address 1300 State Street, Cayce, S. C.

Project Director W. Harold Jones Telephone 803-794-3316

Address 822 Pinedale Road, West Columbia, S. C. 29170

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 87,984.00

\$ 8,500.00

Is the organization for profit ___ or non-profit X ?

County ___ Municipal ___ 501(c)(3) X Other ___

W. Harold Jones
Signature of Project Director

1-3-05
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

FUNDING SOURCES

Organization Brookland-Cayce World War II Monument & Memorial

List of Funding Sources	Actual 2003-2004	Current 2004-2005	Estimated 2005-2006
Town of South Congaree	250.00		
City of Cayce	1,000.00		
Blue Cross Blue Shield of S. C.	500.00		
American Legion Post 90	1,000.00		
MSI Construction Co.	4,500.00		
Veteran's Day Golf Tournament	100.00		
Tri City Fuel & Heating	500.00		
Business Vitals LLC	500.00		
Thomas L. Gregory	500.00		
Celebrate Freedom Foundation	500.00		
Frank E. Hutchins	500.00		
Al's Upstairs	150.00		
J. T. Altman	300.00		
Vietnam Veterans of America, Inc.	100.00		
Edwards Memorial Presbyterian Church	65.00		
Hookdale Partnership		100.00	
County of Lexington		2,500.00	
Individual donations, sponsorship of brick cost, business corporate donations, sales of prints, bumper stickers & tee shirts	9,965.00		
TOTAL	20,430.00	2,600.00	
GRAND TOTAL		23,030.00	

Description of project:

The Brookland-Cayce World War II Memorial project is located on the campus of Brookland-Cayce High School. It is dedicated to honoring the men and women who attended any school in the Brookland-Cayce district and served in the armed forces during World War II. An engraved brick represents each of the 903 veterans enrolled in the project. A special feature of the memorial honors the 27 Brookland-Cayce district men who were killed-in-action during the war. Their names are engraved on a bronze plaque surrounding an inspiring bronze sculpture designed by USC alumni Te Kohler that is the pinnacle of the memorial. As new veterans are identified their names can be added to the project making this a growing reminder of Brookland-Cayce's service during World War II.

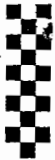
Tourism and Community benefits:

As part of the memorial enrollment each veteran submits a biography of his or her life and war experience. These biographies will be available for district junior and high school students to use for research and as a learning tool for students to understand their community's rich history of public service.

The memorial has drawn the interest of families from around the United States. Donations have been accepted from veterans or families of veterans from North Carolina, Georgia, Virginia, California and Maine. Families from Fort Jackson and Parris Island have visited the memorial. Visitors to the State House, State Museum, Guignard Park and the Riverwalk are also drawn to the memorial. For the many veterans who visit the memorial to see if they recognize any names it has become a place of reflection similar to the Vietnam Veterans Memorial in Washington, DC.



98-124



HANSON BRICK

Order Quote

CUSTOMER: LEXINGTON #2 SCHOOL DISTRICT
 ORDER NUMBER: OC427825
 CUSTOMER P/O: BRKLYN CAYCE
 ORDER DATE: 12/08/2004
 LOCATION: COLUMBIA

*Attn: w. Harold Jones
 from: Shayla 9 pages*

<u>PRODUCT</u>	<u>RUN</u>	<u>DESCRIPTION</u>	<u>TOTAL QUANTITY</u>	<u>PRICE</u>	<u>EXTENDED PRICE</u>
6618497	COLA	PH PATHWAY FLAS	53	.50	26.50
6519909	99999	NAMEBRICK	53	23.50	1245.50

SUBTOTAL 1272.00
 STATE TAX 63.60
 COUNTY TAX .00
 TOTAL **1335.60**

** We will two sets
 1-6-04
 W.H.J.*

98-125

Table for 2 line bricks 4" x 8"

**Please type each line as it should appear on the brick.
Please type only 20 characters per line (including spaces
between words and names).**

BRICK #	LINE 1	LINE 2
Brick1	Bruce K. Seibert	SCNG Army
Brick2	Daniel Young	Army
Brick3	Clarence A. Lynch	Marines
Brick4	Eddie Holmes, Jr.	Marines
Brick5	Ernest Ellisor	Army
Brick6	Frank N. Spires	Navy
Brick7	Frank Smith	AAF
Brick8	Franklin H. Shealy	Army
Brick9	Fred J. Mallonee	Army
Brick10	Fritz Turner	Air Force
Brick11	Glenn A. Seibert	Navy
Brick12	Hansel C. Varn	Navy
Brick13	Hiram T. Mack, Jr.	Navy
Brick14	James V. Helms Jr.	Army
Brick 15	Jesse C. Ellison	Navy
Brick 16	John C. Stokes	Navy
Brick 17	John H. Cromer	Navy
Brick 18	John Perry Varn	Army
Brick 19	John W. Martin	Army
Brick 20	Julius F. Lynch	AAF
Brick 21	Luther W. Morris	Army
Brick 22	Marion C. Chavis	Army
Brick 23	Mozell Zeigler	Marines
Brick 24	Oscar C. Sewell	Army
Brick 25	Owens Carl Geiger	Navy
Brick 26	Parks Harold Carter	AAF
Brick 27	Richard P. Lynch	Army
Brick 28	Robert E. Varn	Army
Brick 29	Shelton Lorick	Navy
Brick 30	Thomas Fripp Tyson	Marines
Brick 31	William F. Gray	Army
Brick 32	Willie Holmes Jr.	Army
Brick 33	Woodrow Ellison	Army
Brick 34	Jesse E. Beard	Army
Brick 35	Herman W. Rentz	Army
Brick 36	Herbert L. Furtick	Army
Brick 37	Ray Francis Thornton	Navy
Brick 38	Thomas Joseph Ellian	Army
Brick 39	James Randolph Till	AAF
Brick 40	Etheredge D. Sturkie	Army
Brick 41	Edward Thomas Epting	Navy
Brick 42	Heber C. Rentz	Army
Brick 43	David Vernon Wingard	Navy
Brick 44	Franklin L. Haygood	Army
Brick 45	Gary "Bunk" Roland	Army
Brick 46	Earl Tidwell	Army

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Brick 47	David Young	Marines
Brick 48		
Brick 49		
Brick 50		
Brick 51		
Brick 52		
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Brick 98		
Brick 99		

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Table for 3 Line bricks

Please type each line as it should appear on the brick.

Please type only 18 characters per line (including spaces between words and names).

June 15, 2004

Brick #	Line 1	Line 2	Line 3
Brick 1	Quitman Davis	Corder Jr.	AAF
Brick 2	Wilbur "Buddy"	Franklin Sharpe	Army
Brick 3	William Joel	Bundrick	Army
Brick 4	Francis P.	"Frank" Sox	Army
Brick 5	Angelo Paul	Cavallone	Navy
Brick 6	George Thomas	Sinclair	Merchant Marines
Brick 7	Maurice Wingard	Shealy	Navy
Brick 8			
Brick 9			
Brick 10			
Brick 11			
Brick 12			
Brick 13			
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Brick 35			

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NewsBank InfoWeb

America's Newspapers

COMMITTEE TO UNVEIL WWII MEMORIAL

State, The (Columbia, SC)

November 10, 2003

Author: PAUL WACHTER, Staff Writer

Estimated printed pages: 2

A memorial to more than 800 World War II veterans from Lexington District 2 schools will be unveiled Tuesday at Brookland-Cayce High School.

"It's something we should have done over 30 to 40 years ago, but we still want to show our appreciation for what those men and women did," said Harold Jones, of West Columbia, who had the idea for the memorial.

Jones, 70, said the idea came to him in January 2000, after he looked through a friend's 1944 Brookland-Cayce yearbook, dedicated to the nearly 400 men and women who were serving in the war.

The semiretired businessman recruited two other Brookland-Cayce alumna - June Byrd '43 and Betty Ballington '40- onto a committee to build the memorial.

"There were a lot of memories from those times," Byrd said. "Even us on the home front were caught up in the war, with the coupons for food and sugar and lines for gas."

It was no easy task finding the veterans' names, which appear on the bricks of the memorial.

"At first some veterans didn't think we could pull it off," Jones said.

Jones spent hours pouring through a five-volume list of South Carolina's nearly 200,000 World War II veterans, published during Gov. Bob McNair's administration.

"Word of mouth helped a lot," Byrd said. "People would hear what we were working on and call in with the names of veterans they knew."

The committee also wanted to ensure that black veterans were not overlooked, Jones said.

"At that time, Brookland-Cayce was a white school, and blacks went to Lakeview," he said.

About 30 blacks are recognized in the memorial, he said.

The memorial cost about \$82,000, much of it donated by local companies and individuals, Jones said.

It will be part of a broader project to educate local school children, he said.

Surviving veterans and the families of the deceased have been invited to submit biographical sketches and a war-era picture, Jones said.

"We have 485 pictures so far, and a lot of bios, which will be stored on computer and made available to students," Jones said.

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The five schools participating are Brookland-Cayce High School, Airport High School, Northside Middle School, Cyril B. Busbee Middle School and R.H. Fulmer Middle School.

Reach Wachter at (803) 771-8404 or pwachter@thestate.com.

Caption:

Harold Jones of West Columbia has led the effort to build a WWII monument in front of Brookland-Cayce High School. TAKAAKI IWABU/THE STATE
PHOTO: COLOR

Edition: FINAL

Section: METRO/REGION

Page: B1

Index Terms:

WAR MONUMENT

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Record Number: 0311100103

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County of Lexington
Accommodations Tax Fund Request

Funding Year 2005-2006



Organization Town of Pine Ridge
Address 2757 Fish Hatchery Road, West Columbia, SC 29172
Project Director David Busby Telephone 755-2500
Address 2757 Fish Hatchery Road, West Columbia, SC 29172

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

\$ 35,400.00

Total Accommodations Tax Funds Requested:

\$ 35,000.00

Is the organization for profit ___ or non-profit X?

County ___ Municipal X 501(c)(3) ___ Other ___

David L Busby
Signature of Project Director

6 January 2005
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

EXPENDITURES

Organization Town of Pine Ridge

List of Expenditures	Actual 2003-2004	Current 2004-2005	Estimated 2005-2006
Camp Moore/Styx Road Sign		\$ 245.00	
Walking trail surface improvement		\$ 186.00	
Paving parking lot			\$ 16,000.00
Firing Range Target restoration			\$ 2,200.00
Walking trail plaques		\$ 285.00	
Camp Moore/Styx Kiosk		\$ 478.00	
Disability access improvements		\$ 400.00	
Shrubbery			\$ 2,400.00
Exercise/Stretching stations		\$ 2,200.00	
Public drinking fountain			\$ 1,400.00
Walking trail resurfacing			\$ 9,200.00
Grading and grounds clearing		\$ 200.00	\$ 4,200.00
TOTAL	\$ 0.00	\$ 3,994.00	\$ 35,400.00

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Pine Ridge Community Improvement Projects

Progress Report

Camp Moore/ Styx Firing Range Wall Park

This project was started about four years ago, but progress has been slow due to limited financial resources. Most of the initial parking lot surface grading was completed and resurfaced using milled asphalt; however; additional resurfacing is required to remove surface obstacles and to improve the walking surfaces for senior citizens and disabled users. A disability user access point and a gravel surfaced walking trail have been completed, but a smooth surface must be installed before senior citizens or persons with a walking disability can use the entire walking trail. A wooden bridge was completed to allow for drainage of surface water from the area of the wall the firing target exhibit will be placed. Additional drainage for the parking lot water run off has been installed and the parking lot has been connected to the Pine Ridge Senior Citizens Center parking lot.

Four members of Boy Scout Troop #302 and one member of Boy Scout Troop #357 have taken a portion of the park development as their Eagle Scout project and submitted their proposals and were approval by Pine Ridge Town Council in the Spring of 2004. During the Fall of 2004:

(1) a kiosk was completed and installed that provides some insight into the history of the Camp Moore/Styx Firing Range Wall. The kiosk was constructed so it can be easily updated with information to reflect events within the local community.

(2) Exercise stations were installed at various points along the walking trail with appropriate signage illustrating the proper use of the exercise station.

(3) Additional improvements have been made to the walking trail to remove and control vegetation until a permanent walking surface can be installed.

(4) A new access point is being developed to allow senior citizens and individuals with mobility problems to utilize the walking trail. The initial grading and backfilling were completed and the new paving surface is scheduled during Spring of 2005.

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**County of Lexington
Accommodations Tax Fund Request**

Funding Year 2005-2006



Organization: Columbia Regional Sports Council
Address: Mailing: PO Box 15, Columbia, SC 29202
Street: 1101 Lincoln Street, Columbia, SC 29201

Project Director: Scott Powers **Telephone:** 803-545-0009
Address: Mailing: PO Box 15, Columbia, SC 29202
Street: 1101 Lincoln Street Street, Columbia, SC 29201

*ALL TAX FUNDS REQUESTED -
\$15,000*

Project Category (check one):

Tourism, Advertising & Promotions Tourism Related Expenditures

Description of Project:

The Columbia Regional Sports Council, a division of the Midlands Authority for Conventions, Sports, and Tourism, is committed to serving as the central clearing house for information regarding the sponsorship, promotion and coordination of sporting events, facilities and associations in both Lexington and Richland Counties and the City of Columbia.

Our goal is to market and sell the Riverbanks Region as a premiere destination for amateur sporting events and to recruit new events that provide an economic benefit to the region as well as partner with local sports organizations to grow and develop existing events. When visitors attend events in our region, we also strive to increase their spending and length of stay by packaging additional entertainment options into their scheduled trip.

The 2005/2006 Columbia Regional Sports Council's marketing campaign supports our goal by directly marketing to events rights holders and sports governing bodies through tradeshow participation, direct mail of collateral pieces and advertising in several national trade publications. This direct marketing effort will create awareness and communicate the advantages of our Riverbanks Region's sports products and facilities; allowing us to recruit more events, resulting in increased room nights for our area hotel properties.

Benefit to Tourism:

The staging of sporting events has the potential to raise the profile of the host city, town or region, mainly through the coverage of the event. The marketing of these events also presents many opportunities for the community to showcase its assets and attractions on a regional & national level to other potential visitors and investors.

Spectators, athletes and their support teams all utilize the same services used by other kinds of tourists: accommodation facilities, transport services, food and beverage services, retail businesses and attractions. Sporting events have the ability to spread the use of these services

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into off-peak periods, such as the summer and winter months, when occupancy rates and consumer consumptions tend to go down in the midlands.

Benefit to the community:

Sporting events benefit the community in many ways. Events enhance the quality of life for local residents by providing year-round recreational alternatives, but can also be used as a tool to generate tourism and in some cases, for economic and other development purposes.

As events attract more visitors to the community, the market demand for restaurants, stores, lodging, and entertainment venues also increases. The economic impact of playing host to triathlons, volleyball, soccer, softball, golf, tennis and fishing tournaments as well as rowing/crew competitions, etc. is endless.

An example of these events are two prestigious fishing tournaments that we, in partnership with Capital City Lake Murray Country, are currently negotiating with to bring to the Riverbanks Region in 2005. It will cost the Columbia Regional Sports Council a \$10,000 bid fee to bring the National Striped Bass Association MEGA-FEST Tournament and an additional \$25,000 to bring the Fishers of Men Southeastern Regional Tournament to Lake Murray. We have estimated an economic impact for the Region of over \$2,000,000 and 3,000 room nights combined for these tournaments.

Estimated Total Cost of Project: Total Accommodations Tax Funds Requested:
\$243,000 \$15,000

Is the organization: For Profit or Non-Profit
 County Municipal 501(c)(3) Other

S. Scott Pave
Signature of the Project Director

12/29/04
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to:

Lexington County Accommodations Tax Advisory Committee
C/O Lexington County Council
212 South Lake Drive
Lexington, SC 29072
Telephone (803) 359-8103

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**MIDLANDS AUTHORITY FOR CONVENTIONS, SPORTS & TOURISM
2004 - 2005 OPERATING BUDGET**



**Fiscal Year 04-05
Budget**

903 - COLUMBIA REGIONAL SPORTS COUNCIL

REVENUES

4003	SC PRT MATCHING FUNDS	\$	-
4004	CITY OF COLUMBIA - ACCOMMODATIONS		20,000.00
4005	RICHLAND COUNTY - ACCOMMODATIONS		10,000.00
4012	CORPORATE PARTNERSHIPS		2,000.00
4014	CITY OF COLUMBIA HOSPITALITY TAX		100,000.00
4015	RICHLAND COUNTY HOSPITALITY TAX		20,000.00
6001	PARTNERSHIP SERVICES REVENUE		3,000.00
6304	MISCELLANEOUS REVENUE		4,000.00
6306	EVENT SPONSORSHIP		35,000.00
	TOTAL REVENUES	\$	194,000.00

EXPENSES

7001	SALARIES-FULL TIME		82,900.00
7002	SALARIES-PART TIME ADMINISTRATION		4,000.00
7004	TAX		6,342.00
7005	BENEFITS		2,562.00
7006	EMPLOYEE MEDICAL INSURANCE		1,960.00
7201	UNEMPLOYMENT INSURANCE		2,321.00
8601	COLLATERAL MATERIALS		12,915.00
8607	PROMOTIONAL MATERIALS		5,000.00
8612	MARKETING & ADVERTISING		25,000.00
8702	MEETING EXPENSE SUBSIDY		15,000.00
8710	OFFICE SPACE RENTAL		1,000.00
8721	EVENT EXPENSES		35,000.00
	TOTAL EXPENSES	\$	194,000.00

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OPERATING BUDGET
MIDLANDS AUTHORITY FOR CONVENTIONS, SPORTS AND TOURISM

SPORTS COUNCIL

FY03/04	FY03/04	FY03/04	FY03/04	FY03/04	FY03/04
YEAR TO					% TOTAL
JUNE	ACTUAL	DATE	TOTAL	TOTAL	BUDGET
ACTUAL	TOTAL	BUDGET	BUDGET	BALANCE	REMAINING

REVENUES

SC PRT MATCHING FUNDS	4003	\$ 8,897.50	\$ 12,761.00	\$ 10,000.00	\$ 10,000.00	\$ 2,761.00	27.61
CITY OF COLUMBIA	4004	7,500.00	38,128.55	20,000.00	20,000.00	18,128.55	90.64
RICHLAND COUNTY	4005	0.00	0.00	5,000.00	5,000.00	(5,000.00)	(100.00)
CORPORATE PARTNERSHIPS	4012	0.00	0.00	22,000.00	22,000.00	(22,000.00)	(100.00)
HOSPITALITY TAX FUND	4014	0.00	76,375.00	80,000.00	80,000.00	(3,625.00)	(4.53)
PARTNERSHIP SVCS REVENUE	6001	0.00	500.00	5,000.00	5,000.00	(4,500.00)	(90.00)
MISCELLANEOUS REVENUE	6304	0.00	12,319.00	2,000.00	2,000.00	10,319.00	515.95
EVENT SPONSORSHIP	6306	<u>5,000.00</u>	<u>30,000.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>(10,000.00)</u>	<u>(25.00)</u>

TOTAL REVENUES

\$ 21,397.50 \$ 170,083.55 \$ 184,000.00 \$ 184,000.00 (\$ 13,916.45) (7.56)

EXPENSES

SALARIES-FULL TIME	7001	\$ 6,598.10	\$ 64,514.43	\$ 64,163.00	\$ 64,163.00	\$ (351.43)	(0.55)
SALARIES-PART TIME	7002	0.00	2,038.50	5,000.00	5,000.00	2,961.50	59.23
TAX/BENEFITS	7004	593.52	7,493.62	9,801.00	9,801.00	2,307.38	23.54
EMPLOYEE MED INSURANCE	7006	0.00	955.74	1,000.00	1,000.00	44.26	4.43
UNEMPLOYMENT INSURANCE	7201	4.14	496.45	300.00	300.00	(196.45)	(65.48)
COLLATERAL MATERIALS	8601	(275.00)	10,729.50	15,000.00	15,000.00	4,270.50	28.47
PROMOTIONAL MATERIALS	8607	0.00	2,896.15	6,000.00	6,000.00	3,103.85	51.73
MARKETING & ADVERTISING	8612	5,136.83	33,949.86	33,236.00	33,236.00	(713.86)	(2.15)
MEETING EXPENSE SUBSIDY	8702	0.00	29,581.79	40,000.00	40,000.00	10,418.21	26.05
EVENT EXPENSES	8721	<u>0.00</u>	<u>43,318.79</u>	<u>45,000.00</u>	<u>45,000.00</u>	<u>1,681.21</u>	<u>3.74</u>

TOTAL EXPENSE

\$ 12,057.59 \$ 195,974.83 \$ 219,500.00 \$ 219,500.00 \$ 23,525.17 10.72

**County of Lexington
Accommodations Tax Fund Request**

Funding Year 2005-2006

Organization THE MIDLANDS GOLF COURSE OWNERS ASSOCIATION

Address P.O. BOX 1923 - IRMO, SC 29063

Project Director STEVE SHIELDS Telephone (803) 530-1359

Address 415 CRESSFELL RD. - IRMO, SC 29063

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

\$ 64,500.⁰⁰

Total Accommodations Tax Funds Requested:

\$ 15,000.⁰⁰
~~_____~~


Is the organization for profit ___ or non-profit ?

County _____

Municipal _____

501(c)(3) _____

Other STATE


Signature of Project Director

JAN. 5, 2005
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

EXPENDITURES

Organization THE MIDLANDS GOLF COURSE OWNERS ASSOCIATION

List of Expenditures	Actual * 2003-2004	Current 2004-2005	Estimated 2005-2006
GOLF SHOWS			
• CINCINNATI, OH		2,000. ⁰⁰	2,000. ⁰⁰
• COLUMBUS, OH		2,000. ⁰⁰	2,000. ⁰⁰
• CLEVELAND, OH		2,000. ⁰⁰	2,000. ⁰⁰
• PITTSBURGH, PA		2,000. ⁰⁰	2,000. ⁰⁰
• TORONTO, CANADA			3,000. ⁰⁰
• CHICAGO, IL			2,000. ⁰⁰
PUBLICATIONS			
• SOUTH CAROLINA GOLF GUIDE		3,000. ⁰⁰	3,500. ⁰⁰
• LOCAL PUBLICATIONS (OH, KY, PA ETC)			6,000. ⁰⁰
• GOLF DIGEST (6 MONTHS @ 500. ⁰⁰ EA)			3,000. ⁰⁰
• BROCHURE - 16M COPIES		1,500.	2,500. ⁰⁰
DIRECT MAIL		4,000. ⁰⁰	2,000. ⁰⁰
POSTAGE		500. ⁰⁰	1,000. ⁰⁰
BANK FEES		3,000. ⁰⁰	3,500. ⁰⁰
PROFESSIONAL FEES		16,500. ⁰⁰	30,000. ⁰⁰
* EXPENDITURES FOR THIS PROGRAM WAS THROUGH CAPITAL CITY/LAKE MURRAY COUNTRY 2003-2004			

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33,500.⁰⁰ 64,500.⁰⁰

**The Midlands Golf Course Owners Association
d.b.a. South Carolina Midlands Golf
c/o Steve Shields – PGA
Executive Director
1-803-530-1359 steveshields6@hotmail.com**

January 5, 2005

Lexington County Accommodation Tax Advisory Committee
C/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

Dear Committee Member;

Thank you for giving us the opportunity to apply for Accommodation Tax Funds for the 2005-2006 Session. The Midlands Golf Course Owners Association (MGCOA) looks forward to our organizations working together and continuing the Marketing/Promotion of Lexington County and The Midlands of South Carolina as a Golf Destination.

The mission of the MGCOA has been to bring unity to all the Golf Facilities of the Midlands, we now have 22 Member Facilities. This has been a work in progress and will continue to grow. We have been able to achieve many goals for our Origination and look forward to the challenges that lay ahead to continue our move forward.

One of the MAIN Goals of the MGCOA was to Market and Promote the "Midlands" as a Golf Destination. In the Fall of 1999 we went into partnership with Capital City/Lake Murray Country (CCLMC) to help achieve this goal. Every year we have experienced a continued growth pattern, even with funding cuts by the State and Counties. Due to these funding cuts CCLMC decided to discontinue the partnership, this being a surprise with the positive growth. The Golf Program last fiscal year, 2003-2004, produced: * Approximately 2,600 Heads-in-Beds, 1,300 Room Nights * Approximately 5,000 Rounds of Golf * Giving over \$400,000.00 of economic impact to local Golf Courses, Hotels, Restaurants, Retail etc... The 2004-2005 year is currently on tract to equal or better the 2003-2004 Season.

The MGCOA is continuing to produce the Golf, and other, Programs and is looking for assistance to help move the possibilities to the next level. The MGCOA is a "State" non-profit origination but we are not a 501C3 origination at this time. When we were partners with CCLMC they applied for all County, City and State Funding under the CCLMC umbrella. Since the change, as of July 1, 2004, the Midlands Golf Course Owners will be applying the Accommodation Tax Funds. These funds would be used to continue the Marketing/Promotion of the Golf Package Program as before, with the desire to expand the program to higher heights. We are currently schedules to attend 4 Golf Shows for 2004-2005, I would like to increase that to 6-7 for the 2005-2006 period. We would like to increase our presence in Publications in 2005-2006; we would like to increase our direct mailing in 2005-2006. We would like to expand our Printed Material To be able to achieve these and other Goals we would need the Continued Funding and Support from Lexington Country that has been generously granted to the Golf Program in the past, only directed to The Midlands Golf Course Owners Association. Since Capital City/Lake Murray Country had discontinued their Golf Program as it was in the past.

Thank you for your time and consideration and please feel free to contact Steve Shields with any questions and/or needs.

Sincerely:


Steve Shields – PGA
Executive Director – Midlands Golf Course Owners Association

David "Rock" Lucas - PGA
President – MGCOA

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**The Midlands Golf Course Owners Association
(MGCOA)**

P.O. Box 1923

Irmo, South Carolina 29063


1-803-530-1359 www.scmidlandsgolf.org

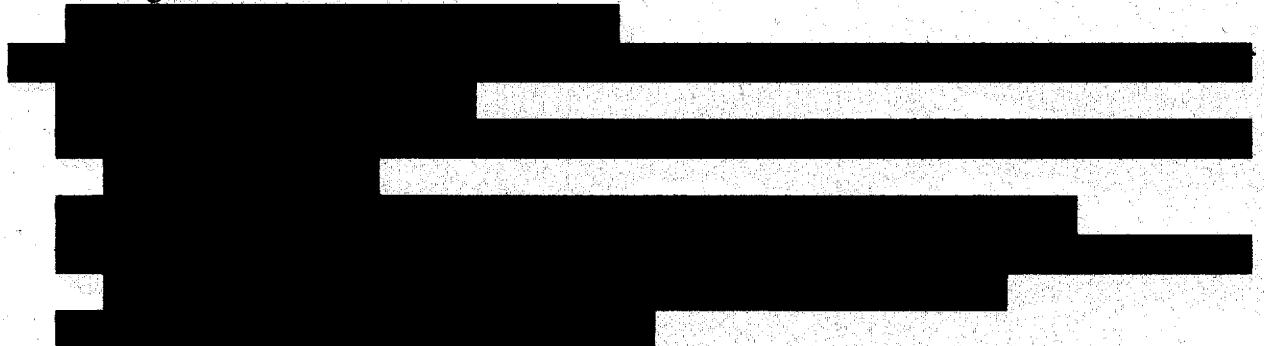
MIDLAND GOLF COURSE OWNERS ASSOCIATION (MGCOA)

The MGCOA is one of the 5 Chapters in the State of South Carolina affiliated with the National Golf Course Owners Association and the South Carolina Golf Course Owners Association.....

HIGHLIGHTS:

- The MGCOA is one of 5 South Carolina Chapters of The National Golf Course Owners Association (NGCOA)

- 
- A goal of the MGCOA is to bring unity to not only Member facilities, but non Member alike
 - The MGCOA has 21 Member Facilities, both Daily Fee and Private Facilities
 - The MGCOA is the direct link between the NGCOA and Member Facility
 - As Members of the MGCOA Chapter they receive a Discount for NGCOA Membership
 - The MGCOA keeps Member Facilities updated on Local, State and National Issues that will impact their facility.... This includes but is not limited to:
 - Growth of the Game opportunities
 - Preferred Buyer opportunities
 - Legislative Issues



- The MGCOA Produces, Markets and sells the Columbia Passport Book... this is a Regional Discount Book that features the Midlands Facilities. All proceeds from this book go back to the benefit of the participating facilities, making it THEIR book. The revenue has been used to Market and Promote, Growth of the Game incentives, work on Legislative Issues, Membership to Chambers, CVB's, Golf Shows, Golf Publications... to mention a few.
- The MGCOA make a contribution annually to the South Carolina Junior Golf Foundation from the proceeds of the Passport Book.
- The MGCOA has become the Sounding Board for Golf in the Midlands

**The Midlands Golf Course Owners Association
(MGCOA)**

P.O. Box 1923

Irmo, South Carolina 29063

1-803-530-1359 www.scmidlandsgolf.org

MIDLAND GOLF COURSE OWNERS ASSOCIATION (MGCOA)

The MGCOA is one of the 5 Chapters in the State of South Carolina affiliated with the National Golf Course Owners Association and the South Carolina Golf Course Owners Association.....

EXECUTIVE DIRECTOR – JOB DESCRIPTION - Including but not limited to:

- Key Leader of the MGCOA
- Contact to the National Golf Course Owners Association (NGCOA)
- Contact from NGCOA to Facilities
- Recruit new Members to the MGCOA, currently at 21 Facilities (both Daily fee and Private)
- Help Promote Growth of the Game incentives at all Facilities
- Produce, Market and sell the Columbia Golf Passport Book, all proceeds goes back to facilities
 - Contact participating facilities for rate structure
 - Design and Printing of Passport Book
 - Distribute Passport for the sale of Book
 - Collect and Deposit of Funds
- Market and Promote Facilities to the Local Market
- Market and Promote the Midlands of South Carolina Facilities as a Golf Destination, this includes but is not limited to the following responsibilities:
 - Attend a variety of Golf Shows to Showcase the Midlands Facilities as another Golf Destination to play in South Carolina...example Markets would be, Cleveland, Columbus, and Cincinnati, Ohio...Lexington, KY and others as determined
 - Do Marketing and Promotion in Publications, Internet engines, Direct Mailings etc
 - Maintain a Data Base from these inquires
 - Follow-up to all inquires, via phone, e-mail, mailings etc.....
 - Do all bookings for of Package Play resulting from these Promotions, this includes but not limited to...
 - All Tee Times
 - Accommodation Reservations
 - Vouchers
 - Follow-up to Customers
 - Collection of all funds, via check or credit card over phone
 - Payment of all Invoices to Golf Facilities and Hotels
 - Maintain relationship with all parties involved
 - Regular visits to all Facilities
- Contact Golf Facilities and Accommodation Facilities to establish the Rate Structure for the Destination Package Play
- Represent the Golf Association with the local Chambers, CVB's etc.....
- Act as Sounding Board for Golf in the Midlands Region

98-144

The State of South Carolina



Office of Secretary of State Jim Miles

Certificate of Incorporation, Nonprofit Corporation


I, Jim Miles, Secretary of State of South Carolina Hereby certify that:

MIDLANDS GOLF COURSE OWNERS ASSOC.,

a nonprofit corporation duly organized under the laws of the state of South Carolina on **March 24th, 1999**, and having a perpetual duration unless otherwise indicated below, has as of the date hereof filed a Declaration and Petition for Incorporation of a nonprofit corporation for Religious, Educational, Social, Fraternal, Charitable or other eleemosynary purpose.

Now, therefore, I Jim Miles, Secretary of State, by virtue of the authority in me vested, by Chapter 31, Title 33, Code of 1976 and Acts amendatory thereto, do hereby declare the organization to be a body politic and corporate, with all the rights, powers, privileges and immunities, and subject to all the limitations and liabilities, conferred by Chapter 31, Title 33, Code of 1976 and Acts amendatory thereto.

Given under my Hand and the Great Seal of the State of South Carolina this 25th day of March, 1999.


Jim Miles, Secretary of State

98-145

County of Lexington
Accommodations Tax Fund Request

Funding Year 2005-2006



Organization Access Leisure

Address P.O. Box 241, Columbia, SC 29202

Project Director Cynthia Legette Davis Telephone 803-865-8955

Address 90 Hunters Pond Drive, Columbia, SC 29229

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 216,000

\$ 10,000

Is the organization for profit ___ or non-profit ?

County ___ Municipal ___ 501(c)(3) Other ___

Cynthia Legette Davis
Signature of Project Director

1/5/05
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

Access Leisure -- Expenditures 2005

Note: Because Access Leisure is a new organization, we currently do not have a history of expenditures for the organization to report. Instead we have included an itemized budget for Leisure Fun magazine that is referenced in the Project Description.

Expense	Quarterly	Annually
Printing*	25,000	100,000
Salaries (<i>managerial, editorial, clerical, sales, graphic design</i>)	15,000	60,000
Postage/Shipping	2,500	10,000
Distribution	2,500	10,000
Marketing	2,500	10,000
Photography	2,000	8,000
Overhead**	4500	18,000
Total	54,000	216,000

* Printing based on circulation of 30,000 issues per quarter. Size 8 3/8" x 10 7/8".

**Overhead includes supplies, mileage, phone, storage, use of office space, equipment, repairs,

98-149

Access Leisure

Overview

Access Leisure is a non-profit organization based in Columbia, SC, that works to help improve the overall quality of life for all citizens through their awareness of and participation in leisure-related activities. The organization particularly seeks to provide these types of opportunities for people who are economically disadvantaged, elderly, handicapped and other underserved segments of the Greater Columbia population.

Through Access Leisure, people will be able to participate in a wide variety of leisure events and activities that are recreational, cultural and educational in nature. These include sports events, festivals, concerts, theatre, dance programs, celebrations, exhibits, tours, children's events, arts and craft shows, and so on.

Services of Access Leisure include the production of a quarterly magazine, Leisure Fun, which serves as a marketing tool for the organization. Each issue of Leisure Fun includes a comprehensive calendar of leisure events and attractions in the Midlands area. The magazine is widely distributed throughout the Midlands area and in select state-wide tourism venues.

Access Leisure will also build and maintain a network of leisure-related organizations that offer discounted or free admission to non-profit organizations. The network will also include community organizations that serve people who would benefit from taking advantage of these types of discounted and/or free admissions to leisure-related venues. Access Leisure will facilitate the process of connecting these organizations for the ultimate benefit helping to increase leisure opportunities for people from all walks of life.

Access Leisure Project Description

Access Leisure is seeking Lexington Accommodations Tax funds to help increase the promotion of Lexington area leisure events and attractions in Leisure Fun magazine. This publication is produced for Access Leisure and serves a marketing tool for the organization in pursuit of its mission to help improve the overall quality of life for all citizens through their awareness of and participation in leisure-related activities. (See attached Access Leisure overview).

Through Leisure Fun magazine, Access Leisure is able to provide comprehensive information on area events and attractions. This information includes event listings, sports schedules, attractions listings and now feature articles on area events and attractions. Accommodations Tax funding will enable the Access Leisure to better promote information on Lexington area events and attractions in the magazine as well as increase the distribution of the magazine in Lexington County and in select tourism venues throughout South Carolina. Currently the magazine is distributed throughout the Midlands area and in S.C. Welcome Centers state-wide with minimal distribution in Lexington County.

This project will benefit tourism and the community by helping to attract both visitors and residents to the many leisure events and attractions in Lexington County. Through Leisure Fun magazine, Access Leisure will also benefit more tourism-related organizations and businesses by allowing them to list their area events and attractions in the magazine at no cost.

98-151

The State of South Carolina



Office of Secretary of State Mark Hammond

Certificate of Incorporation, Nonprofit Corporation

I, Mark Hammond, Secretary of State of South Carolina Hereby certify that:

ACCESS LEISURE,

a nonprofit corporation duly organized under the laws of the State of South Carolina on December 20th, 2004, and having a perpetual duration unless otherwise indicated below, has as of the date hereof filed a Declaration and Petition for Incorporation of a nonprofit corporation for Religious, Educational, Social, Fraternal, Charitable, or other eleemosynary purpose.

Now, therefore, I Mark Hammond, Secretary of State, by virtue of the authority in me vested by Chapter 31, Title 33, Code of 1976 and Acts amendatory thereto, do hereby declare the organization to be a body politic and corporate, with all the rights, powers, privileges and immunities, and subject to all the limitations and liabilities, conferred by Chapter 31, Title 33, Code of 1976 and Acts amendatory thereto.

Given under my Hand and the Great Seal of the State of South Carolina this 20th day of December, 2004.


Mark Hammond, Secretary of State

98-152

**County of Lexington
Accommodations Tax Fund Request**

Funding Year 2005-2006

Organization South Carolina State Museum

Address P0 Box 100107, Columbia, SC 29202

Project Director Tut Underwood Telephone (803) 898 - 4948

Address P0 Box 100107, Columbia, SC 29202

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 10,000

\$ 10,000

Is the organization for profit or non-profit ?

County Municipal 501(c)(3) Other (State)

TUT UNDERWOOD
Signature of Project Director ESQ.

1/7/05
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee,
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072



98-153

A. Description of Project.

The South Carolina State Museum desires to increase its bus tour group business, and to do this, it proposes marketing a destination package to be sent to bus tour operators and group leaders regionally and nationally. The package will include information on the State Museum and other attractions, plus hotels/motels, and restaurants. The State Museum has plans for some excellent and extremely popular exhibits for 2005/06, including a "blockbuster" exhibit of original and reproductions of works by perhaps America's greatest and most-beloved artist, Norman Rockwell. The Museum anticipates this exhibit and others will be of high interest to tour groups, which are comprised largely of senior citizens.

Accommodations tax funds being applied for are intended to produce a printed, four-color flier promoting the package, a color folder to contain the flier plus other materials on attractions, accommodations and restaurants, cover the postage for its mailing, follow-up phone calls to tour operators and other related expenses. Funds awarded the museum for this project will go toward this promotion of the Lexington County destination package, including the museum and Lexington County attractions, accommodations and restaurants. The printed piece and folder will be produced in late summer of 2005, with mailing and follow-up in September to begin promoting trips to see the Rockwell and other exhibits, plus Lexington County attractions.

B. Benefit to Tourism

This destination promotion will attract out-of-area tour groups to Lexington County. Guests will get a favorable impression of our area and enjoy other attractions while they're here. This will enhance the image of the State Museum and Lexington County, and will likely result in return visits from these people, as well as visits from their friends and families. Tourism will benefit from the money these visitors spend on attractions, restaurants, shopping, gasoline, souvenirs and lodging.

C. Benefit to Community

Money spent by visitors goes to Lexington County hotels, restaurants, gas stations, stores and attractions. Side shopping will profit area merchants. All these entities will pay taxes on their increased income, some of which will go to the county. It is estimated that each dollar spent on tourism turns over seven times in the community in which it is spent. Therefore, the money spent by these tourists will be re-spent by the receiving businesses, thus further benefiting the community and generating more tax revenues.

HISTORY OF THE SOUTH CAROLINA STATE MUSEUM

The idea of a state museum took root in the late 1960s as South Carolina prepared to celebrate its tricentennial. As part of the observance, the state sponsored a South Carolina history exhibit, which attracted 135,000 visitors and showed the public's interest in the state's heritage.

In 1971 Gov. John C. West appointed a committee to study the feasibility of establishing a state museum. The General Assembly in 1973 created a South Carolina Museum Commission with nine members.

The Commission hired a director and a small staff, which quickly set out to assess the museum-related resources of the state. A five-year plan was prepared and the initial sections of the master plan were developed.

After the staff concluded that one initially proposed site was inadequate, a 53-acre tract on the Saluda River near the Riverbanks Zoo was selected. The cost of the new museum was estimated at \$24-\$26 million. But because it was a time of double-digit inflation, Gov. Richard Riley suggested the Commission renovate an existing structure.

In 1980 Mount Vernon Mills Inc. announced plans to close its cotton duck mill in Columbia. Rodger Stroup, curator of history, saw the building. His report of its vast spaces led the Commission to consider locating the State Museum there. It was more than half again as large as the proposed new structure and so would allow for expansion.

Gov. Riley persuaded Mount Vernon Mills to give the building to the state for use as the State Museum, and on Dec. 7, 1981, the company formally made the donation.

In July 1985, the way was cleared for construction to begin, and in November 1986 the State Museum staff moved into the renovated building.

On Oct. 29, 1988, the individuals, businesses and state officials who so generously supported the State Museum were able to see their efforts come to fruition when the museum opened to the public. During the first year of operation more than 240,000 visitors came to the museum. About 84,000 students received free visits.

Since then, the Museum's many activities and milestones have included events such as being the primary site for Columbia's 50th anniversary observance of the Doolittle Raiders' World War II attack on Japan. Also South Carolinian Jasper Johns, a world-famous artist, gave the museum three etchings. And the discovery, at a State Museum dig, of the first fossil evidence of dinosaurs in South Carolina was confirmed.

The museum has won many major regional and statewide awards during its first 15 years, from the creative adaptive re-use of its historic building to the outstanding exhibits it has created or brought to the citizens of South Carolina and their visitors, such as exhibits on the spectacular treasures of *King Tut*; the awesome *T-rex on Trial*; and the amazing *Titanic Science*.

The building, which housed the first all-electric textile mill in the world, is on the National Register of Historic Places.

Since its beginning, the Commission, the staff and the volunteers have continued to strive to offer a museum that truly reflects the depth and breadth of South Carolina's heritage in art, cultural history, natural history, and science and technology.

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SECTION I

**COUNTY OF LEXINGTON
TOURISM DEVELOPMENT FEE**

**Annual Budget
Fiscal Year - 2005-06**

Fund 2130

Division: General Administrative

Organization: 101100 - County Council

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenues (Organization: 000000)							
435300	Tourism Development Fees	829,532	448,615	850,000	850,000	<u>900,000</u>	
Other Revenue:							
461000	Investment Interest	941	800	800	800	<u>1,200</u>	
** Total Revenue		<u>830,473</u>	<u>449,415</u>	<u>850,800</u>	<u>850,800</u>	<u>901,200</u>	
*** Appropriation Total					854,537	901,200	0
FUND BALANCE							
Beginning of Year					<u>76,451</u>	<u>72,714</u>	<u>72,714</u>
FUND BALANCE - Projected							
End of Year					<u><u>72,714</u></u>	<u><u>72,714</u></u>	

Object Expenditure Code Classification	2003-04 Expend	2004-05 Expend (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
* Total Personnel		0	0	0	0	
Operating Expenses						
520300	Professional Services	0	0	2,000	<u>2,000</u>	
521000	Office Supplies	19	0	100	<u>100</u>	
521100	Duplicating	0	0	100	<u>100</u>	
525100	Postage	10	0	100	<u>100</u>	
529903	Contingency	0	0	4,237	<u>900</u>	
534400	Convention Center Facility	831,087	385,478	848,000	<u>898,000</u>	
* Total Operating		831,116	385,478	854,537	901,200	
** Total Personnel & Operating		831,116	385,478	854,537	901,200	
*** Total Budget Appropriation		831,116	385,478	854,537	901,200	

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SECTION I

**COUNTY OF LEXINGTON
 TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
 Annual Budget
 FY2005-06 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*Temporary Alcohol Beverage License Fee 2140:							
435400	Temporary Alcohol Beverage Permit Fee	73,600	60,700	78,400	78,400	<u>80,000</u>	
461000	Investment Interest	1,787	901	1,640	1,640	<u>1,640</u>	
** Total Revenue		<u>75,387</u>	<u>61,601</u>	<u>80,040</u>	<u>80,040</u>	<u>81,640</u>	<u>0</u>
***Appropriation Total					297,456	241,093	0
Unused Contingency					123,145		
FUND BALANCE							
Beginning of Year					<u>180,145</u>	<u>85,874</u>	<u>85,874</u>
FUND BALANCE - Projected							
End of Year					<u>85,874</u>	<u>-73,579</u>	<u>85,874</u>

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COUNTY OF LEXINGTON
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
Annual Budget
Fiscal Year - 2005-06

Fund 2140
Division: Non-departmental
Organization: 999900 Non-departmental

Object Expenditure Code Classification	2003-04 Expend	2004-05 Expend (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
*Total Personnel	0	0	0	0	0	0
Operating Expenses						
529903 Contingency	0	0	123,145			
534070 Gaston Collard Festival	2,500	0	5,000	113,500		
534071 Lexington County Peach Festival	2,500	2,500	2,500	5,000		
534072 SC Poultry Festival	2,500	0	2,500	2,500		
534073 Pelion Peanut Festival	2,500	0	0	2,500		
534074 Chapin Labor Day Festival	2,500	2,500	2,500	2,500		
534075 Irmo Okra Strut	2,500	2,500	2,500	3,500		
534076 Lexington Fun Fest	2,500	0	2,500	2,500		
534077 Congaree Western Weekend	2,500	0	2,500	2,500		
534079 West Columbia - Winterwest Festival	0	0	2,500	2,500		
534080 Swansea Festival	2,500	0	2,500	2,500		
534083 Riverfest - Epilepsy Foundation of SC	2,500	0	2,500	3,000		
534093 Leaphart/Harman House Restoration	0	0	57,000			
534271 Town of Pine Ridge	4,000	0	0			
Guignard Neighborhood Association	0	0	0	1,500		
* Total Operating	29,000	7,500	207,645	144,000	0	
** Total Personnel & Operating	29,000	7,500	207,645	144,000	0	
Other Financing Uses						
812501 Op Trn to Community Juvenile Arbitration	83,379	89,811	89,811	97,093		
**Total Other Financing Uses	83,379	89,811	89,811	97,093	0	

***** Total Budget Appropriation**

112,379 97,311 297,456 241,093

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TEMPORARY ALCOHOL BEVERAGE LICENSE FEE FUND REQUESTS

FESTIVALS

Fiscal Year 2005-06

	Requested 2005-06
Town of Gaston Collard Festival - 534070 1	\$113,500
Lexington County Peach Festival - 534071 2	5,000
South Carolina Poultry Festival - 534072 3	2,500
Pelion Peanut Party - 534073 4	2,500
Chapin Labor Day Festival - 534074 5	2,500
Irmo Okra Strut - 534075 6	3,500
Lexington Festivals, Inc./Fun Fest of Lexington - 534076 7	2,500
Congaree Western Weekend Rodeo and Festival - 534077 8	2,500
Swansea Fall Festival - 53408 9	2,500
Epilepsy Foundation of South Carolina - Riverfest - 534083 10	3,000
City of West Columbia - Westfest - 534079 Y	2,500
 Other Requests:	
Guignard Neighborhood Association Z	1,500
 TOTAL FUNDS REQUESTED	 \$144,000

SECTION I

**COUNTY OF LEXINGTON
MINIBOTTLE TAX FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 2141
Division: Health & Human Services
Organization: 171600 - Minibottle Contributions

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenue (Organization: 000000)							
420700	Minibottle Tax	368,292	204,194	360,000	360,000	<u>370,000</u>	
461000	Investment Interest	21	1	50	50	<u>0</u>	
** Total Revenue		<u>368,313</u>	<u>204,195</u>	<u>360,050</u>	<u>360,050</u>	<u>370,000</u>	
***Total Appropriation					360,000	370,000	0
FUND BALANCE							
Beginning of Year							
					462	512	512
FUND BALANCE - Projected							
End of Year							
					<u>512</u>	<u>512</u>	<u>512</u>

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
* Total Personnel		0	0	0	0	
Operating Expenses						
534000	Contributions	368,292	99,887	360,000	<u>370,000</u>	
* Total Operating		<u>368,292</u>	<u>99,887</u>	<u>360,000</u>	<u>370,000</u>	
** Total Personnel & Operating		<u>368,292</u>	<u>99,887</u>	<u>360,000</u>	<u>370,000</u>	
Capital						
** Total Capital		0	0	0	0	
*** Total Budget Appropriation		368,292	99,887	360,000	370,000	

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SECTION I

**COUNTY OF LEXINGTON
INDIGENT CARE
Annual Budget
Fiscal Year - 2005-06**

Fund 2200
Division: Health & Human Services
Organization: 171200 - Social Services

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenues (Organization: 000000)				.790 Mills		.790 Mills	.772 Mills
410000	Current Property Taxes	373,906	159,527	410,978	410,978		
410500	Homestead Exemption Reimbursements	19,146	0	12,500	12,500		
410520	Manufacturer's Tax Exemption	1,771	0	2,000	2,000		
411000	Current Vehicle Taxes	99,634	6,679	91,672	91,672		
412000	Current Tax Penalties	1,055	1	1,000	1,000		
413000	Delinquent Taxes	18,569	2,893	20,000	20,000		
414000	Delinquent Tax Penalties	3,103	431	2,500	2,500		
417100	Fee in Lieu of Taxes	35,614	0	35,500	35,500		
417120	FILOT Prior Year	-431	0	0	0		
417130	FILOT - Manufacturer's Tax Exemption	1,289	0	0	0		
418000	Motor Carrier Payments	1,241	40	1,500	1,500		
419000	Merchants Exemptions	23,800	0	23,800	23,800		
419900	Tax Refunds	-1	0	-750	-750		
461000	Investment Interest	2,069	121	4,000	4,000		
461001	Tax Appeals Interest	3	9	0	0		
801000	Op Trn from General Fund	0	0	143,843	143,843		
** Total Revenue		580,768	169,701	748,543	748,543	0	0
***Total Appropriation					905,319		0
FUND BALANCE							
Beginning of Year					147,660		-9,116
FUND BALANCE - Projected							
End of Year					-9,116		

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	BUDGET				
			2004-05 Amended (Dec)	2004-05 Requested	2005-06 Recommend	2005-06 Approved	
Personnel							
510300	Part time - 1 (.75 - FTE)	8,740	7,759	17,136	17,136		
	Salaries & Wages Adjustment Account	0	0	0	0		
511112	FICA - Employer's Portion	528	565	1,311	1,311		
511113	SCRS - Employer's Portion	599	531	1,174	1,174		
511120	Employee Insurance-Employer Portion - 1	5,760	2,880	5,760	5,760		
511130	Workers Compensation	24	23	52	52		
* Total Personnel		15,651	11,758	25,433	25,433	0	0
Operating Expenses							
521000	Office Supplies	0	0	25	25		
521100	Duplicating	0	0	100	100		
521110	Copies (Not Auditron)	0	0	100	100		
524201	General Tort Liability Insurance	18	11	23	23		
524202	Surety Bonds	0	0	6	6		
534000	Contributions	823,635	439,816	879,632	879,632		
* Total Operating		823,653	439,827	879,886	879,886	0	0
** Total Personnel & Operating		839,304	451,585	905,319	905,319	0	0
Capital							
** Total Capital		0	0	0	0	0	0
*** Total Budget Appropriation		839,304	451,585	905,319	905,319	0	0

Section IV

FUND 2200 – INDIGENT CARE
SOCIAL SERVICES (171200)
FY 2005-06 BUDGET REQUEST

PROGRAM OVERVIEW

The Department of Health and Human Services (DHHS), in Lexington, has approximately 15 employees. DHHS provides services to the citizens of Lexington County. These services include medical assistance to those who are financially and medically needy. The Medicaid program transferred from the Department of Social Services (DSS) to the Department of Health and Human Services (DHHS) on July 1, 2002. The Medicaid workers continue to be housed in two (2) county owned modular units located at 541 Gibson Road. The Medically Indigent Care Program is designed to help those who are uninsured and who are not Medicaid eligible to pay inpatient hospital bills.

DHHS is primarily funded by state and federal appropriations; however, most of the facilities cost and utilities along with some other expenses are funded by Lexington County and eligible for reimbursement in the form of Federal Financial Participation. Lexington County also funds one (1) position that is housed at the DHHS office in Lexington. This is the Medically Indigent Care worker and is funded out of Fund 2200 (Indigent Care).

A. Positions Requested

DHHS requests funding to continue the current Medically Indigent Care worker housed at DHHS in Lexington.

B. Vehicles in Department

DHHS does not use county owned vehicles.

C. Telecommunications Equipment in Department

Telecommunications equipment is addressed in the budget request for Fund 1000.

D. Service Level Indicators

	<u>Actual</u> <u>FY02/03</u>	<u>Estimated</u> <u>FY03/04</u>	<u>Estimated</u> <u>FY04/05</u>	<u>Estimated</u> <u>FY05/06</u>
Medically Indigent Cases	6	10	10	10

Section VI

**FUND 2200
SOCIAL SERVICES (171200)
FY 2005/2006 BUDGET REQUEST**

A. PERSONNEL

510100 – Salaries **\$ 17,136**

This is for salary expense for the Medically Indigent Care Worker funded by Lexington County and housed at Department of Health and Human Services – Lexington.

51112 – FICA Cost **\$ 1,311**

This is for FICA expense for the Medically Indigent Care Worker funded by Lexington County and housed at Department of Health and Human Services – Lexington.

51113 – State Retirement **\$ 1,174**

This is for State Retirement expense for the Medically Indigent Care Worker funded by Lexington County and housed at Department of Health and Human Services – Lexington.

51120 – Insurance Fund Contributions **\$ 5,760**

This is for Insurance Fund Contributions expense for the Medically Indigent Care Worker funded by Lexington County and housed at Department of Health and Human Services – Lexington.

51130 – Worker Compensation **\$ 52**

This is for Workers Compensation expense for the Medically Indigent Care Worker funded by Lexington County and housed at Department of Health and Human Services – Lexington.

Section VI

**FUND 2200
SOCIAL SERVICES (171200)
FY 2005/2006 BUDGET REQUEST**

B. OPERATING

521000 – Office Supplies \$ 25

DHHS is requesting this line item to purchase forms. Some of the County forms that we use have been updated and we want to have access to the current forms in order to carry out day to day business with the County of Lexington.

521100 – Duplicating Costs \$ 100

Duplicating costs charged to DHHS by other county departments for copies of certain court and property documents not available through the on-line system. Costs have historically averaged approximately \$8.25 per month.

521100 – Copies (Not Auditron) \$ 100

Duplicating costs charged to DHHS by other county departments for copies of certain court and property documents not available through the on-line system. Costs have historically averaged approximately \$8.25 per month.

524201 – General Tort Liability Insurance \$ 23

This is for General Tort Liability Insurance for the Medically Indigent Care Worker funded by Lexington County and housed at Department of Health and Human Services – Lexington.

