

COUNTY OF LEXINGTON  
ANNUAL BUDGET  
NON-GENERAL FUND - BOOK TWO  
FISCAL YEAR 2023-24

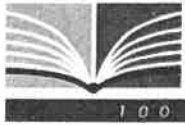
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**COUNTY OF LEXINGTON  
ANNUAL BUDGET  
NON-GENERAL FUND - BOOK TWO  
FISCAL YEAR 2023-24**

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LEXINGTON COUNTY  
**Public Library**  
100 YEARS OF SERVICE

Main Library  
5440 Augusta Rd  
Lexington, SC 29072  
(803) 785-2600

Batesburg-Leesville Branch  
203 Armory St.  
Batesburg, SC 29006  
(803) 532-9223

Cayce-West Columbia Branch  
1500 Augusta Rd.  
West Columbia, SC 29169  
(803) 794-6791

Chapin Branch  
129 NW Columbia Ave.  
Chapin, SC 29036  
(803) 345-5479

Gaston Branch  
214 S. Main St.  
Gaston, SC 29053  
(803) 791-3208

Gilbert-Summit Branch  
405 Broad St.  
Gilbert, SC 29054  
(803) 785-5387

Irmo Branch  
6251 St. Andrews Rd.  
Columbia, SC 29212  
(803) 798-7880

Pellon Branch  
206 Pine Street  
Pelion, SC 29123  
(803) 785-3272

South Congaree-Pine Ridge Branch  
200 Sunset Dr.  
West Columbia, SC 29172  
(803) 785-3050

Swansea Branch  
199 N. Lawrence Ave.  
Swansea, SC 29160  
(803) 785-3519

Bookmobile  
(803) 785-2649

www.lex.lib.sc.us

February 12, 2023

Dear Mr. Sturkie

The Finance Committee of the Lexington County Library Board met on January 23, 2023, to review and approve the Library's Requested Budget for FY 2023-24. The Budget Request was recommended for approval to the full Library Board during their regular meeting on January 30. During this meeting, the Requested Budget was approved by the Library Board. According to SC Code of Laws Section 4-9-37, it is the Library Board's responsibility after approving the public library system's budget to recommend it to County Council.

The Library Board has a very clear understanding of the mission of the Library and the direction and focus that is essential to quality public library services. Library Administration maintained the majority of the Library specific operating costs, such as, library materials and subscription costs and even reduced some operating costs after a careful review of expenditures over the past five years. I have included an allocation in personnel contingency to be used for potential salary increases to stress the importance of staff retention.

This year there are several new program costs to continue to provide optimal library services. As an involved Board, they supported the following New Program requests:

\$10,644 Library Assistant III (2) Reclass part time 20 hrs/week to part time 25 hrs/week

I request to use the Library's Fund Balance or contingency funds for the following one-time capital projects:

\$105,000 Irmo workroom renovations  
\$96,000 Lexington Main public restroom renovations  
\$100,000 Cayce-West Columbia carpet replacement  
\$301,000

At the time of this request, it is not possible to fully predict revenue. Therefore, the request is prioritized based on need. As you know, the needs of each department continue to grow. The Library's current library operations staffing level is 120 FTEs. This is of great concern as it should be at least 132 FTEs (South Carolina Public Library Standards).

This budget request will allow the Library to offer the best service for the current needs of citizens and businesses of Lexington County and prevent us from falling further behind in staffing and service levels.

Thank you for your continued support of library services.

Sincerely,

Kelly R. Poole  
Library Director

**COUNTY OF LEXINGTON  
LIBRARY  
Annual Budget  
Fiscal Year 2023-24  
Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*County Library Operations 2300:</b>								
<b>Revenues:</b>		<u>5.919 Mills</u>		<u>5.919 Mills</u>	<u>5.919 Mills</u>	<u>5.919 Mills</u>		
410000	Current Property Taxes	6,729,677	943,137	7,199,831	7,199,831	7,199,831		
410500	Homestead Exemption	299,889	0	280,000	280,000	280,000		
410520	Manufacturer's Tax Exemption	48,657	0	40,000	40,000	40,000		
410521	Manufacturer Partial Prop Tx Exempt	11,703	0	0	0	0		
410530	State Sales and Use Tax Credit	37,426	7,841	36,180	36,180	36,180		
411000	Current Vehicle Taxes	998,290	443,309	1,034,844	1,034,844	1,034,844		
412000	Current Tax Penalties	11,070	(52)	9,000	9,000	9,000		
413000	Delinquent Tax	202,719	85,692	190,000	190,000	190,000		
414000	Delinquent Tax Penalties	26,690	12,854	30,000	30,000	30,000		
417100	Fee in Lieu of Taxes	357,032	0	400,000	400,000	400,000		
417120	Fee in Lieu of Taxes - Prior Year	(7,916)	840	0	0	0		
417130	Fee in Lieu of Taxes - Manuf. Tax Exemption	33,565	0	25,000	25,000	25,000		
417150	Fee in Lieu of Taxes - Fee for Services	2,650	0	2,500	2,500	2,500		
418000	Motor Carrier Payments	27,615	10,680	20,000	20,000	20,000		
418100	Heavy Equip. Rental Surcharge	5,423	1,722	4,000	4,000	4,000		
419000	Merchants Exemptions	28,550	14,275	28,550	28,550	28,550		
<b>Total Property Tax Revenue</b>		<b>8,813,040</b>	<b>1,520,298</b>	<b>9,299,905</b>	<b>9,299,905</b>	<b>9,299,905</b>		
<b>Other Revenues:</b>								
437609	Copy Sales - Library	(4,013)	3,115	9,033	9,033	9,000		
437620	Fax Sales - Library	11,938	3,792	12,034	12,034	10,500		
438300	Vending Machine Sales	240	38	250	250	250		
449000	Library Book Fines	76,602	26,151	52,258	52,258	80,000		
461000	Investment Interest	35,174	82,957	21,291	21,291	0		
469200	Donated Capital Items	0	0	500	500	500		
469900	Miscellaneous Revenues	0	193	100	100	100		
<b>Total Other Revenue</b>		<b>119,941</b>	<b>116,246</b>	<b>95,466</b>	<b>95,466</b>	<b>100,350</b>		
<b>** Total Revenue</b>		<b>8,932,981</b>	<b>1,636,544</b>	<b>9,395,371</b>	<b>9,395,371</b>	<b>9,400,255</b>		
<b>** Total Appropriations</b>					<b>11,295,391</b>	<b>9,525,327</b>		
FUND BALANCE								
Beginning of Year					<b>8,529,667</b>	<b>6,629,647</b>	<b>6,629,647</b>	<b>6,629,647</b>
FUND BALANCE - Projected								
End of Year					<b>6,629,647</b>	<b>6,504,575</b>	<b>6,629,647</b>	<b>6,629,647</b>

**SECTION II**

**COUNTY OF LEXINGTON**

**Proposed Revenues  
Fines, Fees, and Other  
Budget FY - 2023-24**

Fund #: 2300

Fund Name: Library

Organ. #: 230099

Organ. Name: Non-department

Revenue Code	Fee Title	Actual Fees FY 2020-21	Actual Fees FY 2021-22	12/31/2022 Year-to-Date FY 2022-23	Anticipated Fiscal Year Total FY 2022-23	Budget		Proposed Fec Change	Total Proposed Estimated Fees FY 2023-24
						Units of Service	Current Fee		
437609	Copy Sales	4,015	8,987	4,640	9,100			6,000	9,000
437620	Fax Sales	5,798	11,938	5,264	10,528			11,000	10,500
449000	Library Book Fines	42,401	80,784	39,227	80,000			52,258	80,000
<b>**Total</b>									<b>\$99,500</b>

**COUNTY OF LEXINGTON  
LIBRARY  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2300  
Division: Library  
Organization Recap

**BUDGET**

Object Expenditure Code Classification	2023-24 Approved	General Admin. 230005	Batesburg/ Leesville 230010	Lexington 230020	Clayce / W. Columbia 230030	Irmo 230040	Chapin 230050	South Congaree 230055	Swansea 230060	Gaston 230070	Pelion 230080	Gilbert/ Summit 230090	Non-Departmental 230099
<b>Personnel</b>													
510100 Salaries & Wages	4,137,820	1,548,473	179,679	667,221	552,209	544,048	125,161	123,447	96,367	84,434	123,851	92,930	0
510200 Overtime	1,000	0	0	0	0	0	0	0	0	0	0	0	1,000
510300 Part Time	856,579	58,430	29,046	202,961	135,515	167,791	78,004	17,108	40,742	33,170	31,291	42,521	0
511112 FICA - Employer's Portion	380,540	122,928	15,967	66,569	52,611	54,456	15,541	10,752	10,489	8,997	11,868	10,362	0
511113 SCRS - Employer's Portion	874,447	282,953	36,652	152,804	120,764	124,999	35,838	24,682	24,076	20,651	27,243	23,785	0
511120 Employee Insurance - Employer's Portion	748,800	249,600	39,000	124,800	109,200	109,200	23,400	23,400	15,600	15,600	23,400	15,600	0
511130 Workers Compensation	37,589	24,577	647	2,699	3,157	3,300	1,084	436	424	364	481	420	0
519999 Personnel Contingency	205,248	0	0	0	0	0	0	0	0	0	0	0	205,248
<b>* Total Personnel</b>	<b>7,222,023</b>	<b>2,286,961</b>	<b>300,991</b>	<b>1,217,054</b>	<b>973,456</b>	<b>1,403,794</b>	<b>279,028</b>	<b>199,825</b>	<b>187,698</b>	<b>163,216</b>	<b>218,134</b>	<b>185,618</b>	<b>206,248</b>
<b>Operating Expenses</b>													
520100 Contracted Maintenance	23,847	0	0	0	0	0	0	0	0	0	0	0	23,847
520103 Landscape/Grounds Maintenance	66,447	0	6,806	7,776	5,692	6,806	5,670	5,670	5,670	5,757	5,843	5,757	5,000
520200 Contracted Services	124,963	0	540	5,665	46,663	46,663	540	504	504	504	540	540	22,300
520213 Contracted Literacy Programs	27,000	0	0	0	0	0	0	0	0	0	0	0	27,000
520220 Book Binding	2,000	0	0	0	0	0	0	0	0	0	0	0	2,000
520231 Garbage Pick-up Service	5,919	0	619	906	906	756	619	619	0	619	619	256	0
520233 Towing Service	90	0	0	0	0	0	0	0	0	0	0	0	90
520242 Hazardous Material Disposal	0	0	0	0	0	0	0	0	0	0	0	0	0
520300 Professional Services	5,000	0	0	0	0	0	0	0	0	0	0	0	5,000
520303 Accounting/Auditing Services	5,000	0	0	0	0	0	0	0	0	0	0	0	5,000
520400 Advertising & Publicity	5,000	0	0	0	0	0	0	0	0	0	0	0	5,000
520500 Legal Services	0	0	0	0	0	0	0	0	0	0	0	0	0
520702 Technical Currency & Support	191,519	0	0	0	0	0	0	0	0	0	0	0	191,519
520703 Computer Hardware Maintenance	43,642	0	0	0	0	0	0	0	0	0	0	0	43,642
521000 Office Supplies	30,195	6,900	1,450	5,500	4,500	4,800	1,400	1,445	900	1,200	1,500	600	0
521100 Duplicating	3,495	950	200	960	270	505	130	80	100	100	160	40	0
521200 Operating Supplies	50,415	21,000	900	1,600	3,800	3,900	1,000	920	480	855	900	400	14,660
522000 Building Repairs & Maintenance	50,000	0	0	0	0	0	0	0	0	0	0	0	50,000
522001 Carpe/Floor Cleaning	7,500	0	0	0	0	0	0	0	0	0	0	0	7,500
522200 Small Equipment Repairs & Maint.	2,000	0	0	0	0	0	0	0	0	0	0	0	2,000
522300 Vehicle Repairs & Maintenance	2,175	0	0	0	0	0	0	0	0	0	0	0	2,175
524000 Building Insurance	38,865	0	3,094	6,665	10,931	7,453	4,039	952	1,225	1,561	1,971	974	0
524100 Vehicle Insurance	5,818	0	0	0	0	0	0	0	0	0	0	0	5,818
524101 Comprehensive Vehicle Insurance	4,900	0	0	0	0	0	0	0	0	0	0	0	4,900
524201 General Tort Liability Insurance	5,625	1,976	242	944	813	878	198	130	89	88	156	111	0
524202 Surety Bonds	969	227	45	195	151	164	45	26	26	26	38	26	0
524900 Data Processing Equip. Insurance	1,899	0	0	0	0	0	0	0	0	0	0	0	1,899
525000 Telephone	41,144	8,927	2,137	7,002	4,098	5,617	2,887	2,968	2,283	2,658	1,025	1,542	0
525004 WAN Service Charges	0	0	0	0	0	0	0	0	0	0	0	0	0
525006 GPS Monitoring Charges	1,018	0	0	0	0	0	0	0	0	0	0	0	1,018
525020 Pagers and Cell Phones	0	0	0	0	0	0	0	0	0	0	0	0	0
525021 Smart Phone Charges	7,458	0	0	0	0	0	0	0	0	0	0	0	7,458
525041 E-mail Service Charges	21,414	6,192	1,032	3,999	3,096	3,354	903	516	516	516	774	516	7,458
525100 Postage	3,604	1,450	70	500	720	580	95	50	32	30	65	12	0