SECTION I

**COUNTY OF LEXINGTON
CLERK OF COURT / PROFESSIONAL BOND FEES
Annual Budget
Fiscal Year - 2005-06**

Fund: 2600
Division: Judicial
Organization: 141100 - Clerk of Court

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenues: (Organization - 000000)							
431100	Clerk of Court Fees	28,140	7,210	16,500	16,500	33,000	
461000	Investment Interest	798	535	1,231	1,231	1,400	
** Total Revenue		28,938	7,745	17,731	17,731	34,400	
***Total Appropriation					85,458	71,422	0
FUND BALANCE Beginning of Year					78,934	11,207	11,207
FUND BALANCE - Projected End of Year					11,207	(25,815)	11,207

Object Code	Expenditure Classification	BUDGET				
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
510300	Part Time	0	4,840	5,174		
511112	FICA - Employer's Portion	0	370	396		
511130	Workers Compensation	0	14	16		
511213	SCRS - Employer Portion (Retiree)	0	332	355		
* Total Personnel		0	5,556	5,941	0	
Operating Expenses						
520100	Contracted Maintenance	0	0	0		
521000	Office Supplies	665	203	700	700	
523100	Building Rental	1,076	0	1,548	0	
525230	Subscriptions, Dues & Books	0	0	550	550	
529903	Contingency	0	0	64,137	66,000	
538005	Bank Service Charges	0	0	0		
* Total Operating		1,741	203	66,935	67,250	
** Total Personnel & Operating		1,741	5,759	72,876	67,250	
Capital						
540000	Small Tools & Minor Equipment	0	0	0	0	
540010	Minor Software	0	0	630	2,805	
	All Other Equipment	2,505	3,255	11,952	1,367	
** Total Capital		2,505	3,255	12,582	4,172	
*** Total Budget Appropriation		4,246	9,014	85,458	71,422	

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FUND 2600
CLERK OF COURT (141100)
FY 2005-06 BUDGET

SECTION III – PROGRAM OVERVIEW

Program : General Sessions

Objectives:

To achieve and maintain a high standard of accuracy and efficiency regarding all arrest warrants, bonds, indictments and sentences for the county. To insure all records are received and processed for county magistrates and municipalities. To report this information to various other entities (Solicitor, Public Defender, Probation Department, and attorneys. To report any/all “disposition of charges” information to South Carolina Court Administration for disbursement throughout the state. To provide adequate assistance and advise Circuit Court Judges, Solicitors, Attorneys and the general public upon request. To appoint legal counsel to all qualified, including but not limited to those declared indigent. To properly maintain and manage General Sessions and Transfer Court on a daily basis. To maintain and collect fines imposed by Judges in both courts. To organize and maintain all evidence submitted in criminal trials and coordinate availability to Supreme Court for the appeals process. To maintain all bonding company license and provide current information for those companies to all magistrates. To compose, prepare and mail all Jury summons for Circuit and Criminal Court in an efficient and timely manner. To assist all persons on Jury duty as well as maintaining all Juror information for civil, criminal and transfer courts. Providing all Jury support services as well as the compilation of all Jury information for trial while coordinating Jury selection.

The goal of this department is to assure accurately transmitted information pertaining to criminal offenses occurring in Lexington County, produced revenue for the county by timely collection of fines and continued service to the citizens.

SECTION IV. – SUMMARY OF REVENUES

431100-CLERK OF COURT ACCOUNT \$ 33,000.00

Collecting passport execution fee and professional bondsman fees generates the Clerk of Court account. 100% of the fee is remitted to the County Treasurer to be put back into the Clerk of Courts discretionary account. A professional or surety bondsman, doing business in a county other than the bondsman's principal place of business, is required to pay to the Clerk of Court in the county in which such foreign business is conducted, the sum of \$100.00 annually. When the professional bondsman is doing business in his principal place of business the annual fee is \$150.00. These monies paid by professional bondsmen are to be retained by the Clerk of Court. These funds are used to help defray the ordinary expenses of operating the Clerk of Courts office (estimated). Based on our Daily Worksheet dated 07/01/03 – 02/04/04 (7 months).

461000- INVESTMENT INTEREST \$1,400.00

Interest earned (estimated).

FUND 2600
CLERK OF COURT (141100)
FY 2005-06 BUDGET

SECTION V.B -OPERATION LINE ITEM NARRATIVES

**521000-OFFICE
SUPPLIES**

\$700.00

This account is used for pens, pencils, printing, paper and miscellaneous supplies.

525230- SUBSCRIPTIONS, DUES, & BOOKS

\$550.00

General sessions is need of updated books of the Cross Reference Directory and City Directory. With such a large amount of unpaid fees from Transfer Court (\$628,118.33) and unpaid fees from General Sessions (\$7,893,232.37), it would benefit them in trying to locate individuals for collection purposes

Cross Reference Directory

150.00

City Directory

350.00

529903- CONTINGENCY

\$66,000.00

SECTION V.C – CAPITAL LINE ITEM NARRATIVES

540010 – MINOR SOFTWARE \$2805.00

(1) KOFAX ASCENT CAPTURE SCANNER LICENSE

This software is needed to be able to operate the Scanner that was purchased in 2004.

CAPITAL \$1,367.00

(1) F3 COMPUTER PRODUCTION SCANNING WORKSTATION \$939.00

This workstation will provide the General Sessions and Common Pleas the ability to scan and implement documents on-line via our web page. These documents will be available for viewing by attorney's who have purchased a yearly contract with the Clerk's office and have been provided with a username and password. This will practically eliminate the traffic in the Clerk's office while providing additional revenues. Additionally, it will provide a service not only to practicing attorney's who will now have the ability to view and print documents without a trip to the courthouse, but also provide the documents to Judges while on the bench. The operation of this scanning workstation will pay for itself in one month with the revenues received through contracts with practicing attorneys.

(1) 21" MONITOR PRODUCTION SCANNING WORKSTATION \$428.00

This monitor is a part of the above workstation.

SECTION I

**COUNTY OF LEXINGTON
EMERGENCY TELEPHONE SYSTEM E-911
Annual Budget
FY 2005-06 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*Public Safety / Emergency Telephone System E-911 2605:							
Revenues:							
435100	911 Tariff	735,424	366,570	780,000	780,000	<u>800,000</u>	
435101	911 CMRS Cell Phone Surcharge	254,270	130,607	360,000	360,000	<u>400,000</u>	
438901	Equipment Sales	0	0	0	0	<u>0</u>	
Other Revenues:							
461000	Investment Interest	19,026	12,671	17,000	17,000	<u>0</u>	
** Total Revenue		<u>1,008,720</u>	<u>509,848</u>	<u>1,157,000</u>	<u>1,157,000</u>	<u>1,200,000</u>	
***Total Appropriation					2,792,337	1,200,000	0
FUND BALANCE							
Beginning of Year					<u>1,595,057</u>	<u>(40,280)</u>	<u>(40,280)</u>
FUND BALANCE - Projected							
End of Year					<u>(40,280)</u>	<u>(40,280)</u>	<u>(40,280)</u>

**COUNTY OF LEXINGTON
EMERGENCY TELEPHONE SYSTEM E-911**

**Annual Budget
Fiscal Year - 2005-06**

Fund: 2605
Division: Public Safety
Organization: 131300 - Communications

Object Code	Expenditure Classification	BUDGET				
		2003-04 Expend	2004-05 Expend (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
510100	Salaries & Wages - 1	20,039	18,408	35,313	<u>35,313</u>	
510199	Special Overtime	1,360	3,199	0	<u>0</u>	
510200	Overtime	260	237	0	<u>0</u>	
511112	FICA - Employers Portion	1,488	1,535	2,702	<u>2,702</u>	
511113	SCRS - Employers Portion	1,484	1,496	2,418	<u>2,720</u>	
511120	Employee Insurance - 1	2,880	2,880	5,760	<u>5,760</u>	
511130	Workers Compensation	58	65	106	<u>106</u>	
	* Total Personnel	27,569	27,820	46,299	46,601	
Operating Expenses						
520100	Contracted Maintenance	45,130	9,015	69,869	<u>65,000</u>	
520200	Contracted Services (Log Recorder Maint.)	301,821	138,586	364,178	<u>361,000</u>	
520702	Technical Currency & Support	47,560	0	42,585	<u>62,000</u>	
521000	Office Supplies	84	0	400	<u>400</u>	
521100	Duplicating	0	0	300	<u>300</u>	
521200	Operating Supplies (Public Ed Materials)	996	0	3,000	<u>3,000</u>	
522100	Heavy Equipment Repairs & Maint.	0	10,567	12,000	<u>12,000</u>	
522200	Small Equip Repairs & Maintenance	6,195	37	10,000	<u>10,000</u>	
523200	Equipment Rental	7,000	3,050	7,400	<u>12,000</u>	
524201	General Tort Liability Insurance	36	36	22	<u>24</u>	
525000	Telephone	38,330	19,505	32,000	<u>37,000</u>	
525002	Telephone (800 Service)	368	137	1,000	<u>1,000</u>	
525003	T-1 Line Service Charge	12,000	4,786	13,000	<u>13,000</u>	
525010	Long Distance Charges	2,324	1,612	6,000	<u>6,000</u>	
525030	Pagers and Cell Phones				<u>650</u>	
525030	800 MHz Radio Service Charges	5,144	1,172	7,800	<u>7,800</u>	
525031	800 MHz Radio Maintenance Contracts	25,321	23,325	30,000	<u>28,319</u>	
525210	Conference & Meeting Expense	9,955	5,360	15,000	<u>26,000</u>	
525230	Subscriptions, Dues, & Books	641	660	4,000	<u>3,200</u>	
525250	Motor Pool Reimbursement	4	327	1,000	<u>1,000</u>	
525600	Uniforms & Clothing	131	0	300	<u>300</u>	
529903	Contingency	0	0	381,365	<u>459,506</u>	
	* Total Operating	503,040	218,175	1,001,219	1,109,499	
	** Total Personnel & Operating	530,609	245,995	1,047,518	1,156,100	
Capital						
540000	Small Tools and Minor Equipment	2,807	6,934	10,000	<u>10,000</u>	
540010	Minor Software	1,228	9,744	15,000	<u>16,350</u>	
	All Other Equipment	207,072	105,513	1,719,819		
	Monitor Replacement	0	0	0	<u>4,000</u>	
	Television	0	0	0	<u>350</u>	
	VCR/DVD Player	0	0	0	<u>400</u>	
	800 MHz Portable Radio	0	0	0	<u>5,500</u>	
	Laptop Computers (2)				<u>3,800</u>	
	Scanner				<u>500</u>	
	Network Printers (2)				<u>3,000</u>	
	** Total Capital	211,107	122,191	1,744,819	43,900	
	*** Total Budget Appropriation	741,716	368,186	2,792,337	1,200,000	

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COUNTY OF LEXINGTON

Existing Departmental Program Request
Fiscal Year - 2005 - 2006

Section I.A

Fund # 2605 Fund Title: E-911 Emergency Telephone System
Organization # 131300 Organization Title: PS/Communications

Object Expenditure Code Classification	Program # 1_ Training	Program # 2_ Public Educa	Program # 3_ Systems Mng	Program #_ _____	Total 2004 - 05 Requested
Personnel					
510100 Salaries # 1__					35,313
510300 Part Time #__					
511112 FICA Cost					2,702
511113 State Retirement					2,720
511114 Police Retirement					
511120 Insurance Fund Contribution # 1__					5,760
511130 Workers Compensation					106
511131 S.C. Unemployment					
* Total Personnel					46,601
Operating Expenses					
520100 Contracted maintenance			65,000		65,000
520200 Contracted Services (Log Recorder Maint)			361,000		361,000
520702 Technical Currency & Support			62,000		62,000
521000 Office Supplies		100	300		400
521100 Duplicating	250	50			300
521200 Operating Supplies		1,000	2,000		3,000
522100 Heavy Equipment Repairs & Maintenance			12,000		12,000
522200 Small Equipment Repairs & Maint.			10,000		10,000
523200 Equipment Rental			12,000		12,000
524101 Comprehensive Insurance #__			0		0
524201 General Tort Liability Insurance			24		24
525000 Telephone			37,000		37,000
525002 Telephone (800 Service)			1,000		1,000
525003 T-1 Line Service Charge			13,000		13,000
525010 Long Distance Charges			6,000		6,000
525030 Pagers and Cell Phone	650				650
525030 800 MHZ Radio Service Charges	7,800				7,800
525031 800 MHZ Maintenance	28,319				28,319
525210 Conference & Meeting Expenses	26,000				26,000
525230 Subscriptions, Dues, & Books	3,200				3,200
525240 Motor Pool Reimbursement	1,000				1,000
525600 Uniforms & Clothing			300		300
529903 Contingency					459,506
* Total Operating	67,219	1,150	581,624		1,109,499
555200 Lease Purchase Principle/Interest					
** Total Personnel & Operating	67,219	1,150	581,624		1,156,100
** Total Capital (From Section III)					43,900
*** Total Budget Appropriation	67,219	1,150	581,624		1,200,000

SECTION III. – PROGRAM OVERVIEW

911 DIVISION

PROGRAM 1 - 911 TRAINING

The 911 Division is responsible for all training for Lexington County Dispatch and will provide training upon request to all Public Safety Answering Points (PSAPs) countywide.

The division maintains training records and handles recertification of all telecommunicators at the SC Criminal Justice Academy for NCIC/CSICS. Additionally, the Division works with all PSAPs coordinating mandated 911 Operator Training at the Criminal Justice Academy to include, but not limited to, generating trip requests for payment of required courses.

PROGRAM 2 - 911 PUBLIC EDUCATION

The 911 Division handles public education for 911 and related emergency services for the citizens of Lexington County to ensure that the service of 911 is understood by every segment of our population -- young, old, rural, city, business owners, employees, etc. This will be accomplished through presentations to schools, churches, community groups, handicapped, hearing and speech impaired groups, etc., as well as distribution of flyers, stickers, and posters.

PROGRAM 3 - 911 SYSTEM MANAGEMENT

The 911 Division is responsible for contracting database and 911 related telephone equipment for all Lexington County 911 PSAPs. This includes coordinating monthly payments for services as well as all upgrades and replacement of equipment as needed.

SECTION V. – LINE ITEM NARRATIVES

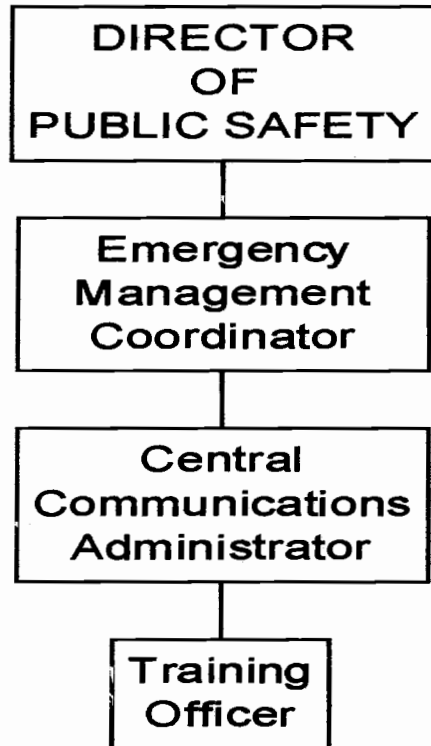
SECTION V.A. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	Full Time Equivalent		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Training Coordinator	1	1		1	14
TOTAL POSITIONS	1	1		1	

This position requires insurance

E-911



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SECTION VI.B. - OPERATING LINE ITEM NARRATIVES

911 DIVISION

520100 - CONTRACTED MAINTENANCE **\$ 65,000**

PROGRAM 3 - 911 SYSTEM MANAGEMENT **\$ 65,000**

This account will cover the cost of maintaining 911 equipment at four Public Safety Answering Points.

BellSouth		
Batesburg	\$550/mo x 12 + tax	\$6,930
Cayce	\$550/mo x 12 + tax	6,930
W.Colum	\$550/mo x 12 + tax	6,930
Public Safety	\$2,000/mo x 12 + tax	25,200
Estimated Franchise Fee (3%)		1,320

Total		\$47,370

Cover cost of maintaining RACAL recording equipment 24 hours per day, seven days per week, at County Communications, Cayce and West Columbia.

Public Safety	- \$4,587
Cayce	- \$2,140
West Columbia	- \$2,140
Batesburg	- \$1,400
Sheriff's Dept	- \$1,000

Total	\$ 11,267 + tax = \$12,500

This account will also cover cost of maintaining uninterrupted power source (UPS) at County Communications and at Sheriff's Department (alternate PSAP). - \$5,500

520200 - CONTRACTED SERVICES **\$361,000**

PROGRAM 3 - 911 SYSTEM MANAGEMENT **\$361,000**

This account will also cover the cost of E-911 network service charges.

Subscriber Billing (Est) \$27,000* x 12 mo =	\$324,000
Tax	16,200
Estimates Franchise Charge (3%)	9,720

Total	\$349,920

This account will also provide service to allow all PSAP's in Lexington County to have access to an interpreter during 9-1-1 operations. Experience is demonstrating numerous 9-1-1 calls from non-English speaking persons. Cell phones from interstate traffic add significantly to this number.

Language Line Monthly Fees - \$900/mo x 12 mo = \$ 10,800

520702 – TECHNICAL CURRENCY & SUPPORT **\$62,000**

PROGRAM 3 – 911 SYSTEM MANAGEMENT **\$62,000**

Cover cost of technical support and upgrade for:

CAD (ESI)	= \$48,000
AVL (Aveltec)	= \$12,000
Medical Priorities (EMD)	= \$ 1,700

521000 - OFFICE SUPPLIES **\$ 400**

PROGRAM 2 – 911 PUBLIC EDUCATION **\$ 100**

This account is needed to cover cost of pens, pads, computer paper and other supplies needed for in-service training.

PROGRAM 3 – 911 SYSTEM MANAGEMENT **\$ 300**

Cover cost of office related items such as pens, pads, paper used in the course of normal routine.

521100 - DUPLICATING **\$ 300**

PROGRAM 1 - 911 TRAINING **\$ 250**

This account is used to cover cost of making copies of materials used in communications employee training. Increase due to in-house certification training for EMD, APCO, and NCIC.

PROGRAM 2 - 911 PUBLIC EDUCATION \$ 50

This account is used to cover costs of making copies of letters and files used for public education.

521200 - OPERATING SUPPLIES \$ 3,000

PROGRAM 2 - 911 PUBLIC EDUCATION \$1,000

This account will be used to cover costs of books, tapes, flyers, bumper stickers, and other materials required for presentations and special events.

PROGRAM 3 - 911 MANAGEMENT \$2,000

Cover costs of operational supplies.

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE \$ 12,000

PROGRAM 3 - 911 SYSTEM MANAGEMENT \$12,000

This account will be used to cover the cost of repairing and maintaining the radio tower, two back-up generators, and equipment not covered under contracted maintenance. Will also replace radio tower guide wire due to rusting.

522200 - SMALL EQUIPMENT REPAIR & MAINTENANCE \$ 10,000

PROGRAM 3- 911 SYSTEM MANAGEMENT \$10,000

This account will be used to cover the cost of repairing computers, fax machines, paging system, printer and equipment not covered under contracted maintenance.

523200 - EQUIPMENT RENTAL \$ 12,000

PROGRAM 3 - 911 SYSTEM MANAGEMENT \$12,000

This account will cover costs of 911 equipment (TDD, teleprinters, etc) at four PSAP locations.

Batesburg	\$ 40/mo x 12 mo	480
Cayce	40/mo x 12 mo	480
W.Colum	40/mo x 12 mo	480
Public Safety	800/mo x 12 mo	9,600

Subtotal		11,040
Tax		552
Estimated Franchise Fee (3%)		332

Subtotal		\$ 11,924

Increase due to need to increase the number of TDD devices in use by County Dispatch.

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 24**

PROGRAM 3 - 911 SYSTEM MANAGEMENT **\$ 24**

This account will cover cost of general tort liability for Training Coordinator.

525000 - TELEPHONE **\$ 37,000**

PROGRAM 3 - 911 SYSTEM MANAGEMENT **\$37,000**

This account covers monthly charges for telephone lines, radio loops from Central Dispatch to the transmitter sites, and ringdown lines.

Radio Loops (7) - \$100/loop/month x 12 months = \$10,800

Central Dispatch Alarm and Ringdown Lines = \$2,200

Ringdown Lines to/from Central to Sheriff's Department = \$200/month x 12 months = \$2,400

SCE&G Ringdown Line - \$127/month x 12 months = \$1,700

35 Telephone Lines @ \$20/mo x 12 months = \$8,400

525002 - TELEPHONE (800 SERVICE) **\$ 1,000**

PROGRAM 3 - 911 SYSTEM MANAGEMENT **\$1,000**

This account covers the cost of providing 800 telephone service to citizens living outside the Lexington telephone service area.

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525003 - T-1 LINE SERVICE CHARGE \$13,000

PROGRAM 3 - 911 SYSTEM MANAGEMENT \$13,000

This account covers the cost of two T-1 lines from the Palmetto Center to Central Dispatch to operate 800 MHZ consoles.

\$906/month x 12 months + tax = \$11,415.60
Franchise Fees Estimated @ 3% = \$343.00

525010 - LONG DISTANCE CHARGES \$ 6,000

PROGRAM 3 - SYSTEM MANAGEMENT \$6,000

This account is needed for chargeback on long distance charges associated with the administration of the Communications Division related to contacting other communications center agencies and increase in fire call increases costs due to faxing of run sheets to long distance fire stations.

525020 - PAGERS AND CELL PHONE \$ 650

PROGRAM 1 - TRAINING \$650

Additional duties include reverse 9-1-1 administration and operation. Administrator is called to answer questions to ensure proper activation of system.

Pager - \$8.75/mo x 12 mo + tax
Cell Phone - \$40/mo x 12 mo + tax

525030 - 800 MHZ RADIO SERVICE CHARGES \$ 7,800

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS \$7,800

This account covers the cost of operating consoles and radios in Central Dispatch operations.

7 backup radios x \$50/mo x 12 mo = 4,200
7 consoles @ \$300/yr + tax = 3,600

525031 - 800 MHZ MAINTENANCE \$ 28,319

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PROGRAM 1 - CENTRAL DISPATCH OPERATIONS **\$28,319**

This account covers the cost of 800 MHZ consoles and radios.

7 backup radios x \$93/yr = \$ 650

7 consoles x \$3,953/yr = \$27,671

525210 - CONFERENCE & MEETING EXPENSE **\$ 26,000**

PROGRAM 1 - 911 TRAINING **\$26,000**

This account will be used to cover cost of sending personnel to state mandated 911 certification course at SC Criminal Justice Academy. Per performance audit, it will allow for attendance of dispatch personnel at annual APCO conference and EMD instructor recertification for System Status Controller.

\$350/class x 30 employees = \$10,500

Additional seminars = \$ 4,500

525230 - SUBSCRIPTIONS DUES & BOOKS **\$3,200**

PROGRAM 1 - 911 TRAINING **\$3,200**

This will cover the cost of materials to maintain certification of County Communications personnel in EMD.

Quarterly Test \$5 x 152 tests = \$760 = tax

EMD Certification Course \$225 x 10 personnel = \$2,250 + tax

This is the initial bi-annual recertification required by County Communications personnel to maintain EMD program.

525240 - MOTOR POOL REIMBURSEMENT **\$1,000**

PROGRAM 1 - 911 TRAINING **\$1,000**

This will allow for the use of motor pool vehicles by employees to attend training courses.

525600 - UNIFORMS & CLOTHING **\$300**

10474

PROGRAM 3 - SYSTEM MANAGEMENT \$ 300

Uniform clothing for Training Coordinator.

529903 - CONTINGENCY \$459,506

PROGRAM 3 - 911 SYSTEM MANAGEMENT \$459,506

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$ 10,000**

This account will cover the cost of equipment to enhance existing console and 9-1-1 equipment.

540010 – MINOR SOFTWARE **\$16,350**

This software will be purchased to add a CAD and mapping license for the Communications Center Administrator. Additionally, it will purchase upgrades to the mapping software to fully utilize county GIS mapping to support Reverse 9-1-1, Wireless Phase II, and 9-1-1 mapping programs. Five copies of Crystal Reports @\$250/ea + tax = \$1,350.

MONITOR REPLACEMENT **\$ 4,000**

These monitors will be ordered, as required, to replace monitors that become inoperative. Continuous use shortens the life-span and frequent replacement is required. Repair is not an option, according to the manufacturer.

(1) TELEVISION **\$ 350**

This will be used by the Training Coordinator to view and show training materials to employees.

VCR/DVD PLAYER **\$ 400**

This equipment will be used in conjunction with the television to view and show training materials to employees.

800 MHz PORTABLE RADIO **\$ 5,500**

This radio will be used by the Communications Center Administrator to monitor the dispatch performance of all telecommunications operators. It will allow her the means to identify weak areas that require immediate attention, as well as determine compliance with established policies.

(2) LAPTOP COMPUTERS **\$ 3,800**

One laptop will replace the one currently being used by the Training Coordinator to conduct training. This computer is used to present training through a power point projector. Monthly in-service training sessions are conducted off campus. The laptop provides the portability to conduct training at these sites.

One laptop will be used by the Communications Center Administrator. The computer will be used for daily operations, including address updating and CAD administrative functions. The portability will allow the Administrator to make changes to CAD and to troubleshoot CAD problems during off hours. Currently, CAD issues must wait until the next day for resolution. This will increase efficiency.

SCANNER **\$ 500**

This equipment will be used to transfer printed documents to electronic documents. Published training and testing materials will be converted to allow for dissemination to employees. Additionally, policy manuals may be converted and updated as required.

(2) NETWORK PRINTERS **\$ 3,000**

One black and white printer will be added to the law enforcement area for printing of law enforcement calls and NCIC rap sheets and associated information. Currently there is only one printer that is located in a place that requires dispatcher to leave their work area to retrieve printed information. Because of heavy radio traffic, officer calls for service are missed or require transmission, reducing efficiency. Three workstations will share this printer.

One color printer will be used to support three workstations, Communications Center Administrator, Training Coordinator and the Reverse 9-1-1 system. Color is required to support audiovisual training elements and prepare monthly reports.

SECTION I

**COUNTY OF LEXINGTON
SCE & G SUPPORT FUND
Annual Budget
Fiscal Year - 2005-06**

Fund: 2606
Division: Public Safety
Organization: 131101 - Emergency Preparedness

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenue: (Organization - 000000)							
466000	SCE & G Support Funds	5,500	3,010	6,010	6,010	<u>5,000</u>	
461000	Investment Interest	50	38	53	57	<u> </u>	
469900	Miscellaneous Revenues	0	0	0	0	<u> </u>	
** Total Revenue		<u>5,550</u>	<u>3,048</u>	<u>6,063</u>	<u>6,067</u>	<u>5,000</u>	
***Total Appropriation					13,707	5,000	0
FUND BALANCE							
	Beginning of Year				<u>7,640</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected							
	End of Year				<u>0</u>	<u>0</u>	<u>0</u>

		BUDGET					
Object Code	Expenditure Classification	2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
* Total Personnel		0	0	0	0		
Operating Expenses							
520800	Outside Printing				<u>1,000</u>		
521000	Office Supplies	98	10	200	<u>200</u>		
521100	Duplicating	0	0	100	<u>100</u>		
521200	Operating Supplies	98	184	300	<u>300</u>		
522200	Small Equipment Repairs & Maintenance	0	0	100	<u>100</u>		
525020	Pagers and Cell Phones	397	126	540	<u>540</u>		
525030	800 MHz Radio Service	79	0	480	<u>0</u>		
525210	Conference & Meeting Expenses	756	482	3,000	<u>830</u>		
525240	Personal Mileage Reimbursement	0	0	200	<u>400</u>		
529903	Contingency	0	0	4,787	<u>-5,970</u>		
* Total Operating		1,428	802	9,707	-2,500		
** Total Personnel & Operating		1,428	802	9,707	-2,500		
Capital							
540000	Small Tools & Minor Equipment	404	615	3,500	<u>1,500</u>		
540010	Minor Software	0	0	500	<u>500</u>		
	All Other Equipment	315	0	0	<u> </u>		
	(1) 800 MHz Control Station				<u>5,500</u>		
** Total Capital		719	615	4,000	7,500		
*** Total Budget Appropriation		2,147	1,417	13,707	5,000		

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SECTION III – PROGRAM OVERVIEW

SCE&G SUPPORT FUNDS

EXPLANATION OF PROGRAMS

PROGRAM 1 - ADMINISTRATION

This program provides for services required to support the emergency management for V.C. Summer Nuclear Station operations. Lexington County is required by FEMA to plan for evacuation and emergency measures within a ten-mile radius of the plant. A portion of the county (Chapin) falls into this area.

SECTION IV. – SUMMARY OF REVENUES

466000 SCE&G SUPPORT FUNDS

\$5,000

SECTION V.B. – OPERATING LINE ITEM NARRATIVES

SCE&G SUPPORT FUNDS

520800 – OUTSIDE PRINTING **\$1,000**

This account will cover publication of emergency procedure manuals to citizens living in the 10-mile EPZ.

521000 - OFFICE SUPPLIES **\$200**

This account will cover the cost of office supplies to support fixed nuclear facility (FNF) exercises.

521100 – DUPLICATING **\$100**

Covers cost of duplicating documents to support VC Summer operations.

521200 - OPERATING SUPPLIES **\$300**

This account will cover the cost of operating supplies to support fixed nuclear facility (FNF) exercises.

522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$100**

This account will cover necessary repairs for the fax machine used to support nuclear stations.

525020 - PAGERS AND CELL PHONES **\$540**

This account will cover the cost of one Nextel telephone to support program.

Nextel - 1 x \$45/mo x 12 mo = \$540

FUND 2606
PS/SCE&G SUPPORT FUND
FY '05-'06 BUDGET REQUESTS

PAGE

525210 - CONFERENCE AND MEETING EXPENSES **\$830**

This account will cover the cost of meals for fixed nuclear facility (FNF) exercise and several coordination meetings held throughout the year.

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$400**

Mileage reimbursement for EM Coordinator while attending off site meetings.

529903 - CONTINGENCY **\$-5,970**

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS AND MINOR EQUIPMENT **\$1,500**

This account will cover cost to replace equipment required to support Emergency Operations Center operations.

540010 – MINOR SOFTWARE **\$500**

This account will cover cost of Excel, Word, and Power Point for Emergency Operations Center use during V.C. Summer operations.

(1) 800 MHz CONTROL STATION **\$5,500**

Will be utilized to provide communications between the EOC and County Dispatch.

SECTION I

COUNTY OF LEXINGTON
 VICTIM'S BILL OF RIGHTS
 Annual Budget
 FY 2005-06 Estimated Revenue

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*Victims' Bill of Rights - 2620:							
Revenues:							
443002	Clerk of Court Conviction Surcharges (\$100)	100,661	40,096	105,166	80,192		
443003	Clk of Crt General Session - 38% Assessment	49,448	18,970	60,729	37,940		
444011	Traffic Court Conviction Surcharge (\$25)	14,582	7,828	62,279	15,656		
444012	Traffic Court - 11.16% Assessment	104,758	50,729	98,254	101,458		
444050	Criminal Domestic Violence Court	5,979	2,759	4,614	5,518		
444111	Magistrate Dist 1 Conviction Surcharge (\$2)	7,175	8,403	7,100	16,806		
444112	Magistrate Dist 1 - 11.16% Assessment	5,113	3,754	5,632	7,508		
444211	Magistrate Dist 2 Conviction Surcharge (\$2)	4,500	6,550	2,650	13,100		
444212	Magistrate Dist 2 - 11.16% Assessment	7,005	4,808	4,410	9,616		
444311	Magistrate Dist 3 Conviction Surcharge (\$2)	9,068	2,495	3,984	4,990		
444312	Magistrate Dist 3 - 11.16% Assessment	4,278	1,847	2,864	3,694		
444411	Magistrate Dist 4 Conviction Surcharge (\$2)	20,513	6,187	14,028	12,374		
444412	Magistrate Dist 4 - 11.16% Assessment	11,048	7,643	9,360	15,286		
444511	Magistrate Dist 5 Conviction Surcharge (\$2)	5,550	4,302	2,600	8,604		
444512	Magistrate Dist 5 - 11.16% Assessment	8,037	5,091	4,312	10,182		
444611	Magistrate Dist 6 Conviction Surcharge (\$2)	2,694	725	2,550	1,450		
444612	Magistrate Dist 6 - 11.16% Assessment	2,727	1,500	2,930	3,000		
469900	Miscellaneous Revenues	0	0	0	0		
Other Revenues:							
461000	Investment Interest	1,127	15	846	15		
		364,263	173,702	394,308	347,389	0	0
***Total Appropriations					448,331	471,256	0
					288,652	300,967	
FUND BALANCE							
Beginning of Year					18,030	<82,912> 76,767	
FUND BALANCE - Projected							
End of Year					<82,912> 76,767	<213,253> (224,200)	

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COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM (Bill of Rights)
Annual Budget
Fiscal Year - 2005-06

Fund: 2620
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2004-05 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	BUDGET	
						2005-06 Recommend	2005-06 Approved
Personnel							
510100	Salaries & Wages - 2 Grade 13 Salaries & Wages Adjustment		29,919	63,780	73,936		
511112	FICA Cost		2,093	4,879	5,656		
511113	SCRS - Employer's Portion		2,050	4,369	5,065		
511114	Employee Insurance - 2		11,520	11,520	11,520		
511130	Workers Compensation		107	229	266		
511131	SC Unemployment Ins.		0		0		
	* Total Personnel	0	45,689	84,777	96,443		
Operating Expenses							
521000	Office Supplies		0		0		
521100	Duplicating		0		0		
522300	Vehicle Repairs & Maint		0		0		
524100	Vehicle Insurance - 2		0		0		
524201	General Tort Liability Ins		72	148	158		
524202	Surety Bonds		0		0		
525000	Telephone		0		0		
525020	Pagers and Cell Phones		137	300	274		
525210	Conference & Meeting Exp		1,228	1,400	1,500		
525230	Subscriptions, Dues, & Books		0		0		
525240	Personal Mileage Reimb		0		0		
525400	Gas, Fuel & Oil		0		0		
529903	Contingency		0		0		
	* Total Operating	0	1,437	1,848	1,932		
	** Total Personnel & Operati	0	47,126	86,625	98,375		
Capital							
540000	Small Tools & Minor Eqmt	0	0	0	0		
	** Total Capital	0	0	0	0		
	*** Total Budget Approp	0	47,126	86,625	98,375		

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**COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM (Bill of Rights)
Annual Budget
Fiscal Year - 2005-06**

Fund: 2620
Division: Judicial
Organization: 141200 - Solicitor

Program Overview

Objectives:

Our mission is to fully comply with South Carolina's constitutional and statutory laws governing provision of services and compliance with rights for crime victims in the Eleventh Judicial Circuit.

This Fund uses supplemental, non-general fund, funding to provide for victim services in the Solicitor's office, the Magistrates' offices, and the Sheriff's Department.

**COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM (Bill of Rights)
Annual Budget
Fiscal Year - 2005-06**

Fund: 2620
Division: Judicial
Organization: 141200 - Solicitor

Personnel Schedule

Salaries	73,936
<hr/> Covers the salaries of 2 Victim Counselors.	
FICA	5,656
<hr/>	
SCRS	5,065
<hr/>	
Employee Insurance	11,520
<hr/>	
Workers' Compensation	266
<hr/>	
Unemployment Insurance	0
<hr/>	
Total Fringe Benefits	22,507
<hr/>	
Total Personnel	96,443
<hr/>	

During FY 2003-04, the County of Lexington contracted with Archer consultants to conduct a "Personnel Classification and Compensation study," the stated goal of which was to assure all County employees were correctly classified by grade level according to their actual duties. Each employee was required to complete a comprehensive questionnaire. The questionnaires were then sent to Archer, and the resulting recommendations regarding pay grade and actual salary were to have been implemented as part of the FY 2005-06 County budget.

The Archer recommendations for each position was sent back to the employing agency. However, the questionnaire of one Solicitor's Victim Witness staff member was apparently withheld. The Solicitor's office never received it. However, the employee in question remained at Grade 8 as a Restitution Coordinator.

Since her job duties have by necessity become identical to those of three other Victim Advocates, as reflected in the questionnaire, the Solicitor's Office remains convinced that she should have been promoted to Grade 13 as a Victim Counselor. Dr. Archer has now agreed with this per information provided by Katherine Doucett. The matter has been appealed, and the result is pending.

However, this budget reflects that the employee is to be graded and compensated properly. This employee's actual job responsibilities have been significantly increased due to a pressing need for more victim advocates.

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**COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM (Bill of Rights)
Annual Budget
Fiscal Year - 2005-06**

Fund: 2620
Division: Judicial
Organization: 141200 - Solicitor

Position Schedule

Position Title	Number	Grade	Total
Victim Counselor	2.0	13	2.0
<u>Total</u>	2.0		2.0
Positions with Insurance:		2.0	

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COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM (Bill of Rights)
Annual Budget
Fiscal Year - 2005-06

Fund: 2620
Division: Judicial
Organization: 141200 - Solicitor

Revenue Narrative

Revenue figures for this fund are compiled by the Finance Department, as they are based on monthly collection of surcharges and assessments on fines by the Magistrates and the Clerk of Court.

Due to declining collections of surcharges and assessments by the Clerk of Court and Magistrates, it appears FY 2004-05 will end with a deficit of approximately \$82,912. In order to eliminate the deficit without an infusion of new revenue, it will be necessary for each of the sharing agencies to significantly reduce spending in FY 2005-06.

In every year since preparation for FY 1997-98, the Finance Department's Grants Manager has convened a meeting of representatives from the sharing agencies at which negotiations produced agreement on budget amounts for each. An invitation for such a meeting this year was issued, but there was no response from the Magistrates or the Sheriff's Department. See attached copies of e-mail from Evelyn Babbit and response by the Solicitor's representative.

Projections by the Solicitor's Victim Witness Director indicate that the anticipated amount of revenue in FY 2005-06 will be \$347,389. FY 2004-05 budgets total \$448,331. It appears, therefore, that the sharing agencies must slash their budgets to the following amounts:

Solicitor	51,101
Magistrates	43,096
Sheriff's Dept.	170,280
Total:	264,477

This would retire the FY-2004-05 deficits and maintain expenditures within the projected revenue amount.

However, the Solicitor has determined that it would be impossible for his office to eliminate a Victim Counselor position, as would be necessary if the budget were reduced to the amount indicated above. **Therefore, the Solicitor will authorize an Operating Transfer from a (non-general) fund.**

This transfer must not be considered to yield the Solicitor's Victim Witness Program's portion of revenues generated by surcharges and assessments in General Sessions and Family Courts. Rather, it is an emergency measure that will be reduced or discontinued should revenues increase beyond the expected amount.

The transfer will be made at the end of FY 2005-06, in an amount determined by actual revenue collections. At present, the Solicitor's Office receives 19.3% of collected revenues. At the end of FY 2005-06, the Solicitor will transfer an amount sufficient to offset the difference between actual budget expenditures by his Victim Witness Program (Fund 2620) and 19.3% of revenues actually collected during the fiscal year.

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**COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM (Bill of Rights)
Annual Budget
Fiscal Year - 2005-06**

Fund: 2620
Division: Judicial
Organization: 141200 - Solicitor

Operating Narrative

General Tort Liability Ins	158
<hr/> Per Risk Management Division advisory.	
Pagers and Cell Phones	274
<hr/> A pager is necessary for the Victim Counselors.	
Conference & Meeting Exp	1,500
<hr/> Allows these Victim Witness staff members to accomplish the ten hours of annual training required by the State. This is done by attending the annual Solicitors' and Victim Advocates Training Conference.	
Total Operating Expense	1,932
<hr/>	

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**COUNTY OF LEXINGTON
VICTIMS' BILL OF RIGHTS
Annual Budget
Fiscal Year - 2005-06**

Fund 2620

Division: Judicial

Organization: 142000 - Magistrate Court Services

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested
Personnel				
510100 Salaries & Wages - 2	49,339	20,337	50,367	48,323
Salaries & Wages Adjustment Account 3%	0	0	0	1,447
510200 Overtime	117	234	0	0
511112 FICA - Employer's Portion	3,653	1,535	3,853	3,800
511113 SCRS - Employer's Portion	3,388	1,409	3,450	3,825
511120 Employee Insurance - 2	11,520	5,760	11,520	11,520
511130 Workers Compensation	133	61	152	150
* Total Personnel	68,150	29,336	69,342	69,065
Operating Expenses				
521000 Office Supplies	57	0	700	700
522200 Small Equipment Repairs & Maintenance	0	0	300	300
524201 General Tort Liability Insurance	122	72	148	48
524202 Surety Bonds	0	0	0	0
524900 Data Processing Equipment Insurance	13	0	19	25
525000 Telephone	251	127	255	276
525010 Long Distance Charges	49	36	200	0
525020 Pagers and Cell Phones	210	105	210	220
525100 Postage	0	0	100	100
525210 Conference & Meeting Expense	519	0	1,480	1,480
525230 Subscriptions, Dues, & Books	0	0	100	100
525240 Personal Mileage Reimbursement	0	0	100	100
* Total Operating	1,221	340	3,612	3,349
** Total Personnel & Operating	69,371	29,676	72,954	72,414
Capital				
540000 Small Tools & Minor Equipment	0	0	100	100
** Total Capital	0	0	100	100

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**FUND 2620 (VICTIM BILL OF RIGHTS)
 ORGANIZATION (142000) MAGISTRATE COURT SERVICES
 FY 2005-06 BUDGET REQUEST**

SECTION V.A. – PERSONNEL LINE ITEM NARRATIVE

SECTION V.A. – LISTING OF POSITIONS

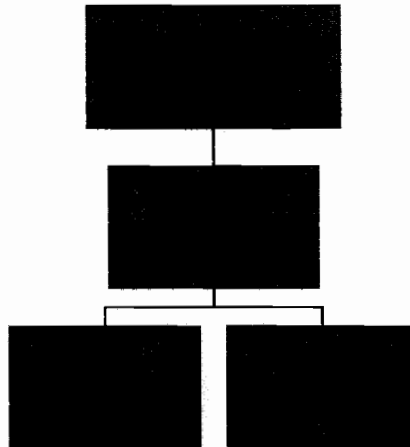
Current Staffing Level:

<u>Job Title:</u>	<u>Full Time Positions:</u>	<u>Part Time Positions:</u>	<u>General Fund:</u>	<u>Other Fund:</u>	<u>Grade:</u>
Victim Asst. Coordinator	2			2	6
Total Positions:	<u>2</u>	<u>0</u>	<u>0</u>		

*All Full Time Positions Require Insurance.

Display Organizational Flow Chart

Victim Bill of Rights



510100 SALARIES & WAGES \$ 48,232

This will cover the current salaries of two full time Victim's Assistance Coordinator positions at a pay grade 6.

SALARIES & WAGES ADJUST. ACCOUNT \$ 1,447

This will cover a 3% increase for the two full time employees.

511112 FICA-EMPLOYER'S PORTION \$ 3,800

This will cover the FICA cost for the two full time employees. The rate is 7.65% of each salary.

511113 SCRS-EMPLOYER'S PORTION \$ 3,825

This will cover the State Retirement cost for the two full time employees. The rate is 7.7% of each salary.

511120 INSURANCE FUND CONTRIBUTION \$ 11,520

This will cover the employer's portion of the insurance contribution for the two full time positions. The figure is based on \$6,000 per employee.

511130 WORKER'S COMPENSATION \$ 150

This will cover Workers' Compensation cost for the two full time employees. The rate is .30% of each salary.

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**FUND 2620 (VICTIM BILL OF RIGHTS)
ORGANIZATION (142000) MAGISTRATE COURT SERVICES
FY 2005-06 BUDGET REQUEST**

SECTION V.B. – OPERATING LINE ITEM NARRATIVES

521000	OFFICE SUPPLIES	\$ 700
Paper, pens, envelopes, scotch tape, folders, storage boxes, household supplies, court forms, rubber bands, desk calendars and planners, printer ribbons, calculator and fax ribbons, index and business cards, etc.		
522200	SMALL EQUIPMENT REPAIRS & MAINTENANCE	\$ 300
These funds will be used for emergency repair and maintenance of small office machines such as computers, printers, fax machines, typewriters, etc.		
524201	GENERAL TORT LIABILITY INSURANCE	\$ 48
To cover the cost of General Tort Liability Insurance for each employee. Figure provided by Risk Management.		
524900	DATA PROCESSING EQUIP. INSURANCE	\$ 25
To cover the cost of data processing equipment insurance. Figure provided by Risk Management.		
525000	TELEPHONE	\$ 276
There is one telephone line for the Victim's Assistance Coordinators'. The line also has voice mail. Phone number is 359-8471 and is through Pond Branch .		
525010	LONG DISTANCE	\$ 100
All Magistrate offices have to accept collect calls from incarcerated defendants. This will cover the cost of those collect calls.		
525020	PAGERS AND CELL PHONES	\$ 220
Rental of two pagers for the period of July 1, 2004 through June 30, 2005. Alpha pagers with statewide range at \$9.00 a month.		
525100	POSTAGE	\$ 100
The Victim's Assistance Coordinators mail notifications of hearings and other routine correspondence in order to comply with the Victim's Bill of Rights.		
525210	CONFERENCE & MEETING EXPENSES	\$ 1,480
The training is specifically designed for the Victim's Assistance to gain additional knowledge and procedures to perform their duties more efficiently and to help victims in Lexington County.		
525230	SUBSCRIPTIONS, DUES, AND BOOKS	\$ 100
These funds are to be used for dues in the South Carolina Victim Assistance Network.		
525240	PERSONAL MILEAGE REIMBURSEMENT	\$ 100
Mileage reimbursement is required when using personal vehicles to travel to meetings, Central Stores, Magistrate Offices, etc.		

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

540000	SMALL TOOLS AND MINOR EQUIPMENT	\$ 100
To purchase electric staplers, file cabinets (from Central Stores), telephones, or any other small equipment that may be needed throughout the year.		

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SECTION I

**COUNTY OF LEXINGTON
VICTIM'S BILL OF RIGHTS
Annual Budget
Fiscal Year 2005-06**

Fund 2620

Division: Law Enforcement

Organization: 151200 - Operations

Object Expenditure Code Classification	BUDGET					
	2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages -5	160,546	78,626	169,233	172,414		
Salaries & Wages Adjustment Account	0	0	0	5,173		
510199 Special Overtime	1,230	337	1,000	1,000		
510200 Overtime	362	660	1,500	1,500		
511112 FICA - Employer's Portion	12,179	5,923	13,138	13,777		
511113 SCRS - Employer's Portion	3,425	1,807	3,860	4,566		
511114 PORS - Employer's Portion	10,286	3,779	12,346	12,934		
511120 Employee Insurance - 5	28,800	14,400	28,800	28,800		
511130 Workers Compensation	4,133	1,909	4,094	4,239		
511214 PORS - Employer's Portion (Retiree)	1,970	2,046	0			
515600 Clothing Allowance	2,400	1,200	2,400	2,400		
* Total Personnel	225,331	110,687	236,371	246,803		
Operating Expenses						
520200 Contracted Services	40,092	20,046	40,092	40,092		
521000 Office Supplies	0	0	0	0		
522300 Vehicles Repairs & Maintenance	988	962	1,395	3,600		
524100 Vehicle Insurance - 3	1,575	795	1,629	1,791		
524201 General Tort Liability Insurance	1,786	1,057	2,167	2,325		
524202 Surety Bonds	0	0	0	46		
525000 Telephone	2,331	660	2,093	1,200		
525010 Long Distance Charges	50	28	120	0		
525020 Pagers and Cell Phones	315	158	315	316		
525030 800 MHz Radio Service Charges	1,483	743	1,896	1,944		
525031 800 MHz Radio Maintenance Contr	367	262	372	300		
525210 Conference & Meeting Expense	2,033	0	0	0		
525230 Subscriptions, Dues, & Books	0	0	0	0		
525400 Gas, Fuel, & Oil	0	1,310	2,202	2,550		
* Total Operating	51,020	26,021	52,281	54,164		
** Total Personnel & Operating	276,351	136,708	288,652	300,967		
Capital						
** Total Capital	0	0	0	0		
*** Total Budget Appropriation	276,351	136,708	288,652	300,967		

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SECTION III. – PROGRAM OVERVIEW

The Victim's Assistance program provides assistance and support for victims of crime as mandated by SC State Law.

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SECTION V. A. - LISTING OF POSITIONS

Current Staffing Level:

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Victim's Bill of Rights (2620-151200)					
Victim Asst Officer/LE	3	0	3	3	13
Victim Assistance Clerk	2	0	2	2	6
Totals:	5	0	5	5	

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES \$40,092

This account is used pay expenditures for the victim's notification system. (\$3,341 per mo.)

522300 - VEHICLE REPAIR & MAINTENANCE \$3,600

The average age of the cars used by Victim Assistance staff is 5 years old with over 50,000 miles each so repairs and services are necessary to maintain this aging fleet.

524100 - VEHICLE INSURANCE \$1,791

3 @ \$597.00 each

524201 - GENERAL TORT LIABILITY INSURANCE \$2,325

General tort liability insurance amounts as allocated based on number of personnel. The amount budgeted is based on recommendation of County Risk Manager.

524202 - SURETY BOND \$46

Surety bonds are paid every 3 years. The estimated cost was provided by the County Risk Manager.

3 sworn * \$10 = \$30

2 non-sworn * \$8 = \$16

525000 - TELEPHONE \$1,200

Dedicated telephone lines are required for case purposes and for immediate contact.

525010 - LONG DISTANCE \$ 0

The budget for long distance charges is \$0 due to bid of telephone service. PBT will not charge the County any long distance fees

525020 - PAGERS AND CELL PHONES \$316

Pagers and cell telephones are required for immediate contact for security purposes.

3 Pagers at a yearly cost of \$316.

525030 - 800 MHz RADIO SERVICE CHARGES \$1,944

Required service charges for 800 MHz radios.

3 Radios @ \$54 each per month.

525031 - 800 MHz RADIO MAINTENANCE CONTRACTS \$300

800 MHz radios are required for communications.

3 Radios @ \$100 each

525400 - GAS, FUEL & OIL \$2,550

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This account includes all fuel, oils, and fluids used in the vehicles. The average age of the cars used by VA staff is five years old with over 50,000 miles each so repairs and services are necessary to maintain this aging fleet

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SECTION I

**COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMISSION**

**Annual Budget
FY 2005-06 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*Schedule "C" Funds 2700:							
Revenues:							
452200	C Fund SCDOT Proportionment	2,463,691	1,274,895	2,700,000	2,700,000	<u>2,500,000</u>	
452202	C Fund Donor County Settlement	1,369,711	1,369,711	1,500,000	1,500,000	<u>1,400,000</u>	
Other Revenues:							
461000	Investment Interest	79,108	54,811	80,000	80,000	<u>80,000</u>	
** Total Revenue		<u>3,912,510</u>	<u>2,699,417</u>	<u>4,280,000</u>	<u>4,280,000</u>	<u>3,980,000</u>	
***Total Appropriation					11,406,242	3,980,000	0
FUND BALANCE							
Beginning of Year					<u>6,826,450</u>	<u>(299,792)</u>	<u>(299,792)</u>
FUND BALANCE - Projected							
End of Year					<u>(299,792)</u>	<u>(299,792)</u>	<u>(299,792)</u>

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COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMISSION
Annual Budget
Fiscal Year - 2005-06

Fund 2700

Division: Public Works

Organization: 121300 - PW / Transportation

		<i>BUDGET</i>				
Object Expenditure		2003-04	2004-05	2004-05	2005-06	2005-06
Code	Classification	Expenditure	Expenditure	Amended	Requested	Recommend
			(Dec)	(Dec)		Approved
Operating Expenses						
Special Projects (Local Paving)						
530001	Road Resurfacing	55,555	310,757	1,263,734	800,000	
	Proposed SCDOT Match	0	0	0	600,000	
Road Construction (Priority List):						
539511	Refund - SCDOT Prior Yr Project	-210,180	0	0		
539609	Beckman Road	37,221	237	255,061	0	
539628	Strawberry Court	7,103	0	0	Delete	
539713	Eau Claire Road	12,345	11,500	315,836	0	
539714	Bachman Road	17,155	15,000	422,272	0	
539715	Buck Corley Road	27,639	0	300,000	0	
539716	Victor Road	63,919	0	1,000	598,224	
539826	Water Tank Road	47,380	0	0	Delete	
539853	Bundrick Road	15,003	0	0	Delete	
539856	Jasper Sutton Road	1,795	0	0	Delete	
539857	Archwood Street	291,369	0	0	Delete	
539858	Oakey Springs Drive	153,734	47,820	68,248	Delete	
539859	Clay Hill Road	108,458	389,908	577,941	0	
539866	Pound Road	203,254	0	0	Delete	
539867	Dunbar Road	114,019	0	0	Delete	
539868	Bozard Mill Road	105,231	0	0	Delete	
539872	Gilbert Elementary School Improvement	0	0	25,000	0	
539873	White Knoll Elem & Mid Sch Improv.	0	0	25,000	0	
539877	Stoneridge Road	19,989	0	-1,045	Delete	
539878	Cannon Road	462,815	0	0	0	
539879	Lost Branch Road	29,131	0	0	Delete	
539880	Lillie Avenue	154,594	27,152	27,153	0	
539881	Dacus Lane	157,768	0	0	Delete	
539882	Stephanie Drive	186,763	0	0	Delete	
539883	Woodthrush Road	76,328	0	0	Delete	
539885	Pine Plain Road	0	0	1,004,667	0	
539887	Wayne Street	246,428	0	0	Delete	
539888	Sharpes Hill Road	4,744	19,355	799,482	0	
539889	Scrub Oak Road	0	0	52,620	0	
539890	Addie Lucas Road	71,658	0	0	Delete	
539891	John Kinard Circle & Court	2,223	14,423	248,286	0	
539892	Elbert Taylor Road, 1	25,100	15,050	324,900	334,300	
539893	Hill Haven Road	269,124	0	0	Delete	
539894	Dogwood Road, 1 & 2	39,764	0	286,196	0	
539895	Middlefield Road	22,400	1,750	247,740	0	
539896	Ben Franklin Road, 1	99,255	0	1,530,475	0	
539898	Fort Street	29,177	0	8,009	Delete	
5R0015	Roscoe Road	28,910	6,000	60,905	650,000	
5R0016	Jim Rucker Road	11,960	70,035	163,790	0	
5R0017	Tanya Lane	1,900	4,050	19,800	0	
5R0018	Sandy Ridge Lane	3,120	3,380	11,380	120,000	
5R0019	Payne Lane	12,000	4,520	17,700	0	
5R0020	Truex Road	59,900	23,200	127,000	0	
5R0021	Wilma Ann Drive	0	0	8,300	Delete	
5R0022	Pelion Road	0	156,380	162,829	0	

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COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMISSION
Annual Budget
Fiscal Year - 2005-06

Fund 2700
Division: Public Works
Organization: 121301 - PW / Transportation / Economic Development

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Operating Expenses						
539897 Project Frame	0	0	250,000	<u>0</u>		
539900 Unclassified	0	0	128,400	<u>119,400</u>		
* Total Operating	0	0	378,400	119,400		
Other Financing Uses						
812479 Op Trn to SCDOT Rise Program	100,000	0	0	<u>0</u>		
* Total Other Financing Uses	100,000	0	0	0		

***** Total Budget Appropriation 100,000 0 378,400 119,400**

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COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMISSION
Annual Budget
Fiscal Year - 2005-06

Fund 2700

Division: Public Works

Organization: 121302 - PW / Transportation / Special Projects

		BUDGET					
Object Expenditure Code	Classification	2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Operating Expenses							
539709	Little Creek Drive	42,093	0	0	Delete		
539712	Pine Ridge Drive	0	0	75,000		0	
539717	Columbia Ave - Irmo/ Sidewalk	13,830	0	0	Delete		
539842	Wilkinson Street / Sidewalks	0	0	0	Delete		
539843	North Eden Drive / Sidewalks	0	0	0	Delete		
539849	US 321 / Sidewalks	0	0	0	Delete		
539900	Unclassified	0	0	237,508		268,400	
539904	Unclassified - Municipal Projects	0	0	50,000		50,000	
* Total Operating		55,923	0	362,508		318,400	
Other Financing Uses							
5R0001	Lex Co. Museum Signs	0	0	400		0	
5R0002	Billy Caughman Signs	400	0	0	Delete		
5R0003	Charlie Rountree Signs	400	0	0	Delete		
5R0004	James Metts Signs	400	0	0	Delete		
5R0005	Church St. - Flashing Beacons	5,411	0	0	Delete		
5R0007	Batesburg - Leesville - Oak Street	10,000	0	0	Delete		
5R0008	Cayce - Indigo Drainage Basin	20,000	3,000	3,000	Delete		
5R0009	Lexington - Resurface Third Avenue	10,000	0	0	Delete		
5R0010	Pelion - Railroad Ave/Norris Drain	0	0	10,000		0	
5R0011	West Cola - Resurf Saluda River Dr.	0	0	0		0	
5R0012	Town of Gilbert - 03 Enhncmnt Match	0	0	26,200		0	
5R0013	Town of Pelion - 03 Enhncmnt Match	0	0	28,598		0	
5R0014	Town of Swansea - 03 Enhncmnt Match	0	4,052	26,200		0	
5R0030	Batesburg-Leesville Hwy 1 Street Lights	0	0	10,000		0	
5R0031	Gilbert Church Street Stabilization	0	0	10,000		0	
5R0032	South Congaree Oak Street Arena Trees	10,000	0	0	Delete		
5R0034	Town of Summit - Paved Pathway	0	1,460	31,372		0	
5R0036	Senator f Beasley Smith Interchange	0	400	400		0	
5R0037	4th Infantry Division Interchange	0	400	400		0	
5R0038	Town of Springdale - 03 Enhcmt Match	0	2,262	26,200		0	
* Total Road & Infrastructure Improv		56,611	11,574	172,770		0	
Other Financing Uses							
812471	Op Trn to Transportation Enhancement	106,980	-3,562	0		0	
812479	Op Trn to SCDOT Rise Program	38,500	0	0		0	
* Total Other Financing Uses		145,480	-3,562	0		0	

This department is to account for expenditures for special projects and not to include regular road paving which is to be accounted for in Organization - 121300.