COUNTY OF LEXINGTON  
LIBRARY  
Annual Budget  
Fiscal Year - 2023-24

Fund 2300  
Division: Library  
Organization Recap

Object Expenditure Code Classification	BUDGET												
	2023-24 Approved	General Admin. 230005	Batesburg/ Leesville 230010	Lexington 230020	Cayce / W. Columbia 230030	Irmo 230040	Chapin 230050	South Congaree 230055	Swansea 230060	Gaston 230070	Pelion 230080	Gilbert/ Summit 230090	Non-Departmental 230099
525210 Conference, Meeting & Training Expense	7,500	0	0	0	0	0	0	0	0	0	0	0	7,500
525211 Library Board Expenses	2,000	0	0	0	0	0	0	0	0	0	0	0	2,000
525230 Subscription, Dues, & Books	266,356	0	0	0	0	0	0	0	0	0	0	0	266,356
525240 Personal Mileage Reimbursement	15,000	0	0	0	0	0	0	0	0	0	0	0	15,000
525250 Motor Pool Reimbursement	0	0	0	0	0	0	0	0	0	0	0	0	0
525377 Utilities - (9) Branches	289,590	0	10,487	110,995	44,815	64,201	12,505	10,640	7,775	8,042	11,682	8,448	0
525400 Gas, Fuel, & Oil	12,000	0	0	0	0	0	0	0	0	0	0	0	12,000
525600 Uniforms & Clothing	1,000	0	0	0	0	0	0	0	0	0	0	0	1,000
525700 Employee Service Awards	200	0	0	0	0	0	0	0	0	0	0	0	200
526500 License & Permits	5,080	0	0	0	0	0	0	0	0	0	0	0	5,080
529903 Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0
537699 Cost of Copy Sales	14,840	0	0	0	0	0	0	0	0	0	0	0	14,840
<b>* Total Operating</b>	<b>1,392,487</b>	<b>47,622</b>	<b>27,622</b>	<b>152,707</b>	<b>126,455</b>	<b>145,677</b>	<b>30,031</b>	<b>24,520</b>	<b>19,600</b>	<b>21,956</b>	<b>25,273</b>	<b>19,222</b>	<b>751,802</b>
<b>* Total Personnel &amp; Operating</b>	<b>8,614,510</b>	<b>2,334,583</b>	<b>328,613</b>	<b>1,369,761</b>	<b>1,099,911</b>	<b>1,149,471</b>	<b>309,059</b>	<b>224,345</b>	<b>207,298</b>	<b>185,172</b>	<b>243,407</b>	<b>204,840</b>	<b>958,050</b>
<b>Capital</b>													
540000 Small Tools & Minor Equipment	14,000	0	0	0	0	0	0	0	0	0	0	0	14,000
540002 Microforms	0	0	0	0	0	0	0	0	0	0	0	0	0
540006 Library Materials (Books, Audio Visual)	750,000	0	0	0	0	0	0	0	0	0	0	0	750,000
540010 Minor Software	11,050	0	0	0	0	0	0	0	0	0	0	0	11,050
549902 R22 Unit A/C Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0
549904 Capital Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0
549914 Total Capital	0	0	0	0	0	0	0	0	0	0	0	0	0
All other equipment	135,767	0	0	0	0	0	0	0	0	0	0	0	135,767
<b>** Total Capital</b>	<b>910,817</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>910,817</b>

\*\*\* Total Budget Appropriation

9,525,327 2,334,583 328,613 1,369,761 1,099,911 1,149,471 309,059 224,345 207,298 185,172 243,407 204,840 1,868,867

**COUNTY OF LEXINGTON  
LIBRARY  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2300  
Division: Library  
Organization: 2300xx - Departmental Library Recap

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<i>BUDGET</i>	
					2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages	3,880,769	1,949,799	4,137,820	4,137,820	0	0
510200 Overtime	789	282	1,000	1,000	0	0
510300 Part Time	808,888	399,014	836,579	836,579	0	0
511112 FICA - Employer's Portion	338,798	171,013	380,540	380,540	0	0
511113 State Retirement - Employer's Portion	734,447	368,499	874,447	874,447	0	0
511120 Insurance Fund Contribution	725,400	374,400	748,800	748,800	0	0
511130 Workers Compensation	23,352	11,388	37,589	37,589	0	0
511131 S.C. Unemployment	0	0	0	0	0	0
519999 Personnel Contingency	0	0	195,201	205,248	0	0
511213 SCRS - Emplr. Port. (Retiree)	1,995	2,845	0	0	0	0
<b>* Total Personnel</b>	<b>6,514,438</b>	<b>3,277,240</b>	<b>7,211,976</b>	<b>7,222,023</b>	<b>0</b>	<b>0</b>
<b>Operating Expenses</b>						
520100 Contracted Maintenance	15,368	15,447	20,511	23,847	0	0
520103 Landscape/Grounds Maintenance	52,809	25,793	56,895	66,447	0	0
520200 Contracted Services	57,219	34,751	83,457	124,963	0	0
520213 Contracted Literacy Programs	3,400	0	22,000	27,000	0	0
520220 Book Binding	0	0	2,000	2,000	0	0
520231 Garbage Pickup Charges	5,166	2,470	5,478	5,919	0	0
520233 Towing Service	0	0	90	90	0	0
520242 Hazardous Materials Disposal	0	0	0	0	0	0
520300 Professional Services	0	0	0	5,000	0	0
520303 Accounting/Auditing Services	5,000	5,000	5,000	5,000	0	0
520400 Advertising & Publicity	7,441	0	10,000	5,000	0	0
520500 Legal Services	0	0	0	0	0	0
520702 Technical Currency & Support	148,104	135,916	162,804	191,519	0	0
520703 Computer Hardware Maintenance	30,355	35,433	40,965	43,642	0	0
521000 Office Supplies	24,164	17,386	28,340	30,195	0	0
521100 Duplicating	3,861	1,712	3,301	3,495	0	0
521200 Operating Supplies	45,420	15,994	51,540	50,415	0	0
522000 Building Repairs & Maintenance	24,609	41,765	79,142	50,000	0	0
522001 Carpet/Floor Cleaning	8,000	0	7,500	7,500	0	0
522200 Small Equipment Repairs & Maintenance	208	0	1,000	2,000	0	0
522300 Vehicle Repairs & Maintenance	656	-7,140	2,560	2,175	0	0
524000 Building Insurance	37,727	37,727	40,030	38,865	0	0
524100 Vehicle Insurance	5,624	5,647	5,700	5,818	0	0
524101 Comprehensive Vehicle Insurance	4,889	2,520	4,900	4,900	0	0
524201 General Tort Liability Insurance	4,887	5,351	5,396	5,625	0	0
524202 Surety Bonds	0	0	0	969	0	0
524900 Data Processing Equip. Insurance	1,843	1,843	1,936	1,899	0	0
525000 Telephone	43,947	18,874	38,745	41,144	0	0
525006 GPS Monitoring Charges	813	508	814	1,018	0	0
525020 Pagers and Cell Phones	654	274	350	0	0	0
525021 Smart Phones Charges	3,196	1,224	4,915	7,458	0	0
525041 E-mail Service Charges	18,382	7,686	19,737	21,414	0	0
525100 Postage	3,730	1,901	3,543	3,604	0	0
525210 Conference, Meeting & Training Expenses	26	490	5,000	7,500	0	0
525211 Library Board Expenses	17	0	2,000	2,000	0	0
525230 Subscriptions, Dues, & Books	196,346	205,965	228,495	266,356	0	0
525240 Personal Mileage Reimbursement	6,664	5,905	15,000	15,000	0	0
525250 Motor Pool Reimbursement	120	0	150	0	0	0



**COUNTY OF LEXINGTON  
LIBRARY  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2300  
Division: Library  
Organization: 2300xx - Departmental Library Recap

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<i>BUDGET</i>	
					2023-24 Recommend	2023-24 Approved
<b>Cont'd Operating Expenditures</b>						
525377 Utilities - County Branch Library	274,108	154,922	300,045	289,590	0	0
525400 Gas, Fuel, & Oil	12,078	5,009	11,400	12,000	0	0
525600 Uniforms & Clothing	974	0	500	1,000	0	0
525700 Employee Service Awards	206	121	200	200	0	0
526500 License & Permits	5,030	5,030	5,230	5,080	0	0
529903 Contingency	0	0	1,126,754	0	0	0
537699 Cost of Copy Sales	0	5,333	12,059	14,840	0	0
538300 Retainage Payable Expense	0	0	0	0	0	0
<b>* Total Operating</b>	<b>1,053,041</b>	<b>790,857</b>	<b>2,415,482</b>	<b>1,392,487</b>	<b>0</b>	<b>0</b>
<b>**Total Personnel &amp; Operating</b>	<b>7,567,479</b>	<b>4,068,097</b>	<b>9,627,458</b>	<b>8,614,510</b>	<b>0</b>	<b>0</b>
<b>Capital</b>						
540000 Small Tools & Minor Equipment	4,870	0	14,000	14,000	0	0
540002 Microforms	13,136	13,961	13,962	0	0	0
540006 Library Materials (Book, Audio Visual)	693,356	206,895	1,154,885	750,000	0	0
540010 Minor Software	0	2,880	6,300	11,050	0	0
549902 R22 Unit A/C Contingency	0	0	0	0	0	0
549904 Capital Contingency	0	0	0	0	0	0
549914 Infrastructure Contingency	0	11,050	751,119	0	0	0
All Other Equipment	96,784	76,011	315,279	135,767		
<b>Total Capital</b>	<b>808,146</b>	<b>310,797</b>	<b>2,255,545</b>	<b>910,817</b>	<b>0</b>	<b>0</b>
<b>Other Financing Uses</b>						
812340 Op Trn to Library Federal Funds	0	0	0	0	0	0
<b>**Total Other Financing Uses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>*** Total Budget Appropriation</b>	<b>8,375,625</b>	<b>4,378,894</b>	<b>11,883,003</b>	<b>9,525,327</b>	<b>0</b>	<b>0</b>

**COUNTY OF LEXINGTON  
LIBRARY  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2300  
Division: Library  
Organization: 230005 - Administration

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 32	1,453,800	736,095	1,548,473	1,548,473		
510200 Overtime	789	282	0	0		
510300 Part Time - 4 (2 - FTE)	51,535	32,892	58,430	58,430		
511112 FICA - Employer's Portion	106,889	54,977	122,928	122,928		
511113 State Retirement - Employer's Portion	238,646	122,212	282,953	282,953		
511120 Insurance Fund Contribution - 32	234,000	124,800	249,600	249,600		
511130 Workers Compensation	11,541	5,516	24,577	24,577		
519999 Personnel Contingency	0	0	0	0		
<b>* Total Personnel</b>	<b>2,097,200</b>	<b>1,076,774</b>	<b>2,286,961</b>	<b>2,286,961</b>		
<b>Operating Expenses</b>						
520702 Technical Currency & Support	0	0	82	0		
521000 Office Supplies	5,951	4,364	6,520	6,900		
521100 Duplicating	782	277	995	950		
521200 Operating Supplies	19,007	7,400	21,000	21,000		
524201 General Tort Liability Insurance	1,705	1,881	1,881	1,976		
524202 Surety Bonds	0	0	0	227		
525000 Telephone	9,159	3,888	9,249	8,927		
525021 Smart Phone Charges	0	0	0	0		
525041 E-mail Service Charges - 35 + 13	4,676	1,957	4,644	6,192		
525100 Postage	1,464	978	1,560	1,450		
525240 Personal Mileage Reimbursement	0	0	0	0		
<b>* Total Operating</b>	<b>42,744</b>	<b>20,745</b>	<b>45,931</b>	<b>47,622</b>		
<b>**Total Personnel &amp; Operating</b>	<b>2,139,944</b>	<b>1,097,519</b>	<b>2,332,892</b>	<b>2,334,583</b>		
<b>Capital</b>						
540010 Minor Software	0	0	61	0		
All Other Equipment	0	0	311,943	0		
<b>**Total Capital</b>	<b>0</b>	<b>0</b>	<b>312,004</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>2,139,944</b>	<b>1,097,519</b>	<b>2,644,896</b>	<b>2,334,583</b>		

**COUNTY OF LEXINGTON  
LIBRARY  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2300  
Division: Library  
Organization: 230010 - Batesburg/Leesville Branch

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 5	163,706	90,773	179,679	179,679		
510200 Overtime	76	0	0	0		
510300 Part Time - 2 (1 - FTE)	25,627	13,568	29,046	29,046		
511112 FICA - Employer's Portion	13,862	7,652	15,967	15,967		
511113 State Retirement - Employer's Portion	29,731	16,722	36,652	36,652		
511120 Insurance Fund Contribution - 5	39,000	19,500	39,000	39,000		
511130 Workers Compensation	587	324	647	647		
<b>* Total Personnel</b>	<b>272,589</b>	<b>148,539</b>	<b>300,991</b>	<b>300,991</b>		
<b>Operating Expenses</b>						
520103 Landscape/Grounds Maintenance	5,850	2,850	6,302	6,806		
520200 Contracted Services	180	180	480	540		
520231 Garbage Pickup Service	540	270	573	619		
521000 Office Supplies	1,635	563	1,000	1,450		
521100 Duplicating	259	174	150	200		
521200 Operating Supplies	970	321	875	900		
524000 Building Insurance	3,003	3,003	3,185	3,094		
524201 General Tort Liability Insurance	208	230	230	242		
524202 Surety Bonds	0	0	0	45		
525000 Telephone	2,154	987	2,000	2,137		
525041 E-mail Service Charges - 8	796	322	903	1,032		
525100 Postage	22	6	70	70		
525377 Utilities - County Branch Library	10,051	5,404	11,235	10,487		
537699 Cost of Copy Sales	0	80	0			
<b>* Total Operating</b>	<b>25,668</b>	<b>14,390</b>	<b>27,003</b>	<b>27,622</b>		
<b>**Total Personnel &amp; Operating</b>	<b>298,257</b>	<b>162,929</b>	<b>327,994</b>	<b>328,613</b>		
<b>Capital</b>						
<b>**Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>298,257</b>	<b>162,929</b>	<b>327,994</b>	<b>328,613</b>		

**COUNTY OF LEXINGTON**  
**LIBRARY**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund 2300  
Division: Library  
Organization: 230020 - Lexington Branch

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 16	647,292	319,422	667,221	667,221		
510300 Part Time - 15 (6.75 - FTE)	190,815	94,346	202,961	202,961		
511112 FICA - Employer's Portion	60,312	30,158	66,569	66,569		
511113 State Retirement - Employer's Portion	132,061	64,741	152,804	152,804		
511120 Insurance Fund Contribution - 16	124,800	62,400	124,800	124,800		
511130 Workers Compensation	2,600	1,287	2,699	2,699		
511131 S.C. Unemployment	0	0	0	0		
511213 SCRS - Emplr. Port. (Retiree)	0	0	0	0		
<b>* Total Personnel</b>	<b>1,157,880</b>	<b>572,354</b>	<b>1,217,054</b>	<b>1,217,054</b>		
<b>Operating Expenses</b>						
520103 Landscape/Grounds Maintenance	6,675	3,295	7,200	7,776		
520200 Contracted Services	1,248	3,270	5,665	5,665		
520231 Garbage Pickup Service	790	395	838	906		
521000 Office Supplies	5,697	3,213	5,170	5,500		
521100 Duplicating	1,359	457	865	960		
521200 Operating Supplies	599	696	1,590	1,600		
524000 Building Insurance	6,470	6,470	6,865	6,665		
524201 General Tort Liability Insurance	814	899	899	944		
524202 Surety Bonds	0	0	0	195		
525000 Telephone	10,714	3,228	6,465	7,002		
525041 E-mail Service Charges - 31	3,805	1,666	3,999	3,999		
525100 Postage	512	264	350	500		
525110 Other Parcel Delivery Service	14	0	0	0		
525377 Utilities - County Branch Library	102,846	59,560	119,820	110,995		
537699 Cost of Copy Sales	0	146	0	0		
<b>* Total Operating</b>	<b>141,543</b>	<b>83,559</b>	<b>159,726</b>	<b>152,707</b>		
<b>**Total Personnel &amp; Operating</b>	<b>1,299,423</b>	<b>655,913</b>	<b>1,376,780</b>	<b>1,369,761</b>		
<b>Capital</b>						
540006 Library Materials (Book, Audio Visual)	64	0	0	0		
<b>**Total Capital</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>1,299,487</b>	<b>655,913</b>	<b>1,376,780</b>	<b>1,369,761</b>		

**COUNTY OF LEXINGTON  
LIBRARY  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2300  
Division: Library  
Organization: 230030 - Cayce/West Columbia Branch

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 14	535,708	256,994	552,209	552,209		
510200 Overtime	0	0	0	0		
510300 Part Time - 10 (5.0 - FTE)	127,152	69,422	135,515	135,515		
511112 FICA - Employer's Portion	48,677	24,157	52,611	52,611		
511113 State Retirement - Employer's Portion	102,472	50,633	120,764	120,764		
511120 Insurance Fund Contribution - 14	109,200	54,600	109,200	109,200		
511130 Workers Compensation	3,008	1,625	3,157	3,157		
511213 SCRS - Emplr. Port. (Retiree)	1,995	1,061	0	0		
<b>* Total Personnel</b>	<b>928,212</b>	<b>458,492</b>	<b>973,456</b>	<b>973,456</b>		
<b>Operating Expenses</b>						
520103 Landscape/Grounds Maintenance	4,895	2,379	5,271	5,692		
520200 Contracted Services	36,716	18,749	41,750	46,663		
520231 Garbage Pickup Service	790	395	838	906		
521000 Office Supplies	1,827	3,561	4,250	4,500		
521100 Duplicating	350	299	231	270		
521200 Operating Supplies	3,746	3,075	3,720	3,800		
524000 Building Insurance	10,612	10,612	11,259	10,931		
524201 General Tort Liability Insurance	701	774	774	813		
524202 Surety Bonds	0	0	0	151		
525000 Telephone	4,494	2,063	4,123	4,098		
525041 E-mail Service Charges - 24	2,870	1,247	3,096	3,096		
525100 Postage	869	384	682	720		
525377 Utilities - County Branch Library	40,900	26,258	44,118	44,815		
537699 Cost of Copy Sales	0	108	0	0		
<b>* Total Operating</b>	<b>108,770</b>	<b>69,904</b>	<b>120,112</b>	<b>126,455</b>		
<b>**Total Personnel &amp; Operating</b>	<b>1,036,982</b>	<b>528,396</b>	<b>1,093,568</b>	<b>1,099,911</b>		
<b>Capital</b>						
<b>**Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>1,036,982</b>	<b>528,396</b>	<b>1,093,568</b>	<b>1,099,911</b>		

**COUNTY OF LEXINGTON  
LIBRARY  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2300  
Division: Library  
Organization: 230040 - Irmo Branch

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 14	467,090	247,983	544,048	544,048		
510200 Overtime	0	0	0	0		
510300 Part Time - 12 (6.0 - FTE)	162,722	68,021	167,791	167,791		
511112 FICA - Employer's Portion	45,243	22,870	54,456	54,456		
511113 State Retirement - Employer's Portion	98,257	49,736	124,999	124,999		
511120 Insurance Fund Contribution - 14	109,200	54,600	109,200	109,200		
511130 Workers Compensation	2,934	1,333	3,300	3,300		
511131 S.C. Unemployment	0	0	0	0		
511213 SCRS - Emplr. Port. (Retiree)	8	322	0	0		
<b>* Total Personnel</b>	<b>885,454</b>	<b>444,865</b>	<b>1,003,794</b>	<b>1,003,794</b>		
<b>Operating Expenses</b>						
520103 Landscape/Grounds Maintenance	5,850	2,850	6,302	6,806		
520200 Contracted Services	1,043	3,000	3,460	46,663		
520231 Garbage Pickup Service	660	330	700	756		
521000 Office Supplies	3,695	2,178	4,440	4,800		
521100 Duplicating	587	277	482	505		
521200 Operating Supplies	3,881	2,071	3,670	3,900		
524000 Building Insurance	7,235	7,235	7,677	7,453		
524201 General Tort Liability Insurance	758	836	836	878		
524202 Surety Bonds	0	0	0	164		
525000 Telephone	5,185	2,593	4,700	5,617		
525041 E-mail Service Charges - 26	2,870	1,150	3,354	3,354		
525100 Postage	610	154	590	580		
525377 Utilities - County Branch Library	62,872	32,117	65,470	64,201		
537699 Cost of Copy Sales	0	73	0	0		
<b>* Total Operating</b>	<b>95,246</b>	<b>54,864</b>	<b>101,681</b>	<b>145,677</b>		
<b>**Total Personnel &amp; Operating</b>	<b>980,700</b>	<b>499,729</b>	<b>1,105,475</b>	<b>1,149,471</b>		
<b>Capital</b>						
<b>**Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>980,700</b>	<b>499,729</b>	<b>1,105,475</b>	<b>1,149,471</b>		

**COUNTY OF LEXINGTON  
LIBRARY  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2300  
Division: Library  
Organization: 230050 - Chapin Branch

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 3	92,131	53,131	125,161	125,161		
510300 Part Time - 4 (1.75 - FTE)	92,499	36,612	78,004	78,004		
511112 FICA - Employer's Portion	13,696	6,810	15,541	15,541		
511113 State Retirement - Employer's Portion	29,107	14,192	35,838	35,838		
511120 Insurance Fund Contribution - 2	15,600	11,700	23,400	23,400		
511130 Workers Compensation	573	279	1,084	1,084		
<b>* Total Personnel</b>	<b>243,606</b>	<b>122,724</b>	<b>279,028</b>	<b>279,028</b>		
<b>Operating Expenses</b>						
520103 Landscape/Grounds Maintenance	4,875	2,375	5,250	5,670		
520200 Contracted Services	540	270	540	540		
520231 Garbage Pickup Service	540	270	573	619		
521000 Office Supplies	1,133	1,016	1,400	1,400		
521100 Duplicating	90	81	100	130		
521200 Operating Supplies	1,044	647	1,000	1,000		
524000 Building Insurance	3,921	3,921	4,160	4,039		
524201 General Tort Liability Insurance	170	188	188	198		
524202 Surety Bonds	0	0	0	45		
525000 Telephone	2,582	1,291	2,582	2,887		
525041 E-mail Service Charges - 7	871	312	903	903		
525100 Postage	79	46	96	95		
525377 Utilities - County Branch Library	12,738	6,876	12,457	12,505		
537699 Cost of Copy Sales	0	21	0	0		
<b>* Total Operating</b>	<b>28,583</b>	<b>17,314</b>	<b>29,249</b>	<b>30,031</b>		
<b>**Total Personnel &amp; Operating</b>	<b>272,189</b>	<b>140,038</b>	<b>308,277</b>	<b>309,059</b>		
<b>Capital</b>						
<b>**Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>272,189</b>	<b>140,038</b>	<b>308,277</b>	<b>309,059</b>		

**COUNTY OF LEXINGTON  
LIBRARY  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2300  
Division: Library  
Organization: 230055 - South Congaree Branch