***** Total Budget Appropriation** 258,014 8,012 535,278 318,400

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**FUND 2700
PUBLIC WORKS – “C” FUNDS
FY 2005-2006 BUDGET REQUEST**

PROGRAM OVERVIEW

Program: “C” Funds

Revenues – “C” Fund

The “C” Fund revenues are in three (3) areas:

1. C Fund SCDOT Proportionment- 2.66 cents of the State’s 16 cent gasoline tax is earmarked for “C” Funds. This is based on a statewide formula of population, land area of the counties, and number of miles of rural roads.
2. C Fund Donor County Settlement- some counties, like Lexington, collect more “C” Funds that they receive back from the state. SCDOT provides \$9,500,000.00 annually to be dispersed to the donor counties by formula.
3. Investment Interest – Interest earned by investments through Treasures Office until funds are spent.

Expenditures – “C” Funds Public Works Transportation (121300) – These funds are utilized for road resurfacing, dirt road paving, and \$75,000.00 is dedicated to School Projects. Note that \$600,000 is budgeted to match SCDOT Funds if County Council chooses to participate in the SCDOT match for road improvement projects, if not the funds will be used for road improvement projects as designated by County Council. Also note that 2700-121300-539904 (Unclassified Municipal Projects) is being set up under 2700-121302-539904 (Unclassified Municipal Projects) with a \$50,000.00 budget.

Expenditures – “C” Funds Economic Development (121301) – Three percent (3%) of annual revenues is set aside for Economic Development projects as needed.

Expenditures – “C” Funds Special Projects (121302) – Requesting eight percent (8%) of annual revenues to be set aside for special projects, drainage projects, sidewalks, and \$50,000.00 (of the 8%) is designated for Municipal Special Projects. Due to an increase in the total number of approved special projects the request for the “Special Projects” expenditures is being increased from 5% to 8%.

The County Council has been appointed by the Lexington County Delegation as the County Transportation Committee (C.T.C.). County Council sets the policies, approves the budget, and votes on all bids. The Public Works Department administers the program, evaluates all projects, and makes recommendations to the Council.

SECTION I

**COUNTY OF LEXINGTON
PERSONNEL / EMPLOYEE COMMITTEE**

**Annual Budget
Fiscal Year - 2005-06**

Fund 2930
Division: General Administrative
Organization: 101500 - Personnel

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenues: (Organization - 000000)							
438300	Vending Machine Sales	9,420	5,030	6,100	10,000	<u>2,400</u>	
438601	Employee Comm - T-shirt Sales	964	773	300	800	<u>4,000</u>	
439900	Misc Fees, Permits, and Sales	5,404	2,288	6,350	4,000	<u>6,350</u>	
Other Revenues:							
461000	Investment Interest	30	29	25	40	<u>25</u>	
** Total Revenue		<u>15,818</u>	<u>8,120</u>	<u>12,775</u>	<u>14,840</u>	<u>0</u>	
***Total Appropriation					16,505	0	0
FUND BALANCE							
Beginning of Year					<u>8,402</u>	<u>6,737</u>	<u>6,737</u>
FUND BALANCE - Projected							
End of Year					<u>6,737</u>	<u>6,737</u>	<u>6,737</u>

		BUDGET					
Object Code	Expenditure Classification	2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
* Total Personnel		0	0	0	0		
Operating Expenses							
521100	Duplicating	138	48	200	<u>200</u>		
539900	Unclassified	16,144	6,995	16,305	<u>12,575</u>		
* Total Operating		<u>16,282</u>	<u>7,043</u>	<u>16,505</u>	<u>0</u>		
** Total Personnel & Operating		<u>16,282</u>	<u>7,043</u>	<u>16,505</u>	<u>0</u>		
Capital							
** Total Capital		0	0	0	0		
*** Total Budget Appropriation		<u>16,282</u>	<u>7,043</u>	<u>16,505</u>	<u>0</u>		

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SECTION I

**COUNTY OF LEXINGTON
DELINQUENT TAX COLLECTIONS
Annual Budget
FY 2005-06 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*Treasurer / Delinquent Tax Collections 2950:							
Revenues:							
416000	Delinquent Tax Costs	1,055,473	670,470	1,200,000	1,200,000	<u>900,000</u>	
419900	Tax Refunds	(75)	0	0	0	<u>0</u>	
439900	Misc Fees, Permits, and Sales	1,377	0	0	0	<u>0</u>	
450000	Rental Income	15,955	0	0	0	<u>0</u>	
469900	Miscellaneous Revenues	100	0	0	0	<u>0</u>	
461000	Investment Interest	10,349	9,702	7,000	20,083	<u>12,000</u>	
461020	Delinquent Tax Account Interest	9,763	0	0	0	<u>0</u>	
** Total Revenue		<u>1,092,942</u>	<u>680,172</u>	<u>1,207,000</u>	<u>1,220,083</u>	<u>912,000</u>	
*** Total Appropriation					2,213,275	820,324	0
FUND BALANCE							
	Beginning of Year				<u>993,192</u>	<u>0</u>	<u>0</u>
	FUND BALANCE - Projected End of Year				<u>0</u>	<u>91,676</u>	<u>0</u>

COUNTY OF LEXINGTON
DELINQUENT TAX COLLECTIONS
Annual Budget
Fiscal Year - 2005-06

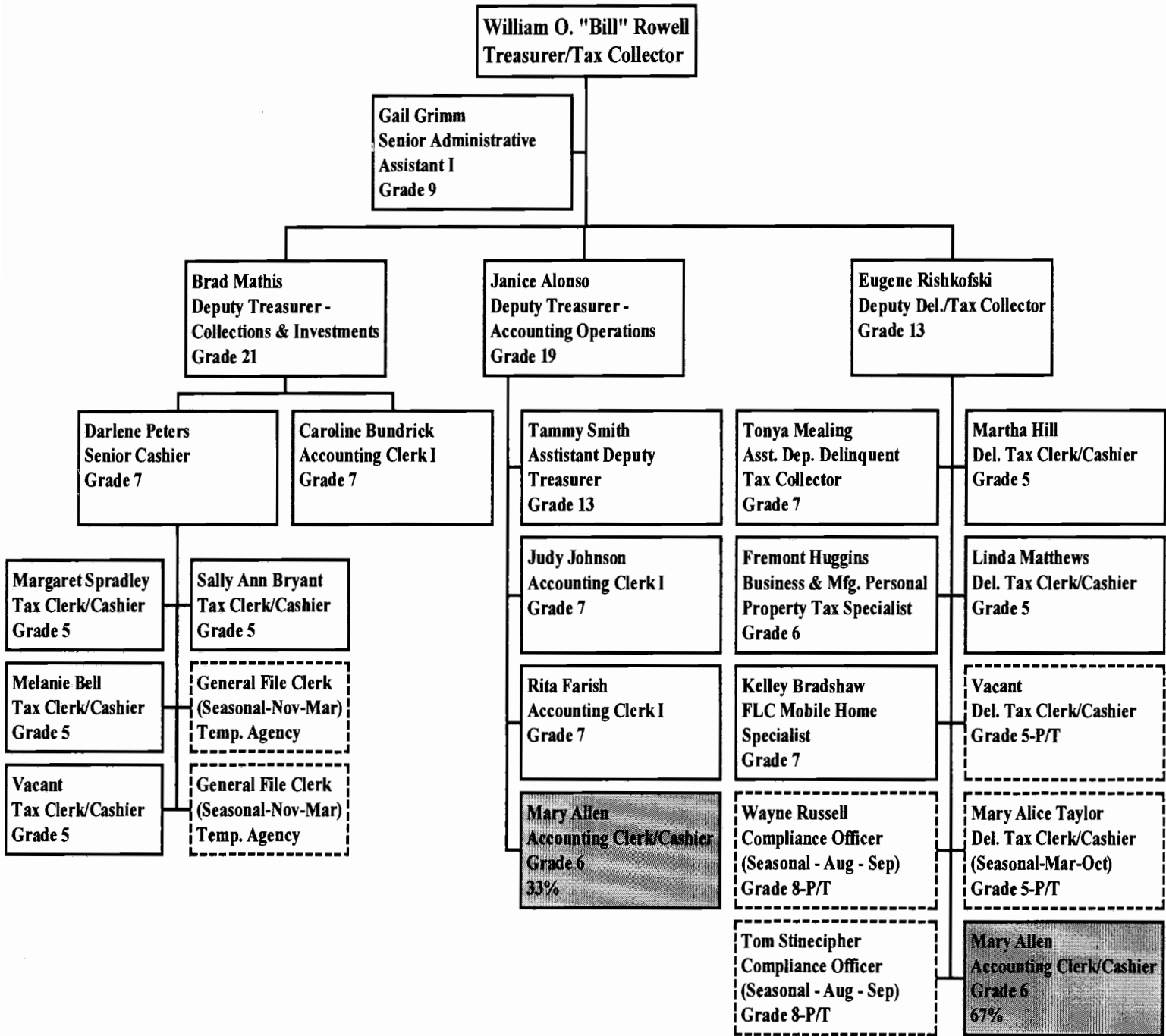
Fund: 2950
Division: General Administration
Organization: 101700 Treasurer

Object Code	Expenditure Classification	<i>BUDGET</i>				
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel						
510100	Salaries & Wages - 7 (6.67 - FTE)	149,839	69,492	183,105	180,038	
	Salaries & Wages Adjustment Acct	0	0	0	0	
510200	Overtime	3,067	1,492	6,000	6,000	
510300	Part time - 4 (1.80 - FTE)	39,803	27,226	69,123	57,739	
511112	FICA - Employer's Portion	14,373	7,345	19,754	18,190	
511113	SCRS - Employer's Portion	10,836	5,188	16,675	17,003	
511120	Employee Insurance - 6.67	44,179	19,210	38,419	44,179	
511130	Workers Compensation	1,657	842	2,728	2,755	
511213	SCRS - Employer's Portion (Retiree)	831	618	1,013	1,306	
	* Total Personnel	264,585	131,413	336,817	327,210	
Operating Expenses						
520200	Contracted Services	21,777	2,084	28,650	29,759	
520211	DNR Watercraft Database Access	120	120	120	120	
520244	Moving Services - Buildings	300	0	18,653	33,417	
520300	Professional Services	56,908	37,954	55,400	65,400	
520400	Advertising & Publicity	75,493	28,350	104,200	104,500	
521000	Office Supplies	2,950	1,276	6,000	6,800	
521100	Duplicating	978	1,131	1,000	2,000	
522200	Small Equipment Repairs & Maint	362	258	1,000	1,000	
524000	Building Insurance	67	50	100	186	
524001	Burglary Insurance	0	0	250	82	
524201	General Tort Liability Insurance	137	77	113	121	
524202	Surety Bonds	0	0	275	64	
525000	Telephone	2,080	1,140	2,160	2,653	
525010	Long Distance Charges	230	143	390	0	
525020	Pagers and Cell Phones	1,346	661	1,740	1,899	
525100	Postage	108,330	20,841	205,250	205,250	
525210	Conference & Meeting Expense	3,741	1,066	4,160	5,940	
525230	Subscriptions, Dues, & Books	416	385	850	900	
525250	Motor Pool Reimbursement	3,133	3,267	5,512	6,075	
525300	Utilities	4,665	403	8,000	3,908	
526600	Court Filing Fees	100	0	900	1,200	
526900	DMV Title & License Fee	255	15	1,500	3,700	
529900	Miscellaneous Operating Expense	0	0	500	500	
529903	Contingency	0	0	1,421,771	0	
	* Total Operating	283,388	99,221	1,868,494	475,474	
	** Total Personnel & Operating	547,973	230,634	2,205,311	802,684	
Capital						
540000	Small Tools & Minor Equipment	1,494	142	1,216	1,000	
540010	Minor Software	271	0	1,045	1,000	
	All Other Equipment	336	5,207	5,703	15,640	
		0	0	0		
		0	0	0		
	** Total Capital	2,101	5,349	7,964	17,640	
	*** Total Budget Appropriation	550,074	235,983	2,213,275	820,324	

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Treasurer's Office Organizational Chart

Fiscal Year 2005-06



There are three departments: Accounting (4 full-time, 1 full-time, seasonal), Delinquent Tax Collection (6 full-time, 1 part-time, 3 part-time, seasonal, 1 full-time, seasonal), and Current Tax Collection (7 full-time, 2 part-time, seasonal). Each is reportable to its own deputy treasurer (Accounting and Current Tax) or deputy tax collector (Delinquent Tax). In addition, there are two full-time administrators (Treasurer and Administrative Assistant) to which all departments report.

FUND 2950
DELINQUENT TAX DEPARTMENT (101700)
FY 2005-06 BUDGET REQUEST

SECTION V. A. - PERSONNEL LINE ITEM NARRATIVES

510200 - OVERTIME

\$6,000

This is for overtime worked by office staff during busy times and in preparation for tax sale.

510300 - PART TIME

\$57,739

We are using 4 part time people. One is used year round as a Cashier/Clerk doing numerous duties and is our Bankruptcy Specialist. The other three are seasonal employees. Two are used for mapping and posting tax sale signs and one is used during busy times mailing execution notices, certified mail and preparing for tax sale.

2 @ \$2,270.67 Per Mo = \$4,541.34 x 4 Months = \$18,166.00

1 @ \$1,884.42 Per Mo x 12 Months = \$22,613.00

1 @ \$1,884.42 Per Mo x 9 Months = \$16,960.00

FUND 2950
DELINQUENT TAX DEPARTMENT (101700)
FY 2005-06 BUDGET REQUEST

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES \$29,759

Southern Imaging Group	26,000.00
Execution Notices	6,000.00
Certified Letters	20,000.00
Pacer on line Bankruptcy Court	500.00
Extended warranty & service contract (for surveillance system)	2,059.00
Accurint (online people search)	1,200.00

520211 - DNR Watercraft Database \$120

Access database to flag and unflag boats and motors with delinquent taxes.

520244 - MOVING SERVICES - BUILDINGS \$33,417

Cover moving expenses of moving mobile homes acquired by the FLC through tax sale.

520300 - PROFESSIONAL SERVICES \$65,400

Attorney fees	54,000.00
Title Searches, deed preparation, & consultations	
Auctioneer fees	11,000.00
Definitely Taking Request (Deaf interpreter for tax sale)	400.00

520400 - ADVERTISING \$104,500

Tax Sale	
Lexington County Publishing Network	48,000.00
The State Record Company Inc.	56,000.00
FLC Advertising	500.00

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FUND 2950
DELINQUENT TAX DEPARTMENT (101700)
FY 2005-06 BUDGET REQUEST

521000 - OFFICE SUPPLIES **\$6,800**

Paper, Pencils, Ribbons, Staples, Tape, etc	1,600.00
Envelopes #45000	400.00
Tax bill forms	800.00
Posting signs #10000	3,000.00
Special paper for laser printer	200.00
Toner for laser printer	700.00
Laser check forms	100.00

521100 - DUPLICATING **\$2,000**

This account is used for copier machine duplicating of correspondence to employees and customers, packet copies for lawyers, etc. Estimated usage 40,000 @ \$.05 a copy.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$1,000**

Repair of typewriters, computers, printers, kard-veyer file and validators.

524000 - BUILDING INSURANCE **\$186**

1,157 square footage of Treasurers office.

524001 - BURGLARY INSURANCE **\$82**

1,157 square footage of Treasurers office.

524201 - GENERAL TORT LIABILITY INSURANCE **\$121**

524202 - SURETY BONDS **\$64**

Required for Treasurer and Deputies

525000 - TELEPHONE (10 phones lines and 3 voice mail) **\$2,653**

\$192.15 Per Mo x 12 Months = \$2306.00

Funding for additional line \$18.90 Per Mo x 12 Months \$227.00

Charges for directory assistance \$120.00

525020 - PAGERS AND CELL PHONES **\$1,189**

\$145.00 Per Mo x 12 Months = \$1740.00

Upgrade old cell phones \$53.00 x 3 = \$159.00

FUND 2950
DELINQUENT TAX DEPARTMENT (101700)
FY 2005-06 BUDGET REQUEST

525100 - POSTAGE

\$205,250

Due to law changes, we are required to notify by certified mail, old and new owners and separate letters sent to each individual owner. This was not done last year on the advice of our attorney.

Certified mail May - July	estimate 20,000 @ \$7.92 ea.	-	158,400.00
Certified mail other	estimate 4,000 @ \$7.92 ea.	-	31,680.00
Receipts & other mail	estimate 17,600 @ \$.37 ea.	-	6,660.00
Execution notices mailed	estimate 21,000 @ \$.37 ea.	-	8,510.00

525210 - CONFERENCE & MEETING EXPENSE

\$5,940

To cover the costs of attending the Spring and Fall Conferences.

SCATT Spring	(2 employees)	\$1,500.00
SCATT Fall	(2 employees)	\$1,500.00
SCATT Legislative Conf.	(1 employee)	\$ 400.00
Meals for workers on overtime		\$ 100.00
SCACEE		\$ 600.00
TAPS Workshop	(3 employees)	\$ 120.00
TAPS Meeting	(3 employees)	\$ 120.00
SCATT Academy	(3 employees)	\$ 900.00
SCAAO Educational Seminar	(1 empl)	\$ 300.00
Computer Training		\$ 400.00

525230 - SUBSCRIPTIONS, DUES, & BOOKS

\$900

TAPS	3 employees	\$ 60.00
SCACEE	1 employee	\$ 75.00
SCATT	3 employee	\$ 150.00
Cross Reference Book		\$ 155.00
Lexington County Directory		\$ 245.00
Supplement to Title 12 Tax Book		\$ 15.00
Misc.		\$ 200.00

525250 - MOTOR POOL REIMBURSEMENT

\$6,075

15,000 Miles @ 40.5 Cents per mi = \$6,075.00

525300 - UTILITIES

\$3,908

1,157 square footage of Treasurers office.

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FUND 2950
DELINQUENT TAX DEPARTMENT (101700)
FY 2005-06 BUDGET REQUEST

<u>526600 – COURT FILING FEES</u>	<u>\$1,200</u>
FLC court fees for eviction notices.	
<u>526900 – DMV TITLE & LICENSE FEES</u>	<u>\$3,700</u>
FLC title transfers for sold mobile homes.	
<u>529900 – MISCELLANEOUS OPERATION EXPENSES</u>	<u>\$500</u>
FLC operating expenses.	
<u>529903 - CONTINGENCY</u>	<u>\$0</u>

FUND 2950
DELINQUENT TAX DEPARTMENT (101700)
FY 2005-06 BUDGET REQUEST

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$1,000**

540010 - MINOR SOFTWARE **\$1,000**

ALL OTHER EQUIPMENT

REPLACE TWO AND ADD ONE COMPUTER IN DELINQUENT TAX **\$2,490**

We have two computers that need to be replaced, one has a Pent 1 P133 processor and operates under windows 95. The other has a Pent Pro C500 processor and did operate under windows 95 until we upgraded it to windows 2000. This computer continues to lock up despite numerous attempts to remedy the problem. The additional computer will be used for the Business Personal Property desk and the present computer at that station will be converted into a much needed back office computer based cash register.

DESK TOP SCANNER **\$150**

Our present scanner is a used old Visioneer 8600 scanner that is not made any more and does not have any technical support system in place for any problems that occur. Since we need a scanner to file all bankruptcy claims electronically with the Bankruptcy Court, we need a scanner that would have a manufactures support system in place to assist with possible problems.

1 KARDVEYER SERIES 80 FILING SYSTEM **\$13,000**

At the present time we have a Kardveyer series 300 filing system that is over thirty years old. This Kardveyer has been repaired numerous times over the last five years. The electronic key pads no longer operate and can not be repaired or replaced. We are operating this system from a switch on the safety status panel. If this back up switch fails, the system will no longer work. Due to the age and condition of this equipment, it is imperative that we replace it with a new system that will last for many years to come.

109-11

JUSTIFICATION FOR CHANGE OF STATUS FROM TEMPORARY PART-TIME TAX CLERK/CASHIER TO FULL TIME TAX CLERK/CASHIER.

PRESENTLY WE HAVE TWO POSITIONS WITHIN THE DELINQUENT TAX OFFICE THAT ARE CLASSIFIED AS TEMPORARY TAX CLERK/CASHIER.

ONE IS A SEASONAL EMPLOYEE USED MAINLY DURING THE MONTHS OF MARCH THRU OCTOBER IN PREPARATION FOR OUR TAX SALE. THE STATUS OF THIS EMPLOYEE IS OK.

THE OTHER IS USED ALL YEAR LONG PERFORMING VARIOUS DUTIES IN THE DELINQUENT TAX OFFICE. THIS POSITION WAS ORIGINALLY SET UP ON A TEMPORARY BASIS WORKING APPROXIMATELY THIRTY HOURS A WEEK. BECAUSE OF THE RAPID GROWTH OF OUR COUNTY AND THE INCREASED VOLUME OF WORK IN THE DELINQUENT TAX OFFICE, THE HOURS OF WORK FOR THIS EMPLOYEE HAS INCREASED TO FORTY HOURS PER WEEK.

I FEEL THAT DUE TO THE INCREASED HOURS, THE COMPLEXITY OF THIS POSITION AND THE KNOWLEDGE NEEDED TO FILL IT, THIS POSITION SHOULD BE FILLED BY A FULL TIME EMPLOYEE.

SECTION I

**COUNTY OF LEXINGTON
GRANTS ADMINISTRATION
Annual Budget
FY 2005-06 Estimated Revenue**

LEXINGTON COUNTY

FEB 28 RECD

FINANCE DEPT

Object Revenue Account Title Code	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
*Finance / Grants Administration 2990:						
Revenues:						
451950 Indirect Cost Reimbursement	6,073	3,097	16,657	16,657	<u>6,658</u>	
461000 Investment Interest	4,314	3,021	4,388	5,101	<u>5,414</u>	
801000 Op Trn from Genrl Fund/Cty Ordinary	98,000	75,000	75,000	75,000	<u>75,000</u>	
** Total Revenue	<u>108,387</u>	<u>81,118</u>	<u>96,045</u>	<u>96,758</u>	<u>87,072</u>	
***Total Appropriation				405,427	124,320	0
Plus Unused Contingency				304,282		
FUND BALANCE						
Beginning of Year				<u>308,669</u>	<u>304,282</u>	<u>304,282</u>
FUND BALANCE - Projected						
End of Year				<u>304,282</u>	<u>267,034</u>	<u>304,282</u>

**COUNTY OF LEXINGTON
GRANTS ADMINISTRATION
Annual Budget
Fiscal Year - 2005-06**

Fund: 2990
Division: General Administration
Organization: 101400 Finance

		<i>BUDGET</i>					
Object Code	Expenditure Classification	2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
510100	Salaries & Wages - 2.0	69,746	23,511	71,804	85,660		
	Salaries & Wages Adjustment Account	0	0	0	2,570		
510199	Special Overtime	9	0	0	0		
510200	Overtime	186	113	500	0		
511112	FICA - Employer's Portion	5,248	1,779	5,531	6,750		
511113	SCRS - Employer's Portion	3,200	0	3,353	5,193		
511120	Employee Insurance - 2.0	8,640	4,320	8,640	11,520		
511130	Workers Compensation	189	71	218	300		
511213	SCRS - Employer Portion (Retiree)	1,591	1,618	1,600	1,600		
	* Total Personnel	88,809	31,412	91,646	113,593		
Operating Expenses							
521000	Office Supplies	328	234	600	600		
521100	Duplicating	935	387	900	900		
524201	General Tort Liability Insurance	28	17	34	50		
524202	Surety Bonds	0	0	10	20		
525000	Telephone	261	132	280	540		
525010	Long Distance Charges	13	4	20	20		
525100	Postage	1	0	35	35		
525210	Conference & Meeting Expense	1,468	676	5,200	5,400		
525230	Subscriptions, Dues, & Books	859	551	1,300	1,300		
525240	Personal Mileage Reimbursement	10	0	200	200		
526500	Licenses & Permits	80	0	120	0		
529903	Contingency	0	0	304,282			
	* Total Operating	3,983	2,001	312,981	9,065		
	** Total Personnel & Operating	92,792	33,413	404,627	122,658		
Capital							
540000	Small Tools & Minor Equipment	82	0	200	200		
540010	Minor Software	136	0	600	600		
	All Other Equipment						
	(1) Computer/Monitor				862		
	** Total Capital	218	0	800	1,662		
	*** Total Budget Appropriation	93,010	33,413	405,427	124,320		

110-2

SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

- Program I - Administration
- Program II -
- Program III -

Program I: Administration

Objectives:

To achieve and maintain a high standard of accuracy, completeness, and timeliness regarding the County's grants and special revenues. To assist and advise County Council, County Administrator, other department heads and program managers. To provide to the public friendly and efficient services. To maintain the official records of the County. To develop and maintain county-wide systems and internal controls. To gather and process information needed by other departments and the public.

Program II:

Objectives:

Program III:

Objectives:

SERVICE LEVELS

Service Level Indicators:

	<u>Actual</u> <u>FY 2003-04</u>	<u>Estimated</u> <u>FY 2004-05</u>	<u>Projected</u> <u>FY 2005-06</u>
Solicitor Grants	6	4	4
Solicitor Special Revenue	8	9	9
Law Enforcement Grants	18	15	16
LE Special Revenue	16	16	16
Public Safety Grants	16	15	17
PS Special Revenue	2	2	2
Other Grants	28	34	40
Other Special Revenue	29	27	27

110-3

SECTION IV. - SUMMARY OF REVENUES

801000 - OPERATING TRANSFER FROM GENERAL FUND \$75,000

To cover the costs of grant administration, funds are transferred from the General Fund in the amount of 3% of all grants excluding those that approve indirect cost.

461000 - INVESTMENT INTEREST \$5,414

Interest is earned on the Fund Balance in the account.

451950 - INDIRECT COST REIMBURSEMENT \$6,658

Indirect costs are received from one direct federal grant Drug Court and one state grant Homeland Security.

110-4

SECTION V. A. - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Manager	1.00	0	1.00	1.00	20
Accountant	1.00	0	1.00	1.00	15
Total Positions	<u>2.00</u>	<u>0</u>		<u>2.00</u>	

110-5

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES \$600

Funds are used to purchase special 4-part file folders for the grants and special revenue funds and other miscellaneous supplies as needed.,

521100 - DUPLICATING \$900

Funds will be used to photocopy monthly reports, quarterly reports, and other documents related to grants and special revenue programs.

524201 - GENERAL TORT LIABILITY INSURANCE \$50

Manager of Grants	1.00 position	\$29
Accountant/Analyst	1.00 position	\$11

524202 - SURETY BOND \$20

Funds for Surety Bond.

525000 - TELEPHONE \$540

Two phones \$18.00 @month and voice mail/studder tone \$4.50 @ month.

525010 - LONG DISTANCE CHARGES \$20

Phone calls to make reservations, contact grantors, and grantees.

525100 - POSTAGE \$35

Postage charges for sending materials FEDEX.

525210 - CONFERENCE & MEETING EXPENSE \$5,400

To cover the costs of attending occupational continuing education and program related workshops and seminars required for grants and special revenue programs and to cover the costs of attending the occupational and program related conferences and monthly meetings.

GFOASC Spring Conference, Columbia vicinity (May 2005)	\$ 200
GFOASC Fall Conference, Myrtle Beach, SC (September 2005)	\$1,500
National GFOA Conference (location/time to be announced)	\$1,500
Monthly meetings	\$ 200
Other Training Sessions	\$2,000

110-6

525230 - SUBSCRIPTIONS, DUES, & BOOKS **\$1,300**

Funds are used for membership dues to the following professional organizations. The grant publication provides information on available funding from the Department of Justice. The Federal Register provides specific grant information required on the Schedule of Expenditures of Federal Awards.

GFOASC annual membership (2)	\$100
SCACPA annual membership	\$180
National GFOA annual membership	\$350
AICPA annual membership	\$150
National Association of Community Developers	\$160
Federal Register	\$ 72
Congressional Digest Corp (Capital City Publishers)	\$288

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$200**

Mileage reimbursement required when using personal vehicles to travel to meetings, etc., when county vehicle is not available.

110-7

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT \$200

Funds will be used to purchase minor equipment as needed.

540010 - MINOR SOFTWARE \$600

Purchase software and software licenses for new computer and to ungrade current computer.

(1) - COMPUTER/MONITOR \$862

Purchase computer/monitor for new accounting position.

Cost \$ 813.00
Tax 48.78
Total \$ 861.78

110-8

SECTION I

COUNTY OF LEXINGTON PASS-THRU GRANTS Annual Budget Fiscal Year - 2005-06

Fund: 2999

Division:

Organization: 142000 - Magistrate Court Services (Personnel Costs)

Organization: 999900 - Non-departmental (Special Projects)

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenues: (Organization - 000000)							
436200	Bid Bond Forfeiture (Deferred Revenue)	0	0	52,170	52,170	0	
452100	Town Recorders Fees	55,888	29,264	62,174	62,174	0	
453008	B&C #1430 LCJMWSC-Martins Crossing	0	0	0	0	0	
453009	B&C #1426 Gilbert Summit Rural Wtr	0	60,040	300,000	300,000	0	
466001	SCE&G Dam Project	0	0	0	0	0	
827750	RET from P&D/Contract Perform Bond	42,180	0	0	0	0	
461000	Investment Interest	83	210	0	220	0	
** Total Revenue		98,151	89,514	414,344	414,564	0	0
***Total Appropriation					457,430	74,205	0
FUND BALANCE							
Beginning of Year					43,086	220	220
FUND BALANCE - Projected							
End of Year					220	(73,985)	220

Object Code	Expenditure Classification	BUDGET				
		2003-04 Expenditure	2004-05 Expenditure (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend
Personnel: (Organization - 142000)						
510100	Salaries & Wages	47,115	24,670	52,400	62,540	
511112	FICA - Employer's Portion	3,566	1,870	4,009	4,785	
511114	PORS - Employer's Portion	5,041	2,640	5,607	6,692	
511130	Workers Compensation	120	77	158	188	
* Total Personnel		55,842	29,257	62,174	74,205	0
Operating Expenses: (Organization - 999900)						
520300	Professional Services	0	0	0	0	
529903	Contingency	0	0	906	0	
536014	Lake Murray Dam Project	0	0	0	0	
536027	B&C #1430 LCJMWSC-Martins Crossing	0	0	0	0	
536028	B&C #1426 Gilbert Summit Rural Water	0	110,105	300,000	0	
* Total Operating		0	110,105	300,906	0	0
** Total Personnel & Operating		55,842	139,362	363,080	74,205	0
Capital						
SR0033	Stoney Point Drive and Circle	0	59,850	94,350	0	
** Total Capital		0	59,850	94,350	0	0
*** Total Budget Appropriation		55,842	199,212	457,430	74,205	0

///-1

SECTION I

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
FY 2005-06 Estimated Revenues & Other Funding Sources**

Fund: 5700		Actual	Actual	Actual	Actual	Actual	Amended	6 Months	Total
Division: Solid Waste	Revenue Account Title	Receipts	Receipts	Receipts	Receipts	Receipts	Budget	Received	Estimated
		1999-00	2000-01	2001-02	2002-03	2003-04	Thru Dec 2004-05	Thru Dec 2004-05	2005-06
* Undesignated Revenues 5700 :									
Property Taxes:									
		Mills	Mills	Mills	Mills	Mills	Mills		Mills
		7.5	7.5	6.956	7.067	7.237	7.403		7.403
410000	Current Property Taxes	2,865,780	2,893,848	3,211,040	3,324,238	3,503,986	3,935,784	1,801,651	3,935,784
410500	Houstead Exemption Reimburs.	67,920	156,919	160,938	169,605	179,555	80,000	0	80,000
410520	Manufacture's Exempt. Reimburs.	25,441	23,733	22,345	24,170	16,604	15,000	0	15,000
411000	Current Vehicle Taxes	978,648	999,447	964,306	929,862	932,234	859,207	463,320	859,207
411001	Current Vehicle 5Yr. Adjustment	(34,979)	0	0	0	0	0	0	0
412000	Current Tax Penalties	7,724	9,494	9,782	9,087	9,897	7,200	177	7,200
413000	Delinquent Taxes	153,001	181,545	166,314	185,766	173,328	140,000	116,622	140,000
414000	Delinquent Tax Penalties	20,792	25,642	24,317	28,457	28,964	22,000	17,450	22,000
417100	Fee in Lieu of Taxes	68,572	67,348	107,570	109,421	115,342	116,000	7,870	116,000
418000	Motor Carrier Payments	10,553	12,846	14,929	13,301	11,637	10,000	8,237	10,000
419900	Tax Refunds	(8,288)	(1,797)	(143)	(12)	(7)	(2,000)	0	(2,000)
	Total Property Taxes	4,155,164	4,369,025	4,681,398	4,793,895	4,971,540	5,183,191	2,415,327	5,183,191
Landfill Revenue Sources:									
434000	Landfill Fees	769,569	824,644	836,669	1,046,553	958,016	890,000	612,540	1,000,000
434100	Landfill Permit Fees	3,625	2,635	3,070	4,090	3,680	3,000	930	2,000
434200	Garbage Franchise Fees	60,191	63,185	53,568	72,460	59,851	57,250	36,982	58,000
434400	Paper Recycling Fees	13,815	7,424	6,677	9,291	6,698	7,000	3,942	7,000
434401	Battery Recycling Fees	5,971	5,793	3,288	2,064	1,491	3,300	347	700
434402	Aluminum Recycling Fees	22,276	23,712	19,747	22,987	24,379	24,000	8,224	20,000
434403	Plastic Recycling Fees	832	3,673	925	0	1,292	500	2,446	500
434405	White Goods Recycling Fees	38,958	28,008	17,245	19,145	45,189	20,000	28,878	30,000
434406	Waste Tire Fees	7,052	5,109	7,579	18,446	12,709	2,500	7,904	3,000
434407	Textile Recycling Fees	507	1,303	358	247	873	200	160	200
434408	Cardboard Recycling Fees	29,631	20,626	13,643	26,478	32,337	15,000	19,100	20,000
434409	Glass Recycling Fees	1,592	2,223	0	308	907	0	0	0
434410	Vinyl Recycling Fees	0	0	0	0	0	0	0	0
434411	Oil Filter Recycling Fees	861	368	303	468	2,437	0	375	300
434412	Aluminum Bottle Recycling Fees	1,075	0	0	0	0	0	0	0
434413	Scrap Aluminum Recycling Fees	1,104	2,744	1,706	1,241	163	500	58	250
434414	Refrigerant Recycling Fees	0	0	12,973	14,761	13,757	15,000	7,154	13,000
434415	Toner Cartridges Recycling Fees	0	0	0	0	36	15,000	331	300
	Total Revenue Sources	957,059	993,447	977,751	1,238,539	1,163,815	1,053,250	729,371	1,155,250
Other Revenues:									
450000	Rental Income	0	0	0	5,000	0	0	0	0
450100	Ground Lease Agreement	0	0	0	2,500	7,500	7,500	3,750	7,500
459200	DHEC /Solid Waste Mgt Grant	0	0	0	0	0	0	0	0
461000	Investment Interest	37,268	17,634	13,593	19,490	31,243	17,000	9,893	0
461001	Tax Appeals Interest	0	213	49	75	32	0	81	0
461002	Delinquent Tax Interest	0	3	0	0	0	0	0	0
463100	EPA Overnight Reimbursement	(174)	127,239	0	113,268	0	0	0	0
463110	Property Cost Reimburse - PRP	0	0	0	0	0	0	0	0
463200	Insurance Claims Reimb- Prop/Liab	198	0	0	40,882	0	0	0	0
469900	Miscellaneous Revenues	0	0	0	0	0	0	0	0
469901	Sales Tax Discount	0	0	0	0	0	0	0	0
490100	Sale of General Fixed Assets	0	5,750	3,850	3,289	48,393	20,000	0	123,913
490700	Late Pull Charges	0	0	0	284,700	10,050	0	10,200	8,000
491000	Contributed Capital	0	0	0	0	0	0	0	0
801000	OP. Trn. from General Fund	0	90,000	775,837	394,874	893,000	0	0	0
821000	R.E.T. From General Fund	0	0	0	0	0	0	0	0
821550	R.E.T. From GO Bond (1997)	0	0	0	0	0	0	0	0
825720	R.E.T. from SW/DHEC Grant	0	0	0	0	53	0	0	0
	Total Other Revenue	37,292	240,839	793,329	864,078	990,271	44,500	23,924	139,413
** Total Undesignated Landfill Revenues									
		5,149,515	5,603,311	6,452,478	6,896,512	7,125,626	6,280,941	3,168,622	6,477,854

COUNTY OF LEXINGTON
Combined Annual Budget - Enterprise Fund
Fiscal Year 2005-06

Fund 5700
Division: Public Works
Organization: Solid Waste - All Departments

Object Expenditure Code Classification		<i>BUDGET</i>								
		2004-05 Amended (Dec)	2005-06 Requested (Total)	Admin.	Acctg. & Collections	Conv. Stations	Landfill Operations	321 Landfill	Transfer Station	Recycling
Personnel										
510100	Salaries & Wages	457,166	458,834	68,748	54,246	36,296	145,671		111,995	41,878
510200	Overtime	7,650	7,000	0	0	0	3,500		3,300	200
510300	Part Time	261,890	270,260	0	35,787	112,189	0		0	122,284
511112	FICA Cost	55,640	55,670	5,260	6,888	11,360	11,144		8,459	12,559
511113	State Retirement	47,974	55,570	5,294	6,933	11,434	11,217		8,051	12,641
511120	Insurance Fund Contribution	74,880	74,880	5,760	17,280	5,760	23,040		17,280	5,760
511130	Workers Compensation	63,629	55,116	1,836	2,404	12,057	14,509		11,011	13,299
511213	State Retirement - Retiree	1,847	809	0	0	0	0		0	809
519901	Salaries & Wages Adjustment Account	612	0	0	0	0	0		0	0
* Total Personnel		971,288	978,139	86,898	123,538	189,096	209,081	0	160,096	209,430
Operating Expenses										
520100	Contracted Maintenance	158,932	161,385		0	0	135,669		25,716	0
520200	Contracted Services	3,679,844	4,258,787		0	1,310,000	3,409		2,945,378	0
520241	Refrigerant Disposal & Testing	10,000	13,000		0	0	13,000		0	0
520300	Professional Services	149,824	90,965	3,000	3,000	100	82,775		2,090	0
520302	Drug Testing Services	820	903	75	0	50	350		278	150
520400	Advertising & Publicity	2,800	2,500	1,000	0	1,500	0		0	0
520601	Landfill Monitoring - Batesburg	72,105	72,105		0	0	72,105		0	0
520602	Landfill Monitoring - Edmund	27,280	27,280		0	0	27,280		0	0
520603	Landfill Monitoring - Chapin	83,215	83,215		0	0	83,215		0	0
520612	Closure/Post-Closure Care Cost	30,000	30,000		0	0	30,000		0	0
520620	EPA Cost	50,000	0	0	0	0	0		0	0
520702	Technical Currency & Support	1,000	1,000	0	1,000	0	0		0	0
521000	Office Supplies	1,950	2,000	100	1,500	200	0		150	50
521100	Duplicating	1,150	1,150	150	200	400	150		150	100
521200	Operating Supplies	31,158	31,658	150	1,300	11,000	13,920		4,688	600
521402	Occupational Health Supplies	400	400	0	0	0	0		0	400
522000	Building Repairs & Maintenance	55,375	65,775	0	0	15,000	10,775		40,000	0
522100	Heavy Equipment Repairs & Maintenance	163,994	237,387	0	0	20,000	147,000		69,387	1,000
522200	Small Equipment Repairs & Maintenance	13,500	13,500	0	250	250	0		3,000	10,000
522300	Vehicle Repairs & Maintenance	17,500	18,690	1,000	0	1,000	11,190		0	5,500
523000	Land Rental	1,500	1,500	0	0	1,500	0		0	0
523200	Equipment Rental	429	429	0	0	0	0		429	0

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COUNTY OF LEXINGTON
Combined Annual Budget - Enterprise Fund
Fiscal Year 2005-06

Fund 5700
Division: Public Works
Organization: Solid Waste - All Departments

Object Expenditure Code Classification		BUDGET									
		2004-05 Amended (Dec)	2005-06 Requested (Total)	Admin.	Acctg. & Collections	Conv. Stations	Landfill Operations	321 Landfill	Transfer Station	Recycling	Non- Departmental
Con't:											
524000	Building Insurance	2,286	2,395	255	0	773	0		1,367	0	
524100	Vehicle Insurance	6,518	6,567	597	0	597	2,985		0	2,388	
524101	Comprehensive Insurance	7,951	17,518	0	0	0	15,537		1,282	699	
524201	General Tort Liability Insurance	2,786	3,268	536	97	158	1,162		801	514	
524202	Surety Bonds	32	0	0	0	0	0		0	0	
524900	Data Processing Equipment Insurance	84	84	0	84	0	0		0	0	
525000	Telephone	18,124	18,124	8,424	0	9,700	0		0	0	
525004	WAN Service Charges	1,103	1,103	1,103	0	0	0		0	0	
525010	Long Distance Charges	2,500	0	0	0	0	0		0	0	
525020	Pagers and Cell Phones	2,739	2,666	1,180	0	783	493		105	105	
525030	800 MHz Radio Service Charges	7,300	7,762	693	353	627	2,205		1,679	2,205	
525031	800 MHz Radio Maintenance	1,278	1,468	97	193	97	405		290	386	
525100	Postage	3,500	3,500	0	3,500	0	0		0	0	
525210	Conference & Meeting Expenses	6,536	10,804	1,500	4,000	1,000	1,720		1,834	750	
525230	Subscriptions, Dues, & Books	810	810	163	0	0	120		227	300	
525240	Personal Mileage Reimbursement	300	300	0	0	300	0		0	0	
525250	Motor Pool Reimbursement	25	100	100	0	0	0		0	0	
525315	Utilities - Landfill (Cayce 321)	26,000	0	0	0	0	0		0	0	
525317	Utilities - Landfill (Edmund)	17,800	18,400	6,500	0	0	4,100		7,800	0	
525318	Utilities - Convenience Stations	37,000	40,700	0	0	40,700	0		0	0	
525400	Gas, Fuel, & Oil	55,346	76,705	1,800	0	1,200	49,205		9,500	15,000	
525600	Uniforms & Clothing	6,935	7,011	0	0	500	2,300		1,780	2,431	
526500	Licenses & Permits	5,166	4,225	0	25	600	2,900		700	0	
527040	Outside Personnel (Temporary)	356,500	356,373	0	0	356,373	0		0	0	
530100	Depreciation	303,500	228,100	8,500	2,600	40,500	105,000		43,000	28,500	
534027	Keep America Beautiful Program	24,000	24,000	24,000	0	0	0		0	0	
538000	Claims & Judgments (Litigation)	550	550	0	0	250	100		100	100	
538600	SCDHEC - Administrative Order	20,000	20,000	0	0	0	20,000		0	0	
815722	Op Trn to DHEC Used Oil Grant	3,845	0	0	0	0	0		0	0	
* Total Operating		5,473,290	5,966,162	60,923	18,102	1,815,158	839,070	0	3,161,731	71,178	0
** Total Personnel & Operating		6,444,578	6,944,301	147,821	141,640	2,004,254	1,048,151	0	3,321,827	280,608	0
** Total Capital		815,433	1,250,779	500	965	11,500	1,235,998	0	1,000	816	0
***Total Budget Appropriation		7,260,011	8,195,080	148,321	142,605	2,015,754	2,284,149	0	3,322,827	281,424	0

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COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2005-06

Fund: 5700
Division: Public Works
Organization: 121201 - Solid Waste / Administration

		BUDGET					
Object Expenditure Code	Classification	2003-04 Expenses	2004-05 Expenses (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel							
510100	Salaries & Wages - 1	66,724	31,559	68,310	68,748		
511112	FICA Cost	4,874	2,315	4,991	5,260		
511113	State Retirement	4,501	2,162	4,582	5,294		
511120	Insurance Fund Contribution - 1	5,760	2,880	5,760	5,760		
511130	Workers Compensation	179	95	1,741	1,836		
	* Total Personnel	82,038	39,011	85,384	86,898	0	0
Operating Expenses							
520300	Professional Services	2,536	660	3,000	3,000		
520302	Drug Testing Services	0	0	75	75		
520400	Advertising & Publicity	20	10	1,300	1,000		
521000	Office Supplies	40	76	100	100		
521100	Duplicating	68	20	150	150		
521200	Operating Supplies	149	63	150	150		
522300	Vehicle Repairs & Maintenance	1,542	208	1,000	1,000		
524000	Building Insurance	258	116	244	255		
524100	Vehicle Insurance - 1	525	265	543	597		
524201	General Tort Liability Insurance	412	243	499	536		
525000	Telephone	6,116	3,290	8,424	8,424		
525004	WAN Service Charges	651	415	1,103	1,103		
525010	Long Distance Charges	645	361	1,000	0		
525020	Pagers and Cell Phones	1,587	539	1,177	1,180		
525030	800 MHz Radio Service Charges - 1	487	260	515	693		
525031	800 MHz Radio Maintenance - 1	91	91	91	97		
525210	Conference & Meeting Expenses	477	0	1,500	1,500		
525230	Subscriptions, Dues, & Books	143	0	163	163		
525250	Motor Pool Reimbursement	44	25	25	100		
525317	Utilities - L/F Edmund	5,872	3,114	6,000	6,500		
525400	Gas, Fuel, & Oil	1,530	896	1,700	1,800		
525600	Uniforms & Clothing	0	0	125	0		
530100	Depreciation	8,234	0	10,000	8,500		
534027	Keep America Beautiful Program	24,000	12,000	24,000	24,000		
	* Total Operating	55,427	22,652	62,884	60,923	0	0
	** Total Personnel & Operating	137,465	61,663	148,268	147,821	0	0
Capital							
540000	Small Tools & Minor Equipment	40	0	500	500		
	All Other Equipment	0	0	500	0		
	** Total Capital	40	0	1,000	500	0	0
	*** Total Expenses	137,505	61,663	149,268	148,321	0	0

112-4

SECTION III – PROGRAM OVERVIEW

Summary of Program:

Objectives:

To achieve and maintain a high standard of accuracy, completeness, timeliness and environmental efficiency in carrying out the duties of Solid Waste Management to the general public, County Council, County Administration, management and external entities. The responsibilities of this office include the supervision, coordination and administration of accounting/collections, waste collection stations (12), franchise garbage collection (unincorporated area), monitoring of closed landfills (4), operation of a construction & demolition landfill, operation of a municipal solid waste transfer station, and recycling collection & processing.

SECTION IV. – SUMMARY OF REVENUES

SECTION V. – LINE ITEM NARRATIVES

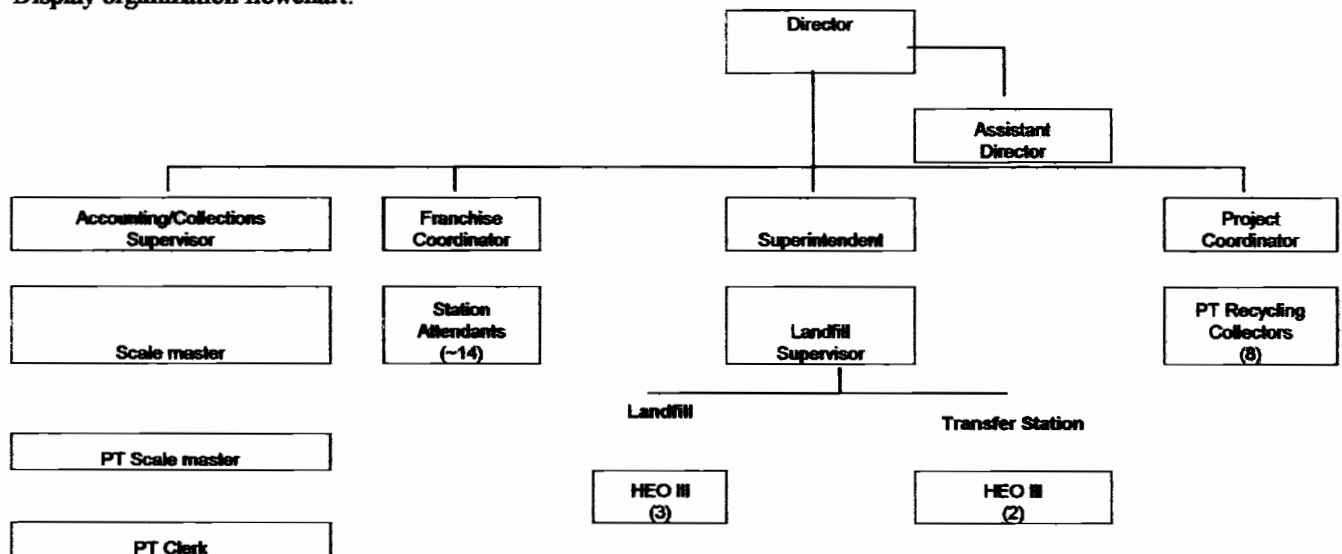
SECTION V.A. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent</u>	<u>Positions</u>	<u>Enterprise Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Grade</u>
*Director		1	1		1	32
*Assistant Director		1	1		1	20
Total Positions		<u>2</u>	<u>2</u>		<u>2</u>	

(*) Denotes positions requiring insurance.

Display organization flowchart:



112-5

SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520300 Professional Services \$3,000

To cover the cost of the County Attorney to draw up contracts, review agreements or contracts prior to signing, update SWM Plan, review or draw up other legal documents for department.

520302 Drug Testing Services \$75

To cover the cost for any necessary drug testing \$75.00

520400 Advertising \$1,000

To cover the cost of a newspaper publication for the Full Cost Disclosure of Solid Waste Management as required by state legislation. This account will also cover the cost of newspaper ads for soliciting applicants for employment.

521000 Office Supplies \$100

To cover routine office supplies (paper, pens, pencils, file folders, business cards, etc.).

521100 Duplicating \$150

To cover the cost of making copies of invoices, budget forms, and internal control work papers. (Based on 3,000 copies @ \$.05/ea)

521200 Operating Supplies \$150

To cover the cost of 800MHz radio battery @ \$85 and \$65 for misc. items .

522300 Vehicle Repairs & Maintenance \$1,000

To cover the cost of a Chevy blazer for the Director of SWM - Service and maintenance every 3,000 miles; additional repairs, tires, etc.

524000 Building Insurance \$255

To cover the cost of allocated building insurance per schedule.

524100 Vehicle Insurance (1) \$597

To cover the cost of allocated vehicle insurance per schedule

524201 General Tort Liability Insurance \$536

To cover the cost of general tort liability insurance (based on new rates).

525000 Telephone \$8,424

To cover all of the telephone service (Edmund Facility) for communicating with internal departments as well as Lexington County citizens. There are 4 lines and 1 fax line.

- \$7,200 for telephone service for five lines at the Edmund Landfill.
- \$1,124 for 1 year maintenance on telephone system, Fortran.
- \$100 for On-Call Supervisor's long distance telephone charges from home

525004 WAN Service Charges \$1,103

To cover the cost of data service line for E-mail and Internet access for Solid Waste Dept.

525010 Long Distance Charges \$0

There will be no long distance charges based on the new County agreement with Pond Branch Telephone Service.

525020 Pagers & Cell Phones \$1,180

To cover the cost of (1) pager rental and (1) Nextel for the period of July 1, 2005 through June 30, 2006.

- (1) Dial Page @ \$9 /month = \$108
- Nextel @ \$81/month= \$972
- Potential overages = \$100

525030 800 MHz Radio Service Charges \$693

800 MHz radio service for Director @ \$56.44/month = \$678 + \$15/yr Roam. = \$693

525031 800 MHz Radio Maintenance \$97

800 MHz annual radio maintenance for Director, \$91.80 plus tax = \$97

525210 Conference & Meeting Expenses \$1,500

Director of SWM to attend Solid Waste Association of North America Regional conference in Myrtle Beach as well as the State Litter Conference

525230 Subscriptions, Dues and Books \$163

- Membership to South Carolina Chapter SWANA for Director \$143
- Membership to South Carolina Litter Association \$20

525250 Motor Pool Reimbursement \$100

To cover the cost associated with the use of Motor Pool Vehicles when assigned vehicle is out of service for repair.

525317	Utilities - Edmund	\$6,500
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To cover the cost of electric utilities for Edmund Landfill

525400	Gas Fuel & Oil	\$1,800
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To cover the cost of fuel for one vehicle for the Director. The cost is based on fuel usage reports obtained from the Fleet Services Department.

525600	Uniforms & Clothing	\$0
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530100	Depreciation	\$8,500
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To cover the cost of allocated depreciation as provided by the County Finance Department

534027	Keep The Midlands Beautiful Program	\$24,000
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To cover the cost of funding the non-profit organization Keep The Midlands Beautiful. This is a contract agreement between Lexington County and Keep the Midlands Beautiful.

SECTION V.C. -- CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

54000 Small Tools & Minor Equipment **\$500**

To cover the cost of items that may need to be replaced under this category.