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 3	120,984	62,385	123,447	123,447		
510200 Overtime	0	0	0	0		
510300 Part Time - 1 (1.0 - FTE)	11,150	8,211	17,108	17,108		
511112 FICA - Employer's Portion	9,747	5,205	10,752	10,752		
511113 State Retirement - Employer's Portion	20,672	11,284	24,682	24,682		
511120 Insurance Fund Contribution - 3	23,400	11,700	23,400	23,400		
511130 Workers Compensation	410	219	436	436		
<b>* Total Personnel</b>	<b>186,363</b>	<b>99,004</b>	<b>199,825</b>	<b>199,825</b>		
<b>Operating Expenses</b>						
520103 Landscape/Grounds Maintenance	4,875	2,375	5,250	5,670		
520200 Contracted Services	480	200	504	504		
520231 Garbage Pickup Service	540	270	573	619		
521000 Office Supplies	838	583	1,445	1,445		
521100 Duplicating	87	26	75	80		
521200 Operating Supplies	930	503	920	920		
524000 Building Insurance	924	924	981	952		
524201 General Tort Liability Insurance	114	123	126	130		
524202 Surety Bonds	0	0	0	26		
525000 Telephone	2,627	1,374	2,639	2,968		
525041 E-mail Service Charges - 5	344	161	516	516		
525100 Postage	34	27	60	50		
525377 Utilities - County Branch Library	11,710	5,162	10,367	10,640		
537699 Cost of Copy Sales	0	14	0	0		
<b>* Total Operating</b>	<b>23,503</b>	<b>11,742</b>	<b>23,456</b>	<b>24,520</b>		
<b>**Total Personnel &amp; Operating</b>	<b>209,866</b>	<b>110,746</b>	<b>223,281</b>	<b>224,345</b>		
<b>Capital</b>						
<b>**Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>209,866</b>	<b>110,746</b>	<b>223,281</b>	<b>224,345</b>		



**COUNTY OF LEXINGTON  
LIBRARY  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2300  
Division: Library  
Organization: 230060 - Swansea Branch

Object Expenditure Code Classification		2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
					2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>							
510100	Salaries & Wages - 2	96,684	36,390	96,367	96,367		
510200	Overtime	6	0	0	0		
510300	Part Time - 2 (1.25 - FTE)	33,107	20,601	40,742	40,742		
511112	FICA - Employer's Portion	9,664	4,283	10,489	10,489		
511113	State Retirement - Employer's Portion	17,510	7,116	24,076	24,076		
511120	Insurance Fund Contribution - 2	15,600	7,800	15,600	15,600		
511130	Workers Compensation	403	177	424	424		
511213	SCRS - Emplr. Port. (Retiree)	3,050	1,784	0	0		
	<b>* Total Personnel</b>	<b>176,024</b>	<b>78,151</b>	<b>187,698</b>	<b>187,698</b>		
<b>Operating Expenses</b>							
520103	Landscape/Grounds Maintenance	4,875	2,375	5,250	5,670		
520200	Contracted Services	480	200	504	504		
521000	Office Supplies	896	234	840	900		
521100	Duplicating	93	24	100	100		
521200	Operating Supplies	625	101	460	480		
524000	Building Insurance	1,189	1,189	1,262	1,225		
524201	General Tort Liability Insurance	76	84	84	89		
524202	Surety Bonds	0	0	0	26		
525000	Telephone	2,192	1,054	2,100	2,283		
525041	E-mail Service Charges - 4	473	215	516	516		
525100	Postage	46	17	30	32		
525377	Utilities - County Branch Library	6,012	3,257	8,575	7,775		
537699	Cost of Copy Sales	0	25	0	0		
	<b>* Total Operating</b>	<b>16,957</b>	<b>8,775</b>	<b>19,721</b>	<b>19,600</b>		
	<b>**Total Personnel &amp; Operating</b>	<b>192,981</b>	<b>86,926</b>	<b>207,419</b>	<b>207,298</b>		
<b>Capital</b>							
	<b>**Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>*** Total Budget Appropriation</b>	<b>192,981</b>	<b>86,926</b>	<b>207,419</b>	<b>207,298</b>		

**COUNTY OF LEXINGTON  
LIBRARY  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2300  
Division: Library  
Organization: 230070 - Gaston Branch

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 2	84,730	42,916	84,434	84,434		
510200 Overtime	0	0	0	0		
510300 Part Time - 2 (0.5 - FTE)	34,396	12,169	33,170	33,170		
511112 FICA - Employer's Portion	8,789	4,080	8,997	8,997		
511113 State Retirement - Employer's Portion	18,876	8,607	20,651	20,651		
511120 Insurance Fund Contribution - 2	15,600	7,800	15,600	15,600		
511130 Workers Compensation	370	171	364	364		
511131 S.C. Unemployment	0	0	0	0		
<b>* Total Personnel</b>	<b>162,761</b>	<b>75,743</b>	<b>163,216</b>	<b>163,216</b>		
<b>Operating Expenses</b>						
520103 Landscape/Grounds Maintenance	4,947	2,417	5,330	5,757		
520200 Contracted Services	480	160	504	504		
520231 Garbage Pickup Service	540	270	573	619		
521000 Office Supplies	1,030	762	1,200	1,200		
521100 Duplicating	62	27	108	100		
521200 Operating Supplies	856	258	855	855		
524000 Building Insurance	1,515	1,515	1,608	1,561		
524201 General Tort Liability Insurance	95	83	105	88		
524202 Surety Bonds	0	0	0	26		
525000 Telephone	2,454	1,227	2,454	2,658		
525041 E-mail Service Charges - 4	516	172	516	516		
525100 Postage	22	1	30	30		
525377 Utilities - County Branch Library	8,317	4,371	7,920	8,042		
537699 Cost of Copy Sales	0	28	0	0		
<b>* Total Operating</b>	<b>20,834</b>	<b>11,291</b>	<b>21,203</b>	<b>21,956</b>		
<b>**Total Personnel &amp; Operating</b>	<b>183,595</b>	<b>87,034</b>	<b>184,419</b>	<b>185,172</b>		
<b>Capital</b>						
<b>**Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>183,595</b>	<b>87,034</b>	<b>184,419</b>	<b>185,172</b>		

**COUNTY OF LEXINGTON**  
**LIBRARY**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund 2300  
Division: Library  
Organization: 230080 - Pelion Branch

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 3	128,275	56,636	123,851	123,851		
510200 Overtime	0	0	0	0		
510300 Part Time - 3 (1.5 - FTE)	40,269	21,982	31,291	31,291		
511112 FICA - Employer's Portion	12,376	5,804	11,868	11,868		
511113 State Retirement - Employer's Portion	26,603	12,373	27,243	27,243		
511120 Insurance Fund Contribution - 3	23,400	11,700	23,400	23,400		
511130 Workers Compensation	523	245	481	481		
<b>* Total Personnel</b>	<b>231,446</b>	<b>108,740</b>	<b>218,134</b>	<b>218,134</b>		
<b>Operating Expenses</b>						
520103 Landscape/Grounds Maintenance	5,020	2,460	5,410	5,843		
520200 Contracted Services	180	160	480	540		
520231 Garbage Pickup Service	540	270	573	619		
521000 Office Supplies	1,013	798	1,500	1,500		
521100 Duplicating	171	60	155	160		
521200 Operating Supplies	853	715	1,050	900		
524000 Building Insurance	1,913	1,913	2,030	1,971		
524201 General Tort Liability Insurance	170	148	189	156		
524202 Surety Bonds	0	0	0	38		
525000 Telephone	912	457	1,010	1,025		
525041 E-mail Service Charges - 6	688	269	774	774		
525100 Postage	56	20	65	65		
525377 Utilities - County Branch Library	9,865	7,030	11,530	11,682		
537699 Cost of Copy Sales	0	20	0	0		
<b>* Total Operating</b>	<b>21,381</b>	<b>14,320</b>	<b>24,766</b>	<b>25,273</b>		
<b>**Total Personnel &amp; Operating</b>	<b>252,827</b>	<b>123,060</b>	<b>242,900</b>	<b>243,407</b>		
<b>Capital</b>						
<b>**Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>252,827</b>	<b>123,060</b>	<b>242,900</b>	<b>243,407</b>		

**COUNTY OF LEXINGTON**  
**LIBRARY**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund 2300  
Division: Library  
Organization: 230090 - Gilbert/Summit Branch

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 2	90,369	47,074	92,930	92,930		
510200 Overtime	0	0	0	0		
510300 Part Time - 2 (1.25 - FTE)	39,616	21,190	42,521	42,521		
511112 FICA - Employer's Portion	9,543	5,017	10,362	10,362		
511113 State Retirement - Employer's Portion	20,512	10,883	23,785	23,785		
511120 Insurance Fund Contribution - 2	15,600	7,800	15,600	15,600		
511130 Workers Compensation	403	212	420	420		
<b>* Total Personnel</b>	<b>176,043</b>	<b>92,176</b>	<b>185,618</b>	<b>185,618</b>		
<b>Operating Expenses</b>						
520103 Landscape/Grounds Maintenance	4,947	2,417	5,330	5,757		
520200 Contracted Services	220	200	480	540		
520231 Garbage Pickup Service	226	0	237	256		
521000 Office Supplies	449	114	575	600		
521100 Duplicating	21	10	40	40		
521200 Operating Supplies	487	207	400	400		
524000 Building Insurance	945	945	1,003	974		
524201 General Tort Liability Insurance	76	105	84	111		
524202 Surety Bonds	0	0	0	26		
525000 Telephone	1,474	712	1,423	1,542		
525041 E-mail Service Charges - 4	473	215	516	516		
525100 Postage	16	4	10	12		
525377 Utilities - County Branch Library	8,797	4,887	8,553	8,448		
537699 Cost of Copy Sales	0	19	0	0		
<b>* Total Operating</b>	<b>18,131</b>	<b>9,835</b>	<b>18,651</b>	<b>19,222</b>		
<b>**Total Personnel &amp; Operating</b>	<b>194,174</b>	<b>102,011</b>	<b>204,269</b>	<b>204,840</b>		
<b>Capital</b>						
<b>**Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>194,174</b>	<b>102,011</b>	<b>204,269</b>	<b>204,840</b>		

**COUNTY OF LEXINGTON  
LIBRARY  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2300  
Division: Library  
Organization: 230099 - Non-departmental Library Operations

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
				2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Personnel</b>					
510200 Overtime	0	0	1,000	1,000	
511112 FICA - Employer's Portion	0	0	0	0	
511113 SCRS - Employer's Portion	0	0	0	0	
511130 Workers Compensation	0	0	0	0	
519999 Personnel Contingency	0	0	195,201	205,248	
<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b>196,201</b>	<b>206,248</b>	
<b>Operating Expenses</b>					
520100 Contracted Maintenance	15,368	15,447	20,511	23,847	
520103 Landscaping/Ground Maintenance				5,000	
520200 Contracted Services	15,652	8,362	29,090	22,300	
520213 Contracted Literacy Programs	3,400	0	22,000	27,000	
520220 Book Binding	0	0	2,000	2,000	
520233 Towing Service	0	0	90	90	
520242 Hazardous Materials Disposal	0	0	0	0	
520300 Professional Services	0	0	5,000	5,000	
520303 Accounting/Auditing Services	5,000	5,000	5,000	5,000	
520400 Advertising & Publicity	7,441	0	10,000	5,000	
520500 Legal Services	0	0	0	0	
520702 Technical Currency & Support	148,104	135,916	162,804	191,519	
520703 Computer Hardware Maintenance	30,355	35,433	40,965	43,642	
521100 Duplicating	0	0	0	0	
521200 Operating Supplies	12,422	0	16,000	14,660	
522000 Building Repairs & Maintenance	24,609	41,765	79,142	50,000	
522001 Carpet/Floor Cleaning	8,000	0	7,500	7,500	
522200 Small Equipment Repairs & Maintenance	208	0	1,000	2,000	
522300 Vehicle Repairs & Maintenance	656	(7,140)	2,560	2,175	
524100 Vehicle Insurance - 7	5,624	5,647	5,700	5,818	
524101 Comprehensive Vehicle Insurance	4,889	2,520	4,900	4,900	
524900 Data Processing Equip. Insurance	1,843	1,843	1,936	1,899	
525000 Telephone	163	163	0	0	
525006 GPS Monitoring Charges - 4	813	508	814	1,018	
525020 Pagers and Cell Phones - 3	654	274	350	0	
525021 Smart Phone Charges - 9	3,196	1,224	4,915	7,458	
525210 Conference, Meeting & Training Expenses	26	490	5,000	7,500	
525211 Library Board Expenses	17	0	2,000	2,000	
525230 Subscriptions, Dues, & Books	196,346	205,965	228,495	266,356	
525240 Personal Mileage Reimbursement	6,664	5,905	15,000	15,000	
525250 Motor Pool Reimbursement	120	0	150	0	
525400 Gas, Fuel, & Oil	12,078	5,009	11,400	12,000	
525600 Uniforms & Clothing	974	0	500	1,000	
525700 Employee Service Awards	206	121	200	200	
526500 License & Permits	5,030	5,030	5,230	5,080	
529903 Contingency	0	0	1,126,754	0	
537699 Cost of Copy Sales	0	4,799	12,059	14,840	
<b>* Total Operating</b>	<b>509,858</b>	<b>474,281</b>	<b>1,829,065</b>	<b>751,802</b>	
<b>**Total Personnel &amp; Operating</b>	<b>509,858</b>	<b>474,281</b>	<b>2,025,266</b>	<b>958,050</b>	

**COUNTY OF LEXINGTON  
LIBRARY  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2300  
Division: Library  
Organization: 230099 - Non-departmental Library Operations

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Capital</b>						
540000 Small Tools & Minor Equipment	4,870	0	14,000	14,000		
540002 Microforms	13,136	13,961	13,962	0		
540006 Library Materials (Book, Audio Visual)	693,356	206,895	1,154,885	750,000		
540010 Minor Software	0	2,880	6,300	11,050		
549902 R22 Unit A/C Contingency	0	0	0	0		
549914 Infrastructure Contingency	0	0	751,119	0		
All Other Equipment	96,784	76,011	315,279	135,767		
<b>**Total Capital</b>	<b>808,146</b>	<b>299,747</b>	<b>2,255,545</b>	<b>910,817</b>		
<b>Other Financing Uses</b>						
812340 Op Trn to Library Federal Funds	0	0	0	0		
812350 Op Trn to Library E-Rate Program	14,235	0	2,865	0		
<b>**Total Other Financing Uses</b>	<b>14,235</b>	<b>0</b>	<b>2,865</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>1,332,239</b>	<b>774,028</b>	<b>4,283,676</b>	<b>1,868,867</b>		

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2023-24

Fund # 2300 Fund Title: Library Local Funds  
 Organization # 230099 Organization Title: Library/Non-Department  
 Program # \_\_\_\_\_ Program Title: \_\_\_\_\_

**BUDGET**  
 2023-24  
 Requested

Qty	Item Description	Amount
540000	Small Tools & Minor Equipment	14,000
540002	Microforms	0
540006	Library Materials (Books, Audio Visual)	750,000
540010	Minor Software	11,050
5A	Computers Optiplex 7000 with 24" monitor (25) Rpl F1	35,792
5A	Precision 3570 Laptops (2)	3,187
5A	Dell Latitude 5430 Semi-Rugged Laptops (2)	3,916
5A	Printers B&W (2) Rpl Type 1	2,872
5A	Flooring Gilbert-Summit Branch	42,000
5A	Counter/Sink in Public Restrooms Irmo Branch	4,500
5A	Wall Cayce-West Columbia Branch	3,000
5A	Concrete pad for programs/events Lexington Main Branch	7,000
5A	Paint Lexington Main Branch & Admin	26,000
5A	Water fountain rehab (2)	7,500
		135,767
	<b>** Total Capital (Transfer Total to Section III )</b>	<b>910,817</b>
		<b>910,817</b>

## SECTION V. - PROGRAM OVERVIEW

The Lexington County Public Library exists to provide library and information services to the citizens of Lexington County. (SC 1976 Code 60-1-80) The Library Board of Trustees adopted the following mission statement in 2022:

*Promote lifelong learning for the Lexington County community.*

Library services take many formats: traditional library resources such as hard copy materials and literary programs, online resources, technology training, and meeting spaces. These are vital services that enhance the quality of life for all residents. The Library System consists of the Main Library, nine community branches, and one Mobile Library. Library facilities are open a combined total of 471 hours per week, including evening and weekend hours. In addition, the Mobile Library provides outreach services to a multitude of childcare and senior centers. The Library has only 148 library service staff, including 92 full time and 56 part-time, for a total of 120 library FTEs. Knowledgeable and well-trained staff are the library's most vital asset.

The Library is the community's primary resource for equal access to authoritative information and literary resources. Library staff judiciously evaluate library services, resources and hard copy materials, ensuring that the residents have the best available to them. The community's reliance on these core services are reflected by that fact that 118,795 are active cardholders and use the library on a regular basis. In fact, library card registration and hard copy circulation each grew by over 11% from July 2022-December 2022. The Library's research databases and reference assistance are an invaluable resource for our citizens and business owners. In FY 22, individual reference transactions for the public were upwards of 96,000 and database retrievals are averaging 865,000 annually.

Some services and priorities shifted during the first phases of the pandemic, creating new opportunities that have been incorporated into regular library services. Establishing more options and service points for patrons better meets their unique needs and expectations but also exacerbates current staffing levels and resources. Service levels are on track to exceed pre-pandemic rates, this is especially evident in door counts, program attendance, and circulation statistics. Early literacy and STEAM programs continue to be a mainstay of services and adult programming is stronger than ever before. Programs with community partners, such as the Lexington County Museum and Master Gardeners provide opportunities to meet citizens' interest in local history and green spaces as noted in the Lexington County Comprehensive plan.

In addition to providing programs, our staff are actively engaged in assisting and instructing individuals and organizations in developing and enhancing their technology and workforce skills. The Library provides technology workshops and individual assistance to help patrons navigate new technologies, including software, personal devices and digital content. Meeting and study rooms are in high demand as citizens seek safe, public spaces to study and collaborate with others.

In FY 2023-24, the Library will continue to provide a core of knowledgeable and well-trained staff, a balanced collection of resources, literacy and life-long learning programs, and facilities with meeting rooms and technology resources.



Goals and objectives as part of the Library's Strategic Plan spanning 2022-2024.

**Goal 1: Increase Library Services**

Objectives:

- Provide online payment system
- Expand materials types to meet broader needs of the community
- Improve functionality of, and access to, patron-facing technology
- Augment Local History collection
- Provide a broader range of programs and events that reflect the community
- Support local businesses and increase business-related services

**Goal 2: Provide Easier Access to Library Resources**

Objectives

- Improve access to library card ownership
- Improve access to services for non-English speaking community
- Improve online access to library services
- Provide library facilities that are appealing and accessible to a wider range of patrons
- Improve customer service experience
- Promote a culture of inclusivity

**Goal 3: Improve Community Awareness of Library Services**

Objectives

- Increase social media presence
- Increase Advocacy, Outreach and Partnerships
- Increase non-social media marketing presence

**Goal 4: Support & Develop Trained, Knowledgeable Staff**

Objectives

- Improve retention in order to reduce turnover and to retain trained and knowledgeable staff
- Expand recruitment efforts to attract more qualified applicants
- Expand the Staff Development Program to support new succession development opportunities

Key Service Levels	Actual FY 20/21	Actual FY 21/22	YTD Dec FY 22/23	Estimated FY 22/23	Projected FY 23/24
Active Library Card Holders	126,116	112,546	118,795	130,000	140,000
New Cards	5,573	9,771	6,565	12,000	15,000
<b>Reference Services</b>					
Research Assistance	77,044	86,132	57,278	120,000	126,000
Job-Related Assistance	548	976	718	1,500	1,800
Technology Assistance	4,362	5,246	3,259	7,500	7,800
Downloads Assistance	3,155	2,643	1,715	3,500	3,600
Via Email/Chat	1,247	641	445	1,100	1,300
<b>Public Programs and Training</b>					
Literacy and Learning Programs	429	2,120	1,737	3,800	4,000
Literacy and Learning Programs Attendance	7,975	36,140	35,291	87,000	95,000
1 on 1 Appointment Attendance	n/a	58	81	160	200
Outreach Programs	108	666	1,511	1,000	1,200
Virtual Programs	190	76	2	5	10
Virtual Programs Participants	2,139	2,148	29	75	125
<b>Materials and Resources</b>					
Downloadable books & databases	689,668*	1,077,221	1,372,815	1,400,000	141,500,000
Downloads (checked out)	336,631	332,004	175,572	320,000	315,000
Database retrievals	869,502	699,653	429,728	860,000	880,000
Hard copy materials (owned)	561,895*	549,886	578,099	590,000	605,000
Hard copy circulation	695,438	1,171,769	627,818	1,300,000	1,400,000
Interlibrary Loan requests	579	641	326	700	800
Website Visits	147,128	227,726	269,140	530,000	540,000
Computer usage	13,731	29,175	15,100	32,000	34,000
Children's Computer Usage	No Data	No Data	4,717	12,000	13,000
Wi-Fi usage	40,307	69,105	31,215	78,000	83,000
Mobile Printing	2,147	2,202	1,242	2,600	2,800
Meeting and Study Room usage	n/a	5,999	5,168	12,000	13,000
Notary	No Data	No Data	594	1,300	1,400
Door Count	263,333	520,236	278,718	550,000	580,000
<b>Staff Training</b>					
Training attendance	2,769	1,851	1,081	1,900	2,000
Training hours	3,448	2,672	1,929	3,000	3,100

COVID-19 affected service levels beginning March 2020. New services were introduced; some were suspended. All services resumed in FY 22.

\*Database inventory and purge

## SECTION VI. - LINE ITEM NARRATIVES

### SECTION VI. A. - LISTING OF REVENUES

<b>437609 – COST OF COPY</b>	<b>\$9,000</b>
The Library provides photocopies for the public for both personal, educational and/or business needs. The Library charges \$.25 per page for B & W and \$1.00 per page color. (estimated)	
<b>437620 – FAX SALES</b>	<b>\$10,500</b>
Facsimile (FAX) transmission is often required for medical, legal and financial documents. The Library provides FAX service for the public at \$1.00 per page. (estimated)	
<b>438300 – VENDING MACHINE SALES</b>	<b>\$250</b>
Contracted sales of vending machines in staff breakroom at 3 branches. (estimated)	
<b>449000 – LIBRARY BOOK FINES</b>	<b>\$80,000</b>
Fees from lost or damaged library materials. Miscellaneous fees. The charges for a lost or damaged item are the price listed in the Library's database plus a \$5.00 processing fee.	
<b>461000 – INVESTMENT INTEREST</b>	<b>\$0</b>
Revenue based on estimate of FY 21-22 interest.	
<b>469100 – GIFTS &amp; DONATIONS</b>	<b>\$500</b>
Businesses and patrons donate monetary gifts to the Library. (estimated)	
<b>469200 – DONATED CAPITAL ITEMS</b>	<b>\$500</b>
The Library receives capital item donations from the Friends of the Library and/or the public, such as computer hardware, technology equipment and/or furniture. (estimated)	
<b>469900 – MISCELLANEOUS REVENUE</b>	<b>\$100</b>
Revenue from rebates and refunds. (estimated)	

### SECTION VI. B. - PERSONNEL LINE ITEM NARRATIVES

<b>510100 – SALARIES AND WAGES</b>	<b>\$4,137,820</b>
Salaries and wages for 96 full time staff in Library Administration, Main Library, 9 branches and 2 Mobile Libraries. The staff covers 471 service hours per week in addition to the Mobile Library service hours.	
<b>510200 – OVERTIME</b>	<b>\$1,000</b>
In the event of an emergency full-time staff may need to work overtime to continue services to the public.	
<b>510300 – PART-TIME</b>	<b>\$836,579</b>
Salaries for 55 regular part-time employees plus 1 Student Intern.	