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2005-06**

Fund: 5700

Division: Public Works

Organization: 121202 - Solid Waste / Accounting & Collections

Object Expenditure Code Classification	2003-04 Expenses	2004-05 Expenses (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 2	51,813	24,764	53,723	54,246		
510200 Overtime	114	0	500	0		
510300 Part Time - 2 (1.4375 - FTE)	31,273	14,071	33,165	35,787		
511112 FICA Cost	6,363	2,860	6,367	6,888		
511113 State Retirement	5,869	2,660	5,703	6,933		
511120 Insurance Fund Contribution - 3	17,280	8,640	17,280	17,280		
511130 Workers Compensation	1,814	993	4,250	2,404		
* Total Personnel	114,526	53,988	120,988	123,538	0	0
Operating Expenses						
520300 Professional Services	2,941	2,378	3,000	3,000		
520702 Technical Currency & Support	1,000	500	1,000	1,000		
521000 Office Supplies	1,383	561	1,500	1,500		
521100 Duplicating	128	74	200	200		
521200 Operating Supplies	992	1,089	1,300	1,300		
522200 Small Equipment Repairs & Maintenance	90	55	250	250		
524201 General Tort Liability Insurance	66	44	90	97		
524900 Data Processing Equipment Insurance	81	40	84	84		
525030 800 MHz Radio Service Charges-2	435	216	500	353		
525031 800 MHz Radio Maintenance-2	91	91	91	193		
525100 Postage	2,518	372	3,500	3,500		
525210 Conference & Meeting Expenses				4,000		
526500 License & Permits	0	0	25	25		
530100 Depreciation	2,600	0	2,500	2,600		
* Total Operating	12,325	5,420	14,040	18,102	0	0
** Total Personnel & Operating	126,851	59,408	135,028	141,640	0	0
Capital						
540000 Small Tools & Minor Equipment	231	0	105	250		
540010 Minor Software				65		
All Other Equipment	0	699	11,295	650		
** Total Capital	231	699	11,400	965	0	0
*** Total Expenses	127,082	60,107	146,428	142,605	0	0

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SECTION III – PROGRAM OVERVIEW

Summary of Program:

Objectives:

To achieve and maintain a high standard of accuracy, completeness and timeliness in carrying out the duties of accounting and collections. The priority functions of this cost center are to weigh incoming solid waste, record the results and insure payment as required. The weighing/billing operation is computerized and invoices are generated on a daily basis. The accounting and collection supervisor generates statements on a monthly basis and mails to customer for payment. As payment on accounts are received accounts are credited, receipts generated and monies are deposited in appropriate accounts.

Service Levels

	FY 02/03 (Actual)	FY 03/04 (Actual)	FY 04/05 (Dec.)	FY 04/05 (Est. June)	FY 05/06 (Projected)
Landfill Permits Issued	712	254	175	300	300
Landfill Tickets Issued	50,205	50,067	24,273	51,000	51,250

SECTION IV. – SUMMARY OF REVENUES

SECTION V. – LINE ITEM NARRATIVES

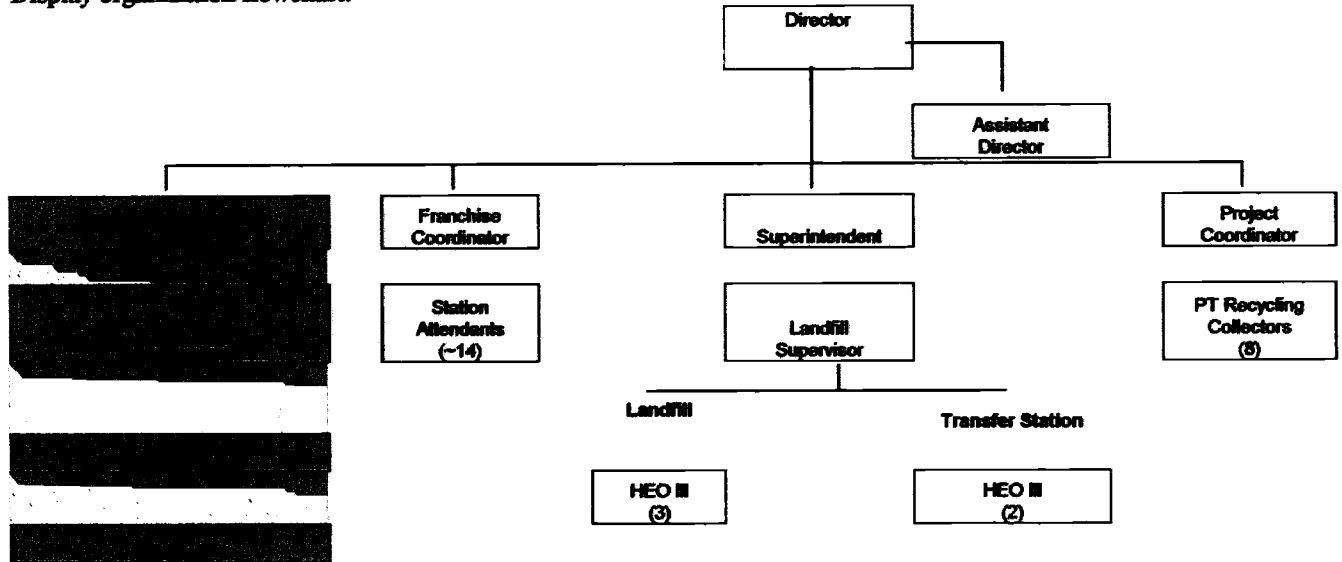
SECTION V.A. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent Positions</u>	<u>Enterprise Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Grade</u>
*Acct. & Collection Supervisor	1	1		1	8
*Scale Master	1	1		1	7
*PPT Scale Master	1	.7375		.7375	7
PT Clerk	1	.7		.7	4
Total Positions	<u>4</u>	<u>3.4375</u>		<u>3.4375</u>	

(*) Denotes positions requiring insurance.

Display organization flowchart:



SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520300 Professional Services \$3,000

To cover the cost of an annual external audit - \$2,000, Credit Report service for potential new landfill customers; Annual fees and Credit Report fees - \$1,000.

520702 Technical Currency & Support \$1,000

To cover the cost of a maintenance and support agreement with WasteWorks, solid waste software, and any upgrades.

521000 Office Supplies \$1,500

To cover routine office supplies (paper, pens, pencils, file folders, internal control forms, etc.).

521100 Duplicating \$200

To cover the cost of making copies of landfill tickets, recycling records, various reports for finance, invoices for payable activity and internal control work papers. (Based on 4,000 copies @ \$.05/ea)

521200 Operating Supplies \$1,300

To cover the cost of landfill permit stickers, landfill scale tickets, Misc. operating supplies such as batteries, etc,

522200 Small Equipment Repairs & Maint. \$250

To cover the cost of emergency repair and maintenance for small office machines.

524201 General Tort Liability Insurance \$97

To cover the cost of general tort liability insurance (based on new rates).

524900 Data Processing Equipment Insurance \$84

To cover the cost of allocated data processing equipment insurance.

525030 800 MHz Radio Service Charges (2) \$353

800 MHz radio for office use (1 site) @ \$14.70/month for 12 months = 176.40
800 MHz radio for scale house (1site) @ \$14.70/month for 12 months = 176.40

525031 800 MHz Radio Maintenance \$193

800 MHz radio maintenance for 2 radios per fee schedule.

525100 Postage \$3,500

To cover the cost to mail monthly billing and assorted correspondence.

525210 Conference & Meeting Expenses \$4,000

To cover the cost of on-site training of WasteWorks, solid waste operating software, for the entire department.

526500 Licenses & Permits \$25

To cover the cost to renew weigh master licenses.

530100 Depreciation \$2,600

To cover the cost of allocated depreciation as provided by the County finance department

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SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 Small Tools & Minor Equipment **\$250**

To cover the cost of items that may need to be replaced under this category.

540010 Minor Software **\$65**

To cover the cost of Microsoft Publisher to allow the supervisor to produce required calendars.

Veritas Back-Up Software for Solid Waste server **\$650**

To cover the cost of back-up executive windows servers 9.1 software to optimize the functionality and automation of producing tape backups for the entire solid waste department. This request is per the County information services department.

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2005-06**

Fund: 5700
Division: Public Works
Organization: 121203 - Solid Waste / Convenience Station

Object Expenditure Code Classification	<i>BUDGET</i>					
	2003-04 Expenses	2004-05 Expenses (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 1	34,986	16,609	36,014	<u>36,296</u>		
510200 Overtime	0	37	150	<u>150</u>		
510300 Part Time - LS (12 - FTE)	70,567	48,864	106,441	<u>112,189</u>		
511112 FICA Cost	7,869	4,922	10,770	<u>11,360</u>		
511113 State Retirement	6,424	3,988	8,605	<u>11,434</u>		
511120 Insurance Fund Contribution - 1	5,760	2,880	5,760	<u>5,760</u>		
511130 Workers Compensation	6,185	6,485	14,018	<u>12,057</u>		
511131 SC Unemployment	2,288	0	0	<u>0</u>		
511213 State Retirement - Retiree	768	500	1,038	<u>1,038</u>		
* Total Personnel	134,847	84,285	182,796	<u>189,096</u>		
Operating Expenses						
520200 Contracted Services	1,112,822	278,168	813,700	<u>1,310,000</u>		
520300 Professional Services	0	0	100	<u>100</u>		
520302 Drug Testing Services	0	0	50	<u>50</u>		
520400 Advertising & Publicity	230	334	1,500	<u>1,500</u>		
521000 Office Supplies	91	90	150	<u>200</u>		
521100 Duplicating	377	93	400	<u>400</u>		
521200 Operating Supplies	13,102	4,387	10,500	<u>11,000</u>		
522000 Building Repairs & Maintenance	4,740	535	18,600	<u>15,000</u>		
522100 Heavy Equipment Repairs & Maintenance	28,386	2,862	20,000	<u>20,000</u>		
522200 Small Equipment Repairs & Maintenance	149	175	250	<u>250</u>		
522300 Vehicle Repairs & Maintenance	393	234	1,000	<u>1,000</u>		
523000 Land Rental	1,500	1,500	1,500	<u>1,500</u>		
524000 Building Insurance	706	351	737	<u>773</u>		
524100 Vehicle Insurance - 1	525	265	543	<u>597</u>		
524201 General Tort Liability Insurance	122	72	148	<u>158</u>		
525000 Telephone	8,943	3,694	9,700	<u>9,700</u>		
525010 Long Distance Charges	1,734	517	1,500	<u>0</u>		
525020 Pagers and Cell Phones	105	259	855	<u>783</u>		
525030 800 MHz Radio Service Charges - 1	450	218	526	<u>627</u>		
525031 800 MHz Radio Maintenance - 1	91	91	91	<u>97</u>		
525210 Conference & Meeting	297	0	1,000	<u>1,000</u>		
525240 Personal Mileage Reimbursement	347	108	300	<u>300</u>		
525318 Utilities - Convenience Stations	37,837	18,349	37,000	<u>40,700</u>		
525400 Gas, Fuel, & Oil	352	164	1,200	<u>1,200</u>		
525600 Uniforms & Clothing	64	110	500	<u>500</u>		
526500 Licenses & Permits	500	500	600	<u>600</u>		
527040 Outside Personnel (Temporary)	352,689	185,021	356,500	<u>356,373</u>		
530100 Depreciation	40,495	0	75,000	<u>40,500</u>		
538000 Claims & Judgments (Litigation)	500	0	250	<u>250</u>		
* Total Operating	1,607,547	498,097	1,354,200	<u>1,815,158</u>		

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**** Total Personnel & Operating** 1,742,394 582,382 1,536,996 2,004,254

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2005-06**

Fund: 5700
Division: Public Works
Organization: 121203 - Solid Waste / Convenience Station

Object Expenditure Code Classification	2003-04 Expenses	2004-05 Expenses (Dec)	2004-05 Amended (Dec)	<i>BUDGET</i>		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Capital						
540000 Small Tools & Minor Equipment	1,918	166	500		<u>500</u>	
All Other Equipment	0	45,837	274,122		<u>11,000</u>	
** Total Capital	1,918	46,003	274,622		<u>11,500</u>	

***** Total Expenses** 1,744,312 628,385 1,811,618 2,015,754

112-17

SECTION III - PROGRAM OVERVIEW

Summary of Programs:

Program 1 – Convenience (Collection) Stations

Program 1: Convenience (Collection) Stations

Objectives:

This program requires the effort of a full time Collection Stations Coordinator and approximately 13 to 16 County employed part-time Station Attendants and an additional 50 to 75 contracted personnel from Babcock Centers. The function of this cost center is to ensure the proper disposal of materials brought by Lexington County citizens to the various Collection Stations. The attendants keep records of all contracted waste container pulls, contracted and SWM recyclable materials pulls and vehicle traffic counts in the stations. The attendants are also responsible for housekeeping activity in the attendants building and on the grounds at the station. Currently there are twelve (12) Collection Stations throughout the county with the Babcock Centers personnel staffing nine (9) of these stations.

The Collection Station Coordinator is housed at the SWM offices at the Lexington County Landfill. In addition to supervising the operations of the Collection Stations, the coordinator is also responsible for monitoring Franchise Residential Waste Collectors and with coordinating service provider activities related to the rules and regulations specified in the County's Franchise Agreement. In this capacity, the coordinator serves as a liaison for the citizens and county government with the Franchise Waste Collectors.

SERVICE LEVELS

Service Level Indicators:

Program 1:

Collection Stations

<u>Services Provided</u>	<u>Actual FY 03/04</u>	<u>Estimated FY 04/05</u>	<u>Projected FY 05/06</u>
MSW Collected (Tons)	2,4099.46	3,0719.36	3,9320.78
Yard Trash Collected (Tons)	2,5254.09	2,6738.24	2,8342.53
Visiting Vehicles	1,700,861	1,770,899	1,859,444

Franchise Collections

<u>Services Provided</u>	<u>Actual FY 03/04</u>	<u>Estimated FY 04/05</u>	<u>Projected FY 05/06</u>
MSW Collected (Tons)	Unknown	26,964.02	30,738.98
Yard Trash Collected (Tons)	Unknown	7,411.02	9,634.33
Customers Served	14,190	15,995	16,400

SECTION V. – LINE ITEM NARRATIVES

SECTION V.A. – LISTING OF POSITIONS

Current Staffing Level:

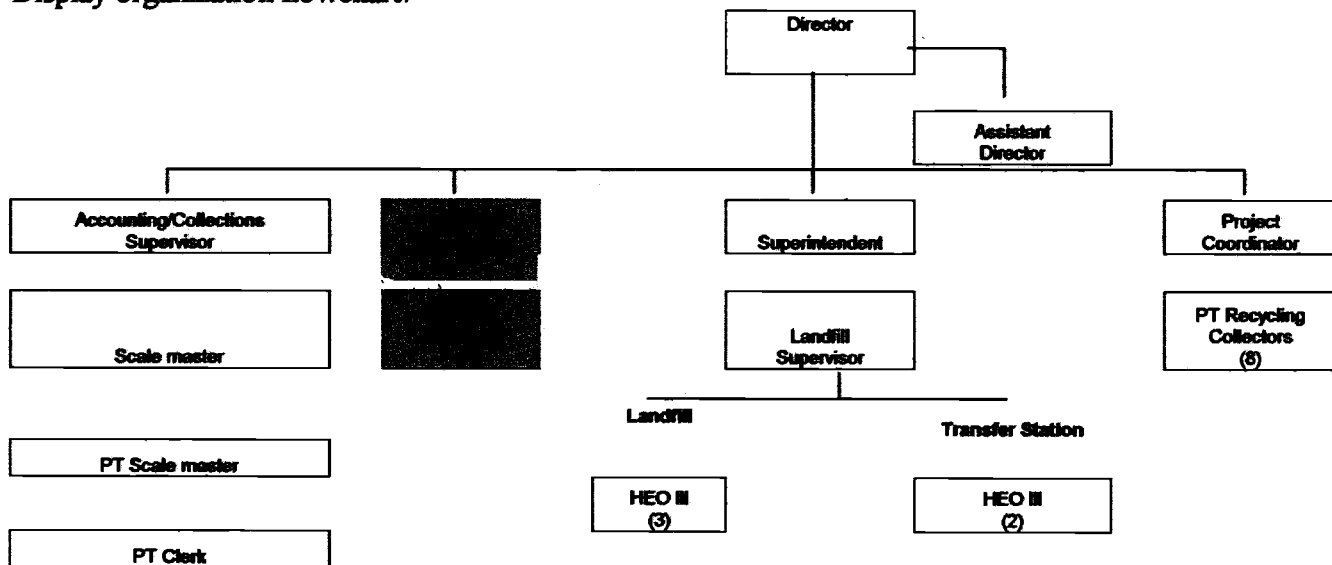
<u>Job Title</u>	<u>Full Time Equivalent Positions</u>	<u>Enterprise Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Grade</u>
Franchise Coordinator	01	1		01	13
* Convenience Station Attendants	12	12		12	N/A
Total Positions	13	13		13	

Only one of these positions, Franchise Coordinator, requires insurance.

* These positions are part-time, 29 hour per week employees.

16 attendants @ 29 hours per week = 464 hours, divided by 40 hour (FTE Hours) = 11.6 FTE positions

Display organization flowchart:



SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES

\$1,310,000

These funds are for the removal of solid waste from the 12 Collection Stations. The list below represents the expected number of pulls and the total cost of those pulls based on the average pulls per station per month for the 30 consecutive months beginning July 2002 and ending December 2004. These are anticipated costs based on current recognizable trends and conditions. Efforts have been made to forecast the waste stream through these stations for the coming year, however continued growth in the county, changes in participation in the Franchise Residential Collection program, changes in citizens involvement in Recycling efforts, inefficiency of waste compaction equipment and other unknowns can have a tremendous impact on the number of required pulls from the stations and the respective costs associated with those pulls. These costs are based on the fixed contract price of \$100 per pull and \$50 per container rental at all stations.

Bailey	864 pulls/yr.	@	\$86,400	+	\$1,800 rent:	Yearly Total = \$	88,200
Ball Park	1357 pulls/yr.	@	\$135,720	+	\$3,000 rent:	Yearly Total = \$	138,720
Bush River	1562 pulls/yr.	@	\$156,240	+	\$3,000 rent:	Yearly Total = \$	159,240
Chapin	1208 pulls/yr.	@	\$120,840	+	\$3,000 rent:	Yearly Total = \$	123,840
Edmund	666 pulls/yr.	@	\$66,600	+	\$1,800 rent:	Yearly Total = \$	68,400
Hollow Creek	708 pulls/yr.	@	\$70,800	+	\$1,800 rent:	Yearly Total = \$	72,600
Leesville	306 pulls/yr.	@	\$30,600	+	\$1,800 rent:	Yearly Total = \$	32,400
Pelion	900 pulls/yr.	@	\$90,000	+	\$1,800 rent:	Yearly Total = \$	91,800
Red Bank	1,664 pulls/yr.	@	\$166,440	+	\$3,000 rent:	Yearly Total = \$	169,440
Riverchase	1,855 pulls/yr.	@	\$185,520	+	\$3,000 rent:	Yearly Total = \$	188,520
Sandhills	1244 pulls/yr.	@	\$124,440	+	\$3,000 rent:	Yearly Total = \$	1,27440
Summit	475 pulls/yr.	@	\$47,520	+	\$1,800 rent:	Yearly Total = \$	49,320
TOTAL	7,843 pulls/yr.	@	\$1,281,120	+	\$28,800 rent:	Yearly Total = \$	1,309,920

520300 - PROFESSIONAL SERVICES

\$100

These funds are for personnel questionnaires and related services as necessary.

520302 - DRUG TESTING SERVICES

\$50

These funds are for testing of employees as necessary in response to specific, non-random, situations.

520400 - ADVERTISING **\$1,500**

These funds are for the production and distribution of printed flyers, handouts, advertisements, etc. regarding the SWM Collection Stations and Franchise Residential Waste collection. Handouts would include information regarding the operation of the Collection Stations. Flyers would include information designed to increase the number of residences participating in the Residential Waste Collection program, thereby increasing revenues from that program. A substantial increase in the residential collection program may also result in a reduction of expenditures related to Collection Station operations. This cost also includes production and distribution of holiday schedules and/or changes to the operations of Convenience Stations and Franchise Residential Waste Collection.

521000 - OFFICE SUPPLIES **\$200**

Office Supplies include: Business cards, printer cartridges, file folders, bulletin board, pens, pencils, etc., as needed.

521100 - DUPLICATING **\$400**

These funds are for necessary copying of work reports, time sheets, time cards, etc. related to both Collection Station and Franchise Residential Waste Collections.

521200 - OPERATING SUPPLIES **\$11,000**

These funds are for such items as cleaning supplies and disinfectants, brooms, rakes, shovels, water hoses, gloves (rubber, cotton & leather) and other necessary operating supplies. First Aid supplies, Employee Personal Protective Equipment (safety glasses, safety vests, etc), ladders, labeling supplies, and film are also included in this line item. These supplies are necessary to maintain an efficient, clean and safe environment for employees and citizens. Operating Supplies are stored at the SWM offices and distributed to the stations as needed.

522000 - BUILDING REPAIRS & MAINTENANCE **\$15,000**

These funds are for normal maintenance and upkeep of the 12 Collection Station attendant's buildings, repair and upkeep of station fence and gate work to allow for appropriate security of the station, maintenance and repair of electrical circuits, repair of small potholes and other minor damages to existing concrete and asphalt drives, and other on-going maintenance needs.

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE **\$20,000**

These funds are for the necessary and normal repair and maintenance of solid waste compactors at the 12 Collection Stations.

522200 - SMALL EQUIPMENT REPAIRS AND MAINTENANCE **\$250**

These funds are for the repair of lawnmowers, weed eaters and other small equipment needed to maintain environmental safety and aesthetic appearance of the Collection Stations.

522300 - VEHICLE REPAIRS AND MAINTENANCE **\$1000**

These funds are for normal maintenance costs (as outlined by Fleet Services) associated with the operation of the 1998 Ford Taurus assigned to this account.

523000 - LAND RENTAL **\$1,500**

These funds represent the contracted amount due for rental of land for the Bailey Site.

524000 - BUILDING AND CONTENTS INSURANCE **\$773**

These funds are for insurance of the buildings at the 12 sites. This figure provided by Mr. Ed Salyer, County Risk Manager.

524100 - VEHICLE INSURANCE **\$597**

These funds are for insurance of the 1998 Ford Taurus (ID# 19903) assigned to this account. This figure provided by Mr. Ed Salyer, County Risk Manager.

524201 - GENERAL TORT LIABILITY INSURANCE **\$158**

These funds are for General Tort Liability Insurance for the Collection Station Coordinator and county employed station attendants. This figure provided by Mr. Ed Salyer, County Risk Manager.

525000 - TELEPHONE **\$9700**

These funds are for telephone service for 12 Collection Stations.

525020 - PAGERS AND CELL PHONES **\$783**

This account the covers cost for one pager.

Pager	\$ 8.74
Months	x 12
Total	\$ 104.88
Nextel Direct Connect & Cell Phone	\$ 56.49
Months	x 12
Total	\$ 677.88

525030 - 800 MHZ RADIO SERVICE CHARGES **\$627**

This account covers cost for one (1) 800 MHz Radios.

Monthly service charge for one 800 MHZ radio for Franchise Coordinator	\$ 43.84
Months	x 12
Sub-Total	\$ 526.08
Roaming Fee for 800 MHz radio	\$ 100.00
Total Monthly Service Charges	\$ 626.08

525031 - 800 MHZ RADIO MAINTENANCE **\$97**

These funds are for annual contracted maintenance for one (1) 800 MHz radio for the Franchise Coordinator.

525210 - CONFERENCE & MEETING **\$1,000**

These funds will be used to attend meetings and/or seminars related to appropriate solid waste management issues as well as appropriate management, computer and customer service training programs as available.

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$300**

These funds are for reimbursement to cover the cost to the Collection Station Coordinator when it is appropriate to use her/his personal vehicle for in the conduct of county business. Examples of this may occur when it is necessary to visit the Collection Stations in the early mornings or in the late afternoon, or when the county vehicle is not available.

525317 - UTILITIES **\$40,700**

These funds are for utility expenses at the 12 Collection Stations. The installation of new area lighting, necessary to promote the safety of the site, personnel and citizens, and the continued aging of the waste compactors will continue to impact this program.

525400 - GAS, FUEL & OIL **\$1,200**

These funds are for gas, oil and other fluids and lubricants necessary (as outlined by Fleet Services) for the operation of the vehicle assigned to this account, 1998 Ford Taurus CO # 19930.

525400 - UNIFORMS & CLOTHING **\$500**

These funds are for caps, t-shirts, sweatshirts and raincoats for station attendants and the Collection Station Coordinator as appropriate.

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526500 - LICENSE & PERMITS **\$600**

These funds are for water testing as required by SC DHEC (based on current permit fees) at the

Bailey Collection Station	\$ 100
Bush River Collection Station	\$ 100
Chapin Collection Station	\$ 100
Edmund Collection Station	\$ 100
Pelion Collection Station	\$ 100
<u>Red Bank Collection Station</u>	<u>\$ 100</u>
Total	\$600

527040 - OUTSIDE PERSONNEL **\$356,373**

These funds are for payment for labor under the existing contracts with Babcock Centers for staffing the

Bailey Collection Station	\$ 38,266.80
Ball Park Collection Station	\$ 39,393.12
Bush River Collection Station	\$ 52,278.72
Chapin Collection Stations	\$ 37,000.08
Hollow Creek Collection Station	\$ 37,000.08
Pelion Collection Station	\$ 38,266.80
Red Bank Collection Station	\$ 38,266.80
River Chase Collection Station	\$ 38,266.80
<u>Sandhills Collection Station</u>	<u>\$ 37,633.44</u>
Total	\$356,372.64

530100 - DEPRECIATION **\$40,500**

This cost will cover the depreciation of our equipment. Budgeted amount provided by the County finance department.

538000 - CLAIMS & JUDGMENTS **\$250**

This account will cover any cost that may occur that are lower than the deductible of our insurance.

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS AND MINOR EQUIPMENT \$500

This account will cover the cost for any small tools and/or minor equipment which falls below the \$500 capital cost limit, especially items not stocked at Central Warehouse. Among the items to be purchased are lawn mower(s), weed trimmer(s), leaf blower(s), small hand tools, as well as chair(s), file cabinet(s), other office equipment and etc. for use at the 12 convenience stations.

0000000 - NEW & REPLACEMENT SIGNS FOR THE 12 COLLECTION STATIONS \$1,000

This amount represents the amount necessary to obtain new and/or replacement directional, informational and educational signs needed at each of the collection stations. In some cases the signs are needed to solve a safety issue (i.e. traffic direction/control). In other instances, the signs will direct the types of recycle products accepted in a given container, reducing the chance of contaminated containers and insuring the optimum revenue for the container when delivered to the processor.

0000000 - ASPHALT AND CONCRETE \$10,000

These funds would be used to improve surfaces at the Collection Stations on an as needed basis. Aside from being unsightly, erosion and other wear and tear resulting from the lack of paving can result in injury to employees and citizens and damage to vehicles. These funds will also be used to repair broken or otherwise damaged concrete surfaces near the waste compactors as needed.

SECTION I

**COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2005-2006**

Fund # 5700 Fund Title: Solid Waste Management
 Organization # 121203 Organization Title: Solid Waste / Convenience Station
 Program # II Program Title: Convenience (Collection) Stations

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # _____	_____
510300 Part Time # _____	_____
511112 FICA Cost	_____
511113 State Retirement	_____
511114 Police Retirement	_____
511120 Insurance Fund Contribution # _____	_____
511130 Workers Compensation	_____
511131 S.C. Unemployment	_____
* Total Personnel	_____
Operating Expenses	
520100 Contracted maintenance	_____
520200 Contracted Services	_____
520300 Professional Services	_____
520400 Advertising	_____
521000 Office Supplies	_____
521100 Duplicating	_____
521200 Operating Supplies	_____
522100 Equipment Repairs & Maintenance	_____
522200 Small Equipment Repairs & Maint.	_____
522300 Vehicle Repairs & Maintenance	_____
523000 Land Rental	_____
524000 Building Insurance	_____
524100 Vehicle Insurance # _____	_____
524101 Comprehensive Insurance # _____	_____
524201 General Tort Liability Insurance	_____
524202 Surety Bonds	_____
525000 Telephone	_____
525100 Postage	_____
525210 Conference & Meeting Expenses	_____
525220 Employee Training	_____
525230 Subscriptions, Dues, & Books	_____
525 _____ Utilities - _____	_____
525400 Gas, Fuel, & Oil	_____
525600 Uniforms & Clothing	_____
526500 Licenses & Permits	_____
_____	_____
_____	_____
_____	_____
_____	_____
* Total Operating	_____
** Total Personnel & Operating	_____
** Total Capital (From Section II)	80,000
*** Total Budget Appropriation	80,000

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

0000000 - GWEN BAILEY COLLECTION STATION RELOCATION

\$80,000

This amount represents the cost to relocate the existing Gwen Bailey Collection Station to a new location.

Currently, this station is located at 100 Theo Jumper Road in Gaston, SC (29053) on property leased by the County of Lexington from Gwendolyn Delores Smith Bailey Shealy. This current five-year lease agreement, an extension of a prior agreement commencing on August 1, 1991, took effect on August 1, 2001. This lease agreement, having been duly executed by both parties, is recorded in the office of the Lexington County Register of Deeds, Book 1910, Page 086 – 90.

In 2001, Ms. Shealy was reluctant to extend the agreement for the current period and has since indicated that she does not intend to extend, renew or modify the current agreement beyond its expiration date of July 31, 2006.

For this reason, it will be necessary to relocate the station to a new site during the 05-06 Fiscal Year to ensure that we are able to vacate the current location prior to the expiration of the lease agreement and not face an interruption of service to the citizens of the Gaston/Swansea/Sandy Run areas.

This amount does not include any costs related to the acquisition or basic preparation of land for the relocation project. Included in this cost estimate are such items as paving and concrete surfacing, fence/gate purchase and installation, utility installation, equipment and building relocation, signage, pavement marking and other costs directly related to the moving of the station. This estimate is based on current trends and conditions and assumes that relocation could be made to a site within one (1) mile of the current location. Changes in those trends and conditions and/or increased physical distance from the existing location to a new site could impact the costs involved in this relocation project.

SECTION I

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2005-06**

Fund: 5700
Division: Public Works
Organization: 121204 - Solid Waste / Landfill Operations

Object Expenditure Code Classification	2003-04 Expenses	2004-05 Expenses (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 4	134,904	67,480	145,317	145,671		
510200 Overtime	4,143	1,306	3,500	3,500		
511112 FICA Cost	10,882	5,107	10,975	11,144		
511113 State Retirement	10,010	4,712	10,157	11,217		
511120 Insurance Fund Contribution - 4	23,040	11,520	23,040	23,040		
511130 Workers Compensation	8,607	6,803	14,275	14,509		
* Total Personnel	191,586	96,928	207,264	209,081		
Operating Expenses						
520100 Contracted Maintenance	89,083	58,842	135,916	135,669		
520200 Contracted Services	263	0	3,409	3,409		
520241 Refrigerant Disposal & Testing	0	0	10,000	13,000		
520300 Professional Services	48,870	1,725	82,775	82,775		
520302 Drug Testing Services	0	0	350	350		238
520601 Landfill Monitoring - Batesburg	27,405	4,865	72,105	72,105		
520602 Landfill Monitoring - Edmund	26,160	21,915	27,280	27,280		
520603 Landfill Monitoring - Chapin	19,520	10,205	83,215	83,215		
520612 Closure/Post-Closure Care Cost	-25,201	0	30,000	30,000		
521100 Duplicating	69	18	150	150		
521200 Operating Supplies	2,787	1,134	13,920	13,920		
522000 Building Repairs & Maintenance	1,229	1,002	6,775	10,775		
522100 Heavy Equipment Repairs & Maintenance	21,275	44,394	85,000	147,000		152,000
522300 Vehicle Repairs & Maintenance	1,236	1,080	10,000	11,190		
524100 Vehicle Insurance - 5	2,625	1,325	2,716	2,985		
524101 Comprehensive Insurance - Inland Marine	6,950	3,531	7,062	15,537		
524201 General Tort Liability Insurance	892	528	1,082	1,162		
525020 Pagers and Cell Phones	435	206	494	493		
525030 800 MHz Radio Service Charges - 4	1,864	980	2,099	2,205		
525031 800 MHz Radio Maintenance - 4	273	273	364	405		
525210 Conference & Meeting Expense	0	0	1,720	1,720		1,429
525230 Subscriptions, Dues & Books	0	0	120	120		
525317 Utilities - Landfill (Edmund)	3,599	2,033	4,000	4,100		
525400 Gas, Fuel, & Oil	34,064	21,127	34,946	49,205		
525600 Uniforms & Clothing	704	390	2,300	2,300		
526500 Licenses & Permits	2,305	2,455	2,900	2,900		
530100 Depreciation	104,974	0	125,000	105,000		
538000 Claims & Judgments (Litigation)	6,000	0	100	100		
538600 SCDHEC Fines - Administrative Order	0	0	20,000	20,000		
* Total Operating	377,381	178,028	765,798	839,070		843,767
** Total Personnel & Operating	568,967	274,956	973,062	1,048,151		1,052,848

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SECTION III-PROGRAM OVERVIEW

Summary of program:

Program 1: Landfill Operations

Objectives:

This program requires the efforts of 3 (three) Two Heavy Equipment Operators, 1 (one) Superintendent and 1 (one) Supervisor. This program oversees the Construction Demolition and Yard Waste Landfill Operations, while enforcing Lexington County Ordinance, South Carolina Department of Health and Environmental Control (SCDHEC) rules and regulations. The Superintendent and Supervisor are responsible for this department and the Transfer Station (121206), therefore their salaries and all operational items are split accordingly.

SERVICE LEVELS

Service Level Indicators:

Program 1:

Service Levels	Actual	Estimated	Projected
C&D Yard Waste	FY 03/04	FY 04/05	FY 05/06
<u>Processed</u>			
Tons	80,530.60	78,796.34	82,740.00

SECTION V. - LINE ITEM NARRATIVES

SECTION V.A. – LISTING OF POSITIONS

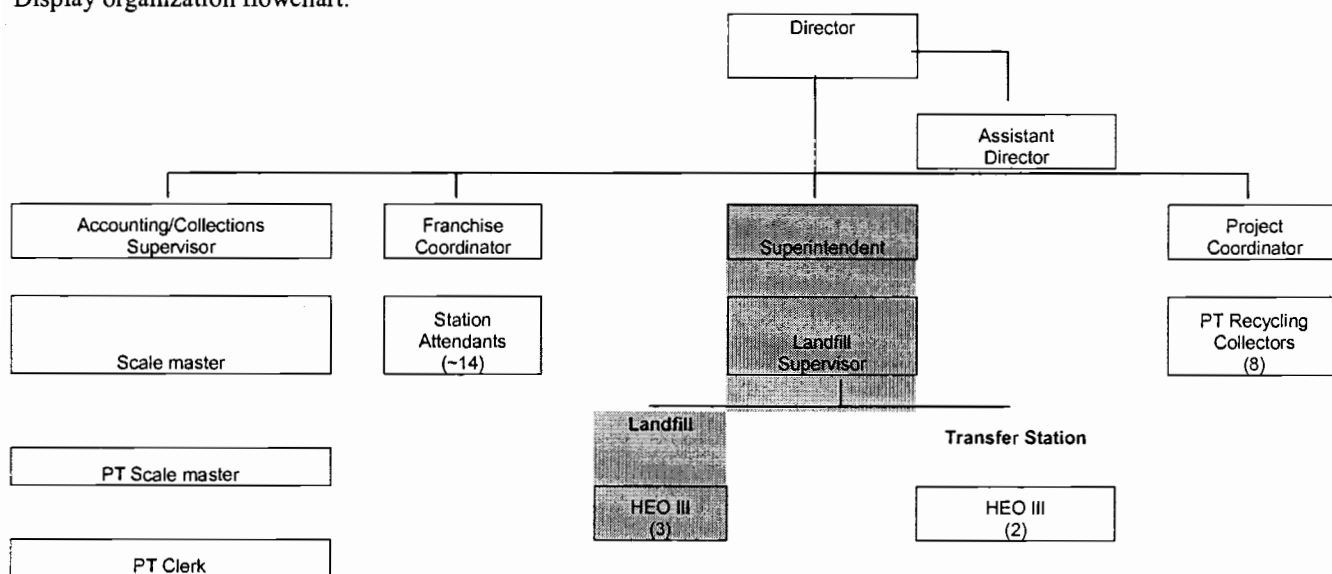
Current Staffing Levels:

Job Title	Full Time Equivalent		Other Fund	Total	Grade
	Positions	Enterprise Fund			
Superintendent of SWM	0.5*	0.5		0.5	20
Supervisor of Landfill Operations	0.5*	0.5		0.5	13
Heavy Equipment Operators.	3	3		3	9
Total Positions	4	4		4	4

All of these positions require insurance.

*These positions are funded ½ of 121204 and ½ 121206

Display organization flowchart:



SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE

\$135,669

This account will cover the expenditures for five (5) pieces of heavy equipment to include Total Maintenance & Repair (TM&R) for mechanical and general maintenance, fire protection systems for each and to cover the cost of portable fire extinguishers.

Each piece of equipment is serviced every 250 operating hours for (TM&R) and the monthly cost is a set price based on the individual equipment. The (TM&R) covers all maintenance, except for ground engaging tools. Each piece of equipment is also covered by a separate contract for a fire protection system, based on three inspections per year, and each inspection's cost is based on the individual piece of equipment.

Estimated replacement parts for fire protection systems \$ 5,000.00

Forty (40) portable fire extinguishers are inspected twice a year and recharged

Inspections Each \$ 1.00
x 40
Total \$ 40.00

Recharging Each \$ 7.60
x 40
Total \$ 304.00

Estimated replacement parts \$ 800.00
Total \$ 1,144.00

Co # 11841R (1987 Model) Caterpillar 826-C Landfill Compactor (Certified Rebuilt in 96-97 FY)

Total Maintenance & Repair (TM&R) per month \$ 3,400.00
x 12
Total \$ 40,800.00

Fire protection inspection (quarterly) \$ 175.00
x 4
Total \$ 700.00

Total \$ 41,500.00

Co # 25694 (2004 Model) Caterpillar 826-G Landfill Compactor

Total Maintenance & Repair (TM&R) per month \$ 2,083.00
x 12
Total \$ 24,996.00

Fire protection inspection (quarterly) \$ 175.00
x 4
Total \$ 700.00

Total \$ 25,696.00

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520100 - CONTRACTED MAINTENANCE - (CONT.)

Co # 00000-Caterpillar 826-G Landfill Compactor

Total Maintenance & Repair (TM&R) per month	\$ 2,300.00
	<u>x 6</u>
Total	\$ 13,800.00
Fire protection inspection (quarterly)	\$ 175.00
	<u>x 2</u>
Total	\$ 350.00
Total	<u>\$ 14,150.00</u>

Co # 15123 (1992 Model) Caterpillar 623-E Scraper Pan. **Blanchard will no longer extend the TM&R contract on this equipment due to the cost, current hours and the condition.**

Fire protection inspection (quarterly)	\$ 175.00
	<u>x 4</u>
Total	<u>\$ 700.00</u>

Co # 26019 (2004 Model) Caterpillar 623-G Scraper Pan

Total Maintenance & Repair (TM&R) per month	\$ 2,185.00
	<u>x 12</u>
Total	\$ 26,220.00
Fire protection inspection (quarterly)	\$ 175.00
	<u>x 4</u>
Total	\$ 700.00
Total	<u>\$ 26,920.00</u>

Co # 00000 - Caterpillar 623-G Scraper

Total Maintenance & Repair (TM&R) per month	\$ 2,083.00
	<u>x 6</u>
Total	\$ 12,500.04
Fire protection inspection (quarterly)	\$ 175.00
	<u>x 2</u>
Total	\$ 350.00
Total	<u>\$ 12,850.04</u>

520100 - CONTRACTED MAINTENANCE -(CONT.)

Co # 15122 (1992 Model) Caterpillar D7H Dozer

Total Maintenance & Repair (TM&R) per month	\$	584.00
	x	12
Total	\$	7,008.00
Fire protection inspection (quarterly)	\$	175.00
	x	4
Total	\$	700.00
Total	\$	<u>7,708.00</u>

520200 - CONTRACTED SERVICES

\$3,409

This account is to cover the cost of chemical analysis performed each month from samples taken from the water discharge of our sediment pond. The pond is located at the base our MSW Landfill. The analysis is part of the requirement for our National Pollutant Discharge Elimination System (NPDES) Permit. A monthly Discharge Monitoring Report (DMR) is required for this permit. The DMR is a report of the actual analysis. South Carolina Department of Health & Environmental Control (SCDHEC) requires the NPDES permit

Monthly testing	\$	117.98
	x	8
Total	\$	943.84
Quarterly testing including monthly	\$	158.28
	x	4
Total	\$	633.23
Sample collection	\$	94.25
	x	12
Total	\$	1,131.00
Additional testing estimated	\$	<u>700.00</u>
Total	\$	<u>3,409.00</u>

520241 - REFRIGERANT DISPOSAL & TESTING

\$13,000

This account covers the EPA required removal of refrigerant (Freon) from all units containing Freon entering the landfill facility, prior to recycling. Revenues collected for this service offsets the cost.

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520300 - PROFESSIONAL SERVICES

\$82,775

This account covers cost associated with several type services. These services include: Engineering observations & surveying, providing technical assistance and overview of construction activities:

Batesburg/Leesville	\$ 14,850.00
Edmund	\$ 8,400.00
Chapin	\$ 7,500.00
Topographic survey	\$ 6,800.00
Permit application	\$ 45,000.00
Total	\$ 82,550.00

A mandatory fee is required to cover cost of SCDHEC Drinking Water annual fee for public wells located on our site.

Water Fee	\$ 225.00
Total	\$ 82,775.00

520302 - DRUG TESTING SERVICES

\$338

The required Random Drug/Alcohol Testing is for four (4) employees

If an accident/incident were to occur to any employee while operating County equip/vehicle, a Drug/Alcohol testing is mandatory. For employees holding CDL licenses, as required of their position, are on a random drug screening program.

Drug/Alcohol Testing	\$ 95.00
Blood/Urine Testing	\$ 60.75
Employees	x 4
Total	\$ 243.00
Total Estimated Test	\$ 338.00

520601 - L/F WELL MONITORING - BATESBURG/LEESVILLE

\$72,105

The proposed engineering fee is to perform bi-annual sampling and laboratory analysis of groundwater at the Batesburg/Leesville Landfill. Engineering consultants oversee and handle all laboratory reports, as required by SCDHEC. This fee includes: Laboratory analysis consists of sampling for indicator parameters, review of results in relation to maximum contaminant levels and forwarding of results to SCDHEC, this also includes installation of 3 Bedrock Assessment-monitoring wells.

520602 - L/F WELL MONITORING - EDMUND

\$27,280

The proposed engineering fee is to perform bi-annual sampling and laboratories analysis of groundwater at the Edmund Landfill. Engineering consultants oversee and handle all laboratory reports as required by SCDHEC. This fee includes: Laboratory analysis consists of sampling for indicator parameters, review of results in relation to maximum contaminant levels and forwarding of results to SCDHEC. The analysis is more extensive for Edmund than our other closed MSW Landfills. This extensive analysis is listed on the " Appendix 2" and is the same requirements for Subtitle D landfill, by SCDHEC. This fee also includes a bi-annual statistical analysis report sent to SCDHEC.

520603 - L/F WELL MONITORING - CHAPIN **\$83,215**

The proposed engineering fee is to perform bi-annual sampling and laboratory analysis of groundwater at the Chapin Landfill. Engineering consultants oversee and handle all laboratory reports as required by SCDHEC. This fee includes: Laboratory analysis of sampling for indicator parameters, review of results in relation to maximum contaminant levels and forwarding of results to SCDHEC.

520612 - CLOSURE/POST CLOSURE CARE COST **\$30,000**

This is part of our Financial Assurance, as required by SCDHEC, and is for covering the cost of correcting any potential contamination.

521100 - DUPLICATING **\$150**

This account covers the cost of duplicating the following: Daily fuel sheets, vehicle & equipment service reports notification of needed repairs, inter-office and SCDHEC correspondence for Landfill Supervisor

Copies	\$ 0.05
	x 3000
Total	<u>\$ 150.00</u>

521200 - OPERATING SUPPLIES **\$13,920**

This account covers the cost for operating supplies used daily in the Landfill operations. Erosion control Maintenance for approx. 142 acres requiring vegetation to include sediment pond dams/trench slopes & closed MSW. Portions of C&D will close requiring seed, fertilizer, mulch, and CR.14 for road maintenance. General operating supplies are to include: rake, shovels, work & safety gloves, equipment cleaning supplies, trash bags for litter control throughout landfill facility, etc. This also covers cost of supplies not carried at Central Warehouse.

CR-14	\$ 5.06
Tons	x 2000
Total	<u>\$ 10,120.00</u>

522000 - BUILDING REPAIRS & MAINTENANCE **\$10,775**

This account covers needed repairs to all structural buildings at the Edmund facility, with the exception of the Transfer Station Facility.

Generator maintenance, well & septic tank maintenance, paving asphalt to repair entrance of scales, sandblast and paint for scales, fuel tank maintenance, general maintenance of oil & maintenance storage sheds and office building \$ 1,000.00

Replace intercom system transaction drawer, depository and window in scale house \$ 8,675.00

Annual inspection for garage doors \$ 50.00
x 6
Total \$ 300.00

Estimated cost for repairs to garage doors \$ 800.00

Total \$ 10,775.00

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE *152,000*
\$147,000

This account is for landfill heavy equipment and covers repairs to any equipment not covered by contracted maintenance (TM&R) and include items as follows: tires, cutting blades, elevator chains, Compactor cleats, Pan tires, etc.

Estimated cost for cleats	\$ 30,000.00
623 Pan.Co# 00000	\$ 5,000.00
623 Pan Co# 15123	\$ 50,000.00
623 Pan.Co# 26019	\$ 10,000.00
D7 Dozer Co# 15122	\$ 10,000.00
826 Compactor Co# 11841R	\$ 35,000.00
826 Compactor Co# 00000	\$ 5,000.00
826 Compactor Co# 25694	\$ 6,000.00
Utility Tractor Co # 18898	\$ 500.00
Motor Grader Co # 10959	\$ 500.00

Total \$ 147,000.00
152,000

522300 - VEHICLE REPAIRS & MAINTENANCE **\$11,190**

This account is for cost associated with the service maintenance and repairs for the following vehicles:

3/4 Chevy Truck Co# 20293	\$ 250.00
Dump Truck Co# 16697	\$ 500.00
GMC Boom Truck Co# 14994	\$ 630.00
Ford Tractor Low Boy Co# 22601	\$ 560.00
Ford Crew Cab Co# 15830	\$ 250.00
Estimated cost for transmission replacement \$2,500 (Co# 15830)	\$ 2,500.00
Estimated cost for the above vehicles parts	<u>\$ 6,500.00</u>

Total \$ 11,190.00

524100 - VEHICLE INSURANCE **\$2,985**

This account will cover the cost for liability insurance for five (5) vehicles \$597.00 ea.

- Truck Co# 20293
- Truck Co# 15830
- Dump Truck Co# 16697
- Low Boy Co# 22601
- Boom Truck Co# 14994

524101 - COMPREHENSIVE INSURANCE/LANDFILL EQUIP. **\$15,537**

This account is for Comprehensive Insurance for Heavy Equipment.

524201 - GENERAL TORT LIABILITY INSURANCE **\$1,162**

This account fee covers the cost for the FY 05-06 for the current number of employees. (Based on provided schedule.)

525020 - PAGERS AND CELL PHONES **\$493**

This account covers cost for one pagers and one cell phone.

Pager	\$ 8.74
Months	x 12
Total	<u>\$ 104.88</u>
 Cell Phones	 \$ 22.84
Months	x 12
	<u>\$ 274.08</u>
 Air time beyond initial 30 minutes estimated	 \$ 100.00
Universal Service Fund \$0.62/month	\$ 7.40
911 Services \$0.55/month	<u>\$ 6.60</u>
	114.00
 Total	 <u>\$ 492.96</u>

525030 - 800 MHZ RADIO SERVICE CHARGES **\$2,205**

This account covers cost for four (4) 800 MHz Radios and are assigned to the following:

Service for (4) 800 MHz Radio	\$ 175.36
Month	x 12
Total	<u>\$ 2,104.32</u>
 Roaming fees one Radio	 <u>\$ 100.00</u>
Total	<u>\$ 2,204.32</u>

525031 - 800 MHZ RADIO MAINTENANCE **\$405**

This account covers cost for required maintenance of (4) 800 MHz Radios.

Total	<u>\$ 405.00</u>
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112-41

525210 - CONFERENCE & MEETING EXPENSES **\$1,429**

This account will cover cost for the Superintendent attending the Solid Waste Association of North America (SWANA) Regional conference. The conference is an educational program to update those in the field of Solid Waste Management on Federal and State regulations and Landfill Operational Applications. Courses are offered to assist with CEU hours that are required in maintaining both SWANA and SCDHEC management re-certifications.

SWANA Registration & Special Courses	\$	550.00
3 nights lodging	\$	414.00
Per Diem	\$	<u>78.00</u>
Total	\$	1,042.00

This account will also cover the cost of the Superintendent to attend quarterly SWANA meetings for education of solid waste regulations and updated procedures.

Quarterly meetings	\$	25.00
Quarters	x	<u>4</u>
Total	\$	100.00
Total	\$	<u>1,142.00</u>

The Superintendent is also commissioned through the Lexington County Sheriffs Department as a Litter Control Officer. As an Officer the Superintendent is a member of the South Carolina Litter Control Association. An Officer is required to maintain all updated laws and information associated with his commission and is obtained at the Litter Control Association yearly conference.

Registration	\$	45.00
2 night lodging \$95/night	\$	190.00
Per Diem	\$	<u>52.00</u>
Total	\$	<u>287.00</u>

525230 - SUBSCRIPTIONS, DUES & BOOK **\$120**

This account is to cover the cost for Superintendent's yearly membership, dues for SWANA and the Litter Control Association.

SWANA membership	\$	110.00
Litter Control Association	\$	<u>10.00</u>
Total	\$	<u>120.00</u>

525317 - UTILITIES - EDMUND LANDFILL **\$4,100**

This account covers the cost of all utilities at the Edmund Facility, with the exception of the Transfer Station.

112-42

525400 - GAS FUEL & OIL

\$49,205

This account will cover the cost for daily gas, diesel, transmission, hydraulic, chassis, antifreeze and other lubricants required for vehicles, heavy equipment's 250-hour services for one year and miscellaneous small equipment.

Truck Co# 20293	\$	2,384.20
Truck Co# 15830	\$	690.20
623 Pan Co# 00000	\$	810.46
623 Pan Co# 26019	\$	6,018.60
623 Pan Co# 15123	\$	1,620.92
D7 Dozer Co# 15122	\$	2,169.44
L 70 C Loader Co# 18868	\$	1,181.60
Dump Truck Co# 16697	\$	317.52
Low Boy Co# 22601	\$	216.00
Boom Truck Co# 14994	\$	1,067.00
826 Compactor Co# 11841R	\$	6,971.16
826 Compactor Co# 00000	\$	3,485.58
826 Compactor Co# 25694	\$	19,153.12
Utility Tractor Co # 18898	\$	100.00
Motor Grader Co # 10959	\$	300.00
Miscellaneous Small Equipment	\$	2,500.00
Total	\$	<u>46,705.00</u>

525600 - UNIFORMS & CLOTHING

\$2,300

This account covers cost for (4) employees on staff and are required to wear uniforms to identify themselves as County employees, while working directly with the public. Safety apparatus must be worn due to some of the hazardous conditions the employees are exposed.

Safety Boots	(8 @ \$1 25.00)	\$	1,000.00
Winter Jackets	(2 @ \$ 26.50)	\$	53.00
Work Pants	(18 @ \$ 15.50)	\$	279.00
Tee Shirts	(18 @ \$ 6.85)	\$	123.30
Long Sleeve Tee Shirt	(13 @ \$ 9.85)	\$	128.05
Hooded sweatshirts	(13 @ \$ 14.85)	\$	193.05
Work Shirts	(18 @ \$ 12.00)	\$	216.00
Summer Caps	(8 @ \$ 4.64)	\$	37.12
County Emblem	(24 @ \$ 0.76)	\$	18.24
Sewing on Emblem	(24 @ \$ 0.50)	\$	12.00
Summer Coveralls	(2 @ \$ 25.25)	\$	50.50
Insulated Coveralls	(2 @\$ 53.00)	\$	106.00
Total		\$	<u>2,300.00</u>

112-43

526500 - LICENSE AND PERMITS **\$2,900**

This account will cover the cost for the following required permits

Underground Fuel Tank	\$ 200.00
Landfill NPDES Permit	\$ 2,700.00
Total	<u>\$ 2,900.00</u>

530100 - DEPRECIATION **\$105,000**

This cost will cover the Depreciation of our FY 05-06, as provided by the Finance Department.

538000 - CLAIMS & JUDGMENTS **\$100**

This account will cover any cost, which may occur that are lower than the deductible of our insurance.

538600 - SCDHEC FINES *\$20,000*

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT \$800

This account will cover costs for any small tools and minor equipment, which falls below the \$500 capital cost limit. To include replacements items not stocked at Central Warehouse such as wrenches, ratchets, sockets, floor jacks, dollies etc.

000000 - CAT 826-C COMPACTOR (REPLACEMENT) \$535,343

This account will cover cost to purchase a new Landfill Compactor. We are required to maintain two compactors for the operation of our landfill. Our oldest Co # 11841R, originally purchased in 1988 received a complete Certified Caterpillar Rebuild in 1997. This equipment is in need of replacement, as a Certified Rebuild the second time would be more expensive than replacing. The blades and drums must be replaced and this is one portion of the expense. In addition the Total Maintenance Repair Contract is substantially less for a new compactor. At the time of actual replacement this equipment will have met or exceeded it's expected capital assessment and further service would not be cost effective. Revenue received from sale of old machine will offset this cost.

000000 - CAT 623-E PAN (REPLACEMENT) \$594,855

This account will cover the cost to purchase a new 623-G Pan for the C&D Landfill. This equipment will replace the pan originally purchased in 1992 with the current hours of 8376. The Maintenance Contract has been extended for the past eight (8) years. Note: **Blanchard will no longer extend the TM&R contract on the current Pan due to the cost and the current hours and condition.** The current pan will have, if not replaced, almost 11,000 hours in the FY 05/06.. At the time of actual replacement this equipment will have met or exceeded it's expected capital assessment and further assessment would not be cost effective. Revenue received for sale of old machine is estimated at \$100,000 and will offset this cost.

000000 - COMPACTOR WHEELS (REPLACEMENT) \$70,000

This account will cover the cost to purchase new compactor wheels and teeth for the 2004 826-G (CO# 25694). The current compactor has Cat Plus wheels and weld-on-cleats. This type of wheel assembly is not conducive to a C&D landfill. Due to the Cat Plus type assembly there are less compactor teeth than previously used. A Cat Plus wheel assembly has only twenty-five cleats per wheel thus, allowing large debris to stick between the cleats instead of being crushed. This debris sticking in the cleats causes the operator entirely too much roughness in the ride, by bouncing in the seat, thus a creating too much strain on the operators physical being. Also, the Cat Plus assembly has been found to not compact the C&D debris as well as needed for landfill requirements and land space volume savings. Thus from our experience we are requesting the forty inch wheelbase with forty cleats per wheel for maximum compaction. This can be accomplished by the purchase of reconstructed or removing the present twenty-five cleats and replacing with the required forty cleats. This will be a significant savings, opposed to purchasing an entire new set of compactor wheels.