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<b>511112 - FICA – EMPLOYER’S PORTION</b>	<b>\$380,540</b>
<b>511113 – SCRS – EMPLOYER’S PORTION</b>	<b>\$874,447</b>
<b>511120 – EMPLOYEE INSURANCE – EMPLOYER’S PORTION</b>	<b>\$748,800</b>
<b>511130 – WORKER’S COMPENSATION</b>	<b>\$37,580<sup>9</sup></b>
<b>511131 - SC UNEMPLOYMENT</b>	<b>\$0</b>
<b>511213 – STATE RETIREMENT - RETIREE</b>	<b>\$0</b>
<b>511214 – POLICE RETIREMENT – RETIREE</b>	<b>\$0</b>
<b>519901 – SALARY &amp; WAGES ADJUSTMENT ACCOUNT</b>	<b>\$0</b>
<b>519999 – PERSONNEL CONTINGENCY</b>	<b>\$205,248</b>

### SECTION VI. B - LISTING OF POSITIONS

**Current Staffing Level:** 152 Total – 96 full time and 56 part time

<u>Location</u>	<u>Job Title</u>	<u>Positions</u>	<u>FTE</u>	<u>Grade</u>
Administration	Director	1	1	217
	Deputy Director	2	2	215
	Systems Librarian	1	1	213
	Staff Development Coordinator	1	1	212
	Library Administrator	6	6	211
	Network Administrator	1	1	210
	Web Developer	1	1	209
	Librarian III	1	1	209
	Executive Assistant	1	1	208
	Librarian I	1	1	207
	Financial Coordinator	1	1	112
	PC/LAN Specialist II	2	1	112
	Outreach Librarian	1	1	110
	Admin & Marketing Coordinator	2	1	107
	Library Assistant III - Bookmobile	3	3	107
	Library Assistant II – Floater	2	1	105
	Cataloger	2	2	105
	Library Assistant II – Tech/Acq	1	0.5	105
	Administrative Assistant II	1	1	106
	Library Assistant I – Tech/Acq	1	0.5	103
Custodial Worker	2	2	102	
Library Courier	2	2	101	
	<b>Total</b>	<b>36</b>	<b>31</b>	

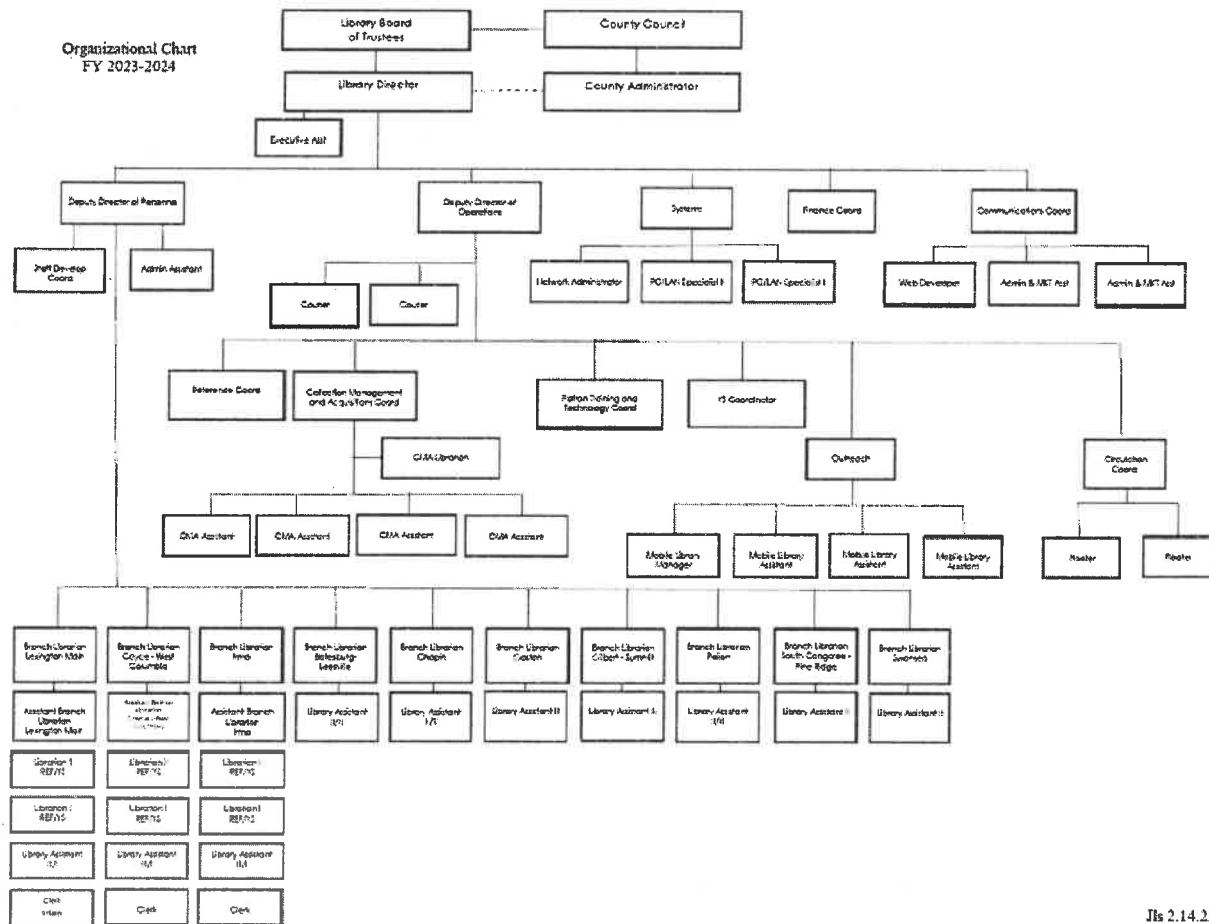
<u>Location</u>	<u>Job Title</u>	<u>Positions</u>	<u>FTE</u>	<u>Grade</u>
<b>Batesburg-Leesville Branch</b>				
	Branch Librarian III	1	1	209
	Library Assistant III	2	2	107
	Library Assistant II	4	3	105
	Total	<u>7</u>	<u>6</u>	
<b>Lexington Main Library</b>				
	Librarian IV	1	1	210
	Librarian III	1	1	209
	Librarian II	2	2	208
	Librarian I	4	4	207
	Circulation Coordinator	1	1	107
	Library Assistant III	8	6	107
	Library Assistant I	10	6.5	103
	Clerk	3	1.5	101
	Student Intern	1	0.25	101
	Total	<u>31</u>	<u>23.25</u>	
<b>Cayce-West Columbia Branch</b>				
	Librarian IV	1	1	210
	Librarian III	1	1	209
	Librarian II	2	2	208
	Librarian I	2	2	207
	Circulation Coordinator	1	1	107
	Library Assistant III	6	4.5	107
	Library Assistant I	7	5	103
	Custodian	1	1	102
	Clerk	3	1.5	101
	Total	<u>24</u>	<u>19</u>	
<b>Irmo Branch</b>				
	Librarian IV	1	1	210
	Librarian III	1	1	209
	Librarian II	2	2	208
	Librarian I	2	2	207
	Circulation Coordinator	1	1	107
	Library Assistant III	6	4.5	107
	Library Assistant I	9	6	103
	Custodian	1	1	102
	Clerk	3	1.5	101
	Total	<u>26</u>	<u>20</u>	
<b>Chapin Branch</b>				
	Branch Librarian III	1	1	209
	Library Assistant III	3	2.25	107
	Library Assistant II	3	1.5	105
	Total	<u>7</u>	<u>4.75</u>	

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<u>Location</u>	<u>Job Title</u>	<u>Positions</u>	<u>FTE</u>	<u>Grade</u>
<b>South Congaree-Pine Ridge Branch</b>				
	Branch Librarian III	1	1	209
	Library Assistant III	3	2.5	107
	<b>Total</b>	<u>4</u>	<u>3.5</u>	
<b>Swansea Branch</b>				
	Branch Librarian III	1	1	209
	Library Assistant III	3	2.25	107
	<b>Total</b>	<u>4</u>	<u>3.25</u>	
<b>Gaston Branch</b>				
	Branch Librarian III	1	1	209
	Library Assistant III	3	2	107
	<b>Total</b>	<u>4</u>	<u>3</u>	
<b>Pelion Branch</b>				
	Branch Librarian III	1	1	209
	Library Assistant III	3	2	107
	Library Assistant II	2	1.5	105
	<b>Total</b>	<u>6</u>	<u>4.5</u>	
<b>Gilbert-Summit Branch</b>				
	Branch Librarian III	1	1	209
	Library Assistant III	3	2.25	107
	<b>Total</b>	<u>4</u>	<u>3.25</u>	
	<b>Total Library</b>	<u>152</u>	<u>124</u>	

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## ORGANIZATIONAL CHART



Jls 2.14.23

## SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

### ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL

#### **520100 – CONTRACTED MAINTENANCE** **\$23,847**

Costs obtained from quotes provided by maintenance vendors or county contracts.

- (3) Microfilm Reader/Printers – \$3,275
- (10) Security and Fire System and panic button monitoring and maintenance for 10 buildings – \$10,219
- (1) Elevator (3) Lifts (2) Dumbwaiters - \$5,881
- Lowman - \$2,000
- Fire Extinguishers – \$1,047
- Garage Doors – \$376
- Pest control special treatment - \$525
- Ant treatment - \$440

#### **520103 – LANDSCAPING/GROUNDS/MAINTENANCE** **\$5,000**

#### **520200 – CONTRACTED SERVICES** **\$22,300**

- Consulting services for library computer network – \$2,000
- Lightbulb recycling - \$300
- Collection agency services to retrieve long overdue materials and fees – \$20,000
  - Note: Collection agency costs are more than offset by revenue generated. The Library receives 4.61 return on investment in 24th the recovered funds and materials returned. FY 20 and Dec FY 21 costs were reduced due to suspension of services because of COVID. Services resumed 4<sup>th</sup> quarter of FY 21.

#### **520213 – CONTRACTED LITERACY PROGRAMS** **\$27,000**

The Library utilizes professional contracted presenters, including authors to present literary programs and special events especially for larger audiences. These programs promote literature and library services for children and adults. Such programs help establish early literacy skills and maintain common core skills for students of all ages, especially during the Summer Reading Program. Program costs had decreased in FY 21 and FY 22 due to COVID, but will return to full service in FY 23. The budgeted amount reflects that need and costs increases due to inflation. (Additional funds in SC State Aid)

- Children’s Programs: \$12,000
- Tween Programs: \$5,000
- Teen Programs: \$5,000
- Adult Programs: \$4,000

#### **520220 – BOOK BINDING** **\$2,000**

For professional bookbinding of periodicals and books of historical value or significant importance that cannot be cost effectively replaced. Cost quoted by vendor for number of items scheduled to be bound in FY 24.

#### **520233 – TOWING SERVICE** **\$90**

Towing services for Library vehicles

#### **520242 – HAZARDOUS MATERIALS DISPOSAL** **\$0**

Professional cleanup of bio-hazardous materials.

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**ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL**

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

Professional services such as facility studies and E-rate and Strategic Planning Consulting. It is important to include these consulting services in the regular, local budget request. Previously, State Aid was utilized.

**520303 – ACCOUNTING/AUDITING SERVICES \$5,000**

Library's average cost for annual audit

**520400 – ADVERTISING & PUBLICITY \$5,000**

Public relations are vital to inform citizens and businesses of all the library services available. These funds will be used to pay for printing costs for program brochures (3 seasons), flyers, digital advertising, annual reports, etc. Request includes utilization of county print shop. (Additional funds in SC State Aid)

**520500 – LEGAL SERVICES \$0**

Attorney fees related to legal services for the Library.

**520702 – TECHNICAL CURRENCY & SUPPORT \$191,519**

Costs obtained from quotes provided by maintenance/service vendors. Change in line item is due to increase in maintenance fees as quoted by vendors.

Polaris - Integrated Library System (Software Maintenance and Upgrades) – \$127,378

Business Oriented Software (BOSS) – \$1,855

Cortex – \$34,098

Dell VMware Support – renew every 3 years/due in 12/25

Digicert - \$418

Envisionware total = \$19,739

    LPT1 Print Management/PC Reservation – \$2,504

    LPT 1 Print Management/Mobile Library - \$1,794

    Envisionware Mobile Printing (10) - \$8,146

    Envisionware SCKO - \$7,439

    Envisionware online service management - \$1,650

Software House Intl (Deepfreeze) – \$1,373

Software House Intl (Solarwinds Dameware) - \$336

37 Gears – \$4,000

Team Software - \$268 (every other year)

Advanced Video Channel Player - \$260

**520703 – COMPUTER HARDWARE MAINTENANCE \$43,642**

Maintenance of library computer hardware, including switches, firewall, wifi, router. (Quote from DataNetwork Solutions; increased cost due to hardware expansion in FY 23)

**521200 – OPERATING SUPPLIES \$14,660**

Operating costs for system literacy initiatives for children and adults. Includes Summer Reading Program supplies and incentives for participating in the Summer Reading Program as well as printing costs for Summer Reading Programs. Includes:

Reading Program tracking sheets

Adult Program and incentives

Youth Services Program and incentives

Mobile Library Incentives

**522000 – BUILDING REPAIRS AND MAINTENANCE** **\$50,000**

The Library works with the Building Services Department of Lexington County to maintain the inside and outside of the Main Library and 9 branches. These funds are necessary to purchase materials and services to make repairs to any of the 10 buildings in the library system, which are heavily used by the public. Library branches vary in age, the majority being between 15 and 45 years old. Replacement or addition of items, such as, outside wall-pack lights; parking bollards; fencing, etc. Based on 5-year trend.