112-45

CAPITAL REQUEST (CONTINUED)

000000 - F250 PICKUP (REPLACEMENT) \$28,000

This account will cover the cost to purchase a new pickup truck to replace the 1993 Ford F-350 landfill pickup truck (CO# 15830). *The Fleet Manager is recommending this replacement. At the time of actual replacement this vehicle will have met or exceeded it's expected capital assessment and further service would not be cost effective.* Note the Superintendent's truck (CO# 20293) will be moved to the landfill for use and the new vehicle will actually become the Superintendent's truck. This rotation is for the best interest of the department, as the Superintendent's current truck will be due next for replacement and it is not practical to place a new vehicle in the landfill conditions at this time.

000000 - WATER TRUCK (REPLACEMENT) \$7,000

This account will cover the cost to purchase a used water tanker from Public Safety that is presently due for auction. This will assist the landfill with an economical solution to our need for a water truck. Per our landfill permit, we must have dust control, especially during dry weather. The present tanker used for our dust control is over thirty years old and was moved from the Public Works department. This original tanker was gravity feed, but was retro fitted with a water pump approximately fifteen years ago and we have since experienced numerous repairs. The present tanker is an undependable means for our needs and we ask for this feasible solution to our required equipment.

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 5700 Fund Title: Solid Waste
 Organization # 121204 Organization Title: Landfill Operations
 Program # 2 Program Title: New HEO Position

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # <u>1</u>	28,793.00
510200 Overtime # <u>1</u>	800.00
510300 Part Time # <u> </u>	
511112 FICA Cost	2,203.00
511113 State Retirement	1,973.00
511114 Police Retirement	
511120 Insurance Fund Contribution # <u>1</u>	5,760.00
511130 Workers Compensation	2,658.00
511131 S.C. Unemployment	
* Total Personnel	42,187.00
Operating Expenses	
520100 Contracted Maintenance	
520200 Contracted Services	
520300 Professional Services	
520302 Drug Testing Services	84.00
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	86.00
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # <u> </u>	
524101 Comprehensive Insurance # <u> </u>	
524201 General Tort Liability Insurance	291.00
525030 800 Mhz Radio Service Charge	527.00
525031 800 Mhz Radio Maintenance	97.00
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 <u> </u> Utilities - <u> </u>	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	639.00
526500 Licenses & Permits	
* Total Operating	1,724.00
** Total Personnel & Operating	43,911.00
** Total Capital (From Section II)	3,587.00
*** Total Budget Appropriation	47,498.00

112-47

SECTION III - PROGRAM OVERVIEW

Summary of Programs:

Program 1 – New Heavy Equipment Operator (HEO)

Program 1: New Heavy Equipment Operator

Objectives:

This program is being requested to assist with the overall daily heavy equipment operations. To alleviate some of the numerous projects, which are continuous for the department, including: ease substitution for fellow HEO's during annual and sick leave, allowing a second pan to run in excavating the new C&D Landfill area and daily cover of the landfill, special projects when departmental staff upgrades or performs repairs within the Collection Stations, allowing Boom truck to routinely assist with the removal of illegal and large deposited debris in the Collection Stations, thus proceeding with daily operations without a noticeable deficit of progress and lower additional funding for outside contractual services.

SECTION V. – LINE ITEM NARRATIVES

SECTION V.A. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Grade</u>
Heavy Equipment Operators	<u>1</u>	<u>1</u>		<u>1</u>	<u>9</u>
Total Positions	<u>1</u>	<u>1</u>	<u>0</u>	<u>1</u>	

This positions require insurance.

Display organization flowchart:

112-50

SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520302 - DRUG TESTING SERVICES

\$84

The required Random Drug/Alcohol Testing is for one (1) employee

If an accident/incident were to occur to any employee while operating County equip/vehicle, a Drug/Alcohol testing is mandatory. For employees holding CDL licenses, as required in their position, are on a random drug screening.

Random Testing	\$	42.00
Testing due to Accident	\$	42.00
Total	\$	<u>84.00</u>

521200 - OPERATING SUPPLIES

\$86

This account covers the cost for operating supplies used daily.

Safety glasses	\$	25.00
Pairs	x	<u>2</u>
Total	\$	50.00
Work gloves - operators and community service workers	\$	0.74
Pairs	x	<u>48</u>
Total	\$	35.52
Total	\$	<u>86.00</u>

524201 - GENERAL TORT LIABILITY INSURANCE

\$291

This account covers cost for the FY 05-06.

525030 - 800 MHZ RADIO SERVICE CHARGES

\$527

This account covers cost for (1) 800 MHz Radios.

Service for (1) 800 MHz Radio	\$	43.84
Month	x	<u>12</u>
Total	\$	<u>526.08</u>

525031 - 800 MHZ RADIO MAINTENANCE

\$97

This account covers cost for needed maintenance for (1) 800 MHz Radios.

Total	\$	<u>97.00</u>
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112-51

525400 - UNIFORMS & CLOTHING

\$639

This account covers cost for three employees and are required to wear uniforms to identify themselves as County employees, while working directly with the public. Safety apparatus must be worn, due to some of the hazardous conditions the employees are exposed

Safety Belts	(1 @ \$15.48)	\$	15.48
Safety Boots	(2 @ \$125.00)	\$	250.00
Work Pants	(5 @ \$15.50)	\$	77.50
Work Shirts	(5 @ \$12.00)	\$	60.00
Work Jacket	(1 @ \$26.50)	\$	26.50
Rubber Boots	(1 @ \$25.00)	\$	25.00
Summer Caps	(2 @ \$4.64)	\$	9.28
Co. emblems	(9 @ \$0.76)	\$	6.84
Sew on emblems	(9 @ \$0.50)	\$	4.50
Summer Coveralls	(1 @ \$25.25)	\$	25.25
Insulated Coveralls	(1 @ \$53.00)	\$	53.00
Winter Coat	(1 @ \$85.00)	\$	85.00
Total		\$	<u>638.35</u>

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

000000 - (1) 800 MHZ RADIO \$3,587

This account will cover cost for one (1) 800 MHz radio for the newly requested position for continuous communication with the department.

112-53

SECTION III – PROGRAM OVERVIEW

Summary of Programs:

Program 1 – 321 Landfill

Program 1: 321 Landfill

Objectives:

This landfill was closed in 1988 and declared a Superfund site several years later. The basic reasons for being declared a Superfund site by the EPA were: 1. Groundwater contamination; 2. Methane gas migration; and 3. Sediment and erosion. At this time we have installed groundwater recovery wells, a methane recovery system, and the sediment and erosion are under control.

The groundwater and methane systems are high maintenance and will be ongoing costs for many years.

At this time we are not anticipating any major issues at this landfill. The methane and groundwater systems apparently are functioning to South Carolina Department of Health and Environmental Control (SCDHEC) and the United States Environmental Protection Agency's (EPA) satisfaction. These are the two major areas of concern.

All costs related to this program are EPA/SCDHEC mandated requirements.

SECTION V. – LINE ITEM NARRATIVES

SECTION V.A. – LISTING OF POSITIONS

SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520200 – CONTRACTED SERVICES \$124,701

The following service will be contracted to outside companies:

Groundwater Recovery System – Weekly reporting, maintenance, repairs, quarterly flushing of system, sampling and testing.

Estimated \$ 68,555

Gas Extraction System – Monitoring (weekly, monthly, semi-annually), maintenance, repairs and sampling.

Estimated \$ 56,146

520300 – PROFESSIONAL SERVICES \$105,000

The operation management and annual inspection and reporting are top cover fees from our consultant for managing this project. Legal fees are primarily for this department's various legal issues.

Operation management \$ 95,000

Legal fees \$ 10,000

Total \$ 105,000

520620 – EPA COST \$50,000

EPA has not billed us in several years; therefore a large billing is anticipated. It is uncertain whether or not we will be reimbursed by the Principal Responsible Parties (PRP)

525315 – UTILITIES \$28,000

Estimated utility cost for groundwater recovery and methane recovery systems and based on historical information.

526500 – LICENSES AND PERMITS \$1,000

This covers the estimated SCDHEC fees for spray irrigation system and other permits.

530100 – DEPRECIATION \$35,000

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

000000 – RETROFIT GOUNDWATER RECOVERY WELLS (6) **\$30,000**

If approved by SCDHEC and EPA, some of our non-productive wells will be eliminated. Six of the wells will need retrofit to increase production. Over time this will reduce operating and monitory costs.

SECTION I

COUNTY OF LEXINGTON SOLID WASTE MANAGEMENT Annual Budget Fiscal Year 2005-06

Fund: 5700

Division: Public Works

Organization: 121206 - Solid Waste / Transfer Station

		<i>BUDGET</i>				
Object Expenditure Code Classification	2003-04 Expenses	2004-05 Expenses (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 3	107,444	52,347	111,995	<u>111,995</u>		
510200 Overtime	1,850	1,633	3,300	<u>3,300</u>		
511112 FICA Cost	7,838	3,834	8,459	<u>8,459</u>		
511113 State Retirement	7,550	3,697	8,051	<u>8,051</u>		
511120 Insurance Fund Contribution - 3	17,280	8,640	17,280	<u>17,280</u>		
511130 Workers Compensation	6,492	5,313	11,011	<u>11,011</u>		
* Total Personnel	148,454	75,464	160,096	<u>160,096</u>		
Operating Expenses						
520100 Contracted Maintenance	25,556	9,736	23,016	<u>25,716</u>		
520200 Contracted Services	2,270,368	681,709	2,614,735	<u>2,945,378</u>		
520300 Professional Services	100	100	1,090	<u>2,090</u>		
520302 Drug Testing Services	0	0	195	<u>278</u>		
521000 Office Supplies	62	0	150	<u>150</u>		
521100 Duplicating	71	28	150	<u>150</u>		
521200 Operating Supplies	2,941	1,115	4,688	<u>4,688</u>		
522000 Building Repairs & Maintenance	165,160	0	30,000	<u>40,000</u>		
522100 Heavy Equipment Repairs & Maintenance	10,093	1,837	57,994	<u>69,387</u>		
522200 Small Equipment Repairs & Maintenance	1,879	135	3,000	<u>3,000</u>		
523200 Equipment Rental	378	159	429	<u>429</u>		
524000 Building Insurance	1,250	621	1,305	<u>1,367</u>		
524101 Comprehensive Insurance	1,015	444	889	<u>1,282</u>		
524201 General Tort Liability Insurance	628	364	746	<u>801</u>		
525020 Pagers and Cell Phones	105	52	105	<u>105</u>		
525030 800MHz Radio Service Charges - 3	1,313	653	1,600	<u>1,679</u>		
525031 800 MHz Radio Maintenance - 3	273	273	273	<u>290</u>		
525210 Conference & Meeting Expense	0	1,200	1,816	<u>1,834</u>		
525230 Subscriptions, Dues, & Books	0	0	227	<u>227</u>		
525317 Utilities - County L/F Edmund	7,605	4,154	7,800	<u>7,800</u>		
525400 Gas, Fuel, & Oil	6,073	4,189	8,000	<u>9,500</u>		
525600 Uniforms & Clothing	582	202	1,780	<u>1,780</u>		
526500 Licenses & Permits	0	0	700	<u>700</u>		
530100 Depreciation	42,839	0	45,000	<u>43,000</u>		
538000 Claims & Judgments (Litigation)	0	0	100	<u>100</u>		
* Total Operating	2,538,291	706,971	2,805,788	3,161,731		
** Total Personnel & Operating	2,686,745	782,435	2,965,884	3,321,827		
Capital						
540000 Small Tools & Minor Equipment	796	0	800	<u>1,000</u>		
540010 Minor Software	0	0	315	<u>0</u>		
All Other Equipment	0	699	775	<u>0</u>		
** Total Capital	796	699	1,890	1,000		
*** Total Expenses	2,687,541	783,134	2,967,774	3,322,827		

112-59

SECTION III - PROGRAM OVERVIEW

Summary of Programs:

Program 1 - Transfer Station

Program 1; Transfer Station

Objectives:

This program requires the efforts of 2 (two) Two Heavy Equipment Operators, 1 (one) Superintendent and 1 (one) Supervisor. This program processes all Municipal Solid Waste (MSW) entering the facility through the Transfer Station, while enforcing Lexington County Ordinance, South Carolina Department of Health and Environmental Control. (SCDHEC) rules and regulations. The Superintendent and Supervisor are responsible for this department and the Landfill Operations (121204), therefore their salaries and all operational items are split accordingly.

SERVICE LEVELS

Service Level Indicators:

Program 1:

<u>MSW Processed</u>	<u>Actual FY 03/04</u>	<u>Estimated FY 04/05</u>	<u>Projected FY 05/06</u>
Tons	85,769.74	93,000.00	95,500.00

112-61

SECTION V. – LINE ITEM NARRATIVES

SECTION V.A. – LISTING OF POSITIONS

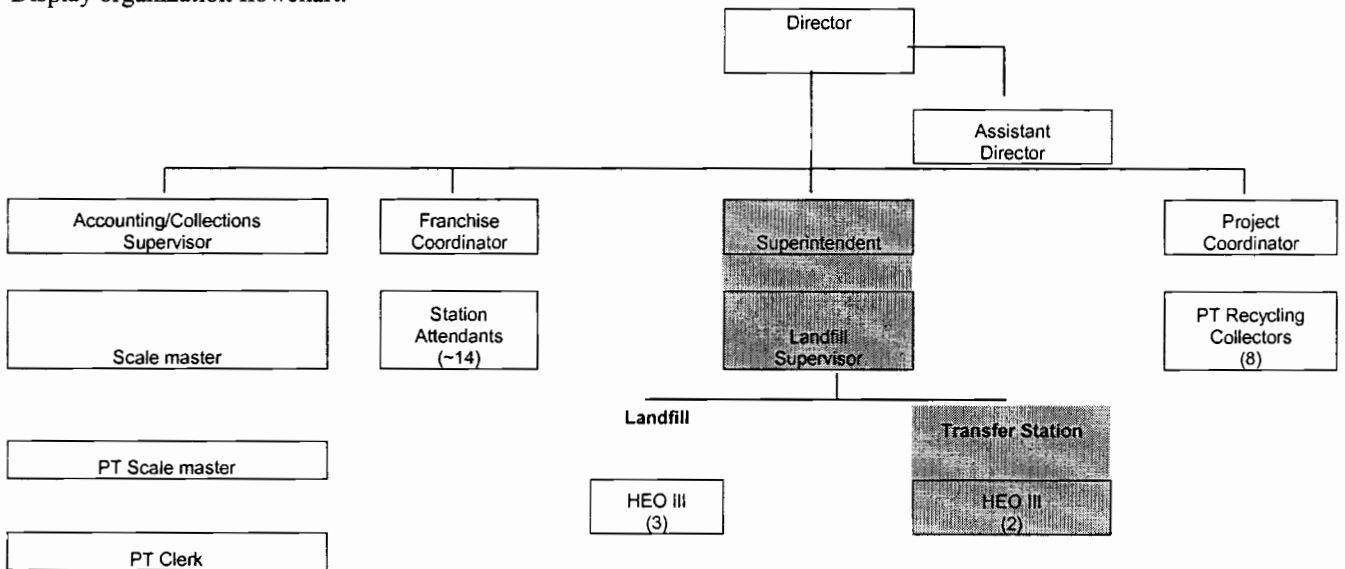
Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent Positions</u>	<u>Enterprise Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Grade</u>
Superintendent of SWM	0.5*	0.5		0.5	20
Supervisor of Landfill Operations	0.5*	0.5		0.5	12
Heavy Equipment Operators	<u>2</u>	<u>2</u>		<u>2</u>	<u>9</u>
Total Positions	<u>3</u>	<u>3</u>	<u>0</u>	<u>3</u>	

All of these positions require insurance.

*These positions are funded ½ of 121206 and ½ 121204

Display organization flowchart:



112-62

SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE

\$25,716

This account will cover the expenditures of one (1) piece of heavy equipment to include: Total Maintenance & Repair (TM&R) extension for mechanical and general maintenance, a fire protection system on the equipment and the cost of maintenance for (1) scale.

The heavy equipment is serviced every 250 operating hours for (TM&R) and the monthly cost is a set price to cover all maintenance, except for ground engaging tools. Also the equipment is covered by a separate contract for a fire protection system, based on four inspections per year.

Co.# 25711 Caterpillar 938G Front-End Loader Serviced by Blanchard Machinery

Total Maintenance & Repair (TM&R) per month.	\$ 1,243.00
	<u>x 12</u>
Total	\$ 14,916.00
Fire protection inspection (quarterly)	\$175.00
	<u>x 4</u>
Total inspection	\$700.00
Estimated cost for replacement part for the fire protection system	\$ 3,000.00
Total	<u>\$ 18,619.00</u>

A maintenance contract for inspecting one (1) scale is tested and re-calibrated if necessary. The scale is located at the entrance and required by the Department of Agriculture for monthly inspections, due to all incoming and outbound customers being charged tipping fees.

Estimated replacement parts	\$ 5,000.00
Inspections per month	\$175.00
	<u>x 12</u>
Total	\$ 2,100.00
Total estimated contract	<u>\$ 7,100.00</u>

112-63

520200 - CONTRACTED SERVICES

\$2,945,378

This account covers the cost of contracts for the transport and disposal of Municipal Solid Waste (MSW) from the Transfer Station to the Waste Management (WM) Landfill located in Richland County. This account also covers cost for the hauling and disposing of wash down leachate water generated from the Transfer Station floor and delivered to a pretreatment wastewater plant. Leachate water is collected in an underground storage tank (UST). This account will also cover the cost for removal of solid sedimentation from the (UST) as required.

The Transport, by NW White, of MSW to (WM) Landfill is estimated, and based on the previous year's tonnage. Estimated tonnage for FY 04-05 is 93,000.00 tons. Projected increase for FY 05/06 is an estimated tonnage of 95,500.00 tons. Current FY 04/05 rate for transporting is \$7.42/ton until December 2005, up to a 3% increase, after December, in accordance with the CIP for a maximum rate of \$7.79/ton for remaining year.

Cost per ton	\$	7.42
First six months tonnage	x	47,750
Total	\$	354,305.00
Cost per ton	\$	7.79
Second six months tonnage	x	47,750
Total	\$	371,972.50
Total Transporting Cost	\$	<u>726,277.50</u>

The Disposal of MSW at Chambers Landfill is estimated and based on the previous year's tonnage. Estimated tonnage for FY 04/05 is 93,000.00 tons. Projected increase for FY 05-06 is an estimated tonnage of 95,500.00 tons. The current rate for disposal is a fixed rate of \$23/ton for the FY 05/06

Cost per ton	\$	23.00
Total estimated tonnage	x	95,500
Total Disposal Cost	\$	<u>2,196,500.00</u>

The contract for hauling and disposal of (UST) water is estimated:

Cost per gallon	\$	0.15
Gallons of wastewater	x	144,000
	\$	21,600.00
Potential analysis if required by Waste Treatment Plant	\$	1,000.00
Total Haul & Disposal Cost	\$	<u>22,600.00</u>

112-64

520300 - PROFESSIONAL SERVICES

\$2,090

This account covers cost associated with several types services:

South Carolina Department of Health & Environmental Control (SCDHEC)

Annual drinking water fee \$ 90.00

Laboratory analysis for Transfer Station (UST) leachate for random samples

Each Test \$ 1,000.00
Samples x 2
\$ 2,000.00

Total \$ 2090.00

520302 - DRUG TESTING SERVICES

\$278

The required Random Drug/Alcohol Testing is for three (3) employees

If an accident/incident were to occur to any employee while operating County equip/vehicle, a Drug/Alcohol testing is mandatory. For employees holding CDL licenses, as required in their position, are on a random drug screening.

Drug/Alcohol Testing \$ 95.00

Blood/Urine Testing \$ 60.75
Employees x 3
\$182.25

Total Estimated Testing \$ 278.00

521000 - OFFICE SUPPLIES

\$150

This account is to cover supplies used in this program.

Office Supplies include: Business cards, printer ribbons, file folders, bulletin board, pens, pencils, etc., as needed.

521100 - DUPLICATING

\$150

This account is to cover all duplicating.

Daily fuel sheets, vehicle & equipment service reports, insurance forms, workers compensation forms, notices of needed repairs, purchase requisitions, PAF'S, random inspection reports, etc.

Copies 3000
Cost per copy \$ 0.05
\$ 150.00

112-65

521200 - OPERATING SUPPLIES

\$4,688

This account covers the cost for operating supplies used daily in the Transfer Station operations.

Stakes to barricade, barricade tape, pH test kits, and chemical resistant rubber gloves, if hazardous loads are disposed of improperly.

Total	\$	<u>628.00</u>
Safety glasses	\$	25.00
Pairs	x	<u>6</u>
Total	\$	150.00
Work gloves - operators and community service workers	\$	0.74
Pairs	x	<u>300</u>
Total	\$	222.00
General operating supplies, ground & building supplies	\$	<u>2,000.00</u>
Steam cleaning chemicals per drum	\$	211.00
Total drums	x	<u>8</u>
Total	\$	<u>1,688.00</u>
Total	\$	<u>4,688.00</u>

522000 - BUILDING REPAIRS & MAINTENANCE

\$40,000

This account covers cost for needed repairs to all structures and grounds maintenance pertaining to the Transfer Station. Generator maintenance, water well and (UST) drainage systems are also included.

Estimated building repairs	\$	10,000.00
Cleaning UST drainage system estimated	\$	5,000.00
Hopper and push wall repair	\$	<u>25,000.00</u>
Total	\$	<u>40,000.00</u>

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE

\$69,387

This account is for heavy equipment and covers repairs to equipment not covered by contracted maintenance (TM&R), such as tires, loader wear pads, sweep broom, etc.

Estimated repair cost for parts	\$	<u>12,000.00</u>
Rubberized wear pad for 938G loader	\$	1,030.05
Total pads per year	x	<u>10</u>
Total	\$	<u>10,300.50</u>
Exchange set of tires for 938G	\$	23,542.88
Sets per year	x	<u>2</u>
Total	\$	47,085.76
Total	\$	<u>69,387.00</u>

112-66

522200 - SMALL EQUIPMENT REPAIRS AND MAINTENANCE **\$3,000**

This account is to cover cost of any small equipment used in the Transfer Station operations for maintenance & repair of the following: Tech21 fuel system, air compressor, lawn mower, welder, grease guns, air hammer, etc.

Estimated Repairs	\$ <u>3,000.00</u>
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523200 - EQUIPMENT RENTAL **\$429**

This account covers the cost for welding gases, i.e., Oxygen, Acetylene tank rental.

Tank rental	\$ 35.75
Months	x <u>12</u>
Total	\$ <u>429.00</u>

524000 - BUILDING AND CONTENTS INSURANCE **\$1,367**

This account is for insurance to cover Transfer Station and its contents.

524101 - COMPREHENSIVE INSURANCE **\$1282**

This account is for insurance to cover: Inland, Marine, Fire, Vandalism, etc. of Heavy Equipment used in the Transfer Station operations

524201 - GENERAL TORT LIABILITY INSURANCE **\$801**

This account covers cost for the FY 05-06 and is for the current number of employees. (Based on new schedule)

525020 - PAGERS AND CELL PHONES **\$105**

This account the covers cost for one pager.

Pager	\$ 8.74
Months	x <u>12</u>
Total	\$ <u>104.88</u>

525030 - 800 MHZ RADIO SERVICE CHARGES **\$1,679**

This account covers cost for (3) 800 MHz Radios.

Service for (3) 800 MHz Radio	\$ 131.52
Month	x <u>12</u>
Total	\$ <u>1,578.24</u>
Roaming fees one Radio	\$ <u>100.00</u>
Total	\$ <u>1,679.00</u>

112-67

525031 - 800 MHZ RADIO MAINTENANCE **\$290**

This account covers cost for needed maintenance for (4) 800 MHz Radios.

Total \$ 290.00

525210 - CONFERENCE & MEETING **\$1,834**

This account will cover the cost for the following:

The Supervisor attending the Solid Waste Association of North America (SWANA) Regional and the Carolina Recycling Association (CRA) Conferences, to be held in South Carolina. These conferences are an educational program to update those in the field of Solid Waste Management on Federal and State regulations, Landfill Operational Applications and Recycling. Courses are offered to assist with CEU hours that are required in maintaining both SWANA and SCDHEC management re-certifications.

SWANA Registration & Special Courses	\$ 550.00
3 nights lodging	\$ 414.00
Per Diem	<u>\$ 78.00</u>
Total	\$ 1,042.00

CRA Registration & Special Courses	\$ 200.00
3 nights lodging	\$ 414.00
Per Diem	<u>\$ 78.00</u>
Total	\$ 692.00

This account will also cover the cost for the Supervisor to attend quarterly SWANA meetings for education of solid waste regulations and updated procedures.

Meeting Expense	\$ 25.00
Quarters	<u>x 4</u>
Total	\$ 100.00

Total \$ 1,834.00

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$227**

This account is to cover the cost for Supervisor's yearly membership dues for SWANA and cost of re-certification application.

SWANA membership	\$ 117.00
Landfill Manager Re-Certification	<u>\$ 110.00</u>
	<u>\$ 227.00</u>

525317 - UTILITIES **\$7,800**

This account covers the cost of all utilities associated with the Transfer Station

112-68

525400 - GAS, FUEL & OIL **\$9,500**

This account covers the cost for gas, diesel, transmission, hydraulic, chassis, anti-freeze and other lubricants required for equipment's services and daily fuel for one year

938G Loader CO # 25711	\$ 9,000.00
Misc. equipment	\$ 500.00

525400 - UNIFORMS & CLOTHING **\$1,780**

This account covers cost for three employees and are required to wear uniforms to identify themselves as County employees, while working directly with the public. Safety apparatus must be worn, due to some of the hazardous conditions the employees are exposed

Safety Belts	(3 @ \$15.48)	\$ 46.44
Safety Boots	(6 @ \$125.00)	\$ 750.00
Work Pants	(8 @ \$15.50)	\$ 279.00
Work Shirts	(13 @ \$12.00)	\$ 156.00
Work Coats	(3 @ \$26.50)	\$ 79.50
Rubber Boots	(3 @ \$25.00)	\$ 75.00
Summer Caps	(10 @ \$4.64)	\$ 46.40
Co. emblems	(22 @ \$0.76)	\$ 16.72
Sew on emblems	(22 @ \$0.50)	\$ 11.00
Summer Coveralls	(3 @ \$25.25)	\$ 75.75
Insulated Coveralls	(3 @ \$53.00)	\$ 159.00
Total		<u>\$ 1,780.00</u>

526500 - LICENSE & PERMITS **\$700**

This account will cover required permits as follows:

Transfer Station (UST) permit	\$ 200.00
Drinking Water well license	\$ 250.00
Transfer Station permit	<u>\$ 250.00</u>
Total	<u>\$ 700.00</u>

530100 - DEPRECIATION **\$43,000**

This cost will cover the depreciation of our equipment, as provided by the Finance Department

538000 - CLAIMS & JUDGMENTS **\$100**

This account will cover any cost that may occur that are lower than the deductible of our insurance.

112-69

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$1,000**

This account will cover cost for any small tools and minor equipment that falls below the \$500 capital cost limit. This also includes replacement items not stocked at Central Warehouse such as wrenches, ratchets, sockets, floor jacks, dollies, cell phone replacement and batteries, etc.

112-70

SECTION I

COUNTY OF LEXINGTON SOLID WASTE MANAGEMENT Annual Budget Fiscal Year 2005-06

Fund: 5700
Division: Public Works
Organization: 121207 - Solid Waste / Recycling

		<i>BUDGET</i>				
Object Expenditure Code Classification	2003-04 Expenses	2004-05 Expenses (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries and Wages - 1	41,150	19,411	41,807	<u>41,878</u>		
510200 Overtime	72	123	200	<u>200</u>		
510300 Part Time - 8 (5.55 - FTE)	106,375	47,605	122,284	<u>122,284</u>		
511112 FICA Cost	11,158	5,077	12,482	<u>12,559</u>		
511113 State Retirement	9,243	4,194	10,368	<u>12,641</u>		
511120 Insurance Fund Contribution - 1	5,760	2,880	5,760	<u>5,760</u>		
511130 Workers Compensation	8,683	6,638	16,247	<u>13,299</u>		
511213 State Retirement - Retiree	855	405	809	<u>809</u>		
* Total Personnel	183,296	86,333	209,957	<u>209,430</u>		
Operating Expenses						
520302 Drug Testing Services	0	0	150	<u>150</u>		
521000 Office Supplies	45	28	50	<u>50</u>		
521100 Duplicating	49	19	100	<u>100</u>		
521200 Operating Supplies	486	111	600	<u>600</u>		
521402 Occupational Health Supplies	0	0	400	<u>400</u>		
522100 Heavy Equipment Repairs & Maintenance	8	169	1,000	<u>1,000</u>		
522200 Small Equipment Repairs & Maintenance	4,965	2,039	10,000	<u>10,000</u>		
522300 Vehicle Repairs & Maintenance	3,414	3,122	5,500	<u>5,500</u>		
524100 Vehicle Insurance - 5	2,625	1,325	2,716	<u>2,388</u>		
524101 Comprehensive				<u>699</u>		
524201 General Tort Liability Insurance	183	108	221	<u>514</u>		
525020 Pagers and Cell Phones	105	52	108	<u>105</u>		
525030 800 MHz Radio Service Charges - 4	1,308	649	2,060	<u>2,205</u>		
525031 800 MHz Radio Maintenance - 4	273	364	368	<u>386</u>		
525210 Conference & Meeting Expense	110	0	500	<u>750</u>		
525230 Subscriptions, Dues & Books	200	200	300	<u>300</u>		
525400 Gas, Fuel, & Oil	8,111	6,718	9,500	<u>15,000</u>		
525600 Uniforms & Clothing	591	541	2,230	<u>2,431</u>		
530100 Depreciation	28,327	0	11,000	<u>28,500</u>		
538000 Claims & Judgments (Litigation)	0	0	100	<u>100</u>		
* Total Operating	50,800	15,445	46,903	<u>71,178</u>		
** Total Personnel & Operating	234,096	101,778	256,860	<u>280,608</u>		
Capital						
540000 Small Tools & Minor Equipment:	424	23	500	<u>816</u>		
540010 Minor Software	0	0	375	<u>0</u>		
All Other Equipment	0	699	5,655	<u>0</u>		
** Total Capital	424	722	6,530	<u>816</u>		
*** Total Expenses	234,520	102,500	263,390	<u>281,424</u>		

112-71

SECTION III - PROGRAM OVERVIEW

Summary of Programs:

Program 1 – Recycling Collections

Program 1: Recycling Collections

Objectives:

This program requires the efforts of 8 (eight) part-time Recycling Collectors and (1) full-time Supervisor (Project Coordinator).

The Recycling Collectors pick up, transport and process recycling materials collected at the 12 (twelve) County Collection Stations and when requested recyclables from other County divisions, Fleet Services, Detention Center, Central Stores and the main Library. Their duties also include: daily vehicle inspection reports, maintaining radio contact during travel to and from destinations, a daily activity log, picking up supplies for Solid Waste Management, delivering supplies to the Collection Stations, and daily maintenance of Recycling Collections vehicles and equipment.

The Project Coordinator's duties include: supervision, scheduling and payroll approval of the Recycling Collectors, scheduling of Collection Stations recycling requests and daily collector's task assignments, oversees vehicle and equipment maintenance, formulates monthly reports for total recycling tonnages and total pulls reports for each recyclable commodity and for each Collection Station, purchasing all equipment and supplies as approved in the yearly budget, deals directly with recycling vendors for all recycling occurring inside and outside of the Collection Stations, holds the Recycling Coordinators responsibilities as required in the South Carolina Department of Health and Environmental Control (SCDHEC) Solid Waste Policy & Management Act of 1991. The Project Coordinator is responsible for formulating and allocating the Recycling Budget. Other responsibilities include: Oversees the contract and the coordination of the Transfer Station's Underground Storage Tank (UST) wastewater collection and treatment, a monthly National Pollutant Discharge Elimination System's (NPDES) Discharge Monitoring Report (DMR), SCDHEC required, formulates and submits a Solid Waste, SCDHEC required, Annual Progress Report for all recycling performed within Lexington County including residential, industrial, commercial and institutional entities, SCDHEC required Edmund Transfer Station & C&D Annual Reports, Lead-acid Battery and Used Motor Oil Registrations, also required by SCDHEC. Prepares and reports an annual Solid Waste, SCDHEC required, Full Cost Disclosure of solid waste cost for SWM. Project Coordinator's other duties include, writing special grants, beyond those offered by SCDHEC, i.e., a Palmetto Pride grant. Upon availability each year, the Project Coordinator is responsible for the completion of applications for Solid Waste Grants, assuring all criteria is met, formulation of budgets and the assurance of required procedures of grants for submission to County Council's consideration and approval, allocating the funding of awarded grants and procurement of items specified, all grant related purchase and travel approval forms, quarterly activity reports and reimbursement forms, as required by Grantors.

SERVICE LEVELS

Service Level Indicators:	Actual Tons FY 03/04	Estimated Tons FY 04/05	Projected Tons FY 05/06
Program 1			
Aluminum (UBC)	28.89	29.00	30.45
Aluminum Scrap	0.29	0.64	0.70
Batteries – Lead Acid	115.36 *	35.38	37.15
Batteries – Recyclables	0.83	2.15	2.26
Cardboard	661.46	799.38	839.35
Cartridges (Ink & Toner)	0.27	3.27	3.43
Foam Pad	89.66 *	57.04	59.89
Glass - Brown	72.83	97.34	102.21
Glass - Clear	48.62	57.12	59.98
Glass – Green	1.14	25.39	26.66
Magazines	79.38	111.18	116.74
Newspaper	1,123.96 *	1,175.00	1,233.75
Nursery Containers	6.85 *	8.30	8.72
Office Paper	22.35	25.00	26.25
Oil Bottles	0.00 **	18.00	0.00 **
Oil Filters	38.83	40.00	42.00
Oil Liquid	354.04 *	360.00	378.00
Plastic	124.22	130.00	136.50
Textiles	52.83	60.00	63.00

* These commodities are pulled and processed by outside vendors, remaining are handled directly by Recycling Collection's staff, with the exception of cardboard. Cardboard at three sites and numerous County departments are handled by Recycling Collectors; remaining sites use cardboard compactors and are handled by an outside vendor.

** This commodity is shredded and stocked piled, for approximately 2 years, until generation is equal to one tractor-trailer shipment.

SECTION V. – LINE ITEM NARRATIVES

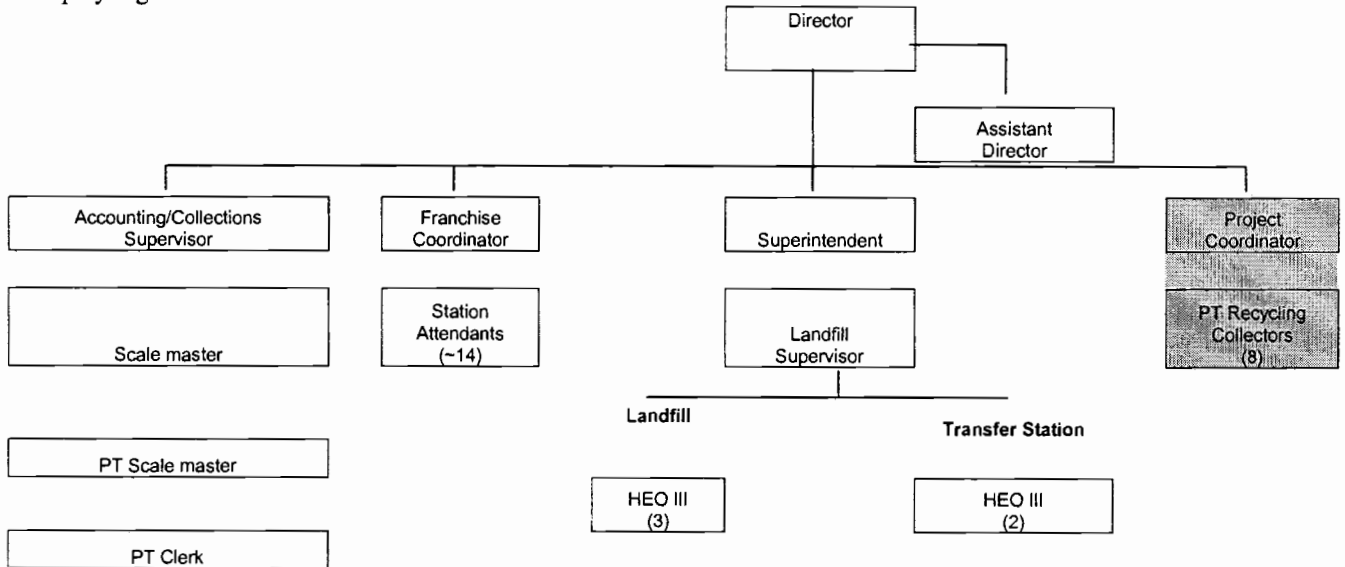
SECTION V.A. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent Positions</u>	<u>Enterprise Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Grade</u>
*Project Coordinator	1	1		1	15
Recycling Collectors	5.55	5.55		5.55	05
Total Positions	<u>6.55</u>	<u>6.55</u>		<u>6.55</u>	

*Only this position requires insurance.

Display organization flowchart:



SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520302 - DRUG TESTING SERVICES **\$150**

This account covers any potential need for drug testing of employees.

521000 - OFFICE SUPPLIES **\$50**

This account covers any office supplies for file folders, pens, pencils, pads, calendars, etc.

521100 - DUPLICATING **\$100**

This account covers any duplication required for worksheets, time sheets, recycling reports, etc.

Estimated 2000 copies @ \$0.05 per copy = \$100

521200 - OPERATING SUPPLIES **\$600**

This account covers the cost for general cleaning supplies, first aid supplies and safety devices.

521402 - OCCUPATIONAL HEALTH **\$400**

This account will cover the cost for hepatitis "B" inoculations available to employees. 29CFR 1910.1030 Guidelines apply to any personnel considered at risk under OSHA 1970 General Data clause. There is considerable information available to support the inclusion of certain personnel in the Solid Waste Management Division in a pathogenic exposure program to vaccinate against hepatitis "B".

The cost is approximately \$100 x (4) employees = \$ 400

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE **\$1,000**

To cover repairs for forklift, tires, hydraulic hoses, etc. To cover expense cost for the maintenance of an oil filter cuber. SCDHEC Used Oil Grants have supported this program in the past, as LCSWM being the regional oil filter recycler. Due to legislative decisions to use this funding for other State programs, money is not guaranteed for following years beyond initial investment, therefore additional funding requested in this line item is to cover equipment repairs to oil filter cuber and oil bottle shredder. SWM will continue to apply for funding, but as the past reflects, no additional funding guaranteed.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$10,000**

To cover repairs to recycling trailers: lights, tires, roll carts, etc. There are approx. 70 trailers, one-third are over 12 years old and in dire need of replacement, additional money is requested to refurbish the older trailers for much needed safety concerns, i.e. loose mesh flooring, rusted bracing, wheel fenders, dry rot tires, etc.

112-76

522300 - VEHICLE REPAIRS & MAINTENANCE **\$5,500**

This account covers expenses for all required services for Recycling Collections fleet of four vehicles, and the below cost are estimated.

Ford Flat Bed service (Co# 34432) \$375/yr.	\$ 375
Ford Flat Bed service (Co# 34433)\$500/yr.	\$ 500
Ford Crew Cab (Co# 20001) \$250/yr.	\$ 250
Chevy Crew Cab (Co# 20800) \$250.00/yr.	<u>\$ 250</u>
Total	\$ 1,375
Misc. parts & repairs	<u>\$ 4,125</u>
Total	<u>\$ 5,500</u>

524100 - VEHICLE INSURANCE (4) **\$2,388**

This account covers the cost of allocated vehicle insurance

Vehicles	\$ 597
Each	<u>x 4</u>
Total	<u>\$ 2,388</u>

524101 - COMPREHENSIVE **\$699**

To cover the cost of Comprehensive Insurance for Fork Lift and the Oil Filter Cuber estimated at \$699 per year.

524201 - GENERAL TORT LIABILITY INSURANCE **\$514**

To cover the cost of allocated general tort liability insurance for (1) full time and (5) part time equivalent positions.

525020 - PAGERS & CELL PHONES **\$105**

This account covers the cost for one pager utilized by the Project Coordinator

Pager	\$ 8.74
Months	<u>x 12</u>
Total with SC Tax	<u>\$ 104.88</u>

112-77

525030- 800 MHZ RADIO SERVICE CHARGE **\$2,205**

This account covers the cost for (4) 800 MHz Radios.

Service for (4) 800 MHz Radio @ \$43.84 each	\$ 175.36
Month	x 12
Total	<u>\$ 2,104.32</u>
Roaming fees one (1) Radio	<u>\$ 100.00</u>
Total	<u>\$ 2,204.32</u>

525031 - 800 MHZ RADIO MAINTENANCE **\$386**

This account covers the cost for yearly maintenance of (4) 800 MHz Radios @ \$96.39 ea

\$ 385.56

525210 - CONFERENCE & MEETING **\$750**

This account will cover the cost for the Project Coordinator to attend the Carolina Recycling Association (CRA) Conference. This conference is an educational program to update those in the field of Recycling on State programs, guidelines and the newest technologies. It is to be noted that if a SCDHEC grant is awarded during a fiscal year, funding may also be included for Conference and Meetings and will be used, if approved by SCDHEC for this or additional meetings, i.e. SCDHEC sponsored Recycling Collectors Workshop, but is not guaranteed:

CRA Registration & Special Courses	\$ 300
3 nights lodging	\$ 285
Per Diem	\$ 90
Mileage/Parking	<u>\$ 75</u>
	<u>\$ 750</u>

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$300**

This account is to cover the cost for Project Coordinator's yearly membership to the Carolina Recycling Association and for Recycling Market magazines.

Carolina Recycling Association Group Membership	\$ 250
Recycling Market Magazines	<u>\$ 50</u>
Total	<u>\$ 300</u>

112-78

525400 - GAS, FUEL & OIL

\$15,000

This account covers the cost for gas and diesel for vehicles and equipment daily fuel use for one year.

Ford Crew Cab Co #20800	\$ 2,000
Chevy Crew Cab Co, # 20001	\$ 2,000
Ford Flat Bed Co #24432	\$ 5,000
Ford Flat Bed Co. #24433	\$ 5,000
Komatsu Fork Lift Co # 19986	\$ 500
Misc. equip, lawn mower, weed eater, etc.	\$ 500
Total	<u>\$ 15,000</u>

525400 - UNIFORMS & CLOTHING

\$2,431

This account covers the cost for eight employees that are required to wear uniforms to identify themselves as County employees, while working directly with the public. Safety apparatus must be worn, due to some of the hazardous conditions the employees are exposed

Safety Boots 8 @ \$125.00 ea. =	\$ 1,000.00
Orange T-Shirts 18 @ \$6.85 ea. =	\$ 123.30
Orange Long Sleeve T-Shirts 18 @ \$9.85 ea. =	\$ 177.30
Orange Hooded Sweatshirts 16 @ \$14.85 ea. =	\$ 237.60
Work Pants 24 @ \$11.88 ea. =	\$ 285.12
Orange Short Sleeve Shirts 6 @ \$6.39 ea. =	\$ 38.34
Orange Long Sleeve Shirts 6 @ \$7.66 ea. =	\$ 45.96
Winter Jacket w/ reflective tape 8 @ \$36.90 =	\$ 295.20
Summer Caps 8 @ \$4.67 ea. =	\$ 37.36
Winter Caps 8 @ \$6.11 ea. =	\$ 48.88
County Emblem 20 @ \$0.53 ea. =	\$ 10.60
Sewing on Emblem 20 @ \$0.75 ea. =	\$ 15.00
	\$ 2,314.66
Total including SC Tax	<u>\$ 2,430.39</u>

530100 - DEPRECIATION

\$28,500

This cost will cover the depreciation of vehicles and equipment, as provide by the Finance Department.

538000 - CLAIMS & JUDGMENTS (LITIGATION)

\$100

This account will cover any cost that may occur that are lower than the deductible of our insurance.

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT \$816

This account will cover cost for any small tools and minor equipment that falls below the \$500 capital cost limit. This also includes replacements items not stocked at Central Warehouse such as wrenches, ratchets, sockets, battery packs, and portable air compressors.

Estimated Tools & Equipment \$ 500

Also included is new fabrication of trailer dollies to mobilize recycling trailers in and out of confined spaces, as current ones are in dire need of replacement.

(2) Trailer Dollies @ \$158 each \$ 316

Total \$ 816

SECTION I.

**COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2005-2006**

Fund # 5700 Fund Title: Enterprise
 Organization # 121207 Organization Title: Recycling Collections
 Program # 1 Program Title: Metal Recycling

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries #	
510300 Part Time #	
511112 FICA Cost	
511113 State Retirement	
511114 Police Retirement	
511120 Insurance Fund Contribution #	
511130 Workers Compensation	
511131 S.C. Unemployment	
* Total Personnel	0
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	195,000
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #	
524101 Comprehensive Insurance #	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities -	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	195,000
** Total Personnel & Operating	195,000
** Total Capital (From Section II)	0
*** Total Budget Appropriation	195,000

112-81

SECTION III - PROGRAM OVERVIEW

Summary of Programs:

Program 1 – Metal Recycling

Program 1: Metal Recycling

Objectives:

This program is being requested to replace the present system used for collecting our recyclable scrap metal in the Collection Stations. Presently Commercial Metals Company (CMC) of Lexington is subcontracting with P & S Construction for the pick up and delivering of scrap metal containers from the sites to their plant. The cost for the pick up is taken off the top of the metal revenue prior to the revenue payment to Lexington County. There is no control on the pull request causing delays in service to our citizens, due to full containers, thus acceptable metal is placed with Construction Demolition waste, resulting in additional lose in revenues, unnecessary land filling and additional pull cost of the C&D container. We propose to add this to our Waste Management contract to enable control of the service. This proposed contract would also parallel our waste contract presently in place for the Collection sites for Municipal Solid and Yard Waste. The contract will specify the allowable hours the contractor has once a container is requested for service and any hours beyond the request a charge back will take place, if interruption of service occurs. Our citizen will receive better service with the guarantee of empty containers available at all operational hours; we will recover more metal in our recycling program, save landfill space and potentially receive more revenue.

SERVICE LEVELS

Service Level Indicators:	Actual Tons <u>FY 03/04</u>	Estimated Tons <u>FY 04/05</u>	Projected Tons <u>FY 05/06</u>
Program 1			
Metal (Scrap)	3,162.45	3,352.82	3,688.10

112-82

SECTION V. – LINE ITEM NARRATIVES

SECTION V.A. – LISTING OF POSITIONS

SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520200 - Contracted Services

\$195,000

This account will cover cost for contracting an outside vendor to provide and pull 20-yard roll off containers located in the County' 12 Collection Stations to one of two destinations. To assist with continuous service for metal recycling in the Collection Stations the following is proposed: the Edmund Landfill will be one destination for stock piling metal from several local sites and available for all metal containers after operational hours and weekends. Sites that are closest to the metal processor will be pulled directly to their yard.

The latest complete year (January 2004 through December 2004) total pulls were 1,802 and the tonnage was 2,824.49. Total revenues during this calendar year period were \$40,660.17.

Using this data and estimating a 10% increase, due to the new contracts proposed efficiency, each pull at \$98/pull for this service will be:

Total pulls 1,802 + 10% = 1982 estimated pulls @ \$98.00/pull = \$194,236

Using the total tonnage for the above time period and also adding 10% the revenue is estimated using current market for scrap metal @ \$105.00/ton.

Tonnage + 10% = 3,106.94

Estimated pull cost @ \$98.00/pull if pulled by Waste Management	\$ 194,236.00
Estimated revenue @ \$105.00/ton	\$ <u>326,228.59</u>
Total contracted year end cost less revenue (positive revenue)	\$ <u>130,032.59</u>

Thus if metal pricing stays at a high the revenues received will offset the pull cost resulting in higher revenues for this program.

SECTION 1

**COUNTY OF LEXINGTON
SOLID WASTE TIRES
Annual Budget
Fiscal Year - 2005-06**

Fund: 5710
Division: Public Works
Organization: 121204 - Solid Waste / Landfill Operations

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenues: (C/C - 000000)							
422000	Landfill - Tires	88,558	0	90,000	90,000	90,000	
461000	Investment Interest	370	0	1,350	1,350	1,350	
						0	
** Total Revenue		<u>88,928</u>	<u>0</u>	<u>91,350</u>	<u>91,350</u>	<u>91,350</u>	
***Total Appropriation					381,188	128,306	0
Noncash Expenses:							
Depreciation							
					13,000	13,000	0
FUND BALANCE							
Beginning of Year							
					255,659	-21,179	-21,179
FUND BALANCE - Projected							
End of Year							
					<u>-21,179</u>	<u>-45,135</u>	<u>-21,179</u>

		BUDGET					
Object Code	Expenditure Classification	2003-04 Expenses	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Operating Expenses							
520100	Contracted Maintenance	16,675	0	19,025	9,306		
520240	Tire Disposal	29,689	0	55,000	55,000		
522100	Heavy Equipment Rep. & Maint.	17,101	0	27,750	35,000		
522300	Vehicle Repairs & Maintenance	9,938	0	11,000	15,000		
530100	Depreciation Expense	30,368	0	13,000	13,000		
529903	Contingency	0	0	66,665	30,574		
* Total Operating		<u>103,771</u>	<u>0</u>	<u>192,440</u>	<u>157,880</u>	<u>0</u>	<u>0</u>
**Total Personnel & Operating		<u>103,771</u>	<u>0</u>	<u>192,440</u>	<u>157,880</u>	<u>0</u>	<u>0</u>
Capital							
540000	Small Tools & Minor Equipment	483	0	500	1,000		
	Other Equipment	17,850	0	188,248	0		
**Total Capital		<u>18,333</u>	<u>0</u>	<u>188,748</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
** Total Budget Appropriation		<u>122,104</u>	<u>0</u>	<u>381,188</u>	<u>158,880</u>	<u>0</u>	<u>0</u>

113-1

SECTION III – PROGRAM OVERVIEW

Summary of Programs:

Program 1 – State Tire Fund

Program 1: Waste Tire Disposal

Objectives:

This program is for the disposal of all waste tires. The State Tire Fund is received on a quarterly basis and provides the funds for this account. Whole tires are banned from Landfills, per South Carolina Department of Health and Environmental Control, Solid Waste Policy and Management Act. In order to properly dispose of tires we contract to an outside vendor to pickup and recycle the waste tire collected at the Edmund Landfill. In addition to contractual service, the State Tire Fund also allows for the purchase of all tools and equipment necessary for this operation.

SERVICE LEVELS

Service Level Indicators

Service Levels Tire Disposal	Actual <u>FY 03/04</u>	Estimated <u>FY 04/05</u>	Projected <u>FY 05/06</u>
:			
Tons	385.57	540.70	600

SECTION V. – LINE ITEM NARRATIVES

SECTION V.A. – LISTING OF POSITIONS

SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520300 – CONTRACTED MAINTENANCE \$9,306

This account will cover the expenditures for one year for one (1) piece of heavy equipment to include Total Maintenance & Repair (TM&R) for mechanical and general maintenance and fire protection system. This piece of equipment is serviced every 250 operating hours for (TM&R) and the monthly cost is a set price to cover all maintenance, except for ground engaging tools

Total Maintenance & Repair (TM&R) per month.	300.50
	x <u>12</u>
Total	\$ 3,606.00
Fire protection inspection (quarterly)	\$175.00
	x <u>2</u>
Total inspection	\$350.00
Total	<u>\$ 3956.00</u>
Estimated replacement parts for the fire protection system	<u>\$ 5,000.00</u>

520240 - TIRE DISPOSAL SERVICES \$55,000

This account is to cover the cost of disposing waste tires. Whole tires are banned from Landfills, per SCDHEC. In order to dispose of tires the only alternative is to ship them to a local vendor for recycling.

522100 - HEAVY EQUIPMENT REP & MAINTENANCE \$35,000

This account is to cover the cost of replacement tires and other repairs not covered under the TM&R for the 2005 Case Front End Loader. Replacement Tires-\$25,000, Estimated Replacement Parts-\$10,000

522300 - VEHICLE REPAIRS & MAINTENANCE \$15,000

This account is to cover the cost of repairs as needed for the 1998 Freightliner Boom Truck Co # 20311.

530100 - DEPRECIATION \$13,000

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$1,000**

These funds will be used to purchase small tools and minor equipment to maintain tire rim crusher, Loader and Boom Truck.

Section IA

755-3325

COUNTY OF LEXINGTON

Existing Departmental Program Request
Fiscal Year - 2005 - 2006

Fund # ~~5722~~ 5720 Fund Title: Enterprise
Organization # 121207 Organization Title: Recycling/Solid Waste Grant

Object Expenditure Code Classification	Program # I Program Title: Antifreeze	Program # II Cooking Oil	Program # III	Program # IV	Total 2004-2005 Requested
Personnel					
* Total Personnel	0	0	0	0	0
Operating Expenses					
520200 Contracted Services	180	750	0	0	930
521200 Operating Supplies	890	0	0	0	890
521213 Public Education	750	430	0	0	1,180
* Total Operating	1,820 0	1,180	0	0	3,000
** Total Personnel & Operating	1,820 0	1,180	0	0	3,000
** Total Capital (From Section II)	0	0	0	0	0
*** Total Budget Appropriation	1,820 0	1,180	0	0	3,000

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SECTION III - PROGRAM OVERVIEW

Summary of Programs

Program 1 Antifreeze Recycling

Program 2 Cooking Oil Recycling

Program 1 Antifreeze Recycling

Objective:

This program is a proposed grant application with South Carolina Department of Health and Environmental Control (DHEC). Lexington County's Fleet Management Services (LCFMS) currently recycles on-site all ethylene glycol antifreeze, generated from the Lexington County vehicle fleet. LCFMS utilizes the recycled antifreeze in the County's vehicle fleet. We are in agreement with the LCFMS to utilize their small antifreeze filtration system to recycle ethylene glycol collected from residents of Lexington County. Antifreeze is proposed for acceptance at the LCSWM Edmund Landfill/Transfer facility. The LCSWM recycling division will transport the collected ethylene glycol antifreeze to the LCFMS garage for recycling and it will be utilized within the County's vehicle fleet as maintenance is performed by LCFMS. It is proposed within this grant request that one filter will be purchased for the LCFMS filtration equipment for the use of their recycling services. Also within this grant LCSWM is requesting funding to purchase containers for the LCFMS to store the recycled antifreeze until need arises for use in the County's vehicle fleet. Two large containers (fifty-five gallons) are also requested for purchase within this grant. One container is proposed to store any excessive ethylene glycol, which the LCFMS cannot use, along with funding to obtain a contract agreement with a company to recycle the excess. The second large container is proposed for purchase to store any propylene glycol antifreeze along with funding to recycle this type antifreeze through a contract to recycle. We also wish to propose educational information as approved by SCDHEC.

Program 2 Cooking Oil Recycling

Objective:

The Lexington County Department of Solid Waste Management (LCSWM) is proposing to begin residential used cooking oil recycling at six of our twelve Collection Stations. This initial program is proposed for strategic locations throughout Lexington County for our resident's use. This program request is contingent upon a grant through the South Carolina Department of Health Environmental Control Recycling and Reduction Grant during the 2006 fiscal year. Through a proposed contract with a rendering collection and recycling company, LCSWM will be able to obtain within the contractor's agreement containers for the used cooking oil to include: removal, transportation and recycling of the residential used cooking oil. We also wish to propose educational information as approved by SCDHEC

SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520200 Contracted Services \$930

Program 1: Antifreeze Recycling

Estimated cost to acquire services for pickup and recycling all excessive antifreeze which Fleet Management is unable to use. State contract is \$30.00 per drum est. 6 drums/yr = \$180

Program 2: Cooking Oil Recycling

Estimated cost to acquire services for pickup and recycle cooking oil from six SWM Collection Stations. Contract at \$125/site, unlimited pickups for 6 sites = \$750
Proposed Sites = Chapin, Ball Park, Bushriver, Edmund, Leesville & Sandhills

521200 Operating Supplies \$890

Program 2: Cooking Oil Recycling

Plastic 1-gallon containers to store recycled antifreeze 40 @\$5.00 each = \$150
Poly 55-gallon containers to store excessive used antifreeze 2 @ \$70 each = \$140
Filter for Fleet Management's filtration equipment = \$600

521213 Public Education \$1,180

Program 1: Antifreeze

SCDHEC approved brochures, school supplies etc. given to residents for education of antifreeze recycling = \$750

Program 2: Cooking Oil Recycling

SCDHEC approved brochures, school supplies etc. given to residents for education of cooking oil recycling = \$430

114-3

SECTION I

**COUNTY OF LEXINGTON
DHEC USED OIL GRANT
Annual Budget
Fiscal Year - 2005-06**

Fund: 5722
Division: Public Works
Organization: 121207 - Solid Waste / Recycling

Object Code	Revenue Account Title	Actual 2003-04	6 Months Received Thru Dec 2004-05	Amended Budget Thru Dec 2004-05	Projected Revenues Thru Jun 2004-05	Requested Revenues 2005-06	Total Approved 2005-06
Revenues: (C/C - 000000)							
458000	State Grant Income	18,138	0	26,250	26,250	21,450	
461000	Investment Interest	0	0	0	0		
** Total Revenue		18,138	0	26,250	26,250	21,450	
***Total Appropriation					26,250	21,450	0
FUND BALANCE							
Beginning of Year							
					0	0	0
FUND BALANCE - Projected							
End of Year							
					0	0	0

Object Code	Expenditure Classification	2003-04 Expenses	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
					2005-06 Requested	2005-06 Recommend	2005-06 Approved
Operating Expenses							
520200	Contracted Services	0	0	9,900	9,600		
521200	Operating Supplies	1,497	0	4,500	4,600		
521213	Public Education Supplies	1,498	0	3,000	3,000		
522100	Heavy Equip Repairs & Maintenance	15,143	0	3,000	3,500		
525210	Conference & Meeting Expense	0	0	750	750		
* Total Operating		18,138	0	21,150	21,450	0	0
**Total Personnel & Operating		18,138	0	21,150	21,450	0	0
Capital							
540000	Small Tools & Minor Equipment	0	0	500	0		
	Other Equipment	0	0	4,600	0		
		0	0	0			
**Total Capital		0	0	5,100	0	0	0
** Total Appropriation		18,138	0	26,250	21,450	0	0

115-1

SECTION III - PROGRAM OVERVIEW

Summary of Programs:

Program 1 – Used Oil Grant

Program 1: Used Oil Grant

Objectives:

This program is supported in part by a South Carolina Department of Health and Environmental Control Grant for the collection and recycling of used oil, filters and bottles. This grant assists the Recycling Collections with equipment, supplies, and tools for education. The Recycling Collection Division (5700-121207) processes all Oil Bottles and Oil Filters generated from: the Solid Waste Management (SWM) 12 Collection Stations, Central Maintenance Garage, local business, participating Counties which SCDHEC has assigned for Lexington County to be host County as the Regional Used Oil Filter/Bottle Recycler. The Project Coordinator administers the procurement of budgetary allocations and all required reporting of this grant.

SERVICE LEVELS

Service Level Indicators:	Actual Tons <u>FY 03/04</u>	Estimated Tons <u>FY 04/05</u>	Projected Tons <u>FY 05/06</u>
Program 1			
Oil Bottles	0.00 **	18.00	0.00 **
Oil Filters	38.83	40.00	42.00
Oil Liquid	354.04 *	360.00	378.00

** This commodity is shredded and stocked piled, for approximately 2 years, until generation is equal to one tractor-trailer shipment.

SECTION IV – SUMMARY OF REVENUES

SECTION V. – LINE ITEM NARRATIVES

SECTION V.A. – LISTING OF POSITIONS

SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE \$9,600

To cover cost to procure services for Preventive Maintenance of our used oil filter cuber.

521200 - OPERATING SUPPLIES \$4,600

To cover cost to purchase Gaylord boxes for shredded oil bottles and heavy-duty bags for bottle collection

521213 - PUBLIC EDUCATION SUPPLIES \$3,000

To cover cost to purchase signs, brochures and other educational SCDHEC tools

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE \$3,500

Oil bottle shredder general maintenance to include blade replacement oil filter cuber general maintenance: \$4,000.
Forklift repairs to include maintenance, ties, and etc. \$1,000.

525210 - CONFERENCE & MEETING EXPENSE \$750

This account will cover the cost for the Project Coordinator to attend the Carolina Recycling Association (CRA) Conference. This conference is an educational program to update those in the field of Recycling on State programs, guidelines and the newest technologies. It is to be noted that if this SCDHEC grant is awarded during a fiscal year, funding may also be included for Conference and Meetings from the Recycling Collections account. Any funding awarded in this grant will be used first, but is not guaranteed:

CRA Registration & Special Courses	\$	300
3 nights lodging	\$	285
Per Diem	\$	90
Mileage/Parking	\$	<u>75</u>
	\$	750



South Carolina Department of Health
and Environmental Control

NOTICE

TO: Grant Applicants

FROM: Jana White

RE: FY2006 Used Oil Grants

DATE: January 21, 2005

Enclosed are the fy2006 Used Oil Grant Application form, the grant guidelines and a public education funding chart. Please note that the applications must be postmarked no later than April 1, 2005 to be eligible for consideration. Please include nine double-sided copies on recycled content paper (at least 30% post-consumer preferred), along with the original. Incomplete applications will be returned and will not be considered for funding.

Used Oil Grant Funds are intended for the establishment, expansion and continued operation of used motor oil collection programs for do-it-yourself oil changers. This is to include programs related to the collection of used motor oil, oil filters, oil bottles and oil/gas mixtures. More specific information is included in the grant guidelines.

Used Oil Grant Funds are made available to any county, any municipal government that provides solid waste services, or to any solid waste region in the State of South Carolina. Regional applications may be submitted by any group of counties or local governments that have submitted a regional solid waste management plan to DHEC.

Travel may be requested up to \$750 for the recycling coordinator, other solid waste/recycling employees or other local government officials to attend waste reduction/recycling seminars or conferences related to used oil recycling.

Requests for public information/education projects are allowable up to the limits indicated on the enclosed table. Education limits are based on population.

For more information contact Jana White at 803-896-4221 or Sharon Thompson at 803-896-4227.

115-4

**SC DHEC Office of Solid Waste Reduction and Recycling
FY2006 Used Oil Grant Application**

1.	Total Amount Requested: \$21,450
2.	Name of Local Government: Lexington County
3.	Federal ID Number: 57-6000379
4.	<p>Recycling Coordinator Information</p> <p>Name: Donna Hendrix Address: 498 Landfill Lane Lexington, South Carolina 29073</p> <p>Phone: (803) 755-3325 Fax: (803) 755-3833 E-mail Address dhendrix@lex-co.com</p>
5.	<p>Contact Person Information</p> <p>Name: Donna Hendrix Address: 498 Landfill Lane Lexington, South Carolina 29073</p> <p>Phone: (803) 755-3325 Fax: (803) 755-3833 E-mail Address: dhendrix@lex-co.com</p>
6.	<p>Financial Officer/Grant Administrator Information</p> <p>Name: Thomas Marino Address: 212 South Lake Drive Lexington, South Carolina 29072</p> <p>Phone: (803) 359-8111 Fax: (803) 359-8101 E-mail Address:</p>
7.	<p>Authorized Representative (County Administrator, etc.) Information</p> <p>Name: William A. Brooks Title: 212 South Lake Drive Address: Lexington, South Carolina 29072</p> <p>Phone: (803) 359-8100 Fax: (803) 359-8101 E-mail Address:</p>
8.	<p>Address to which reimbursements should be mailed:</p> <p>Thomas Marino 212 South Lake Drive Lexington, South Carolina 29072</p>

9. How much material was collected for recycling last year? (Include used oil, oil bottles, oil filters, and oil/gas mixtures). The vendor/market must be provided.

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Material	Number of gallons/lbs/etc	Vendor/Market
Used Oil (Include oil/gas mixtures)	354.04 tons	Santee Cooper
Used Oil Filters	38.83 tons	Commercial Metal Company
Oil Bottles	20 tons shipped (Total of two years of stock pile approx. 27,000 lbs in past year)	Plastic Revolution

A. Describe in detail the used motor oil recycling project for which grant funding is being requested. Include a complete description of all goods or services listed on budget pages. Cost estimates must match budget pages. Please provide any information needed to adequately assess your application. Attach additional pages as necessary. **Please include descriptive literature for all equipment requested with one application form.**

A. Equipment /Supplies

B.

Request to procure parts and service for maintenance of forklift and its drum attachment used in loading unloading trucks and for loading oil filter cuber. Dry absorbent for use in collection stations and in oil filter processing building. Heavy-duty oil bottle bags used for collection stations. \$8,100

B. Contractual Service

Enclosed is a proposed Preventive Maintenance quote for the contractual services for FY05/06. Lexington County is requesting an outside vendor to perform all maintenance of our cuber for the coming year. As with previous years our 200 plus drums collected from DIY's is determined to be more feasible to contract service to maintain our oil filter cuber than to procure services for oil filter collection in our sites through the State Contract. We also assist other counties and there is a significant savings in their programs of used oil recycling grants.(\$9,600)

C. Public Education

Request to purchase SCDHEC approved education materials of our used motor oil bottle/ filter and oil/gas mixture recycling programs offered by LCSWM to include other appropriate educational tools. \$3,000

D. Site Preparation (none)

E. Travel

Requesting funding to attend recycling conferences as announced, during the fiscal year. Recycling coordinator will obtain educational information in reference to waste oil and waste oil bi-product recycling. \$750

115-6

- C. Describe your recycling education efforts. Include brochures, videos, print advertisements or other examples with your original application. Attach additional pages as necessary.

See Attached

- D. Identify all existing and proposed oil collection sites. Include a map showing the location of each existing and proposed site and provide the specific address of each location. Provide a lease agreement or proof of ownership for land identified as a proposed collection site.

See Attached

115-7

Complete the following chart listing all current used oil collection sites for do-it-yourself oil changers operated by your program. Include the location, materials collected and existing equipment for each site.

Used Oil Collection Sites				
County/Local Government: <i>Lexington County</i>				
Site number on map	Site name	Location of site	Materials collected	List of existing equipment at each site: Oil tank, farmer oil tank, oil/gas tank, concrete pad, secondary containment, carport cover, signs, drums, filter drum covers, bottle drum covers, other
1	<i>Edmund</i>	<i>498 Landfill Lane Lexington, SC</i>	<i>Oil, filters, bottles & oil/gas mixture</i>	<i>Oil tank, oil/gas tank, concrete pads, secondary containment, carport cover, signs, drums, filter drum cover, bottle drum cover</i>
2	<i>Ball Park</i>	<i>301 Ball Park Road Lexington, SC</i>	<i>Oil, filters, bottles</i>	<i>Oil tank, concrete pad, secondary containment, carport cover, signs, drums, filter drum cover, bottle drum cover</i>
3	<i>Pelion</i>	<i>1325 South Pine St Pelion, SC</i>	<i>Oil, filters, bottles</i>	<i>Oil tank, concrete pad, secondary containment, carport cover, signs, drums, filter drum cover, bottle drum cover</i>
4	<i>Bush River</i>	<i>6109 Old Bush River Rd Columbia, SC</i>	<i>Oil, filters, bottles</i>	<i>Oil tank, concrete pad, secondary containment, carport cover, signs, drums, filter drum cover, bottle drum cover</i>
5	<i>Chapin</i>	<i>103 Distant Lane Chapin, SC</i>	<i>Oil, filters, bottles</i>	<i>Oil tank, concrete pads, secondary containment, carport covers, signs, drums, filter drum cover, bottle drum covers</i>
6	<i>Red Bank</i>	<i>1633 South Lake Dr Lexington, SC</i>	<i>Oil, filters, bottles</i>	<i>Oil tank, concrete pad, secondary containment, carport cover, signs, drums, filter drum cover, bottle drum cover</i>
7	<i>Leesville</i>	<i>702 South Lee Street</i>	<i>Oil, filters, bottles</i>	<i>Oil tank, concrete pad, secondary containment, carport cover, signs, drums, filter drum cover, bottle drum cover</i>
8	<i>Sandhills</i>	<i>3241 Charleston Hwy Cayce, SC</i>	<i>Oil, filters, bottles</i>	<i>Oil tank, concrete pad, secondary containment, carport cover, signs, drums, filter drum cover, bottle drum cover</i>
9	<i>Summit</i>	<i>419 Sandpit Road</i>	<i>Oil, filters, bottles</i>	<i>Oil tank, concrete pad, secondary containment, carport cover, signs, drums, filter drum cover, bottle drum cover</i>
10	<i>Hollow Creek</i>	<i>125 Beulah Church Rd Gilbert, SC</i>	<i>Oil, filters, bottles</i>	<i>Oil tank, concrete pad, secondary containment, carport cover, signs, drums, filter drum cover, bottle drum cover</i>
11	<i>Riverchase</i>	<i>110 Riverchase Way Lexington, SC</i>	<i>Oil, filters, bottles</i>	<i>Oil tank, concrete pad, secondary containment, carport cover, signs, drums, filter drum cover, bottle drum cover</i>
12	<i>Gwen Bailey</i>	<i>100 Theo Jumper Rd Gaston, SC</i>	<i>Oil, filters, bottles</i>	<i>Oil tank, concrete pad, secondary containment, carport cover, signs, drums, filter drum cover, bottle drum cover</i>

**PROPOSED USED OIL BUDGET
SUMMARY OF BUDGET**

Amounts shown must match project descriptions. Please round numbers to the nearest dollar.

SUMMARY BUDGET

Description	Grant Funds Requested	Other Contributions
A. Equipment/Supplies	\$8,100	
B. Contract Services	\$9,600	\$1,000
C. Public Education	\$3,000	
D. Site Preparation		
E. Travel	\$750	\$500
F. Other Direct Costs		
Total Requested	\$21,450	\$1,500

A. EQUIPMENT/SUPPLIES (Examples: boxes, bags, cement pads, used oil collection tank, gas/oil mixture collection tank, farmer oil collection tank, oil bottle containers, oil filter containers, collection station carport covers, fencing, DIY oil drain pans, signs, waste oil heater. Please include descriptive literature, brochures, etc. with your original application.

Description	Proposed location(s)	Per unit cost	Other contributions	Grant request
<i>Mechanical maintenance, shredder, forklift, as required</i>	<i>Processing Building</i>	<i>Forklift & drum attachment</i>	\$1,000	\$3,500
<i>Oil bottle bags</i>	<i>Twelve Collection Sites</i>	<i>20-boxes of bags 100/box @220/ea</i>		\$4,400
<i>Dry Absorbent</i>	<i>Twelve Collection Sites & Processing Building</i>	<i>50 bags @ \$4.00/ea</i>		\$200
			\$	\$
Totals			\$1,000	\$8,100

B. CONTRACT SERVICES (Example: Used oil filter/bottle collection, transportation costs.)

Description	Proposed location(s)	# units, pick-ups, etc.	Per unit cost	Other \$ contributions	Grant request
<i>Preventive Maintenance Contract for 1 Year for oil filter cuber</i>	498 Landfill Lane Lexington, SC (Oil Filter recycling)				\$9,600
					\$
					\$
					\$
					\$
Totals					\$9,600

C. PUBLIC EDUCATION (Expenditures will require pre-approval and cannot exceed limit on enclosed table.)

Description	Per unit cost	Other contributions	Grant request
<i>SCDHEC Approved Materials</i>		\$	\$3,000
		\$	\$
		\$	\$
		\$	\$
Totals		\$	\$3,000

D. SITE PREPARATION (Examples: clearing, fencing, or paving for oil sites.)

Description	Proposed location(s)	Per site cost	Other contributions	Grant request
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Totals			\$	\$

E. TRAVEL (Will require preapproval on form provided by office and cannot exceed \$750)

Description	Other Contributions	Grant Request
<i>Attend Recycling Workshop and or Conference</i>	\$500	\$750
	\$	\$
	\$	\$
Totals	\$	\$750

F. OTHER DIRECT COSTS (For other costs directly associated with the collection, transportation or recycling of used motor oil and related materials. Must be described fully in the project summary.)

Description	Other Contributions	Grant Request
	\$	\$
	\$	\$
Totals	\$	\$

SECTION I

**COUNTY OF LEXINGTON
LEXINGTON COUNTY AIRPORT AT PELION
Combined Annual Budget
Fiscal Year 2005-06**

Fund: 5800
Division: Airport

Summary Page	<i>BUDGET</i>					
	2003-04 Actual	2004-05 Actual (Mar)	2004-05 Amended (Mar)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Activity From Operations:						
Revenues:						
450000 Rental Income	0	1,691	9,012	18,024		
457001 FAA Funding (AIP)	0	0	216,172	998,925		
458003 State Aeronautics Funds	0	0	16,938	26,287		
461000 Interest Income	0	709	750	0		
822000 RET from Economic Development	250,000	43,050	43,050	0		
82 _____ RET from _____ ? _____	0	0	0	26,288		
Total Revenues	250,000	45,450	285,922	1,069,524	0	0
Expenses:						
Total Personnel & Operating	2,379	4,886	18,325	17,424		
Depreciation	0	0	0	0		
Capital Outlay	2,200	229,063	270,468	1,052,100		
Total Expenses	4,579	233,949	288,793	1,069,524	0	0
Noncash Expenses:						
Depreciation: Add Back In	0	0	0	0	0	0
Net Cash	245,421	(188,499)	(2,871)	0	0	0
Income Calculation:						
Capital Outlay: Add Back In	2,200	229,063	270,468	1,052,100		
Net Income (Loss)	247,621	40,564	267,597	1,052,100	0	0
FUND BALANCE						
Beginning - Cash/Fund Balance			245,421	242,550		242,550
FUND BALANCE						
End of Year - Projected - Cash/Fund Balance			242,550	242,550		

116-1

COUNTY OF LEXINGTON
LEXINGTON COUNTY AIRPORT AT PELION
Annual Budget
Fiscal Year 2005-06

Fund: 5800
 Division: Airport
 Organization: 580020 - Airport - Projects

Object Expenditure Code Classification	2003-04 Expenses	2004-05 Expenses (Mar)	2004-05 Amended (Mar)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Capital						
5A6___ Electrical/Lighting System - Replacement				351,000		
5A6___ T-Hangar and Apron Expansion				700,500		
** Total Capital				1,051,500	0	0

***** Total Expenses**

1,051,500

0

0

116-3

SECTION IV. - SUMMARY OF REVENUES
Lexington County Airport at Pelion

<u>Hanger</u>	<u>Hanger Size</u>	<u>Tenant</u>	<u>Hangar Rent</u>	<u>Monthly Utilities</u>
101	60' x 60'	Sheriff's Special Operations Unit		
108	42' x 33'	Vacant	\$125.00	\$8.50
109	36' x 44'	Mr. James D. Bledsoe	\$150.00	\$8.50
110	42' x 33'	Mr. Ronnie Lindsey	\$125.00	\$8.50
112	42' x 33'	Mr. W. Edward Howard, Jr.	\$125.00	\$8.50
114	42' x 33'	Vacant	\$125.00	\$8.50
116	42' x 33'	Mr. Richard C. Brown	\$125.00	\$8.50
208	42' x 33'	Mr. Carlton Herndon	\$125.00	\$8.50
210	42' x 33'	Vacant	\$125.00	\$8.50
212	42' x 33'	Mr. Bud Davis	\$125.00	\$8.50
214	42' x 33'	Mr. Howard R. Thorn	\$125.00	\$8.50
216	42' x 33'	Mr. Alfred Folger, Jr.	\$125.00	\$8.50

MO *1400.00* *102.00*

ANNUAL *16,800.00* *1224.00*

18,024

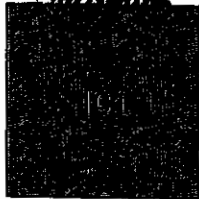
116-4

PELION AIRPORT



116-5

Sheriff's
Special Oper.
Hangar



Box Hanger

Bledsoe -150



Box Hanger



T-Hanger



Herndon

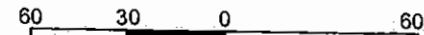
DAVIS Thorl Folger

T-Hanger



Lindsay Howard

BROWN



SCALE 1"=60'



Wilbur Smith Associates

1301 Gervais Street (29201)
Post Office Box 92
Columbia, SC 29202-0092
(803) 758-4500
(803) 251-2064 fax
www.wilbursmith.com

March 1, 2005

FAX: 359-2240

Ms. Sheila R. Fulmer, CPPB
Procurement Manager
Lexington County Administrative Office
212 South Lake Drive
Lexington, SC 29072-3437

RE: Lexington County Airport at Pelion
Airport Funding

Dear Sheila:

As you requested, the following are different funding mechanisms for aviation projects:

1. FAA supported projects including those from Airport Improvement Projects (AIP) funds are divided with 95% of the money provided by the FAA, 2.5% provided by State Aeronautics and 2.5% provided from local funds.
2. Maintenance related projects are funded with State Aeronautics providing 75% of the funds and local governments providing 25%. This would be a project similar to the one we discussed for weed retardant and grass control.
3. Locally sponsored projects-not qualifying for FAA or State funds will be supported at 100% from local government. These would occur when your AIP funding exceeds the yearly allotment or projects are not approved by the FAA due to limits on funds from federal sources.
4. Capital improvement projects may be funded with State Aeronautics providing 50% of the funds and local government providing 50% of the funds. The State participates at this 50/50 level for terminal buildings up to \$200K.

This should give you a clearer guide for airport funding. Beyond this, however, major projects that exceed your \$150k AIP funds usually rely on special funding from the United State government in special project grant sought through your national and state representatives. Other sources may include Economic Development grants and State utility grants in support of economic development projects.

Should you need additional information let me know.

Sincerely,
WILBUR SMITH ASSOCIATES

June C. Witty CCA, CIT
Project Manager

CC: Mr. Art Brooks
JW/dr

E:\421\Projects\PELION\Lexington County-2004\Corresp\Fulmer.03-01-05.ltr.doc

SECTION V. - LINE ITEM NARRATIVES

SECTION V.B. - OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES \$ 2,000

Herbicide & Insecticide Treatment SC Dept of Commerce, Division of Aeronautics Turf Management Program.

	<u>Total</u>	<u>County Cost (25%)</u>
Turf Program	\$4,050.00	\$1,012.50
Fence Line (14,200ft. @.12/ft)	2,304.00	576.00
Lights (163 lights @ 4.75/ea)	774.25	193.57
	<u>\$7,128.25</u>	<u>\$1,782.07</u>

520300 - PROFESSIONAL SERVICES \$ 5,000

Airport Planning and Engineering Services with Wilbur Smith Associates.

520400 - ADVERTISING & PUBLICITY \$ 500

520500 - LEGAL SERVICES \$1,500

521000 - OFFICE SUPPLIES \$ 250

521100 - DUPLICATING \$ 75

521200 - OPERATING SUPPLIES \$ 500

524000 - BUILDING INSURANCE \$ 1,075

525000 - TELEPHONE \$ 600

525210 - CONFERENCE & MEETING EXPENSE \$ 650

SC Aviation Association annual conference.

525230 - SUBSCRIPTIONS, DUES & BOOKS \$ 250

SC Aviation Association annual dues.

525390 - UTILITIES PELION AIRPORT \$ 3,000

529903 - CONTINGENCY \$ 2,024

SECTION V.C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - Small Tools & Minor Equipment	\$400
540010 - Minor Software	\$200

SECTION V.C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

FAA Five Year Capital Improvement Plan (2006 - 2010):

	<u>Total Cost</u>	<u>Federal Cost</u>	<u>State Cost</u>	<u>Local Cost</u>
Electrical/Lighting System Replacement	\$ 351,000	\$ 333,450	\$ 8,775	\$ 8,775
T-Hangar and Apron Expansion	<u>700,500</u>	<u>665,475</u>	<u>17,512</u>	<u>17,513</u>
Total (FY 2006)	<u>\$ 1,051,500</u>	<u>\$ 998,925</u>	<u>\$ 26,287</u>	<u>\$ 26,288</u>

February 22, 2005

Lexington County Public Works
440 Ballpark Rd.
Lexington, SC 29072

Attn: John Fechtel
Director Public Works

Re: Turf Growth Regulation

Dear Mr. Fechtel:

As you are already aware of, the SC Department of Commerce, Division of Aeronautics has sponsored a Turf Management Program that includes growth regulation and weed control services. NaturChem was awarded the state bid to provide these services. Our program for the 2005 calendar year will include three turf treatments. In subsequent years the program will most likely include two treatments per calendar year. The state is assisting in 75% of the cost for each treatment.

Turf Treatment -2005 Season

The first treatment will be sometime in February through early March to kill winter weeds and apply a herbicide to help shift warm season grass species. The second treatment will follow in May to control vertical growth of grasses. During the second treatment, we will offer bare ground treatment around your lights and fixtures. The third application will be scheduled for July/August. This is another growth regulation application. During this period, we will offer fence line treatments to control vegetation along perimeter fences.

Applications are made using the most precise and technological advanced spraying equipment currently available. Upon completion of the application you will be provided with a computer generated map of the treated areas as well as products used, rate applied, and date stamped related conditions.

Mowing Requirements

Mowing requirement will be reduced significantly. We expect growth regulation to last 10-14 weeks. The turf will most likely require a mowing in May. Within one to three weeks of that mowing a second treatment will follow to control vertical growth of grasses.

116-10

If the grass does not get mowed before spraying this is acceptable and you would want to wait at least 7 days after the treatment to mow.

Fence line and Lights Treatment Plan

NaturChem will provide a herbicide application for controlling all unwanted vegetation. The treatment plan will include a contact herbicide used for foliar application, and a residual herbicide that will provide pre-emergent control for vegetation that germinates from seed later in the season. This treatment will control all encroaching brush and vegetation growing under the fence line.

This same treatment will be made around lights along taxi and run ways. The treatment would consist of a 2-3ft. radius around each light. **The light treatment will include an insecticide for ant control.**

Treatment Schedule and Pricing

Treatment Schedule	Lexington Quantity	Total Cost	Lexington County Cost --25% of Total
Late Winter (Feb-March)	30 Acres	\$1350.00	\$337.50
Late Spring (May)	30 Acres	\$1350.00	\$337.50
Late Summer (August)	30 Acres	\$1350.00	\$337.50
Total 2005 Turf Program			\$1012.50
Lights(Bareground and Ant Control)	???	\$4.75 Each	\$1.20 Each
Fence Line	???	\$0.12 cents per foot	\$0.03 cents per foot

Terms

1. Division of Aeronautics will invoice the 25% portion to Lexington County directly.
2. NaturChem will maintain adequate insurance.
3. Pricing includes all labor, travel, herbicides, and incidentals.

Thank you for allowing us the opportunity to provide this proposal. If you have any questions please call me at 803-957-8989.

Sincerely,
NaturChem, Inc.

Zach Ross
Sales Manager

116-11



**SOUTH CAROLINA
AVIATION
ASSOCIATION**

March 30, 2005

3 PAGE FAX

TO: Larry Porth

FR: Katie English
SCAA Executive Director

RE: SCAA Membership Expenses

Thank you for your call this morning. I appreciate you taking the time to find out SCAA expenses. Following is information to help you with your budgeting.

Please let us know if we can be of any help. If you have any questions please call me at 252-8871.

Thanks for your support of the association.

116-12

Registration

Attendee Name _____
 Please indicate **one** group you most affiliate yourself with:
 ___ Airport (all airport related jobs) ___ Pilot ___ Government ___ Consultant ___ Vendor
 Organization/Affiliation _____
 Additional Registrants _____
 Spouse/Guest _____
 Address _____
 City/State/Zip _____
 Phone _____ Fax _____
 E-mail _____

Conference Opportunities

Full Registration	\$ 285	_____
Additional Registration	\$ 225	_____
Guest/Spouse Registration	\$ 125	_____
Banquet Only	\$ 90	_____
Exhibitor (See Exhibitor Info for details)	\$ 750	_____
110 v. Electricity	\$ 25	_____
Phone Line (plus cost of calls)	\$ 40	_____
Addtl 6' skirted table	\$ 30	_____
Addtl 8' skirted table	\$ 35	_____

Please check below if you would like to participate in any of the following:

___ Golf (free and limited to first 50 participants who register with conference payment)		
___ Friday, Feb. 11 Flight Physical from 8am-6pm <small>This is limited to the first six people who register with conference payment. If selected you will receive a post card in the mail with your appointment time. Please include \$75 in your registration.</small>	\$ 75	_____
___ Saturday, Feb. 12 hands on pilot program (included in registration fee) or <small>If you do not plan to attend the entire conference besides the Saturday program, please include your registration fee of \$50.</small>	\$ 50	_____
Full Page Ad in Conference Program	\$ 400	_____
Half Page Ad in Conference Program	\$ 250	_____
Quarter Page Ad in Conference Program	\$ 150	_____
Supporter (Education Sponsor)	\$ 400	_____
Donor	\$ 500	_____
Thurs. Hospitality Suite • Friday Hospitality Suite • Thurs. Breakfast • Fri. Breakfast • Hangar Party (partial)		
Contributor (Beer break with the vendors Sold Out • Seated Massage)	\$ 750	_____
Sponsor (Thurs. Luncheon • Hall of Fame Reception Sold Out)	\$ 1000	_____
Patron (Hall of Fame Banquet)	\$ 2000	_____

Enclose your check made payable to the SCAA or provide your credit card information below.
 After January 19, 2005 there will be a late registration fee of \$25 per person added.

TOTAL _____

VCC/Visa/Am. Express: _____ Exp.: _____

Name on Credit Card _____

Mail to SCAA, PO Box 12067, Columbia, SC 29211 or fax back to 803-252-7799.

*EV I - discounted hotel room rate is \$99 a night
 - meals included in the conference are
 2 breakfast, 1 lunch, 2 dinners
 116-13*

SCAA Membership Application

Sign me up for:

Price:

- Individual Membership \$ 35.00
- Government Membership \$ 250.00
- Corporate Membership \$ 500.00

Total:

Membership Category

Check all that best describes YOU!

- Pilot
- FBO
- Airport Manager
- Government Official
- Consultant
- Vendor

Vendor option available member state, federal or other government agency employee

Please include any additional descriptions that apply to you on this list the below: (Executive, Commissioner, Consultant, Chair/Support Executive Director/Manager, CEO/Consultant/Vendor/Pilot (include pilot ratings))

Name _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

Email _____

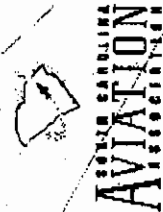
Method of Payment:

Check Bill Me Master Card Am. Express

Visa Exp. Date _____

Credit Card # _____

Signature _____



P. O. Box 12067
Columbia, SC 29211

A NEW SCAA MEMBER HAS THREE MEMBERSHIP CATEGORIES TO CHOOSE FROM:

Individual Membership - applies to any airport official, pilot, fixed base operator, airport commissioner, airport consultant, person directly associated with an aviation business or other individual with an interest in aviation or airports in South Carolina. Each general member shall be entitled to one vote in any matter requiring balloting.

Government Membership - applies to any public authority, commission, governmental agency or board engaged in the establishment, ownership, administration, operation or management of public airports, or who are engaged in activities directly related to aviation. Each government member shall be entitled to one vote on any matter requiring balloting and up to eight memberships (mailings).

Corporate Membership - applies to any non-governmental corporation or business that wishes to support the SCAA. Each corporate member shall be entitled to one vote on any matter requiring balloting and up to 10 memberships (mailings).

WHY JOIN THE SOUTH CAROLINA AVIATION ASSOCIATION (SCAA)?

As a member, you belong to South Carolina's only state affiliated group for aviation professionals. Here are three reasons why you should be part of this organization:

1. You become part of a membership that includes pilots, airport executives, airport consultants, FBOs and other aviation enthusiasts who are interested in the continued growth of the aviation community in South Carolina.
2. You gain access to awards and information that provides a platform for facing the challenges and setbacks of the industry. Communications such as the quarterly newsletter, *Aviation Action*, and our website at www.SCAAonline.com. Just this start. You also receive association news items and updates on aviation programs by email and fax.
3. You will be part of a collective voice, representing the aviation industry in the state, promoting the importance of aviation to the general public and state leaders.

SOUTH CAROLINA AVIATION ASSOCIATION
Administrative Manager
Katie English
SCAA Staff
Leigh Faircloth
Dee Dee Browning
P.O. Box 12067
Columbia, South Carolina 29211
Telephone: (803) 252-8671
Toll Free: 1-877-FLYSCAA
Fax: (803) 252-7799
www.SCAAonline.com
Email: katie@associationsplus.com

11674

Lexington County Airport at Pelion, SC
Project Narrative
March, 2005

Lexington County Airport at Pelion was transferred from the Town of Pelion to Lexington County on January 1, 2005. The airport is approximately 2.5 miles north of the Town of Pelion, South Carolina. Surrounding counties are Aiken, Saluda, Newberry, Calhoun, Orangeburg and Richland. The airport is twenty miles west of downtown Columbia and about thirteen miles west of the Columbia Metropolitan Airport (CAE).

The airport has one runway, 17/35, that is 4,350 feet long and 60 feet wide. In the mid 1990's a parallel taxiway was completed. At that time, lighting (MITL) was installed along the taxiway and aprons were expanded. In 2002 the Town of Pelion completed crack sealing project on the Runway. Security fencing was installed in 2003/2004, completing the full enclosure of the airport.

A new Airport Layout Plan and Report was completed and submitted for review on September 30, 2003 and approved on January 18, 2005. All projects previously performed for Pelion Corporate Airport have been completed and approved by the FAA.

During the year in which the Town of Pelion and Lexington County negotiated the sale, no maintenance was performed and the airfield and terminal building received a great deal of damage from vandalism. Within in the past month, March 2005, Lexington County has initiated remodeling and repairs to the terminal. A Lexington County Sheriff's station and helicopter are now located at the airport. Work is being done on security with the change of locks and staff on site.

Wilbur Smith Associates is assessing the lighting/electrical system with repairs to follow within six weeks. In discussions with the Lexington County Airport Committee, they have authorized the attached Capital Improvements Plan (CIP) for 2006-2010. The County would like to install a new fueling system at the airport with funds that are available in 2005. Verbal approval has been given by Aimee McCormick for this project.

In 2006, the Airport would like to replace the Runway lighting system and electrical system. The existing lights were installed in the early 1970's. Also, the County would like to construct a five-unit T-Hangar and expand the apron to support the T-Hangars.

Beginning in 2007, the County would like to begin purchasing land within the object free zones and other easement areas. Their long term goal is to create an Industrial Park in the area of the airport and to extend the existing runway and taxiway system to allow corporate aircraft to use the facility. Projects are listed on the CIP to meet this long term objective.

Lexington County Airport at Pelion
Budget for Electrical/Lighting System Replacement
4-Mar-05

A DESIGN SERVICES		\$61,900
Field Work	\$1,900	
Engineering Design	\$45,000	
DBE Plan	\$15,000	
B CONSTRUCTION		\$269,100
Runway Lighting and Electrical	\$97,900	
Taxiway Lighting and Electrical	\$135,200	
Electrical Vault and Equipment	\$36,000	
C BIDDING SERVICES		\$5,000
D CONSTRUCTION ADMINISTRATIVE SERVICES		\$3,000
E CONSTRUCTION INSPECTION (CEI)		\$12,000
	TOTAL PROJECT COST	<u>\$351,000</u>

116-16

Lexington County Airport at Pelion
Budget for T-Hangar and Apron Expansion
22-Mar-05

A DESIGN SERVICES		\$71,000
DBE Plan	\$15,000	
Engineering Design & Surveys	\$50,000	
Geotechnical Report	\$6,000	
B CONSTRUCTION		\$574,500
Five-Unit T-Hangar	\$183,000	
Apron Expansion	\$346,500	
Relocate Wind Cone & Segmented Circle	\$5,000	
PAPI'S	\$40,000	
C BIDDING SERVICES		\$5,000
D CONSTRUCTION ADMINISTRATIVE SERVICES		\$10,000
E CONSTRUCTION INSPECTION (CEI)		\$40,000
	TOTAL PROJECT COST	<u>\$700,500</u>

116-17

**AIRPORT: LEXINGTON COUNTY AIRPORT AT PELION
ASSOCIATION: LEXINGTON COUNTY, SOUTH CAROLINA
FIVE YEAR CIP 2006-2010**

Date: March 7, 2005					
FY	PROGRAM DESCRIPTION	TOTAL COST	FEDERAL COST	STATE COST	LOCAL COST
2006	Electrical/Lighting System Replacement				
	Engineering Design	\$ 46,900	\$ 44,555	\$ 1,173	\$ 1,173
	Construction Costs - Runway Lighting and Elec.	\$ 97,900	\$ 93,005	\$ 2,448	\$ 2,448
	Construction Costs - Taxiway Lighting and Elec.	\$ 135,200	\$ 128,440	\$ 3,380	\$ 3,380
	Electrical Vault and Equipment	\$ 38,000	\$ 34,200	\$ 900	\$ 900
	Bidding and Construction Phase Services	\$ 20,000	\$ 19,000	\$ 500	\$ 500
	DBE Plan	\$ 15,000	\$ 14,250	\$ 375	\$ 375
	<i>Subtotal</i>	\$ 351,000	\$ 333,450	\$ 8,775	\$ 8,775
	T-Hangar and Apron Expansion				
	DBE Plan	\$ 15,000	\$ 14,250	\$ 375	\$ 375
	Engineering Design and Surveys	\$ 50,000	\$ 47,500	\$ 1,250	\$ 1,250
	Geotechnical Report	\$ 6,000	\$ 5,700	\$ 150	\$ 150
	Relocate Wind Cone and Segmented Circle	\$ 5,000	\$ 4,750	\$ 125	\$ 125
	Construction Five Unit T-Hangar	\$ 183,000	\$ 173,850	\$ 4,575	\$ 4,575
	PAPs	\$ 40,000	\$ 38,000	\$ 1,000	\$ 1,000
	Apron Expansion	\$ 348,500	\$ 329,175	\$ 8,663	\$ 8,663
	Bidding and Construction Phase Services	\$ 55,000	\$ 52,250	\$ 1,375	\$ 1,375
	<i>Subtotal</i>	\$ 700,500	\$ 665,475	\$ 17,513	\$ 17,513
	2006 TOTAL	\$ 1,051,500	\$ 998,925	\$ 26,288	\$ 26,288
	2007	Runway Widening and Strengthening			
Pavement Evaluation Study		\$ 10,000	\$ 9,500	\$ 250	\$ 250
DBE Update		\$ 5,000	\$ 4,750	\$ 125	\$ 125
Engineering Design, Survey and Testing		\$ 60,000	\$ 57,000	\$ 1,500	\$ 1,500
Runway Widening Construction		\$ 276,700	\$ 262,865	\$ 6,918	\$ 6,918
Runway Strengthening		\$ 481,100	\$ 438,045	\$ 11,528	\$ 11,528
Lighting and Sign Relocation		\$ 50,000	\$ 47,500	\$ 1,250	\$ 1,250
Bidding and Construction Phase Services		\$ 45,000	\$ 42,750	\$ 1,125	\$ 1,125
<i>Subtotal</i>		\$ 907,800	\$ 862,410	\$ 22,695	\$ 22,695
Land Acquisition		\$ 200,000	\$ 190,000	\$ 5,000	\$ 5,000
2007 TOTAL		\$ 1,107,800	\$ 1,052,410	\$ 27,695	\$ 27,695
2008	Apron and Taxiway Rehabilitation				
	Design and Survey	\$ 7,000	\$ 6,650	\$ 175	\$ 175
	Construction	\$ 65,000	\$ 61,750	\$ 1,625	\$ 1,625
	Bidding and Construction Phase Services	\$ 6,500	\$ 6,175	\$ 163	\$ 163
	<i>Subtotal</i>	\$ 78,500	\$ 74,575	\$ 1,963	\$ 1,963
Land Acquisition	\$ 600,000	\$ 570,000	\$ 15,000	\$ 15,000	

81-911

**AIRPORT: LEXINGTON COUNTY AIRPORT AT PELION
ASSOCIATION: LEXINGTON COUNTY, SOUTH CAROLINA
FIVE YEAR CIP 2006-2010**

Date: March 7, 2005					
FY	PROGRAM DESCRIPTION	TOTAL COST	FEDERAL COST	STATE COST	LOCAL COST
	Pave Car Parking				
	Engineering Testing, Survey and Design	\$ 5,500	\$ 5,225	\$ 138	\$ 138
	Construction Costs	\$ 35,000	\$ 33,250	\$ 875	\$ 875
	Bidding and Construction Phase Services	\$ 3,000	\$ 2,850	\$ 75	\$ 75
	<i>Subtotal</i>	\$ 43,500	\$ 41,325	\$ 1,088	\$ 1,088
	Runway Extension Justification Study	\$ 30,000	\$ 28,500	\$ 750	\$ 750
	2008 TOTAL	\$ 752,000	\$ 714,400	\$ 18,800	\$ 18,800
2009	Corporate Hangar and Apron Expansion				
	DBE Plan	\$ 15,000	\$ 14,250	\$ 375	\$ 375
	Engineering Design and Surveys	\$ 31,600	\$ 30,020	\$ 790	\$ 790
	Corporate Hangar and Ramp	\$ 248,000	\$ 235,600	\$ 6,200	\$ 6,200
	Construction of Apron and Taxi lane	\$ 78,700	\$ 74,765	\$ 1,968	\$ 1,968
	Construction of Service Road	\$ 25,000	\$ 23,750	\$ 625	\$ 625
	Bidding and Construction Phase Services	\$ 25,000	\$ 23,750	\$ 625	\$ 625
	<i>Subtotal</i>	\$ 423,300	\$ 402,135	\$ 10,583	\$ 10,583
	Environmental Assessment	\$ 150,000	\$ 142,500	\$ 3,750	\$ 3,750
	Runway and Taxiway Extension				
	DBE Plan	\$ 15,000	\$ 14,250	\$ 375	\$ 375
	Engineering, Design and Surveys	\$ 60,300	\$ 57,285	\$ 1,508	\$ 1,508
	Construction Runway Extension	\$ 425,000	\$ 403,750	\$ 10,625	\$ 10,625
	Construction Taxiway Extension	\$ 235,000	\$ 223,250	\$ 5,875	\$ 5,875
	Construction of Lighting Renovation	\$ 50,000	\$ 47,500	\$ 1,250	\$ 1,250
	Bidding and Construction Phase Services	\$ 30,000	\$ 28,500	\$ 750	\$ 750
	<i>Subtotal</i>	\$ 815,300	\$ 774,535	\$ 20,383	\$ 20,383
	2009 TOTAL	\$ 1,388,600	\$ 1,319,170	\$ 34,715	\$ 34,715
2010	ALP Update	\$ 50,000	\$ 47,500	\$ 1,250	\$ 1,250
	Hangars, Ramp and Apron				
	DBE Update	\$ 6,000	\$ 5,700	\$ 150	\$ 150
	Engineering Design and Surveys	\$ 38,700	\$ 36,765	\$ 988	\$ 988
	10-Unit Hangars	\$ 370,000	\$ 351,500	\$ 9,250	\$ 9,250
	Paving and Taxi lanes	\$ 60,000	\$ 57,000	\$ 1,500	\$ 1,500
	Apron Expansion	\$ 285,000	\$ 270,750	\$ 7,125	\$ 7,125
	Corporate Hangar and Ramp	\$ 280,000	\$ 266,000	\$ 7,000	\$ 7,000
	<i>Subtotal</i>	\$ 1,039,700	\$ 987,715	\$ 25,993	\$ 25,993
	2010 TOTAL	\$ 1,089,700	\$ 1,035,215	\$ 27,243	\$ 27,243
	Five Year Total	\$ 5,389,600	\$ 5,120,120	\$ 134,740	\$ 134,740

61-911

Approved: _____ Lexington County, South Carolina

Section I

**COUNTY OF LEXINGTON
MOTOR POOL
Annual Budget
Fiscal Year - 2005-2006**

Fund 6590
Division: General Services
Organization: 111500 - Motor Pool

	2003-04	2004-05	2004-05	2005-06	<i>BUDGET</i>	
Summary Page	Actual	Actual	Amended	Requested	2005-06	2005-06
		(Dec)	(Dec)		Recommend	Approved
Activity From Operations:						
Revenues:						
438700 Motor Pool Services Charges	116,599	69,175	113,000	136,800		
461000 Investment Interest	1,918	1,602	1,500	1,500		
463200 Insurance Claims Reimb - Prop/Lia	0	0	0	0		
490300 Gain on Sale of Fixed Assets	1,350	0	7000	4,000		
Total Revenues	119,867	70,777	121,500	142,300		
Expenditures:						
Operations	54,082	28,927	56,500	72,300		
Depreciation	78,521	0	65,000	70,000		
Capital Outlay	0	0	19,700	40,000		
Total Expenditures	132,603	28,927	141,200	182,300		
Noncash Expenses:						
Depreciation: Add Back In	78,521	0	65,000	70,000		
Net Cash	65,785	41,850	45,300	30,000		
Income Calculation:						
Capitlay Outlay: Add Back In	-	-	19,700	40,000		
Net Income (Loss)	(12,736)	41,850	-	-		
FUND BALANCE - Estimated						
Beginning			186,269			231,569
FUND BALANCE - Projected						
End of Year			231,569			231,569

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Section I

**COUNTY OF LEXINGTON
MOTOR POOL
Annual Budget
Fiscal Year - 2005-2006**

**Fund 6590
Division: General Services
Organization: 111500 - Motor Pool**

		<i>BUDGET</i>				
Object	Expenditure	2003-04	2004-05	2004-05	2005-06	2005-06
Code	Classification	Expenditure	Expend	Amended	Requested	Recommend
			(Dec)	(Dec)		Approved
Personnel						
*Total Personnel		0	0	0	0	
OPERATING EXPENSES						
522300	Vehicle Repairs & Maint.	14,943	7,519	15,000	15,000	
524100	Vehicle Insurance - 25	13,650	6,890	14,125	14,925	
525400	Gas, Fuel, & Oil	25,489	14,518	20,000	29,000	
529903	Contingency	-	-	7,375	13,375	
530100	Depreciation	78,521	-	65,000	70,000	
*Total Operating		132,603	28,927	121,500	142,300	
**Total Personnel & Operating		132,603	28,927	121,500	142,300	
Capital						
All Other Equipment		0	0	19,700	40,000	
**Total Capital		0	0	19,700	40,000	
***Total Budget Appropriation		132,603	28,927	141,200	182,300	

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Section II

**COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year 2005-2006**

Fund # 6590

Division: General Services

Organization: 111500 - Motor Pool

<u>Qty</u>	<u>Item Description</u>	<u>Amount</u>
2	Replacement Vehicles 2WD Utility Vehicles	40,000

*****Total Capital (Transfer Total to Section I and II)**

40,000

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FUND 6590
MOTOR POOL (111500)
FY 2005-2006 BUDGET REQUEST

SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

To provide clean, well maintained, safe vehicles to support our other county departments in their day-to-day operations and to provide adequate transportation for special requests out of town.

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FUND 6590
MOTOR POOL (111500)
FY 2005-2006 BUDGET REQUEST

SECTION III. – SERVICE LEVELS

Service Levels Indicators:

	<u>Actual</u> <u>FY 2002-03</u>	<u>Actual</u> <u>FY 2003-04</u>	<u>Estimated</u> <u>FY 2004-05</u>	<u>Projected</u> <u>FY 2005-06</u>
Miles Driven	335,454	323,054	375,000	380,000

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FUND 6590
MOTOR POOL (111500)
FY 2005-2006 BUDGET REQUEST

SECTION III. - SUMMARY OF REVENUES

Service Charge

The rental rate is currently \$0.⁴⁰⁵~~375~~ per mile for each vehicle in the motor pool.

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FUND 6590
MOTOR POOL (111500)
FY 2005-2006 BUDGET REQUEST

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

522300 - VEHICLE REPAIRS & MAINTENANCE 15,000

This account will fund the cost of repairs and routine maintenance on the twenty-five (25) vehicles operated in the motor pool. This request is based on the actual expenditures in this year's budget.

524100 - VEHICLE INSURANCE 14,925

This account will fund the cost of liability on twenty-five (25) vehicles in the motor pool. County employees operate these vehicles on a daily basis only. Cost is $\$597.00 \times 25 = \$16,900.00$

525400 - GAS, FUEL, & OIL 29,000

This account will fund the cost of gasoline and oils used by the twenty-five (25) vehicles assigned to the motor pool. This request is based on actual usage this year.

529903 CONTINGENCY 13,375

530100 DEPRECIATION 70,000

FUND 6590
MOTOR POOL (111500)
FY 2005-2006 BUDGET REQUEST

**SECTION VI. C. – CAPITAL LINE ITEM NARRATIVES
CAPITAL REQUEST**

(2) 2WD UTILITY VEHICLES (REPLACEMENT) 40,000

This request will fund the replacement of the following vehicles:

County ID#	Description	Projected Mileage @ Replacement	Cost
20802	1999 Jeep Cherokee	159,990	20,000
21395	2000 Jeep Cherokee	161,820	20,000

Due to Fleet Management policy replacement procedures, these vehicles are due to be replaced by either mileage or time.

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**COUNTY OF LEXINGTON
FLEET SERVICES DIVISION
ANNUAL VEHICLE REPLACEMENT
RECOMMENDATIONS**

DATE: January 24, 2005

TO: Ellis Gammons
Fleet Services / Motor Pool

FROM: Ellis Gammons
Fleet Manager



After reviewing the vehicles / equipment assigned to your department I am recommending to you that you include the following listed items in your 2005-2006 Budget requests. At the time of actual replacement these vehicles / equipment will have met or exceeded their expected capital recovery. Further service would not be cost effective.

<u>COUNTY NUMBER</u>	<u>DESCRIPTION</u>	<u>BUDGET AMOUNT</u>
20802	1999 Jeep Cherokee (2wd)	20,000
21395	2000 Jeep Cherokee (2wd)	<u>20,000</u>
		40,000

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SECTION I

COUNTY OF LEXINGTON
WORKER'S COMPENSATION INSURANCE FUND
Annual Budget
Fiscal Year - 2005-06

Fund 6710
 Division: Non-departmental
 Organization 999900 - Non-departmental

Summary Page	2003-04	2004-05	2004-05	2005-06	BUDGET	
	Actual	Actual (Dec)	Amended (Dec)	Requested	2005-06 Recommend	2005-06 Approved
Activity From Operations:						
Revenues:						
439601 Employer Insurance Contributions	1,192,286	692,675	1,407,456	1,451,174		
461000 Investment Interest	21,431	26,598	53,000	30,000		
Total Revenues	1,213,717	719,273	1,460,456	1,481,174	0	0
Expenditures:						
Operations	1,045,502	471,870	1,357,535	1,418,220		
Depreciation	0	0	0			
Capital Outlay	0	0	0			
Operating Transfer to Risk Management	119,000	138,206	138,206	131,490		
Total Expenditures	1,164,502	610,076	1,495,741	1,549,710	0	0
Noncash Expenses:						
Depreciation: Add Back In	0	0	0			
Net Cash	49,215	109,197	(35,285)	(68,536)	0	0
Income Calculation						
Capital Outlay: Add Back In	0	0	0			
Net Income (Loss)	49,215	109,197	(35,285)	(68,536)	0	0
FUND BALANCE - Estimated						
Beginning			2,231,468			2,196,183
FUND BALANCE - Projected						
End of Year			2,196,183			2,196,183

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COUNTY OF LEXINGTON
WORKER'S COMPENSATION INSURANCE FUND
Annual Budget
Fiscal Year - 2005-06

Fund 6710
Division: Non-departmental
Organization 999900 - Non-departmental

Object Expenditure Code Classification	2003-04	2004-05	2004-05	2005-06	2005-06	2005-06
	Expend	Expend. (Dec)	Amended (Dec)	Requested	Recommend	Approved
BUDGET						
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
520206 Background History Screening	3,575	1,400	5,000	5,000		
520209 Driver History Screening	2,975	1,197	2,835	2,835		
520301 Safety Management Services	19,000	0	0	0		
520302 Drug Testing Services	5,686	1,726	8,000	8,000		
525710 Safety Awards	1,289	0	1,700	1,700		
527305 Worker's Comp Insurance Claims	526,926	226,283	595,000	595,000		
527306 WC Excess Insurance Premiums	16,326	24,391	25,000	29,270		
527307 SC Workers Compensation Taxes	18,836	0	35,000	38,500		
527308 WC Second Injury Assessments	153,649	0	142,556	156,800		
527309 Workers Compensation Ins. Premiums	297,240	216,873	392,444	431,115		
529903 Contingency	0	0	150,000	150,000		
* Total Operating	1,045,502	471,870	1,357,535	1,418,220	0	0
** Total Personnel & Operating	1,045,502	471,870	1,357,535	1,418,220	0	0
Transfers:						
816790 Operating Transfer to Risk Management	119,000	138,206	138,206	131,490		
Capital						
** Total Capital	0	0	0	0	0	0
*** Total Budget Appropriation	1,164,502	610,076	1,495,741	1,549,710	0	0

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COUNTY OF LEXINGTON
WORKER'S COMPENSATION INSURANCE FUND
Annual Budget
Fiscal Year - 2005-06

Fund 6710
Division: Non-departmental
Organization 999900 - Non-departmental

Detail of Estimated Revenues - Based on BUDSAL05.xls worksheets

1000	General Fund	734,946
1000	Fire Service	187,934
1000	Law Enforcement	417,347
2200	Indigent Care	50
2300	Library Operations	9,627
2400	Community & Economic	343
2410	Clerk of Court / Title IV-D Child Support	551
2411	LE / Title IV-D	32
2436	L/E - Multijurisdictional Task Force Narc Team	1,676
2441	L/E - Multijurisdictional Forensic Drug Lab	1,537
2443	L/E - Gang Investigation Unit	2,466
2460	Sol. Drug Court	129
2500	Sol - Victim Witness Program	495
2501	Sol - Community Juvenile Arbitration	341
2605	PS/ Emergency E-911	110
2610	Sol - Forfeiture Funds	88
2611	Sol / State Funds	412
2612	Sol / Pre-trial Intervention	672
2613	Sol/ Worthless Check Unit	269
2614	Drub Case Prosecution	159
2620	Victims Bill of Rights	4,539
2630	LE/ Forfeiture	38
2632	LE / Inmate Services	6,104
2633	LE / School District #1	9,826
2634	LE / School District #2	5,147
2638	L/E - Civil Process Server	102
2639	L/E - School Resource Officers	1,206
2640	L/E - School Resource Officers	1,182
2641	L/E - School Dist V	6,264
2950	Treas / Delinquent Tax Collections	2,735
2990	Finance / Grants Administration	316
5700	Solid Waste	53,082
6790	Risk Management Administration	1,449
	FY 2005-06 Estimated Revenues	<u>1,451,174</u>

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SECTION V. - SUMMARY OF REVENUES

439601 – Employer Insurance Contributions **\$1,451,174**

Estimated employer bi-weekly contributions based upon proposed internal rate as submitted to Finance.