**522001 – CARPET/FLOOR CLEANING** **\$7,500**

Professional carpet, tile and laminate floor cleaning and/buffing is scheduled for 10 facilities on a 2-3 year rotation throughout the Library System. The quote is based on the County contract cost per square foot. Priority is placed on the heavy traffic areas. (some services were under building maintenance in previous years)

**522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE** **\$2,000**

Repairs to equipment such as office equipment (computer, printers, etc.) and appliances are necessary and prolongs the life expectancy before needed replacement.

**522300 – VEHICLE REPAIRS & MAINTENANCE** **\$2,175**

The Library has 7 vehicles: 2 mobile libraries, 2 vans, and 3 utility vehicles that staff use to conduct programs and services, as well as, distribute library materials and equipment. (Cost estimate based on trend analysis and addition of 2<sup>nd</sup> mobile library.)

**524100 – VEHICLE INSURANCE** **\$5,818**

This amount will cover 7 vehicles: 2 mobile libraries, 2 vans, and 3 utility vehicles. Amount based on information provided by Risk Manager.

**524101 – COMPREHENSIVE INSURANCE** **\$4,900**

Amount based on information provided by Risk Manager.

**524900 – DATA PROCESSING EQUIPMENT INSURANCE** **\$1,899**

Insures computers, servers, and network devices. Amount based on information provided by Risk Manager.

**525006 – GPS MONITORING CHARGES** **\$1,018**

Monitoring charges for (5) Library vehicles.

**525020 – PAGERS AND CELL PHONES** **\$0**

**525021 – SMART PHONE** **\$7,458**

Smart phones (10) service for Library Admin and support services. Necessary to communicate and conduct business with staff and other agencies throughout the day and night when needed and smart phone services for Mobile Library staff in order to access library data to assist patrons, including the Library's electronic resources and website, as well as maps and to communicate with patrons throughout the day while on route. (Cost increase due to (1) additional phone service and additional wifi on mobile library in FY 24)

**525210 – CONFERENCE, MEETING AND TRAINING EXPENSES** **\$7,500**

Staff development is necessary to provide optimal services. State, regional, and national conferences and other meetings directly related to library services, including the annual conference of the SC Library Association, American Library Association and SC Association of School Librarians. It also includes funds for educational workshops, training courses, and continuing education programs, especially but not

limited to the SC State Library, Midlands Technical College and the USC-School of Library and Information Science. These programs allow staff to update their skills and keep abreast of current developments in libraries and their services, including management and administration of libraries and may be held on-site. Selected staff may attend training classes related to their field of expertise from literacy to computer/network. Specific conference information and course descriptions are made available throughout the year, and staff are approved based on the benefits to their current job and 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. (Expenses trended down during COVID; however, expenses must be eligible for reimbursement in FY 24.)

**525230 – SUBSCRIPTIONS, DUES, AND BOOKS** **\$266,356**

The largest expenditure in this account is for periodicals, magazines and newspapers that the Library purchases for public use at 10 branches and Mobile Libraries. It also includes the cost of subscribing to and maintaining cataloging databases, platforms for downloadable books and magazines (Overdrive/Hoopla) and subscriptions to research databases that are made available online to the public within each branch as well as from a personal computing device. Includes dues to professional organizations such as the South Carolina Library Association, American Library Association and the Association of Public Library Administrators. Increase cost due to increasing needs for periodicals and vendor pricing.

- Periodicals (print and online)
  - Ebsco - \$64,000
  - Twin City - \$118
  - The Chronicle \$500
  - Overdrive emagazines - \$17,500
- Electronic Platform/Subscriptions
  - Overdrive - \$12,000
  - OCLC - \$28,000
  - EBSCO Discovery - \$32,145
  - Ingram - \$2,100
- Databases - \$106,493
- Dues - \$3,500

**525240 – PERSONAL MILEAGE REIMBURSEMENT** **\$15,000**

Mileage reimbursement for Library staff who are required to travel within the service area as part of their job as well as for those attending local and regional meetings and workshops. \$.655/mile. (Adjustment due to service level changes and increase in rate/mile.)

**525250 – MOTOR POOL REIMBURSEMENT** **\$0**

If one or more library assigned vehicles were unavailable, library staff may need to utilize the motor pool to continue to provide resources and programs to the branches and the public in a timely manner.

**525400 – GAS, FUEL & OIL** **\$12,000**

Provides funds for gas, diesel fuel, and oil for 7 vehicles utilized to provide consistent library services and programs. Cost estimate based on \$3.40 (gas) and \$4.35 (diesel) and \$2.30 DEF per gallon from Fleet Services Manager. Based on 5-year trend analysis and additional mobile library, increased cost per gallon.

**525600 – UNIFORMS & CLOTHING** **\$1,000**

Provides uniforms for the library's custodial workers and uniform shirts for staff representing the library at outreach programs and events.

**525700– EMPLOYEE SERVICE AWARDS \$200**

This is the cost of related awards and incentives as outlined in the Library’s Strategic Plan, Goal 4. This does not have a 5-year trend because it began in FY 19.

**526500 – LICENSES & PERMITS \$5,080**

Movie Licensing and Labor - \$4,980

The Library presents literacy and information programs for the public including movies and documentaries. A license is required for each branch to show these copyrighted films to the public. (Quote from sole source vendor)

Department of Labor, Licensing and Regulations total - \$100

(2) boilers at Lexington Main - \$25 each for total of \$50

(1) elevator at Lexington Main - \$50

(3) chairlift at CWC Branch – (\$50 each for total of \$150 due in 2025)

**529903 – CONTINGENCY \$0**

Contingency funds to address emergency building maintenance and general operations including unforeseen changes in pricing due to the change in supply and demand, ie inflation. FY 23 funds will be carried over.

**537699 – COST OF COPY SALE \$14,840**

Cost of leasing Coin-Op machine and price/copy.

**LIBRARY ACCOUNTS BY BRANCH**

**520103 – LANDSCAPE/GROUNDS MAINTENANCE \$61,447**

Annual contracted landscaping and ground maintenance costs for 10 library facilities. (with 8% CPI)

230005 – \$0	230055 – \$5,670
230010 – \$6,806	230060 – \$5,670
230020 – \$7,776	230070 – \$5,757
230030 – \$5,692	230080 – \$5,843
230040 – \$6,806	230090 – \$5,757
230050 – \$5,670	

**520200 – CONTRACTED SERVICES \$105,163**

Contracted costs for to maintain cleanliness and safety of 10 branches including, housekeeping/cleaning services, security services, pest control and testing services.

230005 – \$0

230010 – \$540

Pest control – \$540

230020 – \$5,665

Pest control – \$540

Elevator inspections – \$125

Recycling - \$5,000

230030 -- \$49,163  
 Security guard -- \$43,203  
 Pest control -- \$460  
 Sprinkler System Test - \$500  
 Chair lift inspections - (every 3 years)  
 Recycling - \$5,000

230040 -- \$46,663  
 Security guard (addition) - \$43,203  
 Pest control -- \$460  
 Recycling - \$3,000

230050 -- \$540  
 Pest control -- \$540

230055 -- \$504  
 Pest control -- \$540

230060 -- \$504  
 Pest control -- \$504

230070 -- \$504  
 Pest control -- \$504

230080 -- \$540  
 Pest control -- \$540

230090 -- \$540  
 Pest Control -- \$540

**520231 -- GARBAGE PICKUP SERVICE**

**\$5,919**

Contracted weekly garbage service pick up for 10 branches.

230005 - \$0	230055 - \$619
230010 - \$619	230060 - \$0
230020 - \$906	230070 - \$619
230030 - \$906	230080 - \$619
230040 - \$756	230090 - \$256
230050 - \$619	

**521000 -- OFFICE SUPPLIES**

**\$30,195**

Office supplies include all necessary supplies for daily operation, including pens, pencils, printer ribbons, printed forms, toner, computer paper, file folders, and other miscellaneous items. The amount for Account #230005 reflects the cost of materials used both in the administrative offices and in system-wide programs. Shifts in amounts allocated to each account reflect 5-year trend analysis, plus gross changes in supply and demand due to pandemic.

230005 - \$6,900	230055 - \$1,445
230010 - \$1,450	230060 - \$900
230020 - \$5,500	230070 - \$1,200
230030 - \$4,500	230080 - \$1,500

230040 - \$4,800	230090 - \$600
230050 - \$1,400	

**521100 – DUPLICATING \$3,495**

Pays for the contracted per-copy cost for the public photocopiers. Cost based on public usage. Changes due to usage reports.

230005	\$950	230055	\$80
230010	\$200	230060	\$100
230020	\$960	230070	\$100
230030	\$270	230080	\$160
230040	\$505	230090	\$40
230050	\$130		

**521200 – OPERATING SUPPLIES \$35,755**

The amount in #230005 (Administration) is for supplies such as all housekeeping and cleaning supplies for the Main Library building, and all cataloging and processing supplies for the books and audiovisual materials that are purchased each year for the centralized services of the Library System (book covers, labels, tapes and glues, repair materials, cases for DVDs and Audio Books, security strips, etc.) and library cards for the patrons. Increase based on inflation rates for cataloging supplies.

All general housekeeping supplies for each building, for both staff and patrons. The items are distributed by library staff and contracted cleaning services. Based on 5-year trend analysis, plus increases cost of household items.

230005	\$21,000	230055	\$920
230010	\$900	230060	\$480
230020	\$1,600	230070	\$855
230030	\$3,800	230080	\$900
230040	\$3,900	230090	\$400
230050	\$1,000		

**524000 – BUILDING INSURANCE \$40,030**

Premiums for 10 facilities based on information from Risk Management.

230005	\$0	230055	\$981
230010	\$3,185	230060	\$1,262
230020	\$6,865	230070	\$1,608
230030	\$11,259	230080	\$2,030
230040	\$7,677	230090	\$1,003
230050	\$4,160		

**524201 – GENERAL TORT LIABILITY INSURANCE \$5,625**

Premiums based on information from Risk Management.

230005	\$1,976	230055	\$130
230010	\$242	230060	\$89
230020	\$944	230070	\$88
230030	\$813	230080	\$156
230040	\$878	230090	\$111
230050	\$198		

**524202 – SURETY BONDS** **\$969**

Premiums based on information from Risk Management. Paid every three years.

230005	\$227	230055	\$26
230010	\$45	230060	\$26
230020	\$195	230070	\$26
230030	\$151	230080	\$38
230040	\$164	230090	\$26
230050	\$45		

**525000 – TELEPHONE** **\$41,144**

Telephone services for Library Administration, Main Library and 9 branch facilities. Extra lines

230005	\$8,927	230055	\$2,968
230010	\$2,137	230060	\$2,283
230020	\$7,002	230070	\$2,658
230030	\$4,098	230080	\$1,025
230040	\$5,617	230090	\$1,542
230050	\$2,887		

**525041 – EMAIL SERVICE CHARGES** **\$21,414**

Cost based on \$10.75 per account each month. Changes based on POSN report.

230005	\$6,192	230055	\$516
230010	\$1,032	230060	\$516
230020	\$3,999	230070	\$516
230030	\$3,096	230080	\$774
230040	\$3,354	230090	\$516
230050	\$903		

**525100 - POSTAGE** **\$3,604**

The Library mails letters and notices to patrons about overdue items and to promote public programs. Postage also includes the cost to ship books for interlibrary loan (ILL). Based on 5-year trend analysis.

230005	\$1,450	230055	\$50
230010	\$70	230060	\$32
230020	\$500	230070	\$30
230030	\$720	230080	\$65
230040	\$580	230090	\$12
230050	\$95		

**525377 - UTILITIES** **\$289,590**

Cost of utilities at 10 library branches. Based on current 5-year trend.

230005	\$0	230055	\$10,640
230010	\$10,487	230060	\$7,775
230020	\$110,995	230070	\$8,042
230030	\$44,815	230080	\$11,682
230040	\$64,201	230090	\$8,448
230050	\$12,505		

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**SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES**

**ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL**

**540000 – SMALL TOOLS & MINOR EQUIPMENT \$14,000**

Funds are used to purchase office and library machines and equipment in order to move and display library materials and resources.