461000 – Investment Interest **\$30,000**

Projection based on current budget status history.

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SECTION VI – OPERATING LINE ITEM NARRATIVES

520206 – Background History Screening \$5,000

All conditionally hired employee screenings based on two-year average of New Hires.
200 conditionally hired employee average x \$25/test

520209 – Driver History Screening \$2,835

Phase I:

A driving history will be performed for all conditionally hired employees in safety sensitive or CDL positions in accordance with County policy. Approximately 75 annually @ \$9 per history.

Phase II:

240 checks based upon current fleet utilization less Sheriff’s Department. Driver histories will be performed on all employees who are required to operate county vehicles.

520302 – Drug Testing Services \$8,000

Pre-employment Drug Screen

200 conditionally hired employee average x \$32 / test = \$6,400

Monthly Random Drug Tests – Safety Sensitive positions, excluding SCDOT positions.

3 standard @ \$32/each (no alcohol) x 12 months = \$1,152

Particular suspicion test in accordance with County Policy—estimate.

3 x \$47 = \$141 (includes \$15 alcohol test)

Post accident drug and alcohol testing –estimate.

5 x \$47 = \$235

525710 – Safety Awards \$1,700

In anticipation of “National Safety Month” (June) to include departmental awards and incentives.

527305 – Workers Compensation Insurance Claims \$595,000

Claims projection based on the average total incurred claims for a typical year. This figure is consistent with outstanding loss figures stated in the 1/31/05 Companion Loss Analysis Report. Second Injury Fund and Self-Insurance Recoveries are deducted for this figure to represent a forecast of net losses.

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Policy Period	Total Incurred Losses
2004-05	\$288,169
2003-04	561,528
2002-03	679,626
2001-02	532,963

527306 – Workers Compensation Excess Insurance Premium \$29,270

The current Aggregate insurance policy will reimburse the County Of Lexington for WC claims when the County's out of pocket expenses exceed \$1,765,004. The reinsurance responds up to \$1,000,000 (this can also be expressed as an "Aggregate Stop Loss of \$1,000,000 xs \$1,765,004"). The excess insurance market is experiencing higher trends.

527307 – SC Workers Compensation Tax \$38,500

According to the SCCWCT Large Deductible Contract, Counties operating under the Large Deductible Option must be responsible for their own WC Tax. Based upon previous claims history, SCCWCT to invoice for the taxes based on claims occurring after July 1, 1997 for the plan year 2003-04.

527308 – WC Second Injury Fund Assessment \$156,800

The SIF assessment is based a percent of gross losses paid for a plan year at an assessment rate as set by the SC Second Injury Fund based on claims occurred after 7/01/97 and paid during the calendar year 2003. SCCWCT advises that the SIF assessment for the Trust was the largest since its origin. This is an estimate; the SCCWCT will provide a detailed worksheet for the Lexington prorated amount of the Trust’s assessment.

527309 – Workers Compensation Insurance Premium \$431,115

Recommending continuing the Large Deductible option of a \$300,000 Self Insured Retention (SIR) per occurrence. This translated to paying 24% of the fully insured premium based upon payroll projections.

In the past The SC Workers’ Compensation Trust has offered a contribution discount to its members ranging from 25% to 45%. The Trust discount for 2002-2003 was 34.4%. There was no discount offered by the Trust for 2003-2004. The 2004 –2005 plan year included a 12 % multiple added to the premium. This estimate anticipates a minimum 29% SCCWCT multiplier added to the SIR Premium. It is anticipated that the 12% will be added again to include an additional assessment based upon the SCCWCT deficit. The SCCWCT board will meet by April 2004. However, anticipate more data to be available by mid March 2005. The Risk Management Division will compare the proposed premium to private carrier rates during the budget process.

FUND 6710 – Worker’s Compensation Fund
 Organization: 999900 – Non-departmental
 FY 2005 - 2006 BUDGET REQUEST

	(Audited) 2003-04	2004-05	Budget Projection 2005-06
Fully Insured Premium	1,372,343	\$1,344,265	\$1,438,363
Experience MOD Factor	27,447	107,541	115,069
Modified Premium Projection	1,399,790	1,451,806	1,553,432
Less Projected Volume Discount	-190,371	-197,446	-211,267
Volume Assessment Premium	1,209,418	1,254,360	1,342,165
SCCWCT Multiplier	-0-	150,523	389,228
Total Estimated Fully Insured Premium	1,209,418	1,404,884	1,731,393
Option 2 \$300,000 SIF rate	316,868	337,172	415,534
Additional LCSD Aircraft Exposure	16,044	11,685	15,580
Self Insured Premium	332,912	348,857	431,115

Lexington County Workers’ Compensation Self Insured Retention Premium and Experience Modifier

Plan Year	SIR Premium	Experience MOD
2004-2005	\$348,857	1.08
2003-2004	\$322,912	1.02

529903 – Contingency

\$150,000

This contingency line item will act as an additional funded loss-control measure.

SECTION I

**COUNTY OF LEXINGTON
EMPLOYEE INSURANCE FUND
Annual Budget
Fiscal Year - 2005-06**

Fund 6730 Employee Insurance Fund
Division: Non-departmental
Organization: 999900 - Non-departmental

Summary Page	BUDGET					
	2003-04 Actual	2004-05 Actual (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Activity From Operations:						
Revenues:						
439601	Employer Insurance Contributions	6,472,306	3,301,916	6,514,561	6,702,865	
439602	Employee Premiums (Payroll Deduct)	1,531,295	763,016	1,522,985	1,526,032	
439603	Sub-group Insurance Premiums	778,169	377,878	772,200	755,756	
439604	Term Employee Insurance Premium	78,619	35,532	74,812	71,054	
439606	Cobra Payments	9,724	14,739	3,850	29,478	
439607	Employer Subsidy - Post Employment	210,522	104,397	212,030	208,795	
439630	Insurance Reimbursements	65,535	16,732	47,325	33,465	
439632	Stop-Loss Insurance	45,491	42,619	90,000	76,225	
461000	Investment Interest	78,943	71,784	83,200	85,975	
461200	Dividends Earned	0	0	0		
466301	Outstanding Checks Voided	33,853	0	0		
490600	Proceeds from Sale of Stock	0	0	0		
	Total Revenues	9,304,457	4,728,613	9,320,963	9,489,645	0
Expenditures:						
	Operations	7,463,528	3,428,362	8,380,870	9,225,594	0
	Depreciation	0	0	0	0	0
	Capital Outlay	0	0	0	0	0
	Total Expenditures	7,463,528	3,428,362	8,380,870	9,225,594	0
Noncash Expenses:						
	Depreciation: Add Back In	0	0	0	0	0
	Net Cash	1,840,929	1,300,251	940,093	264,051	0
Income Calculation:						
	Capital Outlay: Add Back In	0	0	0	0	0
	Net Income (Loss)	1,840,929	1,300,251	940,093	264,051	0
FUND BALANCE						
	Beginning of Year			6,795,046		7,735,139
FUND BALANCE - Projected						
	End of Year			7,735,139		7,735,139

**COUNTY OF LEXINGTON
EMPLOYEE INSURANCE FUND
Annual Budget
Fiscal Year - 2005-06**

Fund 6730 Employee Insurance Fund
Division: Non-departmental

Detail of Estimated Revenues - Based on BUDSAL05.xls worksheet

1000	General Fund	\$ 3,274,830
1000	Fire Service	587,520
1000	Law Enforcement	1,902,960
2200	Indigent Care	5,760
2300	Library Operations	403,200
2400	Community & Economic	12,096
2410	Clerk of Court / Title IV-D Child Support	40,320
2411	LE / Title IV-D	5,760
2436	LE / Multijurisdictional Task Force Narc	17,280
2441	LE / Multijurisdictional Forensic Drug Lab	5,760
2443	LE/ Gang Investigation	11,520
2460	Sol / Drug Court Grant	5,760
2500	Sol / Victim Witness Program	17,280
2501	Sol / Comm Juvenile Arbitration	11,520
2605	P/S - E911	5,760
2610	Sol/Forfeiture	5,760
2611	Sol/State	17,280
2612	Sol / Pre-trial Intervention	23,040
2613	Sol/ Worthless Check Unit	17,280
2614	Drug Case Prosecution	5,760
2620	Victim's Bill of Rights	51,840
2632	LE / Inmate Services	28,800
2633	LE / School District #1	46,080
2634	LE / School District #2	23,040
2639	LE / School Resource Officers	5,760
2640	LE / School Resource Officers	5,760
2641	LE/ School Dist V	28,800
2950	Treas / Delinquent Tax Collections	38,419
2990	Finance / Grants Administration	11,520
5700	Solid Waste	74,880
6790	Risk Management Administration	11,520
		<hr/>
	FY 2004-05 Estimated Revenues	\$ <u>6,702,865</u>

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**COUNTY OF LEXINGTON
EMPLOYEE INSURANCE FUND
Annual Budget
Fiscal Year - 2005-06**

Fund 6730 Employee Insurance Fund
Division: Non-departmental
Organization: 999900 - Non-departmental

		<i>BUDGET</i>				
Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
520308 Health Screening Services	0	0	2,000	2,000		
521200 Operating Supplies	0	0	650	650		
527300 Health Insurance Claims	5,210,932	2,148,283	6,258,528	6,600,717		
527302 Third Party Administrator Costs	199,935	105,416	243,937	239,412		
527303 Life Insurance Premiums	288,049	126,495	230,300	252,992		
527304 Stop-Loss Insurance Premiums	821,379	363,355	695,233	801,903		
527310 Advance PCS Claims	943,233	684,813	800,222	1,177,920		
529903 Contingency	0	0	150,000	150,000		
* Total Operating	7,463,528	3,428,362	8,380,870	9,225,594	0	0
** Total Personnel & Operating	7,463,528	3,428,362	8,380,870	9,225,594	0	0
Capital						
** Total Capital	0	0	0	0	0	0
*** Total Budget Appropriation	7,463,528	3,428,362	8,380,870	9,225,594	0	0

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SECTION V. - SUMMARY OF REVENUES

439601 – Employer Insurance Contributions **\$6,702,865**

Based on a 2/15/05 estimate of (1164) eligible employees for Budget Allocation. (1164 x \$5,760 = \$6,702,865)

439602 – Employee Premiums (payroll deduct) **\$1,526,032**

Based upon 12/31/04 subscriber count and budget activity.

439603 – Sub-group Insurance Premiums **\$755,756**

Estimate based on Recreation and Aging Commission subscriber count at the COBRA rate as of 12/31/04.

439604 – Term Employee Insurance Premiums **\$71,054**

Based on estimated Post Employment participation as of 01/01/05.

439606 – COBRA Payments **\$29,478**

Based on current participation at 01/01/05 and budget activity.

439607 – Employer Subsidy – Post Employment **\$208,795**

Based upon current budget activity through 1/01/05.

439630 – Insurance Reimbursements **\$33,465**

Based upon average historical data through 1/01/05.

439632 – Stop-loss Insurance Reimbursements **\$76,225**

Based on review of PAI specific analysis report and budget activity reports as of 01/01/05.

461000 – Investment Interest **\$85,975**

Based upon current budget activity reports.

SECTION VI – OPERATING LINE ITEM NARRATIVES

520308 – Health Screening Services \$2,000

Risk Management/Wellness Committee employee health screenings.

521200 – Operating Supplies \$650

Materials cost estimate

527300 – Health Insurance Claims \$6,600,717

Recommended claims funding based upon projections & trend analysis less anticipated stop-loss reimbursements. This is consistent with Planned Administrators projected Claims for plan year 2005 as stated in the COBRA calculation process.

527302 – Third Party Administrator Costs \$239,412

PAI fixed costs increased at 01/01/05. Fixed costs (1164 eligible employee x \$17.14 x 12) average.

- Administration and customer service fee – 7.14
- COBRA administration fee - .70
- HIPAA administration (except 2% of premium) - .30
- PPO network access fee – 5.00
- Pre-certification and managed care fee – 2.50
- HIPAA Privacy Product - .75
- Advance PCS Prescription Drug Network - .75

527303 – Life Insurance Premiums \$252,992

Life Plan through Highmark based on subscriber count and budget activity.

527304 – Stop Loss Premiums \$801,903

Based on the 01/01/05 stop loss renewal with Highmark at a \$50,000 aggregating deductible. (Any claims over the individual specific amount of \$75,000 are applied to the aggregated deductible). These claims may result from one individual or several, with all claims applying to the same aggregate deductible. Once the aggregate deductible is met, eligible claims will be reimbursed to the County. (Composite Rate \$57.41 x 1164 x 12 = \$801,903)

527310 – Advance PCS Claims \$1,177,920

Prescription Drug Plan claims estimate based on average paid 1/01/04 – 12/31/04

529903- Contingency \$150,000

This contingency line item will act as an additional funded loss-control measure.

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SECTION I

COUNTY OF LEXINGTON
RISK MANAGEMENT ADMINISTRATION
Annual Budget
Fiscal Year - 2005-06

Fund 6790
 Division: General Administrative
 Organization: 101500 - Personnel

Summary Page	BUDGET					
	2003-04 Actual	2004-05 Actual (Dec)	2004-05 Amended (Dec)	2005-06 Requested	2005-06 Recommend	2005-06 Approved
Activity From Operations:						
Revenues:						
461000 Investment Interest	274	385	0	500		
806710 Op Trn from Workers Comp Ins.	119,000	138,206	138,206	131,490		
Total Revenues	119,274	138,591	138,206	131,990	0	0
Expenditures:						
Personnel & Operations	121,514	58,652	133,431	131,290	0	0
Depreciation	314	0	200	200	0	0
Capital Outlay	0	0	4,575	0	0	0
Total Expenditures	121,828	58,652	138,206	131,490	0	0
Noncash Expenses:						
Depreciation: Add Back In	314	0	200	200	0	0
Net Cash	(2,240)	79,939	200	700	0	0
Income Calculation:						
Capital Outlay: Add Back In	0	0	4,575	0	0	0
Net Income (Loss)	(2,554)	79,939	4,575	500	0	0
FUND BALANCE - Estimated Beginning			730			930
FUND BALANCE - Projected End of Year			930			930

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COUNTY OF LEXINGTON
RISK MANAGEMENT ADMINISTRATION
Annual Budget
Fiscal Year - 2005-06

Fund 6790
Division: General Administrative
Organization: 101500 - Personnel

Object Expenditure Code Classification	2003-04 Expenditure	2004-05 Expend. (Dec)	2004-05 Amended (Dec)	BUDGET		
				2005-06 Requested	2005-06 Recommend	2005-06 Approved
Personnel						
510100 Salaries & Wages - 2 Salaries & Wages Adjustment Account	89,967	43,524	91,402	95,740		
511112 FICA - Employer's Portion	6,431	3,162	6,993	7,324		
511113 SCRS - Employer's Portion	6,123	2,981	6,261	7,372		
511120 Employee Insurance - 2	11,520	5,760	11,520	11,520		
511130 Workers Compensation	242	130	2,440	1,571		
* Total Personnel	114,283	55,557	118,616	123,527	0	0
Operating Expenses						
521000 Office Supplies	318	169	400	400		
521100 Duplicating	745	384	700	700		
521200 Operating Supplies	111	12	200	200		
522200 Small Equip Repairs & Maintenance	8	0	100	100		
524000 Building Insurance	25	16	34	25		
524201 General Tort Liability Insurance	122	72	148	158		
524202 Surety Bonds	0	0	0	16		
525000 Telephone	510	258	10,083	456		
525010 Long Distance Charges	32	10	75	0		
525020 Pagers and Cell Phones	210	105	210	210		
525100 Postage	126	49	225	150		
525210 Conference & Meeting Expense	1,250	339	630	3,093		
525230 Subscriptions, Dues, & Books	375	80	310	225		
525250 Motor Pool Reimbursement	1,872	1,058	700	800		
525300 Utilities / Administration Building	1,527	543	1,000	1,230		
530100 Depreciation	314	0	200	200		
* Total Operating	7,545	3,095	15,015	7,963	0	0
** Total Personnel & Operating	121,828	58,652	133,631	131,490	0	0
Capital						
All Other Equipment	0	0	4,575			
** Total Capital	0	0	4,575	0	0	0
*** Total Budget Appropriation	121,828	58,652	138,206	131,490	0	0

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COUNTY OF LEXINGTON

Section IA

**Existing Departmental Program Request
Fiscal Year - 2005 - 2006**

Fund # 6790 Fund Title: Risk Management Administration
 Organization # 101500 Organization Title: Personnel

Object Expenditure Code Classification	Program Title:	Program # 1 Risk Mgt.	Program # 2 Safety	Program # ___	Program # ___	Total 2004-2005 Requested
Personnel						
510100 Salaries # 2		46,716	49,024			95,740
510300 Part Time # ___						
511112 FICA Cost		3,574	3,750			7,324
511113 State Retirement		3,597	3,775			7,372
511114 Police Retirement						
511120 Insurance Fund Contribution # 2		5,760	5,760			11,520
511130 Workers Compensation		154	1,417			1,571
511131 S.C. Unemployment						
* Total Personnel		59,801	63,726			123,527
Operating Expenses						
520100 Contracted maintenance						
520200 Contracted Services						
520300 Professional Services						
520400 Advertising						
521000 Office Supplies		200	200			400
521100 Duplicating		300	400			700
521200 Operating Supplies		150	50			200
522100 Equipment Repairs & Maintenance		100				100
522200 Small Equipment Repairs & Maint.						
522300 Vehicle Repairs & Maintenance						
523000 Land Rental						
524000 Building Insurance		25				25
524100 Vehicle Insurance # ___						
524101 Comprehensive Insurance # ___						
524201 General Tort Liability Insurance		79	79			158
524202 Surety Bonds		8	8			16
525000 Telephone		228	228			456
525010 Long Distance Charges						0
525020 Pagers and Cell Phones		105	105			210
525100 Postage		125	25			150
525210 Conference & Meeting Expenses		2,993	100			3,093
525230 Subscriptions, Dues, & Books		100	125			225
525250 Motor Pool Reimbursement		400	400			800
525300 Utilities - Administration		615	615			1,230
525400 Gas, Fuel, & Oil						
525600 Uniforms & Clothing						
526500 Licenses & Permits						
530100 Depreciation Expense		100	100			200
* Total Operating		5,528	2,435			7,963
** Total Personnel & Operating		65,329	66,161			131,490
** Total Capital (From Section II)						
*** Total Budget Appropriation		65,329	66,161			131,490

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SECTION III – PROGRAM OVERVIEW

Summary of Program

Program I – Risk Management
Program II – Safety/Training

Program I: Risk Management Administration

Objectives:

The purpose of this program is to ensure proper planning, development and coordination of various insurance and other loss control programs within the County. The risk manager is responsible for the identification, maintenance and measurement of all risks of accidental loss. This includes, but not limited to, tort liability, vehicle liability, buildings and content liability, worker's compensation, health insurance, and recovery of damage to County property. The risk manager also plays an integral role in the employee health insurance program renewal process. This division continues to assess the County's Risk Retention for Worker's Compensation. The County current carries a \$300,000 deductible per occurrence for job related injuries. The Risk Management Division will compare the costs of maintaining the retention or fully insuring the exposure. Generally, retaining some risk through deductibles or self-insured retention results in lower premiums than are associated with insurance that pays the first dollar of any covered claim.

There are two elements to risk management: (1) Loss Prevention measures are developed to keep accidents and other incidents from happening; and (2) Loss Reduction methods are implemented to properly manage claims in effort to decrease the severity of losses when they occur. These elements are critical for managing all risks, rather than just paying claims. Risk management involves developing cost saving techniques, maintaining adequate insurance coverage, tracking and projecting claims. This program consists of one full time risk manager position including benefits.

Program II:

Objective:

To ensure that employees who work for Lexington County have a place of employment that is free of recognized hazards that are likely to cause physical harm or death. The County's safety program extends to providing a secure environment for visitors to all county owned facilities. This program provides safety training for specific job duties as needed and mandated by State and Federal laws. This program consists of one full time safety/training coordinator position including benefits.

120-4

SECTION III – SERVICE LEVELS

Service Level Indicators:

	<u>Actual</u> <u>FY 2003-2004</u>	<u>Estimated</u> <u>FY 2004-2005</u>	<u>Projected</u> <u>FY 2005 - 2006</u>
WC Claims Processing	122	58	75
Auto Claims	35	40	30
OSHA 300	132	110	75
(Mock) OSHA/Safety Inspections	62	62	62
Risk/Wellness Committee	12	12	12
OSHA Classes	20	20	20
Driver Histories	110	240*	240

** Increase in light of policy change approved by County Council.*

120-5

SECTION IV. – SUMMARY OF REVENUES

806710 – Operations Transfer from Workers Compensation Insurance \$131,490

A transfer of funds to cover the salaries and operations of two employees in the Risk Management Division.

SECTION V. – LINE ITEM NARRATIVES

SECTION V. A. - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Risk Manager	1		1	1	20
Safety & Training Coordinator	1		1	1	19
Total Positions	2		2	2	

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SECTION V. A. – PERSONNEL LINE ITEM NARRATIVES

510100 – Salaries and Wages **\$95,740**

Salaries and Wages for two employees

511112 – FICA Cost **\$7,324**

Employer's Portion 7.65%

511113 – State Retirement **\$7,372**

Employer's Portion 7.7%

511120 – Insurance Fund Contribution #2 **\$11,520**

(2) Employer's Portion @ \$5,760 per employee annually

511130 – Worker's Compensation **\$1,571**

Internal premium charge

Program I: WC Code 8810 = \$154

Program II: WC Code 9410 = \$1,417

SECTION V. B. – OPERATING ITEM NARRATIVES

521000 – Office Supplies **\$400**

To cover routine office supplies (paper, pencils, file folders, etc.). This line item will include form printing costs and computer supplies.

Program I: \$200
Program II: \$200

521100 – Duplicating **\$700**

This account is used for copier machine duplicating of correspondence to employees, invoices for payment, information to various departments, contract, etc. in the daily operations of the division.

Program I: \$300
Program II: \$400

521200 – Operating Supplies **\$200**

This account is needed for specific supplies such as training materials, operations manual material, etc.

Program I: \$150
Program II: \$50

522200 – Small Equipment Repairs and Maintenance **\$100**

Audio and visual equipment repair.

Program I: \$100

524000 – Building Insurance **\$25**

Building and Personal Property Insurance for division.

Program I: \$25

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524201 – General Tort Liability Insurance **\$158**

Tort Liability Premium.

Program I:	\$79
Program II:	\$79

524202 – Surety Bonds **\$16**

Program I:	\$8
Program II:	\$8

525000 – Telephone **\$456**

Two lines for the Risk Management Division with voice mail.

Program I:	\$228
Program II:	\$228

525020 – Pagers and Cell Phones **\$210**

2 pagers @ \$8.73 per month for Program I.

Program I:	\$105
Program II:	\$105

525100 – Postage **\$150**

Postage expense for office correspondence, claims forms to TPA, and various reports.

Program I:	\$125
Program II:	\$25

525210 – Conference & Meeting Expenses **\$3,093**

Program I: **Certified Risk Manager Course – Analysis of Risk (July 13-16 Charleston SC)**

Registration	\$395
Accommodations	\$327
Parking	\$64
Per Diem	\$90

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Certified Risk Manager Course – Control of Risk (November 2-5 Charlotte NC).

Registration	\$395
Accommodations	\$327
Parking	\$64
Per Diem	\$90

Sponsored by the National Alliance for Insurance Education the **Certified Risk Manager (CRM)** designation and curricula is recognized and the most practical in the industry. Offered across the US throughout the calendar year, each course consists of 2 ½ days of classroom instruction followed by and examination. To receive the CRM designation requires completion of the five CRM courses within a five-year period. This budget provides funds for two of the required five courses. The CRM designation is visible recognition of professionalism, knowledge, and commitment to continuing excellence.

**OTI 501 Trainer Course - September 12 – 16 (Charleston SC)
(OSHA for General Industry)**

Registration	\$725
Accommodations	\$396
Per Diem	\$120

This course is designed for personnel from all types of industries to present detailed information on how the provisions of the Occupational Safety and Health (OSH) Act may be implemented in the workplace. Rights and responsibilities under the OSH Act, the appeals process, recordkeeping, and voluntary protection programs are covered. The course also includes an introduction to OSHA's general industry standards and an overview of the requirements of the more frequently referenced standards.

Participants who successfully complete the course and pass the exam, will become outreach trainers, authorized to conduct both 10 and 30 hour general industry courses.

Program II: SC Occupational Council Workshop (Columbia)

Registration	\$100
--------------	-------

Founded in 1937, the **South Carolina Occupational Safety Council** is based on the ideal of providing a sound non-profit, non-governmental safety service organization comprised of active member companies throughout the state, striving together to keep abreast of current safety and health innovations and standards to the betterment of the citizens and thereby insuring growth and prosperity.

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525230 – Subscriptions, Dues, and Books **\$225**

This account will cover costs for membership dues, publications, and services.

Program I:	SC Public Risk Managers Association	\$50
	SC Workers Compensation Association	\$50
Program II:	SC Occupational Council	\$125

525250 – Motor Pool Reimbursement **\$800**

Program I:	\$400
Program II:	\$400

525300 – Utilities – Administration **\$1230**

Based on current budget activity.

530100 – Depreciation Expense **\$200**

120-12

SECTION I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2005-2006

Fund # 6790 Fund Title: Risk Management Administration
 Organization # 101500 Organization Title: Personnel
 Program # 3 Program Title: TBD

Object Expenditure Code Classification	Total 2005 - 2006 Requested
Personnel	
510100 Salaries # .25	7,584
510300 Part Time #	
511112 FICA Cost	580
511113 State Retirement	584
511114 Police Retirement	
511120 Insurance Fund Contribution #.25	1,440
511130 Workers Compensation (8810)	23
511131 S.C. Unemployment	
* Total Personnel	10,211
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	100
521100 Duplicating	100
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #	
524101 Comprehensive Insurance #	
524201 General Tort Liability Insurance	6
524202 Surety Bonds	8
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities -	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	214
** Total Personnel & Operating	10,425
** Total Capital (From Section II)	
*** Total Budget Appropriation	10,425

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SECTION III. - PROGRAM OVERVIEW

The Human Resources Department is responsible for a growing array of mandates with respect to employment matters. Examples of additional responsibilities that the County has been assigned by outside agencies over the last several years include the administration of the Family and Medical Leave Act, the Health Insurance Portability and Accountability Act, enhanced Worker's Compensation administration & investigation, and growing coordination between our staff and outside agencies that provide benefits to our employees, including but not limited to the SC Retirement System, SC Deferred Compensation Program, flexible spending accounts and supplemental insurance products. In addition to these added responsibilities, the size of our employee force has grown over 50% from 830 employees in 1995 to 1,274 employees in 2005. The Human Resources Department has absorbed these additional responsibilities gradually with existing personnel.

This new program request is intended to address the need for an enhanced coordination of these programs and an increased service level to employees. The addition of a second Personnel Specialist to assist with coordination of benefits and records for employees will address this need. In light of the assistance that is anticipated from this position to Worker's Compensation claims and accident investigation process, twenty-five percent (25%) of the cost for this position has been allocated to the Risk Administration Fund (6790-101500).

SECTION V. - LINE ITEM NARRATIVES

510100 - SALARIES \$22,753

Entry Level - Grade 10 (est): \$30,337

1000-101500-510100	\$22,753(75%)
6790-101500-510100	\$ 7,584 (25%)

511112 - FICA COST \$1,741

Employer's portion 7.65%: \$2,321

1000-101500-510100	\$ 1,741(75%)
6790-101500-510100	\$ 580(25%)

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511113 - STATE RETIREMENT **\$1,752**

Employer's portion 7.7%: \$2,336

1000-101500-510100	\$1,752 (75%)
6790-101500-510100	\$ 584 (25%)

511120 - INSURANCE FUND CONTRIBUTION **\$4,320**

Employer's portion @ \$5,760

1000-101500-510100	\$4,320 (75%)
6790-101500-510100	\$1,440 (25%)

511130 - WORKERS COMPENSATION **\$69**

Internal premium charges: (1) positions @ clerical rate of .30 per \$100 of \$30,337 of payroll = \$92

1000-101500-510100	\$69(75%)
6790-101500-510100	\$23(25%)

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

6790-101500-521000 - OFFICE SUPPLIES \$100

Includes routine office supplies.

6790-101500-521100 - DUPLICATING \$100

Includes general duplicating for case files.

524201 - GENERAL TORT LIABILITY INSURANCE \$24

1 clerical employee \$24

1000-101500-524201: \$18 (75%)

1000-101500-524201: \$6 (25%)

6790-101500-524202 - SURETY BONDS \$ 8

(Special note: All other operating supplies for Human Resources (1000-101500) can be absorbed by the FY 05/06 budget request)

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SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

1000-101500-540010 – Minor Software \$260

Office XP \$260

1000-1015000-5A---- - Computer \$813

Core Banner/Doc. Imager; P IV, 2.80GHz, 1M cache; with std memory, storage, network card, and CD ROM w/o monitor; (Dell 170L) \$699 (incl. Tax), + monitor \$114 = \$813

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**COUNTY OF LEXINGTON
 Millage Agency Comparison
 Fiscal Year 2005-06**

	Fiscal Year 2004-05 Approved Amount/Actual Disbursement			Fiscal Year 2005-06 Requested	
	Approved Amount	Actual Disbursement	* Millage	Amount	Millage
Lexington County Community Mental Health Fund 7610	\$500,000	\$442,230	0.739	\$750,000	0.739
Lexington County Recreation & Aging Commission Fund 7620	\$6,332,798	\$5,004,932	12.207	\$6,502,275	12.207
Irmo Chapin Recreation Commission Fund 7630	\$2,644,105	\$2,275,632	13.666	\$2,736,187	13.666
Midlands Technical College Fund 7650 & 7652	\$2,324,164 \$677,000	\$1,927,429 \$0	3.286 0.991	\$2,384,944 \$691,000	3.286 0.991
Riverbanks Zoological Park & Botanical Garden Fund 7680	\$790,000	\$687,617	1.185	\$868,014	1.185
Irmo Fire District Funds 7800 & 7802	\$1,557,693	\$1,230,741	14.593	\$1,528,000	14.593

* Actual disbursements through February 28, 2005

LEXINGTON COUNTY COMMUNITY MENTAL HEALTH

Budgeted Revenues and Expenditures

Fund 7610

Fiscal Year 2005-06

Revenues:

State Funds	\$	3,538,920	
Clinic Fees		507,507	
Lexington County Appropriation		750,000	
Medicaid		3,923,745	
Federal / State Block Grants		412,930	
Other Revenues		37,354	
Total Revenues	\$		9,170,456

Expenditures:

Personal Services	\$	6,636,807	
Contractual Services		309,464	
Supplies, Equipment		241,895	
Insurance, Repairs & Maintenance		146,185	
Travel, Transportation		133,490	
Case Services		938,376	
Rental Payments		482,556	
Utilities		273,814	
Miscellaneous		7,869	
Total Expenditures			9,170,456

Excess (Deficiency) of Revenues Over Expenditures 0

Estimated Fund Balance - Beginning of Fiscal Year Information not provided

Projected Fund Balance - End of Fiscal Year Information not provided

Budgeted Revenues and Expenditures provided by Lexington County Community Mental Health Center.

Revenue Disbursements from Lexington County to Community Mental Health
FY 1991-92 through FY 2005-06

	<u>Requested</u>	<u>Approved</u>	<u>Actual</u>	<u>Difference</u>	<u>Millage</u>
FY 1991-92	-	-	328,923	-	1.00
FY 1992-93	-	-	337,645	-	0.80
FY 1993-94	350,000	350,000	341,800	(8,200)	0.80
FY 1994-95	365,464	365,464	403,073	37,609	0.90
FY 1995-96	400,000	400,000	400,000	0	0.90
FY 1996-97	450,000	450,000	450,000	0	0.90
FY 1997-98	450,000	450,000	450,000	0	0.90
FY 1998-99	450,000	450,000	450,000	0	0.90
FY 1999-00	500,000	500,000	500,000	0	0.90
FY 2000-01	500,000	500,000	500,000	0	0.90
FY 2001-02	500,000	500,000	500,000	0	0.835
FY 2002-03	500,000	500,000	500,000	0	0.848
FY 2003-04	750,000	500,000	500,000	0	0.868
FY 2004-05	750,000	500,000	442,230 *	(57,770)	0.739
FY 2005-06	750,000	-	-	-	

* Received through February 28, 2005

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Lexington County Community Mental Health Center



Administration

301 Palmetto Park Blvd.
Lexington, SC 29072

Telephone: (803) 996-1500
Fax: (803) 996-1510

March 4, 2005

Mr. William A. Brooks, County Administrator
County of Lexington
212 South Lake Drive
Lexington, SC 29072

Re: Fiscal Year 2005- 2006 Budget

Dear Mr. Brooks:

As per your letter of January 24, 2005 and budget request for funding from Lexington County, please find attached a summary of the Center's anticipated fiscal needs and description of services. As you are aware, we planned to close our Batesburg/Leesville office at the end of December, 2004. We were, however, able to restructure our financial resources and continue the office operation through June, 2005. Continued operation for the coming fiscal year is, however, uncertain. We have been advised that State allocated dollars will again likely be reduced which, if this occurs, again places the Batesburg/Leesville office site at risk of closure. Carryover funds from previous years have been used in previous years for supplemental funding purposes. These funds will not be present in FY 06.

This further highlights the importance and critical nature of the Mental Health Levy for residents of Lexington County that rely on the Center for their services. The levy dollars are currently earmarked for emergency and crisis services. The current allocation of \$500,000 has been in place for quite a number of years. Our understanding is that the levy has more recently generated more revenue in addition to there being a substantial fund reserve of unallocated dollars.

Our request for Fiscal Year 2006 is for **\$750,000** to be allocated to Lexington County Community Mental Health Center in order to maintain our crisis services and **help** fund services for our Batesburg satellite office for Lexington County residents.

I hope the following information addresses your questions adequately. However, please let me know if you require more detail or have further questions.

Yours very truly,

Richard L. Acton, ACSW
Executive Director



SERVICE LEVEL INDICATORS

The following is the information you requested:

1.	<u>Total Funding Sources (including county request)</u>	
	Self Pay, 3 rd Party, Contractual	\$ 507,507
	State Funds	3,535,123
	State Training Funds	3,797
	Requested County Appropriations (B400)	750,000
	Medicaid	3,923,745
	Federal/State Block Grants (various funds)	412,930
	Other Revenue	<u>37,354</u>
	TOTAL	\$ 9,170,456
2.	<u>Estimated Utilization of Total Funding</u>	
	Personal Services	\$ 6,636,807
	Contractual Services	309,464
	Supplies	225,921
	Business Insurance	55,640
	Repairs & Maintenance	90,545
	Rental Payments	482,556
	Utilities	273,814
	Travel	19,353
	Equipment	15,974
	Case Services	938,376
	Transportation	114,137
	Miscellaneous	<u>7,869</u>
	TOTAL EXPENDITURES	\$ 9,170,456

The Center has experienced State funding cuts of over \$1,000,000 in the past four years. We are expecting these reductions to continue to be permanent for future budgeting purposes. We are, therefore, requesting **\$750,000** be allocated from the Mental Health Levy of Lexington County to offset these reductions and maintain existing services noted herein.

EMERGENCY SERVICES

- a. Crisis Stabilization - 24 hour mental health services for all citizens of Lexington County. A close collaboration with Lexington Medical Center is in place to daily assess patients in the Emergency Department to determine treatment needs.
- b. Lexington Detention Center - On site counseling, psychiatric consultation, and education.

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CHILD, ADOLESCENT, AND FAMILY SERVICES (CAF)

- a. Crisis-stabilization and Emergency Services - Available 24 hours a day, 7 days a week.
- b. Family Preservation Services - Intensive, in-home services to children, adolescents and families in crisis.
- c. School-based Services - Individual, group, and family therapy, crisis intervention, and consultation to teachers, parents, and staff in all 5 school districts and in more than 30 schools in the county.
- d. Outreach Services - Staff working with county agencies such as DSS.
- e. Clinic Based Services - Daytime and evening clinic services in our main and satellite offices.

ADULT SERVICES

This is our largest program and is targeted for severely mentally ill adults. Currently, we have more than 2,000 open cases in this service. The major programs for this service are:

- a. Outpatient Clinics - Psychiatric, case management, clinic, and home-based services provided county-wide through offices in Lexington, Gaston, and Batesburg-Leesville.
- b. Our House Clubhouse - A day treatment program which focuses on development of employment and independent living skills.
- c. Rehabilitative Psychosocial Treatment - Day treatment programs for severely mentally ill adults which teach social and daily living skills.
- d. Homeshare Program - In home services for psychiatrically disabled elderly adults living with families.
- e. Supported Apartment Program - Independent living for psychiatrically disabled elderly adults with a day treatment component.
- f. HomeShare Enhanced Respite - A local respite program to divert hospital admissions for adults.

The major service area for which county funds will continue to be utilized is for our emergency/after-hours services program. The staff of this program handles emergency phone calls and walk-in emergencies at the Center during regular hours and also covers the Emergency Room at Lexington Medical Center after hours during the week, and all day Saturday and Sunday. This program operates 24 hours a day, 7 days a week. We have also developed a Diversion Program for clients who do not require hospitalization and who could be stabilized in the community.

As you are aware, the revenue the county provides the Center is critical to our operation and has made it possible for us to develop programs that are unique to this county. It clearly indicates that LCCMHC is indeed a Community Mental Health Center, and our mission is to offer the best services we can for Lexington County citizens. Through funding from the county, we have been able to fulfill our mission and are appreciative of your support.

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LEXINGTON COUNTY RECREATION & AGING COMMISSION

Budgeted Revenues and Expenditures

Fund 7620

Fiscal Year 2005-06

Revenues:			
Lexington County Appropriation		\$ 6,502,275	
Fees, Registration, & Sales		1,639,650	
Other		<u>46,700</u>	
Total Revenues			\$ 8,188,625
Expenditures:			
Personnel		\$ 3,909,692	
Maintenance		1,576,554	
Operations		288,133	
Programs		663,405	
Capital		<u>289,000</u>	
Total Expenditures			<u>6,726,784</u>
Excess (Deficiency) of Revenues Over Expenditures			1,461,841
Other Uses:			
Transfers to Other Funds (i.e. Aging Fund)			(1,632,637)
Transfers to Capital Projects Fund			<u>0</u>
Excess (Deficiency) of Revenues Over Expenditures and Other Uses			(170,796)
Estimated Fund Balance - Beginning of Fiscal Year			<u>3,252,900</u>
Projected Fund Balance - End of Fiscal Year			<u>\$ 3,082,104</u>

Budgeted Revenues and Expenditures provided by Lexington County Recreation & Aging Commission.

Revenue Disbursements from Lexington County to Lexington County Recreation & Aging Commission
FY 1991-92 through FY 2005-06

	<u>Requested</u>	<u>Approved</u>	<u>Actual</u>	<u>Difference</u>	<u>Millage</u>
FY 1991-92	-	-	2,895,269	-	12.50
FY 1992-93	-	-	3,046,839	-	10.20
FY 1993-94	-	-	3,261,782	-	10.70
FY 1994-95	-	-	3,524,860	-	10.70
FY 1995-96	3,748,214	3,748,214	3,604,053	(144,161)	10.70
FY 1996-97	3,933,662	3,933,662	3,898,983	(34,679)	10.70
FY 1997-98	4,092,797	4,092,797	4,075,063	(17,734)	10.70
FY 1998-99	4,328,131	4,328,131	4,138,989	(189,142)	10.70
FY 1999-00	4,438,223	4,438,223	4,634,734	196,511	10.70
FY 2000-01	4,578,228	4,578,228	4,702,087	123,859	10.70
FY 2001-02	4,780,832	4,780,832	5,064,720	283,888	10.060
FY 2002-03	5,220,795	5,220,795	5,188,082	(32,713)	10.221
FY 2003-04	5,443,295	5,443,295	5,432,853	(10,442)	10.466
FY 2004-05	6,704,287	6,332,798	5,004,932 *	(1,327,866)	12.207
FY 2005-06	6,502,275	-	-	-	

* Received through February 28, 2005

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LEXINGTON COUNTY RECREATION & AGING COMMISSION
 PRELIMINARY GENERAL FUND BUDGET
 FISCAL YEAR 2005-2006

Revenues:

Property Taxes	\$	6,502,275
Fees & Registrations		1,639,650
Other		46,700

Total Revenues		8,188,625

Expenditures:

Personnel		3,909,692
Maintenance		1,576,554
Operations		288,133
Programs		663,405
Capital		289,000

Total Expenditures		6,726,784

Excess Revenue Over (Under) Expenditures 1,461,841

Other Financing Sources (Uses)

Transfer To Aging Fund		(1,632,637)
Transfer To Capital Projects Fund		0

Excess Revenue And Other Financing Sources
 Over (Under) Expenditures And Other Uses (170,796)

Estimated Fund Balance - Beginning 3,252,900

Projected Fund Balance - Ending \$ 3,082,104
 =====

Proposed Bond Issue – February 2005

- | | |
|--|-------------------|
| 1. Frozen Food Distribution Center (B&L) | \$ 500,000 |
| <ul style="list-style-type: none">• Construction of new Senior Center• Food Distribution site | |
| 2. Lexington Dixie Youth | 3,000,000 |
| <ul style="list-style-type: none">• Ball Park Road Facility Construction/Renovation | |
| 3. Pelion Park Construction | 1,500,000 |
| <ul style="list-style-type: none">• Two Soccer Fields• Two Baseball/Softball Fields• Restroom/Canteen | |
| 4. Swansea / Gaston Soccer | 1,000,000 |
| <ul style="list-style-type: none">• Purchase Property• Soccer Fields• Restroom/Canteen | |
| 5. Pineview Park Renovation | 2,000,000 |
| <ul style="list-style-type: none">• Methodist Park Road Facility Construction/Renovation | |
| 6. Gilbert Park | 450,000 |
| <ul style="list-style-type: none">• Restroom• Pave Parking Lot• Canteen Renovation | |
| 7. Whiteknoll Park Construction | 2,500,000 |
| <ul style="list-style-type: none">• Property Purchase• Walking Trail• Playground• Restroom/Canteen• Baseball Complex• BMX Track | |

LEXINGTON COUNTY RECREATION & AGING COMMISSION

Budgeted Revenues and Expenditures

Proposed Bond Issue

Fiscal Year 2005-06

Revenues:

Proposed Bond Issuance	\$ 17,000,000	
Total Revenues		\$ 17,000,000

Expenditures:

Frozen Food Distribution Center	\$ 500,000	
Lexington Dixie Youth	3,000,000	
Pelion Park Construction	1,500,000	
Swansea / Gaston Soccer	1,000,000	
Pineview Park Renovation	2,000,000	
Gilbert Park	450,000	
Whitknoll Park Construction	2,500,000	
Cayce Park	4,000,000	
Gibson Park	150,000	
Lexington Aging Expansion	500,000	
Aging / After School Buses	500,000	
Maintenance (Gym Floor Replacement)	300,000	
Contingency	600,000	
Total Expenditures		<u>17,000,000</u>

Excess (Deficiency) of Revenues Over Expenditures 0

Estimated Fund Balance - Beginning of Fiscal Year 0

Projected Fund Balance - End of Fiscal Year \$ 0

Budgeted Revenues and Expenditures provided by Lexington County Recreation & Aging Commission.

Revenue Disbursements from Lexington County to Lexington County Recreation & Aging Commission
FY 2005-06

	<u>Requested</u>	<u>Approved</u>	<u>Actual</u>	<u>Difference</u>	<u>Millage</u>
FY 2005-06	17,000,000	-	-	-	

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8. Cayce - (Property Purchase & Construction)	4,000,000
<ul style="list-style-type: none"> • Purchase Property • Two Softball Fields (Girls) • Canteen/Restroom/Control Area • Football Field • Two Soccer Fields • Midlands • Hafley • Busbee 	
9. Gibson Park	150,000
<ul style="list-style-type: none"> • Light Baseball Field • Restroom/Canteen 	
10. Lexington Aging Expansion	500,000
<ul style="list-style-type: none"> • Increase Lexington Senior Center 	
11. Aging/After School Buses	500,000
<ul style="list-style-type: none"> • Purchase Buses (Mandated By State Law) 	
12. Maintenance (Gym Floor Replacement)	300,000
<ul style="list-style-type: none"> • B/L Leisure Center • Lexington Leisure Center • Tri-City Leisure Center 	
13. Contingency	600,000
	<hr/>
Total	\$17,000,000

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IRMO CHAPIN RECREATION COMMISSION

Budgeted Revenues and Expenditures

Fund 7630

Fiscal Year 2005-06

Revenues:			
Lexington County Appropriation		\$ 2,736,187	
Fees, Rentals, Registrations, Grants		373,626	
Other		<u>155,287</u>	
Total Revenues			\$ 3,265,100
Expenditures:			
Personnel		\$ 2,295,521	
Operations		728,530	
Capital		<u>183,897</u>	
Total Expenditures			<u>3,207,948</u>
Excess (Deficiency) of Revenues Over Expenditures			57,152
Other Uses:			
Transfers to Other Funds			0
Estimated Fund Balance - Beginning of Fiscal Year			<u>1,022,640</u>
Projected Fund Balance - End of Fiscal Year			<u>\$ 1,079,792</u>

Budgeted Revenues and Expenditures provided by Irmo Chapin Recreation Commission.

Revenue Disbursements from Lexington County to Irmo Chapin Recreation Commission
FY 1991-92 through FY 2005-06

	<u>Requested</u>	<u>Approved</u>	<u>Actual</u>	<u>Difference</u>	<u>Millage</u>
FY 1991-92	-	-	1,317,102	-	13.00
FY 1992-93	1,360,000	1,360,000	1,408,651	48,651	10.90
FY 1993-94	-	-	1,434,925	-	10.90
FY 1994-95	-	-	1,516,844	-	10.90
FY 1995-96	1,515,000	1,515,000	1,557,817	42,817	10.90
FY 1996-97	1,645,000	1,645,000	1,657,188	12,188	10.90
FY 1997-98	1,732,250	1,732,250	1,702,453	(29,797)	10.90
FY 1998-99	1,813,612	1,813,612	1,733,845	(79,767)	10.90
FY 1999-00	1,780,260	1,780,260	1,858,285	78,025	10.90
FY 2000-01	1,860,309	1,860,309	1,850,740	(9,569)	10.90
FY 2001-02	1,920,769	1,920,769	1,975,727	54,958	9.888
FY 2002-03	2,561,714	2,561,714	2,494,120	(67,594)	13.046
FY 2003-04	2,604,105	2,604,105	2,609,000	4,895	13.359
FY 2004-05	2,644,105	2,644,105	2,275,632 *	(368,473)	13.666
* Received through February 28, 2005					
FY 2005-06	2,736,187	-	-	-	



February 4, 2005



Mr. Art Brooks
County Administrator
County of Lexington
212 South Lake Drive
Lexington, SC 29072

Re: Proposed FY 2005-2006 Budget

Dear Mr. Brooks:

Pursuant to your request of January 24, 2005, I have enclosed the proposed, preliminary FY 05-06 General Fund budget for the Irmo Chapin Recreation Commission. On Wednesday, January 26, 2005 our Commission approved this proposed, preliminary budget. This budget will be used as a basis for staff and Executive Director input before our Commission budget workshop on April 27. Our public hearing is scheduled for May 18. I expect the Commission to adopt the final budget at their meeting on May 25. When the final budget is adopted, I will instruct staff to submit it to you.

We do not intend to seek a millage increase for FY 04-05. However, we respectfully request to be considered for any CPI related increase that County Council may grant for our millage agency for FY 06. Our proposed, preliminary General Fund budget includes total funding sources anticipated, including our county property tax request.

With reference to your request for service level indicators, we are enclosing our 2004 annual report. This report reflects the number of clients served, number and types of programs provided, and other descriptive details of our operations.

Please do not hesitate to contact me if you need additional information regarding the enclosures.

Sincerely,

Dan Wells
Executive Director

Enclosures

cc: Mr. John Carrigg
Mr. Johnny Jeffcoat

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Commissioners

Scott A. Wilhide
Carl M. Hust
Julia G. Lee
Thomas H. McLean
John A. Sowards

Executive Director

Dan Wells

ICRC Administration

5605 Bush River Road
Columbia, SC 29212

Crooked Creek Park

1098 Old Lexington Hwy.
Chapin, SC 29063

Saluda Shoals Park

5605 Bush River Road
Columbia, SC 29212

Seven Oaks Park

200 Leisure Lane
Columbia, SC 29210

Irmo Chapin Recreation Commission
General Fund
Proposed Budget for Lexington County Council
Fiscal Year 2005-2006

Revenues:		
Lexington County Appropriation	\$ 2,736,187	
Fees, Rentals, Registrations, Grants	373,626	
Other	155,287	
Total Revenues		\$ 3,265,100
Expenditures:		
Personnel	\$ 2,295,521	
Operations	728,530	
Capital	183,897	
Total Expenditures		\$ 3,207,948
Excess (Deficiency) of Revenues over Expenditures		57,152
Estimated Fund Balance - 7/1/05		1,022,640
Projected Fund Balance - 6/30/06		\$ 1,079,792

MIDLANDS TECHNICAL COLLEGE

Budgeted Revenues and Expenditures

Fund 7650

Fiscal Year 2005-06

Revenues:			
Student Tuition & Fees	\$	32,111,632	
State Appropriations		17,613,808	
Lexington County Appropriation *		3,075,944	
Richland County Appropriation		4,628,012	
Fairfield County Appropriation		108,228	
Auxiliary Enterprises, Other		6,887,449	
Restricted Revenues (Federal and State Grants, Student Financial Aid, Other)		<u>22,633,551</u>	
Total Revenues	\$		87,058,624
Expenditures:			
Instruction / Academic Support		37,360,454	
Student Support Services		7,929,662	
Plant Operations		5,086,347	
Institutional Support, Auxiliary Enterprises		12,239,161	
Restricted Disbursements (Federal and State Grants, Student Financial Aid, Other)		<u>21,050,000</u>	
Total Expenditures			<u>83,665,624</u>
Excess (Deficiency) of Revenues Over Expenditures			3,393,000
Other Uses:			
Transfers (Capital)			<u>3,393,000</u>
Excess (Deficiency) of Revenues Over Expenditures and Other Uses			0
Estimated Fund Balance - Beginning of Fiscal Year			<u>Information not provided</u>
Projected Fund Balance - End of Fiscal Year			<u>Information not provided</u>

* Includes \$691,000 for Capital

Budgeted Revenues and Expenditures provided by Midlands Technical College.

Revenue Disbursements from Lexington County to Midlands Technical College
FY 1991-92 through FY 2005-06

	<u>Requested</u>	<u>Approved</u>	<u>Actual</u>	<u>Difference</u>	<u>Millage</u>
FY 1991-92	1,174,458	1,174,458	1,230,576	56,118	3.60
FY 1992-93	1,204,350	1,204,350	1,222,816	18,466	2.80
FY 1993-94	1,204,350	1,204,350	1,240,098	35,748	2.80
FY 1994-95	1,328,860	1,328,860	1,406,402	77,542	3.00
FY 1995-96	1,481,395	1,481,395	1,481,547	152	3.00
FY 1996-97	1,511,707	1,511,707	1,511,707	0	3.00
FY 1997-98	1,605,221	1,605,221	1,605,221	0	3.00
FY 1998-99	1,708,570	1,708,570	1,650,034	(58,536)	3.00
FY 1999-00	1,746,808	1,746,808	1,805,344	58,536	3.00
FY 2000-01	1,852,281	1,852,281	1,852,281	0	3.00
FY 2001-02	2,027,666	2,027,666	2,027,666	0	2.792
FY 2002-03	2,200,556	2,200,556	2,200,556	0	3.137
FY 2003-04	2,198,364	2,198,364	2,198,364	0	3.212
FY 2004-05	2,324,164	2,324,164	1,927,429 *	(396,735)	3.286
FY 2005-06	2,384,944	-	-	-	

* Received through February 28, 2005

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MIDLANDS TECHNICAL COLLEGE
 Capital Budget
 Budgeted Revenues and Expenditures
 Fund 7652
 Fiscal Year 2005-06

Lexington County's Appropriation request for Capital Projects of Midlands Technical College include:
 Major Building Renovations, totaled \$2,254,100 to be paid in six annual increments of \$89,100;
 \$428,000; \$691,000; \$401,000; \$415,000 and \$230,000 beginning in FY 2003-04 and ending
 in FY 2008-09

Money should be disbursed in a lump sum in June 2006.

Revenues:			
Lexington County Appropriation - Capital	\$	<u>691,000</u>	
Total Revenues			\$ 691,000
Expenditures:			
Collegewide Renovation Project		<u>691,000</u>	
Total Expenditures			<u>691,000</u>
Excess (Deficiency) of Revenues Over Expenditures			0
Estimated Fund Balance - Beginning of Fiscal Year			<u>Information not provided</u>
Projected Fund Balance - End of Fiscal Year			<u>Information not provided</u>

Budgeted Revenues and Expenditures provided by Midlands Technical College.

Revenue Disbursements from Lexington County to Midlands Technical College - Capital Budget
 FY 1995-96 through FY 2005-06

	<u>Requested</u>	<u>Approved</u>	<u>Actual</u>	<u>Difference</u>	<u>Millage</u>
FY 1995-96	171,000	171,000	171,000	0	██████████
FY 1996-97	171,000	171,000	171,000	0	██████████
FY 1997-98	171,000	171,000	171,000	0	██████████
FY 1998-99	475,000	475,000	475,000	0	██████████
FY 1999-00	489,250	489,250	489,250	0	1.00
FY 2000-01	494,000	494,000	494,000	0	1.00
FY 2001-02	520,000	520,000	520,000	0	0.931
FY 2002-03	661,600	661,600	661,600	0	0.946
FY 2003-04	665,000	665,000	665,000	0	0.969
FY 2004-05	677,000	677,000	0 *	(677,000)	0.991
* Received through February 28, 2005					
FY 2005-06	691,000	-	-	-	

MIDLANDS TECHNICAL COLLEGE
Budget Request
Fiscal Year 2005-06
Richland-Lexington Counties, South Carolina

Midlands Technical College is pleased to submit its budget request for fiscal year 2005-06. In developing this budget request, the college is keenly aware of the pressures on local governments to provide quality services for citizens, while minimizing the effect on taxes. Midlands Technical College has a history of keeping its requests to County Councils at a minimum. The college does this by controlling personnel costs, deferring maintenance and limiting essential equipment purchases. Despite making these sacrifices, the college has been able to maintain high level, quality educational services and facilities for the citizens of the Midlands. This budget is developed with the same level of commitment the college has to providing quality services to the citizenry, while minimizing the effect on taxpayers.

Midlands Technical College receives funding from Richland and Lexington Counties for facilities and operations under South Carolina Article 1730 to Chapter 53, Title 59, of the Code of Law, 1989. Facilities and Operations funding consists of funds for utilities, security, housekeeping, transportation, non-personnel insurance, maintenance, and repair of buildings and grounds, building alterations and modifications and construction of new facilities, as well as funds for college personnel associated with these activities. The funding responsibility is based on a population distribution and is split 40% Lexington County and 60% Richland County based on the census done in 2000.

Pages 2-4 represent the college's 2005-06 operating budget request. Page 5 is the college's 10-year capital plan.

Based on the population distribution outlined in Paragraph 2 above, the budget request for fiscal year 2005-06 is shown below.

<u>Lexington County</u>	<u>2005-06</u>
Operating Budget	\$2,384,944
Capital Budget	\$ 691,000 *
Total Budget	\$3,075,944
<u>Richland County</u>	<u>2005-06</u>
Operating Budget	\$3,577,416
Capital Budget	1 Mil **

* \$691,000 Third of six installments for Major Building Renovation project.

** For 2005-06, \$1,036,000 will be designated. Any undesignated funds will be escrowed for future projects.

MIDLANDS TECHNICAL COLLEGE

**Plant Operations Budget
FY 2005-06**

Facilities and Operations Funding Requirements: The college's total FY 2005-06 Facilities and Operations Budget is shown below (excluding capital):

	FY 04-05	FY 05-06
Administration	444,618	463,594
Utilities	1,279,000	1,330,161
General Maintenance	1,007,592	1,072,204
Housekeeping/Grounds	1,353,931	1,451,693
Transportation	128,000	101,000
Security	729,463	770,708
Insurance	97,556	103,000
Renovation Projects	70,000	70,000
Major Repairs/Construction	<u>700,000</u>	<u>600,000</u>
TOTAL	<u><u>5,810,160</u></u>	<u><u>5,962,360</u></u>

**FY 2005-06
COUNTY BUDGET**

	FY 04-05	FY 05-06
ADMINISTRATION		
Salaries - Permanent	314,532	328,588
Staff Benefits	110,086	115,006
Training	6,000	6,000
Travel	3,000	3,000
Office Support	11,000	11,000
Total Administration	444,618	463,594
UTILITIES	1,279,000	1,330,161
GENERAL MAINTENANCE		
Salaries - Permanent	412,469	436,935
Salaries - Temporary	40,000	60,000
Staff Benefits	144,364	152,927
Uniforms	10,000	10,000
Painting	10,000	10,000
Elect./Mech. Systems Repairs	15,000	15,000
Flooring/Carpeting	15,000	15,000
General Repair/Maintenance	202,417	214,000
Professional Services	25,000	25,000
Supplies	133,342	133,342
Total General Maintenance	1,007,592	1,072,204
CUSTODIAL/GROUNDS		
Salaries - Permanent	388,177	432,678
Salaries - Temporary	5,000	10,000
Staff Benefits	135,862	151,437
Contract Labor	693,280	714,078
Supplies (Custodial)	72,512	80,000
Supplies (Grounds)	20,600	25,000
Uniforms	9,000	9,000
Equipment	29,500	29,500
Total Custodial/Grounds	1,353,931	1,451,693

**FY 2005-06
COUNTY BUDGET**

	FY 04-05	FY 05-06
TRANSPORTATION		
Motor Vehicle Supplies/Repair	56,000	65,000
Vehicle Replacement	72,000	36,000
Total Transportation	128,000	101,000
SECURITY		
Salaries - Permanent	171,744	180,428
Salaries - Temporary		20,000
Staff Benefits	60,110	72,171
Contract Security	491,609	491,609
Supplies	6,000	6,500
Total Security	729,463	770,708
INSURANCE		
Buildings and Contents	71,556	77,000
Motor Vehicles	26,000	26,000
Total Insurance	97,556	103,000
RENOVATION PROJECTS		
Minor Renovations	60,000	60,000
ADA Modifications	10,000	10,000
Total Renovation Projects	70,000	70,000
MAJOR REPAIRS/CONSTRUCTION		
General Alterations/Repairs	200,000	200,000
Roof Repairs - Collegewide (Plant)	200,000	200,000
Mech Systems	200,000	200,000
Tech Infrastructure	100,000	
Total Major Repairs/Construction	700,000	600,000
TOTAL	5,810,160	5,962,360

MIDLANDS TECHNICAL COLLEGE MAJOR CAPITAL NEEDS CASH FLOW

BY SOURCE OF FUNDS	99/00 - 03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	TOTAL	PROJ. TOTAL
1 BC PREG. TOOLSTU. SVS.*													
2 RICHLAND	\$ 2,148,500											\$ 2,148,500	
3 LEXINGTON	\$ 1,414,750											\$ 1,414,750	
4 COLLEGE FUNDS-FB	\$ 1,438,750											\$ 1,438,750	\$ 5,000,000
5 NE CR/ENG FACILITY													
6 STATE FUNDS-CIB/INST BONDS			\$ 15,200,000									\$ 15,200,000	
7 RICHLAND COUNTY - Bonds				\$ 2,280,000								\$ 2,280,000	
8 LEXINGTON COUNTY - Bonds				\$ 1,520,000								\$ 1,520,000	\$ 19,000,000
9 HC CR BUILDING													
10 RICHLAND - Bonds			\$ 2,882,000									\$ 2,882,000	
11 LEXINGTON - Bonds			\$ 1,910,000									\$ 1,910,000	
12 COLLEGE FUNDS			\$ 1,000,000	\$ 1,000,000	\$ 228,000							\$ 2,228,000	\$ 7,000,000
13 B/L ED FACILITY													
14 RICHLAND - Bonds					810000							\$ 810,000	
15 LEXINGTON - Bonds					540000							\$ 540,000	\$ 1,350,000
16 NE BAY PROJECT													
17 COLLEGE FUNDS				\$ 5,000,000								\$ 5,000,000	\$ 5,000,000
18 LIBRARY RENOVATIONS (BOTH)													
19 RICHLAND				\$ 458,000	\$ 458,000	\$ 756,000	\$ 1,122,000					\$ 2,790,000	
20 LEXINGTON				\$ 304,000	\$ 304,000	\$ 504,000	\$ 750,000					\$ 1,862,000	\$ 4,662,000
21 BC BREEZEWAY RESTORATION													
22 COLLEGE FUNDS		\$ 500,000										\$ 500,000	
23 RICHLAND COUNTY		\$ 374,000										\$ 374,000	
24 LEXINGTON COUNTY		\$ 249,000										\$ 249,000	\$ 1,123,000
25 BC LET RENOVATION													
26 STATE FUNDS-CIB				\$ 12,000,000								\$ 12,000,000	\$ 12,000,000
27 BC WM RENOVATION													
28 STATE FUNDS-CIB					\$ 12,000,000							\$ 12,000,000	\$ 12,000,000
29 NE CLASSRM/ADMIN FACILITY													
30 RICHLAND									\$ 449,880	\$ 1,230,320		\$ 1,880,000	
31 LEXINGTON									\$ 284,452	\$ 835,548		\$ 1,120,000	
32 STATE FUNDS-CIB											\$ 11,200,000	\$ 11,200,000	\$ 14,000,000
33 PLANT PROJECTS****													
34 COUNTY PLANT FUNDS	\$ 700,000	\$ 700,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 6,800,000	
35 COLLEGE FUNDS	\$ 250,000	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 2,150,000	\$ 8,950,000
36 MAJOR BUILDING RENOVATION													
37 RICHLAND	\$ 132,150	\$ 642,000	\$ 1,038,000	\$ 801,000	\$ 623,000	\$ 345,000		\$ 1,146,011	\$ 1,187,911	\$ 757,124		\$ 6,449,198	
38 LEXINGTON	\$ 89,100	\$ 428,000	\$ 891,000	\$ 401,000	\$ 415,000	\$ 230,000		\$ 783,341	\$ 778,808	\$ 534,712		\$ 4,330,761	\$ 10,779,957
39													
40 TOTAL ALL SOURCES	\$ 6,171,250	\$ 2,993,000	\$ 23,499,000	\$ 24,362,000	\$ 16,176,000	\$ 2,635,000	\$ 2,672,000	\$ 2,708,352	\$ 2,746,519	\$ 2,825,968	\$ 14,065,868	\$ 100,854,957	\$ 100,854,957
41 TOTAL BY SOURCE (PER YEAR)	99/00 - 03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	TOTAL	
42 RICHLAND COUNTY	\$ 2,278,650	\$ 1,018,000	\$ 1,038,000	\$ 1,057,000	\$ 1,079,000	\$ 1,101,000	\$ 1,122,000	\$ 1,145,011	\$ 1,187,911	\$ 1,208,804	\$ 1,230,320	\$ 13,439,898	
43 LEXINGTON COUNTY	\$ 1,503,850	\$ 677,000	\$ 891,000	\$ 705,000	\$ 719,000	\$ 734,000	\$ 750,000	\$ 783,341	\$ 778,808	\$ 819,164	\$ 835,548	\$ 8,978,511	
44 STATE FUNDS	\$ -	\$ -	\$ 15,200,000	\$ 12,000,000	\$ 12,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,200,000	\$ 50,400,000
45 COLLEGE FUNDS	\$ 1,688,750	\$ 600,000	\$ 1,200,000	\$ 8,200,000	\$ 428,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 11,318,750
46 RICHLAND COUNTY BONDS	\$ -	\$ -	\$ 2,882,000	\$ 2,280,000	\$ 810,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,952,000
47 LEXINGTON COUNTY BONDS	\$ -	\$ -	\$ 1,910,000	\$ 1,520,000	\$ 540,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,970,000
48 COUNTY PLANT FUNDS	\$ 700,000	\$ 700,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 8,800,000	
49 TOTAL ALL SOURCES	\$ 6,171,250	\$ 2,993,000	\$ 23,499,000	\$ 24,362,000	\$ 16,176,000	\$ 2,635,000	\$ 2,672,000	\$ 2,708,352	\$ 2,746,519	\$ 2,825,968	\$ 14,065,868	\$ 100,854,957	
50 RICHLAND COUNTY EST. VALUE OF MIL	\$ 1,009,800	\$ 1,029,898	\$ 1,050,598	\$ 1,071,808	\$ 1,093,040	\$ 1,114,901	\$ 1,137,199	\$ 1,159,943	\$ 1,183,142	\$ 1,208,804	\$ 1,230,941		
51 LEXINGTON COUNTY EST. VALUE OF MIL	\$ 885,440	\$ 699,149	\$ 713,132	\$ 727,394	\$ 741,942	\$ 756,781	\$ 771,917	\$ 787,355	\$ 803,102	\$ 819,164	\$ 835,548		
52 RC EST. SPECIAL .5 MIL FOR DEBT SERVICE			\$ 525,298	\$ 535,804	\$ 548,520	\$ 557,450	\$ 568,599	\$ 579,971	\$ 591,571	\$ 603,402	\$ 616,470		
53 RC EST. SPECIAL .5 MIL FOR DEBT SERVICE			\$ 358,568	\$ 363,697	\$ 370,971	\$ 378,391	\$ 385,958	\$ 393,878	\$ 401,551	\$ 409,582	\$ 417,774		
54	99/00 - 03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14**		
55 EST. RICHLAND MILS REQUIRED**	2.3	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0		
56 EST. LEXINGTON MILS REQUIRED	2.2	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0		

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MIDLANDS TECHNICAL COLLEGE MAJOR CAPITAL NEEDS CASH FLOW													
BY SOURCE OF FUNDS	99/00 - 03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	TOTAL	PROJ. TOTAL
1 BC PREC. TOOL/STU. SVS.*													
2 RICHLAND	\$ 2,148,500											\$ 2,148,500	
3 LEXINGTON	\$ 1,414,750											\$ 1,414,750	
4 COLLEGE FUNDS	\$ 1,438,750											\$ 1,438,750	\$ 5,000,000
5 NE CR/ENG FACILITY													
6 STATE FUNDS-CIB/INST BONDS			\$ 15,200,000									\$ 15,200,000	
7 RICHLAND COUNTY - Bonds				\$ 2,280,000								\$ 2,280,000	
8 LEXINGTON COUNTY - Bonds				\$ 1,520,000								\$ 1,520,000	\$ 19,000,000
9 HC CR BUILDING													
10 RICHLAND - Bonds			\$ 2,882,000									\$ 2,882,000	
11 LEXINGTON - Bonds			\$ 1,910,000									\$ 1,910,000	
12 COLLEGE FUNDS			\$ 1,000,000	\$ 1,000,000	\$ 228,000							\$ 2,228,000	\$ 7,000,000
13 B/L ED FACILITY													
14 RICHLAND - Bonds			\$ 810,000									\$ 810,000	
15 LEXINGTON - Bonds			\$ 540,000									\$ 540,000	\$ 1,350,000
16 NE BAY PROJECT													
17 COLLEGE FUNDS				\$ 5,000,000								\$ 5,000,000	\$ 5,000,000
18 LIBRARY RENOVATIONS (BOTH)													
19 RICHLAND				\$ 456,000	\$ 456,000	\$ 756,000	\$ 1,122,000					\$ 2,790,000	
20 LEXINGTON				\$ 304,000	\$ 304,000	\$ 504,000	\$ 750,000					\$ 1,862,000	\$ 4,652,000
21 BC BREEZEWAY RESTORATION													
22 COLLEGE FUNDS		\$ 500,000										\$ 500,000	
23 RICHLAND COUNTY		\$ 374,000										\$ 374,000	
24 LEXINGTON COUNTY		\$ 249,000										\$ 249,000	\$ 1,123,000
25 BC LET RENOVATION													
26 STATE FUNDS-CIB				\$ 12,000,000								\$ 12,000,000	\$ 12,000,000
27 BC WM RENOVATION													
28 STATE FUNDS-CIB					\$ 12,000,000							\$ 12,000,000	\$ 12,000,000
29 NE CLASSRM/ADMIN FACILITY													
30 RICHLAND									\$ 449,680	\$ 1,230,320		\$ 1,680,000	
31 LEXINGTON									\$ 284,452	\$ 635,548		\$ 1,120,000	
32 STATE FUNDS-CIB										\$ 11,200,000		\$ 11,200,000	\$ 14,000,000
33 PLANT PROJECTS****													
34 COUNTY PLANT FUNDS	\$ 700,000	\$ 700,000	\$ 800,000	\$ 600,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 6,800,000	
35 COLLEGE FUNDS	\$ 250,000	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 2,150,000	\$ 8,950,000
36 MAJOR BUILDING RENOVATION													
37 RICHLAND	\$ 132,150	\$ 842,000	\$ 1,038,000	\$ 801,000	\$ 823,000	\$ 345,000		\$ 1,145,011	\$ 1,187,911	\$ 757,124		\$ 6,449,196	
38 LEXINGTON	\$ 89,100	\$ 428,000	\$ 691,000	\$ 401,000	\$ 415,000	\$ 230,000		\$ 783,341	\$ 778,608	\$ 534,712		\$ 4,330,761	
39													\$ 10,779,967
40 TOTAL ALL SOURCES	\$ 6,171,250	\$ 2,993,000	\$ 22,840,000	\$ 24,362,000	\$ 14,826,000	\$ 2,835,000	\$ 2,672,000	\$ 2,708,352	\$ 2,748,519	\$ 2,825,968	\$ 14,065,868	\$ 100,854,957	\$ 100,854,957
41 TOTAL BY SOURCE (PER YEAR)	99/00 - 03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	TOTAL	
42 RICHLAND COUNTY	\$ 2,278,650	\$ 1,016,000	\$ 1,038,000	\$ 1,057,000	\$ 1,079,000	\$ 1,101,000	\$ 1,122,000	\$ 1,145,011	\$ 1,167,911	\$ 1,208,804	\$ 1,230,320	\$ 13,439,696	
43 LEXINGTON COUNTY	\$ 1,503,850	\$ 677,000	\$ 691,000	\$ 705,000	\$ 719,000	\$ 734,000	\$ 750,000	\$ 783,341	\$ 778,608	\$ 819,164	\$ 835,548	\$ 8,978,511	
44 STATE FUNDS	\$ -	\$ -	\$ 15,200,000	\$ 12,000,000	\$ 12,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,200,000	\$ 50,400,000	
45 COLLEGE FUNDS	\$ 1,688,750	\$ 800,000	\$ 1,200,000	\$ 6,200,000	\$ 428,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 11,316,750	
46 RICHLAND COUNTY BONDS*****	\$ -	\$ -	\$ 2,872,000	\$ 2,280,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,952,000	
47 LEXINGTON COUNTY BONDS*****	\$ -	\$ -	\$ 1,520,000	\$ 1,520,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,970,000	
48 COUNTY PLANT FUNDS	\$ 700,000	\$ 700,000	\$ 800,000	\$ 600,000	\$ 800,000	\$ 800,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 6,800,000	
49 TOTAL ALL SOURCES	\$ 6,171,250	\$ 2,993,000	\$ 22,840,000	\$ 24,362,000	\$ 14,826,000	\$ 2,835,000	\$ 2,672,000	\$ 2,708,352	\$ 2,748,519	\$ 2,825,968	\$ 14,065,868	\$ 100,854,957	
50 RICHLAND COUNTY EST. VALUE OF MIL	\$ 1,009,800	\$ 1,029,996	\$ 1,050,000	\$ 1,071,808	\$ 1,093,040	\$ 1,114,901	\$ 1,137,199	\$ 1,159,943	\$ 1,183,142	\$ 1,206,804	\$ 1,230,941		
51 LEXINGTON COUNTY EST. VALUE OF MIL	\$ 685,440	\$ 699,149	\$ 710,133	\$ 727,394	\$ 741,942	\$ 756,781	\$ 771,917	\$ 787,385	\$ 803,102	\$ 819,164	\$ 835,548		
52 RC EST. SPECIAL .5 MIL FOR DEBT SERVICE			\$ 225,000	\$ 535,804	\$ 548,520	\$ 557,450	\$ 568,599	\$ 579,971	\$ 591,571	\$ 603,402	\$ 615,470		
53 RC EST. SPECIAL .5 MIL FOR DEBT SERVICE			\$ 225,000	\$ 363,697	\$ 370,971	\$ 378,391	\$ 385,958	\$ 393,676	\$ 401,551	\$ 409,582	\$ 417,774		
54	99/00 - 03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14****		
55 EST. RICHLAND MILS REQUIRED**	2.3	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0		
56 EST. LEXINGTON MILS REQUIRED	2.2	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0		

57 **PROJECT FUNDED OVER THE PAST THREE YEARS

58 ***99/00 - 03/04 REPRESENTS MILEAGE FOR PAST THREE YEARS

59 **** REPRESENTS MILEAGE SPREAD OVER MULTIPLE FUTURE YEARS FOR NE CR/ADMIN FACILITY

60 *****SUPPLEMENT PLANT FUNDS PARKING, PAVING, MECHANICAL SYSTEMS, ROOFING COLLEGE WIDE...

61 *****COST OF ISSUING BONDS WOULD BRING COUNTY SHARE TO A TOTAL \$10 MILLION PENDING AMOUNT ACTUAL BORROWED

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Midlands Technical College
Budgeted Revenues, Disbursements and Transfers
Fiscal Year 2005-2006

REVENUES

Unrestricted		
Student Tuition and Fees		\$ 32,111,632
Government		
State		\$ 17,613,808
County		
Lexington		\$ 3,075,944
Richland		\$ 4,628,012
Fairfield		\$ 108,228
Auxiliary Enterprises		\$ 6,887,449
Other		\$ 1,583,551
TOTAL		\$ 66,008,624
Restricted		
Federal Grants		\$ 2,500,000
Student Financial Aid		\$ 18,000,000
State Grants		\$ 300,000
Other		\$ 250,000
TOTAL*		\$ 21,050,000
TOTAL REVENUES		\$ 87,058,624

DISBURSEMENTS AND TRANSFERS

Disbursements

Unrestricted		
Instruction/Academic Support		\$ 37,360,454
Student Support Services		\$ 7,929,662
Plant Operations		\$ 5,086,347
Institutional Support		\$ 6,467,017
Auxiliary Enterprises		\$ 5,772,144
TOTAL		\$ 62,615,624
Restricted		
TOTAL*		\$ 21,050,000
Transfers (Capital)		
TOTAL		\$ 3,393,000
TOTAL DISBURSEMENTS AND TRANSFERS		\$ 87,058,624

*Restricted revenues and disbursements are the same amount and must balance.

2005-06 Projected Enrollment

27,009 Annual Credit Headcount

23,000 Annual Continuing Education Headcount

MIDLANDS TECHNICAL COLLEGE

Budgeted Revenues and Expenditures

Additional Funding

Fiscal Year 2005-06

Revenues:

Lexington County Appropriation	4,000,000	
Richland County Appropriation	6,000,000	
Midlands Technical College Appropriation	<u>22,350,000</u>	
Total Revenues		\$ 32,350,000

Expenditures:

NE Campus Engineering Technology Project	19,000,000	
NE Campus Accelerator	5,000,000	
Harbison Campus General Purpose Classroom / Theater	7,000,000	
Batesburg / Leesville Education Facility	<u>1,350,000</u>	
Total Expenditures		<u>32,350,000</u>

Excess (Deficiency) of Revenues Over Expenditures	0
Estimated Fund Balance - Beginning of Fiscal Year	<u>0</u>
Projected Fund Balance - End of Fiscal Year	<u><u>0</u></u>

Budgeted Revenues and Expenditures provided by Midlands Technical College.

Revenue Disbursements from Lexington County to Midlands Technical College
FY 2005-06

	<u>Requested</u>	<u>Approved</u>	<u>Actual</u>	<u>Difference</u>	<u>Millage</u>
FY 2005-06	4,000,000	-	-	-	

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**Proposal for Economic and Community Development
Richland and Lexington Counties**

Midlands Technical College has identified four critical projects designed to strengthen the economy and quality of life in its service area:

<u>Project</u>	<u>Budget</u>
NE Campus Engineering Technology Project 68,000 square foot engineering technology and general purpose classrooms addition to the NE Technology Center designed to bring students close to business using the technology center.	\$19,000,000
NE Campus Accelerator 25,000 square foot business accelerator with flexible multi-bay space designed to accommodate several emerging businesses or technologies as ramp up initial production.	\$5,000,000
Harbison Campus General Purpose Classroom/Theater 28,000 square foot classroom facility with a 400 seat community theater designed to bring an array of technical education programs to the area and to support the community activities.	\$7,000,000
Batesburg/Leesville Education Facility 7,500 square foot education facility designed to provide selected technical educational programs in the community in support of economic and community development.	\$1,350,000
Total Budget	<u>\$32,350,000</u>

The Proposal

Richland County, Lexington County and Midlands Technical College in partnership, provide the resources to support the projects described above. Richland and Lexington Counties provide an additional half (.5) mil each to support the economic and community development of the Midlands. The half mil will be used to service debt issued by the counties and combined with college resources to support the projects. The additional support would be in addition to current funding provided by the counties.

The funding sources would be as follows:

Richland County (estimated amount of funds that .5 mil will support)	\$6,000,000
Lexington County (estimated amount of funds that .5 mil will support)	\$ 4,000,000
Midlands Technical College	<u>\$ 22,350,000</u>
Total	<u>\$32,350,000</u>

Current County Support (Budget Year 2004 - 2005)

<u>County</u>	<u>Operating</u>	<u>Mils</u>	<u>Capital</u>	<u>Mils</u>	<u>Mil Value</u>
Richland County	\$3,486,096	3.2	\$1,085,598	1	\$1,085,598
Lexington County	\$2,324,064	3.286	\$667,000	0.991	\$673,000

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RIVERBANKS ZOOLOGICAL PARK & BOTANICAL GARDEN

Budgeted Revenues and Expenditures

Fund 7680

Fiscal Year 2005-06

Revenues:

Earned Revenues	\$ 4,570,614
Lexington County Appropriation	868,014
Richland County Appropriation	1,545,509
State Funding	0
Accommodations Tax	112,500
Federal Grant	0
Total Revenues	\$ 7,096,637

Expenditures:

Administrative	\$ 1,069,911
Animal Care	2,461,096
Education	198,286
Botanical	638,564
Facility Management	1,177,496
Public Services	1,514,824
Total Expenditures	7,060,177

Excess (Deficiency) of Revenues Over Expenditures 36,460

Other Uses:

Transfer 36,460

Excess (Deficiency) of Revenues Over Expenditures and Other Uses 0

Estimated Fund Balance - Beginning of Fiscal Year 877,289

Projected Fund Balance - End of Fiscal Year 877,289

* Fund Balance consists of Reserves for Operations (necessary when inclement weather conditions negatively affect attendance and revenues) and Reserves for Major Repairs.

Budgeted Revenues and Expenditures provided by Riverbanks Zoological Park & Botanical Gardens.

Revenue Disbursements from Lexington and Richland Counties to Riverbanks Zoological Park
FY 1991-92 through FY 2005-06

	Lexington County					Richland County		
	Requested	Approved	Actual	Difference	Millage	Requested	Actual	Millage
FY 1991-92	466,128	466,128	492,373	26,245	1.50	582,454	582,454	1.00
FY 1992-93	466,128	466,128	504,717	38,589	1.20	582,454	582,454	1.00
FY 1993-94	492,373	492,373	510,490	18,117	1.20	666,000	666,000	0.90
FY 1994-95	492,373	492,373	545,281	52,908	1.20	666,000	666,000	1.00
FY 1995-96	492,373	492,373	492,373	0	1.20	666,000	666,000	0.80
FY 1996-97	542,000	542,000	542,000	0	1.20	999,000	999,000	1.00
FY 1997-98	542,000	542,000	542,000	0	1.20	999,000	999,000	1.30
FY 1998-99	615,600	615,600	615,600	0	1.20	999,000	999,000	1.30
FY 1999-00	666,540	666,540	666,540	0	1.20	1,108,121	1,108,121	1.20
FY 2000-01	699,868	699,868	699,868	0	1.20	1,305,928	1,305,928	1.20
FY 2001-02	718,764	718,764	718,764	0	1.113	1,300,837	1,300,837	1.30
FY 2002-03	740,327	740,327	740,327	0	1.131	1,381,424	1,381,424	1.30
FY 2003-04	762,537	762,537	762,537	0	1.158	1,422,867	1,422,867	1.30
FY 2004-05	790,000	790,000	687,617	*(102,383)	1.185	1,423,000	1,423,000	1.40
FY 2005-06	868,014	-	-	-	-	1,545,509	-	-

* Received through February 28, 2005

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March 11, 2005

Mr. Art Brooks
Lexington County Administrator
212 South Lake Dr.
Lexington, SC 29072



Dear Art,

Attached please find a preliminary draft of the 2005/2006 operating budget of the Riverbanks Park Commission, the governing authority of Riverbanks Zoo and Garden.

You will note that our budget request includes a 10% increase from Lexington County (a like amount has also been requested of Richland County). I trust you will recognize that this is highly unusual. In fact, other than the normal growth in the millage, the Commission has not made a request for increased funding in years.

The increased request is caused by several factors, however; we must note that Riverbanks recently lost \$164,000 in State funds. These funds had been provided for the past 25 years through an appropriation in the Special Promotions section of the Parks, Recreation and Tourism (PRT) budget. Governor Sanford's recent Executive Order regarding "pass through" money was applied to the PRT Special Promotions budget, thus eliminating Riverbanks appropriation. We are attempting to have these funds reinstated next fiscal year, but it does not look promising at this point.

Other major factors include:

- Five years ago Riverbanks benefited tremendously from an RFP for beverage sales. Due to our continued status as South Carolina's top attraction, soft drink providers were quite anxious to place their products in the Zoo and Garden. As a result, the winning proposal (Pepsi) provided \$80,000 a year for five years (the length of the contract) for marketing. That contract expires in December 2005. While we hope to produce similar results with our next RFP, we cannot budget funds that expire in December. We are further troubled by the fact that the soft drink "landscape" has changed in the Greater Columbia area and competition may not be as fierce.

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- In February 2005 we terminated our contract with Burger King in response to visitor requests for a more varied menu. In partnership with our food provider Aramark, we are now in the middle of a major renovation of this facility. Once completed, the new restaurant will have more indoor space, a greatly expanded menu and faster service. Together, these changes should produce significant increases in revenue. This work is being accomplished with an interest-free loan from Aramark, which will be amortized over the next three years from the increased sales. This will result in \$90,000 payment in each of the three years, starting this year.

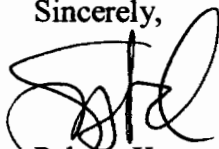
These three items alone will result in a \$334,000 reduction in revenue for 2005/2006.

Please know that we are not completely relying on Lexington and Richland County for help. We are aggressively trying to increase earned revenue and cut expenses. Several recently added attractions, such as giraffe feeding and pony rides, are producing promising results.

We are most appreciative to have the support of Lexington County Council and are prepared to meet with you should you desire.

Thank you.

Sincerely,



Palmer Krantz
Executive Director

cc: Larry Porth



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RIVERBANKS ZOOLOGICAL PARK
AND BOTANICAL GARDEN

PROPOSED 2005-06 GENERAL FUND BUDGET

March 9, 2005

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**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET**

EXHIBIT A

Fiscal Year 2005-06

BUDGET SUMMARY

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	Proposed 2005-06 Budget
REVENUES:				
Earned Revenues - Schedule 1	\$4,251,802	\$4,614,203	\$4,854,061	\$4,570,614
Governmental Support - Schedule 1	<u>2,519,837</u>	<u>2,458,388</u>	<u>2,417,498</u>	<u>2,526,023</u>
Total Revenues	<u>6,771,639</u>	<u>7,072,591</u>	<u>7,271,559</u>	<u>7,096,637</u>
EXPENDITURES:				
Administrative Division - Schedule 3	1,132,733	1,151,702	1,348,120	1,069,911
Animal Care Division - Schedule 4	2,618,044	2,323,430	2,443,201	2,461,096
Education Division - Schedule 5	221,423	199,488	206,862	198,286
Botanical Division - Schedule 6	742,735	632,924	623,278	638,564
Facility Management Division - Schedule 7	1,298,497	1,193,389	1,144,199	1,177,496
Public Relations & Marketing Division - Schedule 8	638,170	570,762	665,124	723,747
Visitor Services Division - Schedule 9	736,042	754,640	792,414	791,077
Other Financing Uses - Oper. Trans. to Special Rev. Fund	<u>33,502</u>	<u>36,152</u>	<u>36,460</u>	<u>36,460</u>
Total Expenditures	<u>7,421,146</u>	<u>6,862,487</u>	<u>7,259,658</u>	<u>7,096,637</u>
SURPLUS OR (DEFICIT)	(649,507)	210,104	11,901	0
Fund Balance - Beginning	<u>1,304,791</u>	<u>655,284</u>	<u>865,388</u>	<u>877,289</u>
Fund Balance - Ending	<u>655,284</u>	<u>865,388</u>	<u>877,289</u>	<u>877,289</u>

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**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET**

EXHIBIT B

Fiscal Year 2005-06

FUNDING REQUEST - Lexington and Richland Counties

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	Proposed 2005-06 Budget
Lexington County	\$740,327	\$762,537	\$790,000	\$868,014
Richland County	<u>1,381,424</u>	<u>1,373,410</u>	<u>1,404,998</u>	<u>1,545,509</u>
Total Funding Request	<u>2,121,751</u>	<u>2,135,947</u>	<u>2,194,998</u>	<u>2,413,523</u>

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**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET**

SCHEDULE 1

Fiscal Year 2005-06

REVENUES SUMMARY

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	Proposed 2005-06 Budget
EARNED REVENUES:				
Admissions Revenue - Schedule 11	\$2,185,253	\$2,313,658	\$2,222,203	\$2,272,644
Concession Fees - Aramark Entertainment, Inc.	728,920	765,538	778,000	719,000
Riverbanks Society Operating Contributions	757,000	1,000,000	1,000,000	1,000,000
Educ. Programs and Activities Net Income - Schedule 12	124,277	109,423	103,438	110,009
Other Revenue - Schedule 13	<u>456,352</u>	<u>425,584</u>	<u>750,420</u>	<u>468,961</u>
Total Earned Revenue	4,251,802	4,614,203	4,854,061	4,570,614
GOVERNMENTAL SUPPORT				
County Funding - Exhibit B	2,121,751	2,135,947	2,194,998	2,413,523
State Funding	182,989	166,191	110,000	0
Accommodations Tax	144,784	100,000	112,500	112,500
Federal Grant (IMLS)	<u>70,313</u>	<u>56,250</u>	<u>0</u>	<u>0</u>
Total Governmental Support	<u>2,519,837</u>	<u>2,458,388</u>	<u>2,417,498</u>	<u>2,526,023</u>
TOTAL REVENUES	<u>6,771,639</u>	<u>7,072,591</u>	<u>7,271,559</u>	<u>7,096,637</u>

125-8

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET**

SCHEDULE 2

Fiscal Year 2005-06

EXPENDITURES SUMMARY

DIVISION:	Personal Services	Departmental Supplies	Other Expend.	Major Repairs & Renovations	Capital Items	Total Budget
Administrative	556,075	17,450	496,386	0	0	1,069,911
Animal Care	1,834,032	156,466	470,598	0	0	2,461,096
Education	177,976	8,450	11,860	0	0	198,286
Botanical	506,070	93,090	39,404	0	0	638,564
Facilities Management	360,979	4,660	811,857	0	0	1,177,496
Public Relations & Marketing	328,012	9,000	386,735	0	0	723,747
Visitor Services	342,313	8,350	440,414	0	0	791,077
Operating Transfer to Special Rev. Fund	<u>0</u>	<u>0</u>	<u>36,460</u>	<u>0</u>	<u>0</u>	<u>36,460</u>
TOTALS	<u>4,105,457</u>	<u>297,466</u>	<u>2,693,714</u>	<u>0</u>	<u>0</u>	<u>7,096,637</u>

125-9

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
DIVISION EXPENDITURE BUDGET**

SCHEDULE 3

Fiscal Year 2005-06

ADMINISTRATIVE DIVISION: General Administrative
 Finance
 Human Resources

DESCRIPTION:	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
Personal Services	\$486,659	\$513,891	\$552,940	\$556,075
Departmental Supplies	16,210	13,395	15,750	17,450
Other Expenditures	219,790	166,342	200,168	164,800
Insurance - Property and Liability	99,084	133,197	162,000	162,000
Debt Service	302,224	302,513	302,087	169,586
Major Repairs and Renovations	0	0	0	0
Capital Items	<u>8,766</u>	<u>22,364</u>	<u>115,175</u>	<u>0</u>
TOTALS	<u>1,132,733</u>	<u>1,151,702</u>	<u>1,348,120</u>	<u>1,069,911</u>

125-10

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
DIVISION EXPENDITURE BUDGET**

SCHEDULE 4

ANIMAL CARE DIVISION:

General Mammal
Bird Reptile/Aquarium
Commissary Veterinary

Fiscal Year 2005-06

125-11

DESCRIPTION:	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
Personal Services	\$1,758,572	\$1,742,846	\$1,809,166	\$1,834,032
Departmental Supplies	153,225	133,386	150,363	156,466
Other Expenditures	299,139	116,132	176,546	164,956
Animal Feed	271,449	308,665	301,642	305,642
Major Repairs and Renovations	0	0	0	0
Capital Items	<u>135,659</u>	<u>22,401</u>	<u>5,484</u>	<u>0</u>
TOTALS	<u>2,618,044</u>	<u>2,323,430</u>	<u>2,443,201</u>	<u>2,461,096</u>

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
DIVISION EXPENDITURE BUDGET**

SCHEDULE 5

EDUCATION DIVISION

Fiscal Year 2005-06

125-12

DESCRIPTION:	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
Personal Services	\$203,037	\$178,423	\$186,539	\$177,976
Departmental Supplies	6,880	6,371	8,200	8,450
Other Expenditures	7,579	11,829	11,860	11,860
Major Repairs and Renovations	0	0	0	0
Capital Items	<u>3,927</u>	<u>2,865</u>	<u>263</u>	<u>0</u>
TOTALS	<u>221,423</u>	<u>199,488</u>	<u>206,862</u>	<u>198,286</u>

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
DIVISION EXPENDITURE BUDGET**

SCHEDULE 6

Fiscal Year 2005-06

BOTANICAL DIVISION: General
 Botanical Garden
 Zoo Habitat
 Greenhouse/Production

125-13

DESCRIPTION:	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
Personal Services	\$593,772	\$529,366	\$504,995	\$506,070
Departmental Supplies	92,758	60,586	79,554	93,090
Other Expenditures	51,554	37,136	38,429	39,404
Major Repairs and Renovations	0	0	0	0
Capital Items	<u>4,651</u>	<u>5,836</u>	<u>300</u>	<u>0</u>
TOTALS	<u>742,735</u>	<u>632,924</u>	<u>623,278</u>	<u>638,564</u>

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
DIVISION EXPENDITURE BUDGET**

SCHEDULE 7

FACILITIES MANAGEMENT DIVISION:

Fiscal Year 2005-06

Maintenance
Construction
Utilities

DESCRIPTION:	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
Personal Services	\$352,903	\$377,904	\$325,930	\$360,979
Departmental Supplies	2,869	2,743	4,660	4,660
Other Expenditures	217,828	131,796	134,572	136,857
Utilities - Electricity, Gas, Water & Sewer	628,077	628,447	625,000	675,000
Major Repairs and Renovations	83,475	49,750	50,949	0
Capital Items	<u>13,345</u>	<u>2,749</u>	<u>3,088</u>	<u>0</u>
TOTALS	<u>1,298,497</u>	<u>1,193,389</u>	<u>1,144,199</u>	<u>1,177,496</u>

125-14

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
DIVISION EXPENDITURE BUDGET**

SCHEDULE 8

Fiscal Year 2005-06

PUBLIC RELATIONS & MARKETING

Marketing & Public Relations
Group Sales
Art/Exhibits

125-15

DESCRIPTION:	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
Personal Services	\$275,918	\$271,826	\$266,869	\$328,012
Departmental Supplies	11,153	9,136	8,300	9,000
Other Expenditures	56,935	48,643	86,735	86,735
Advertising (Advertising amount is dependent upon and offset by accommodations tax revenue - See Schd. 1)	293,284	235,495	300,000	300,000
Major Repairs and Renovations	0	0	0	0
Capital Items	<u>880</u>	<u>5,662</u>	<u>3,220</u>	<u>0</u>
TOTALS	<u>638,170</u>	<u>570,762</u>	<u>665,124</u>	<u>723,747</u>

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
DIVISION EXPENDITURE BUDGET**

SCHEDULE 9

Fiscal Year 2005-06

VISITOR SERVICES

Grounds & Janitorial
Public Safety

DESCRIPTION:	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
Personal Services	\$385,514	\$337,042	\$334,544	\$342,313
Departmental Supplies	6,284	3,929	8,350	8,350
Other Expenditures	72,219	59,121	69,300	69,301
Janitorial & Grounds Maint. Service Contract	269,715	350,430	360,304	371,113
Major Repairs and Renovations	0	0	0	0
Capital Items	<u>2,310</u>	<u>4,118</u>	<u>19,916</u>	0
TOTALS	<u>736,042</u>	<u>754,640</u>	<u>792,414</u>	<u>791,077</u>

125-16

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO - GENERAL FUND BUDGET**

Schedule 10

Fiscal Year 2005-06

**ATTENDANCE AND ADMISSIONS
REVENUE PROJECTION**

<u>Admission Category:</u>	<u>Actual Cal. Yr. 2003 Attendance</u>	<u>Actual Cal. Yr.2004 Attendance</u>	<u>Projected FY 2005-06 Attendance</u>	<u>Admission Fees</u>	<u>Projected Adm. Rev. 2005-06</u>
Adults	146,611	152,285	141,912	8.75	\$1,241,730
Children	69,083	74,128	67,778	6.25	423,613
Family Day Adults (Every Tuesday)	15,307	13,041	14,054	7.75	108,919
Family Day Children (Every Tuesday)	8,282	7,026	7,712	5.75	44,344
Students	26,511	26,739	26,354	7.50	197,655
Senior Citizens	13,366	12,184	12,908	7.25	93,583
Christmas Lights - Adult	16,893	23,925	16,457	6.00	98,742
Christmas Lights - Child	4,556	6,112	4,500	4.75	21,375
Group - Adults	44,934	53,273	48,654	6.00	291,924
Group - Children	64,536	70,906	66,582	4.75	316,271
Children Under Three	51,253	54,314	51,820	0.00	0
Society	346,199	335,316	336,484	0.00	0
Free School Groups-Rich/Lex Counties	29,558	30,363	28,912	0.00	0
Other-Comp., Promo., Free Fridays, etc.	<u>31,218</u>	<u>25,969</u>	<u>25,873</u>	<u>0.00</u>	<u>0</u>
TOTAL ATTENDANCE AND REVENUE	<u>868,307</u>	<u>885,581</u>	<u>850,000</u>		2,838,155
Less 5% Admissions Tax					(98,691)
PROJECTED ADMISSIONS REVENUE (Includes Lights Promotion Revenue)					<u>2,739,464</u>

125-17

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 11

Fiscal Year 2005-06

ADMISSIONS OPERATION

DESCRIPTION:

	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
Admissions Revenue - Schedule 10	<u>\$2,475,595</u>	<u>\$2,640,105</u>	<u>\$2,577,749</u>	<u>\$2,625,061</u>
Operating Expenses				
Personnel Services	252,229	278,457	305,997	302,368
Department Supplies	9,081	12,438	17,000	17,000
Other Expenditures	29,032	34,524	32,549	33,049
Capital Items	0	1,028	0	0
Total Oper. Expenses	<u>290,342</u>	<u>326,447</u>	<u>355,546</u>	<u>352,417</u>
Net Admissions Revenue - to Schedule 1	<u>2,185,253</u>	<u>2,313,658</u>	<u>2,222,203</u>	<u>2,272,644</u>

125-18

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 12

Fiscal Year 2005-06

EDUCATION PROGRAMS & ACTIVITIES

DESCRIPTION:	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
Education Program & Class Fees	<u>\$199,452</u>	<u>\$277,865</u>	<u>\$291,249</u>	<u>\$291,249</u>
Operating Expenses				
Personnel Services	65,535	140,233	161,290	158,219
Department Supplies	9,640	25,390	22,350	22,350
Other Expenditures	0	2,819	4,171	671
Capital Items	0	0	0	0
Total Oper. Expenses	<u>75,175</u>	<u>168,442</u>	<u>187,811</u>	<u>181,240</u>
Net Program & Class Fees - to Schedule 1	<u>124,277</u>	<u>109,423</u>	<u>103,438</u>	<u>110,009</u>

125-19

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 13

Fiscal Year 2005-06

OTHER REVENUES

DESCRIPTION:	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
Animal Sales Revenue	\$3,100	\$3,050	\$0	\$0
Donations - General & Restricted	16,983	49,182	196,191	5,702
Interest Earnings	10,451	4,917	5,000	4,000
Promotional and Sponsorship Revenue	80,000	80,662	80,000	0
Facility Rental Gross Revenue & Marketing Initiatives	123,785	176,653	234,000	254,000
Conference & Program Fees	107,758	32	0	0
Grant Revenue (nonfederal)	23,277	7,892	14,642	12,642
Net Income - Lorikeet Feeding Operation - Schd. 15	29,948	35,004	23,760	20,922
Net Income - Carousel Operation - Schd. 14	100,475	116,244	109,338	107,109
Net Income - Giraffe Feeding Operation - Schd. 16	(35,495)	22,945	29,906	30,518
Net Income - Face Painting Operation - Schd. 17	0	532	(2,270)	2,348
Net Income - Pony Ride Operation - Schd. 18	0	5,169	59,447	66,562
Net Income - Halloween Promotion - Schd. 19	0	28,181	57,855	58,537
Net Income - Plant Sales Operation - Schd. 20	0	15,942	6,505	3,787
Net Income - 3D Theater - Schd. 21	0	(126,681)	(125,773)	(120,313)
Net Income - Lights Promotion - Schd. 22	(37,778)	(12,647)	20,537	18,147
Miscellaneous Revenue	<u>33,848</u>	<u>18,507</u>	<u>41,282</u>	<u>5,000</u>
TOTAL OTHER REVENUE - TO SCHEDULE 1	<u>456,352</u>	<u>425,584</u>	<u>750,420</u>	<u>468,961</u>

125-20

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 14

Fiscal Year 2005-06

CAROUSEL OPERATION

F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
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DESCRIPTION:

Carousel Ride Revenue	<u>\$135,182</u>	<u>\$152,362</u>	<u>\$150,000</u>	<u>\$150,000</u>
Operating Expenses				
Personnel Services	33,642	29,250	37,567	38,849
Department Supplies	851	1,441	1,500	1,500
Other Expenditures	214	5,427	1,595	2,542
Capital Items	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Oper. Expenses	<u>34,707</u>	<u>36,118</u>	<u>40,662</u>	<u>42,891</u>
Net Revenue from Operations - to Schedule 13	<u>100,475</u>	<u>116,244</u>	<u>109,338</u>	<u>107,109</u>

125-21

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 15

Fiscal Year 2005-06

LORIKEET FEEDING OPERATION

	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
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DESCRIPTION:

Gross Sales	<u>\$76,969</u>	<u>\$78,346</u>	<u>\$75,000</u>	<u>\$75,000</u>
Operating Expenses				
Personnel Services	36,933	40,522	49,500	52,338
Department Supplies	347	842	1,000	1,000
Other Expenditures	8,392	1,978	740	740
Capital Items	<u>1,349</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Oper. Expenses	<u>47,021</u>	<u>43,342</u>	<u>51,240</u>	<u>54,078</u>
Net Revenue from Operations - to Schedule 13	<u>29,948</u>	<u>35,004</u>	<u>23,760</u>	<u>20,922</u>

125-22

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 16

Fiscal Year 2005-06

GIRAFFE FEEDING OPERATION

DESCRIPTION:	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
Gross Sales	<u>\$4,542</u>	<u>\$42,303</u>	<u>\$45,000</u>	<u>\$45,000</u>
Operating Expenses				
Personnel Services	0	13,702	12,444	11,832
Department Supplies	1,119	3,970	1,250	1,250
Other Expenditures	0	836	1,400	1,400
Capital Items	<u>38,918</u>	<u>850</u>	<u>0</u>	<u>0</u>
Total Oper. Expenses	<u>40,037</u>	<u>19,358</u>	<u>15,094</u>	<u>14,482</u>
Net Revenue from Operations - to Schedule 13	<u>(35,495)</u>	<u>22,945</u>	<u>29,906</u>	<u>30,518</u>

125-23

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 17

Fiscal Year 2005-06

FACE PAINTING OPERATION

DESCRIPTION:	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
Gross Sales	<u>\$0</u>	<u>\$6,351</u>	<u>\$35,000</u>	<u>\$35,000</u>
Operating Expenses				
Personnel Services	0	4,299	34,670	30,052
Department Supplies	0	1,396	2,500	2,500
Other Expenditures	0	124	100	100
Capital Items	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Oper. Expenses	<u>0</u>	<u>5,819</u>	<u>37,270</u>	<u>32,652</u>
Net Revenue from Operations - to Schedule 13	<u>0</u>	<u>532</u>	<u>(2,270)</u>	<u>2,348</u>

125-24

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 18

Fiscal Year 2005-06

PONY RIDE OPERATION

	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
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DESCRIPTION:

Gross Sales	<u>\$0</u>	<u>\$86,872</u>	<u>\$201,000</u>	<u>\$201,000</u>
Operating Expenses				
Personnel Services	0	36,669	132,053	123,238
Department Supplies	0	4,232	1,300	1,500
Other Expenditures	0	12,617	8,200	9,700
Capital Items	<u>0</u>	<u>28,185</u>	<u>0</u>	<u>0</u>
Total Oper. Expenses	<u>0</u>	<u>81,703</u>	<u>141,553</u>	<u>134,438</u>
Net Revenue from Operations - to Schedule 13	<u>0</u>	<u>5,169</u>	<u>59,447</u>	<u>66,562</u>

125-25

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 19

Fiscal Year 2005-06

HALLOWEEN PROMOTION

DESCRIPTION:

	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
Gross Sales	<u>\$0</u>	<u>\$90,080</u>	<u>\$132,700</u>	<u>\$132,700</u>
Operating Expenses				
Personnel Services	0	8,130	12,845	12,163
Department Supplies	0	15,944	6,000	6,000
Other Expenditures	0	35,440	53,875	56,000
Capital Items	<u>0</u>	<u>2,385</u>	<u>2,125</u>	<u>0</u>
Total Oper. Expenses	<u>0</u>	<u>61,899</u>	<u>74,845</u>	<u>74,163</u>
Net Revenue from Operations - to Schedule 13	<u>0</u>	<u>28,181</u>	<u>57,855</u>	<u>58,537</u>

125-26

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 20

Fiscal Year 2005-06

PLANT SALE OPERATION

DESCRIPTION:	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
Gross Sales	\$0	\$36,080	\$34,039	\$32,000
Operating Expenses				
Personnel Services	0	0	15,434	14,613
Department Supplies	0	963	1,000	1,000
Other Expenditures	0	19,175	11,100	12,600
Capital Items	0	0	0	0
Total Oper. Expenses	0	20,138	27,534	28,213
Net Revenue from Operations - to Schedule 13	0	15,942	6,505	3,787

125-27

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 21

Fiscal Year 2005-06

3D THEATER OPERATION

DESCRIPTION:	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
Gross Admissions Revenue	\$0	\$372,767	\$167,500	\$167,500
Operating Expenses				
Personnel Services	0	6,987	39,871	38,840
Department Supplies	0	10,585	18,500	18,500
Other Expenditures	0	89,629	81,400	81,800
Debt Service	0	0	153,502	148,673
Capital Items	0	392,247	0	0
Total Oper. Expenses	0	499,448	293,273	287,813
Net Revenue from Operations - to Schedule 13	0	(126,681)	(125,773)	(120,313)

125-28

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 22

Fiscal Year 2005-06

LIGHTS PROMOTION

DESCRIPTION:	F/Y 2002-03 Actual	F/Y 2003-04 Actual	F/Y 2004-05 Budget	Proposed 2005-06 Budget
Gross Revenues	\$0	\$136,861	\$215,781	\$215,781
Operating Expenses				
Personnel Services	1,242	92,524	126,736	128,615
Department Supplies	0	1,584	1,389	1,500
Other Expenditures	36,536	55,400	67,119	67,519
Capital Items	0	0	0	0
Total Oper. Expenses	<u>37,778</u>	<u>149,508</u>	<u>195,244</u>	<u>197,634</u>
Net Revenue from Operations - to Schedule 13	<u>(37,778)</u>	<u>(12,647)</u>	<u>20,537</u>	<u>18,147</u>

Note: Expenses include general events staff costs.

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IRMO FIRE DISTRICT
Budgeted Revenues and Expenditures
 Funds 7800 & 7802
 Fiscal Year 2005-06

Revenues:

Lexington County Appropriation	\$	1,528,000	
Town of Irmo		<u>214,000</u>	
Total Revenues			\$ 1,742,000

Expenditures:

Salaries/Employee Benefits	\$	1,311,950	
Contracted Services/Professional Services		32,000	
Conference/Meeting/Employee Education/Dues		10,000	
Gas/Fuel/Oil		12,000	
Insurance - Vehicle/Tort		148,000	
Protective Gear/Clothing/Physicals/Uniforms		26,000	
Repairs and Maintenance - Bldg/Small Equip/Vehicles		40,000	
Tax/License, Postage, and Supplies - Office/Operating		11,000	
Telephone Services and Utilities - Electricity/Water		39,000	
Volunteer Subsistence		0	
800 MHz Radios		3,000	
Truck Payment		84,000	
Equipment Purchases		22,000	
Unclassified		<u>3,050</u>	
Total Expenditures			<u>1,742,000</u>

Excess (Deficiency) of Revenues Over Expenditures 0

Estimated Fund Balance - Beginning of Fiscal Year Information not provided

Projected Fund Balance - End of Fiscal Year Information not provided

Budgeted Revenues and Expenditures provided by Irmo Fire District.

Revenue Disbursements from Lexington County to Irmo Fire District
 FY 1991-92 through FY 2005-06

	<u>Requested</u>	<u>Approved</u>	<u>Actual</u>	<u>Difference</u>	<u>Millage</u>
FY 1991-92	-	-	598,398	-	8.20
FY 1992-93	-	-	630,342	-	5.00
FY 1993-94	-	-	618,728	-	7.60
FY 1994-95	-	-	581,615 *	-	5.00
<i>* Separated from County Budget Mid-Year (December 1994)</i>					
FY 1995-96	-	-	803,410	-	9.40
FY 1996-97	732,814	732,814	864,963	132,149	9.40
FY 1997-98	843,500	843,500	854,760	11,260	9.40
FY 1998-99	1,700,000	1,700,000	871,486	(828,514)	18.40
FY 1999-00	926,000	926,000	917,600	(8,400)	9.40
FY 2000-01	1,015,000	1,015,000	895,432	(119,568)	9.40
FY 2001-02	1,060,850	1,060,850	973,074	(87,776)	8.790
FY 2002-03	1,041,409	1,041,409	1,425,637	384,228	13.931
FY 2003-04	1,564,000	1,564,000	1,458,919	(105,081)	14.265
FY 2004-05	1,625,500	1,557,693	1,230,741 *	(326,952)	14.593
<i>* Received through February 28, 2005</i>					
FY 2005-06	1,528,000	-	-	-	-

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**Irmo Fire District FY 2005/06
Anticipated Revenues**

County of Lexington Based on 14.593 Millage : 1,528,000
Town of Irmo: 214,000

Total: 1,742,000

Irmo Fire District
Proposed Expense Budget
FY2005/06

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6	EXPENSES							
7	CONT. UNCLASSIFIED			3,050				
8	CONTR. SERVICES			32,000				
9	DUES & SUBS			1,500				
10	ED-FIRE PREVEN			1,500				
11	EDUCAT-EMPLOYEE			7,000				
12	EMERG.VEH. PURCHASE			12,000				
13	EMPLOYER FICA			82,000				
14	EQUIPMENT PURCHASES			10,000				
15	GAS,FUEL,OIL			12,000				
16	TOTAL INSURANCE			148,000				
17	PAYMENT-TRUCK			84,000				
18	PER PROT EQ			12,000				
19	PHYSICALS-MED			9,000				
20	POLICE RETIREME			108,000				
21	POSTAGE			1,000				
22	RADIOS			3,000				
23	TOTAL REPAIR& MAINT			40,000				
24	TOTAL SALARY			1,063,950				
25	SUPPLIES			10,000				
26	TELEPHONE			16,000				
27	UNIFORMS			5,000				
28	UTILITIES			23,000				
29	WORKER'S COMP			80,000				
30	TOTAL EXPENSES			1,742,000				
31								x

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