**540002 - MICROFORMS \$0**

Funds are used to purchase periodicals, magazines, and newspapers on microfilm and microfiche and genealogical material on microfilm, ex. census records.

**540006 – LIBRARY MATERIALS \$750,000**

Funds are used to purchase hard copy and e-materials. Includes books, DVDs and audio materials. Unexpended funds from FY 23 will be carried over and supplemented by funds from SC State Aid.

**540010 –MINOR SOFTWARE \$11,050**

Software applications Adobe Creative Suite \$2,880, MS Office for Mobile Library laptops: \$3,346

**5A CAPITAL ITEMS \$135,767**

5A	Computers OptiPlex 7000 w/ monitor (25) Rpl F1	\$35,792
5A	Precision 3570 Laptops (2)	\$3,187
5A	Dell Latitude 5430 SR Laptops (2)	\$3,916
5A	Printers B&W (2) Rpl Type 1	\$2,872
5A	Flooring Gilbert-Summit Branch	\$42,000
5A	Counter/Sink in Public Restrooms Irmo Branch	\$4,500
5A	Wall Cayce-West Columbia Branch	\$3,000
5A	Concrete Pad for Programs/Events Lexington Main Branch	\$7,000
5A	Paint Lexington Main Branch / Admin	\$26,000
5A	Water Fountain Rehab (2)	\$7,500
5A		
5A		
5A		
5A		
5A		

**\*\* Total Capital \$910,817**



SECTION III

COUNTY OF LEXINGTON

NEW PROGRAM - Library Assistant III Part Time (20hrs) to Part Time (25hrs) - Band 107  
2300

Annual Budget  
Fiscal Year - 2023-24

Fund: 2300  
Division: Library  
Organization: 230070 (Gaston)

BUDGET

Object Expenditure Code Classification	Part Time (20hrs) (1) Library Assist III Band 107 POSN 000699	Reclass to Part Time (25hrs) (1) Library Assist III Band 107	2023-24	2023-24	2023-24
			Requested	Recommend	Approved
<b>Personnel</b>					
510100 Salaries & Wages -	16,463	20,579	4,116		
510200 Overtime			0		
511112 FICA Cost	1,259	1,574	315		
511113 State Retirement	3,056	3,819	764		
511120 Insurance Fund Contribution -	0		0		
511130 Workers Compensation	510	638	128		
511213 State Retirement - Retiree					
<b>* Total Personnel</b>	<b>21,288</b>	<b>26,611<sup>0</sup></b>	<b>5,322</b>		
<b>Operating Expenses</b>					
520300 Professional Services					
520702 Technical Currency & Support					
520800 Outside Printing					
521000 Office Supplies					
521100 Duplicating					
521200 Operating Supplies					
524000 Building Insurance					
524201 General Tort Liability Insurance					
524202 Surety Bonds -					
525000 Telephone					
525021 Smart Phone Charges					
525041 E-mail Service Charges -					
525100 Postage					
525110 Other Parcel Delivery Service					
525210 Conference & Meeting Expense					
525230 Subscriptions, Dues, & Books					
525240 Personal Mileage Reimbursement					
525300 Utilities - Admin. Bldg.					
<b>* Total Operating</b>			<b>0</b>		
<b>** Total Personnel &amp; Operating</b>			<b>5,322</b>		
<b>Capital</b>					
540000 Small Tools & Minor Equipment					
540010 Minor Software					
All Other Equipment					
<b>** Total Capital</b>			<b>0</b>		
<b>*** Total Budget Appropriation</b>			<b>5,322</b>		

SECTION III

COUNTY OF LEXINGTON  
**NEW PROGRAM - Library Assistant III Part Time (20hrs) to Part Time (25hrs) - Band 107**  
**2300**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund: 2300  
 Division: Library  
 Organization: 230070 (Gaston)

*BUDGET*

Object Expenditure Code Classification	Part Time (20hrs) (1) Library Assist III Band 107 POSN 002352	Reclass to Part Time (25hrs) (1) Library Assist III Band 107	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>					
510100	Salaries & Wages -		16,463	20,579	4,116
510200	Overtime				0
511112	FICA Cost		1,259	1,574	315
511113	State Retirement		3,056	3,819	764
511120	Insurance Fund Contribution -		0		0
511130	Workers Compensation		510	638	128
511213	State Retirement - Retiree				
	<b>* Total Personnel</b>		<b>21,288</b>	<b>26,614</b>	<b>5,322</b>
<b>Operating Expenses</b>					
520300	Professional Services				
520702	Technical Currency & Support				
520800	Outside Printing				
521000	Office Supplies				
521100	Duplicating				
521200	Operating Supplies				
524000	Building Insurance				
524201	General Tort Liability Insurance				
524202	Surety Bonds -				
525000	Telephone				
525021	Smart Phone Charges				
525041	E-mail Service Charges -				
525100	Postage				
525110	Other Parcel Delivery Service				
525210	Conference & Meeting Expense				
525230	Subscriptions, Dues, & Books				
525240	Personal Mileage Reimbursement				
525300	Utilities - Admin. Bldg.				
	<b>* Total Operating</b>				<b>0</b>
	<b>** Total Personnel &amp; Operating</b>				<b>5,322</b>
<b>Capital</b>					
540000	Small Tools & Minor Equipment				
540010	Minor Software				
	All Other Equipment				
	<b>** Total Capital</b>				<b>0</b>
	<b>*** Total Budget Appropriation</b>				<b>5,322</b>

SECTION III

COUNTY OF LEXINGTON

2300  
Annual Budget  
Fiscal Year - 2023-24

Fund: 2300  
Division: Library  
Organization: 2300099

Object Expenditure Code Classification	BUDGET		
	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>			
510100 Salaries & Wages -			
510200 Overtime			
511112 FICA Cost			
511113 State Retirement			
511120 Insurance Fund Contribution -			
511130 Workers Compensation			
511213 State Retirement - Retiree			
<b>* Total Personnel</b>			
<b>Operating Expenses</b>			
520300 Professional Services			
520702 Technical Currency & Support			
520800 Outside Printing			
521000 Office Supplies			
521100 Duplicating			
521200 Operating Supplies			
524000 Building Insurance			
524201 General Tort Liability Insurance			
524202 Surety Bonds -			
525000 Telephone			
525021 Smart Phone Charges			
525041 E-mail Service Charges -			
525100 Postage			
525110 Other Parcel Delivery Service			
525210 Conference & Meeting Expense			
525230 Subscriptions, Dues, & Books			
525240 Personal Mileage Reimbursement			
525300 Utilities - Admin. Bldg.			
<b>* Total Operating</b>			
<b>** Total Personnel &amp; Operating</b>			
<b>Capital</b>			
540000 Small Tools & Minor Equipment			
540010 Minor Software			
All Other Equipment			
5A Irmo workroom renovations		105,000	
5A Lexington Main public restroom renovations		96,000	
5A Cayce-West Columbia carpet replacement		100,000	
<b>** Total Capital</b>			
<b>*** Total Budget Appropriation</b>			

### SECTION V. – NEW PROGRAMS PROGRAM OVERVIEW

The Library's number one asset is its personnel. When conducting community meetings for strategic planning, over and over staff was named as one of the Library's best resources. Library staff are the experts in information and literacy resources and in providing technology training. The County's Comprehensive Plan shows a projected 10% increase in population by 2025 and a steady rise beyond that. As Lexington County grows, so must library resources and staffing to meet the community's demand.

Since 2000, the Library System has added the South Congaree-Pine Ridge Branch Library and has expanded its Mobile Library and Outreach Services significantly. Technologies that are now used daily were not in existence 15 years ago. Wireless internet access, mobile printing, and eBooks are now standard services as are adult programs, technology workshops, and 1 on 1 appointments. The Library has worked hard to meet these public needs; however, the multitude and variety of services cannot be managed well without additional staff.

As part of the upcoming Strategic Plan, analysis of current hours with the goal of improved accessibility will be conducted. The Library continues to monitor trends and analyze the need for additional branches and/or expanded hours of service. Many patrons have been observed using Wi-Fi in branch parking lots after hours as the need for connectivity has greatly expanded during the pandemic where jobs and schooling have transitioned to virtual.

In order to maintain current service levels and meet expectations regarding needed services, it's crucial that the Library improve its staffing levels. South Carolina Public Library Standards, revised in 2012, indicate minimum staffing levels of .5 FTE per 1000 capita and a target staffing rate of .75 FTE per 1000. The Library currently has 96 full time staff and 56 part-time staff. This reflects a total of 124 FTEs; however, only 120 are library service FTEs. Based on the 2020 Census figure for a population of 293,991, the Library should have a minimum of 132 FTEs with a target of 220.5 FTEs. This leaves the Library with a deficit of 29 FTEs.

As library programs, resources, and technology continue to expand, so do the responsibilities of library personnel. The Library instituted a staffing plan to address these needs. The Library must improve staffing thresholds now in order to conduct daily operations and not fall further behind as the service population continues to grow. The pandemic has made the Library's presence in the community even stronger and has shown that library services are vital to the quality of life that our residents expect.

The Library is requesting 2 Personnel actions to reclassify 2 Library Assistant III part time 20 hours/week to part time 25 hours/week.

- Library Assistant III PT 25/week – Gaston
- Library Assistant III PT 25/week – Gaston

This is a total of increase of .25 FTEs, bringing the Library Service FTEs from 120 to 120.25 and closer to the minimum recommendation of 220. The total cost of the personnel request is \$10,644

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As part of the facility management plan, there are (3) one-time maintenance and renovation requests. Contingency or fund balance could be used for these requests:

Irmo workroom renovations	\$105,000
Lexington Main restroom renovations	\$96,000
Cayce-West Columbia carpet replacement	<u>\$100,000</u>
	\$301,000 Total

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**230070 - New Program/Reclassification**  
**Part Time-- Library Assistant III (2)**  
**Increase from 20 to 25 hours weekly**  
**POSN 000699 Band 107**  
**POSN 002352 Band 107**

The Library's current strategic plan focuses on increasing services and improving access and community awareness. This includes initiatives to expand material types, to improve patron facing technology, to support local businesses and increase business-related services, and to expand outreach and partnerships. To support these objectives, there is also a goal of recruiting and retaining trained and knowledgeable staff.

The Gaston Library strives to meet the literacy and technology needs of the Gaston community. Many patrons from this community rely on the Library for WIFI, Internet access, email, printing, faxing and technology training. Staff are often involved in lengthy transactions where they offer technical assistance to patrons who need to search and apply for housing and employment online, create and print resumes, and fax important documents. The library also offers early literacy programming, tween/teen programming and financial, nutritional, legal and lifelong learning programming for adults. A recent partnership with Brookland Lakeview Empowerment Center (BLEC) will focus on nutritional literacy and a community garden.

The current staff allocation is only 3 FTEs. There are (2) full time staff and (2) part time staff. This makes it difficult to balance staffing the service desk with expanding technology assistance and literacy efforts. Increasing part-time staff hours will not only assist in these areas, but will also allow for expanded outreach efforts and partnerships, such as the one with BLEC, in the Gaston community. The increase of hours will also allow time for staff development and hopefully increase retention at the branch, which will in turn maintain a consistent and efficient level of service that Library patrons deserve.

Similar sized branches part time staff are already working 25 hours/week. This small, systematic approach to improving Gaston's staffing level is minimal cost and will extend the Library's ability to sustain excellent public library services. In addition, the South Carolina Public Library Standards which sets the recommendation for adequate staffing, was revised in 2012 to indicate minimum staffing levels of .5 FTE per 1000 capita and a target staffing rate of .75 FTE per 1000. The Library currently has 120 library service FTEs and should have a minimum of 132 FTEs with a target of 220 FTEs.

The Library Assistant III's (band 107) would continue to report to the Branch Librarian.  
The cost to increase the hours is \$5,322 for each position for a combined total of \$10,644

**COUNTY OF LEXINGTON  
LIBRARY ESCROW  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Library Escrow 2310:</b>								
<b>Revenues:</b>								
417100	Fee in Lieu of Taxes	138	0	900	900	900		
417130	FILOT - Manufacturers Tax Exemption	16	0	125	125	125		
<b>Total Property Tax Revenue</b>		154	0	1,025	1,025	1,025		
<b>Other Revenues:</b>								
434900	Library Non-Resident User Fee	14,495	5,720	14,060	14,060	17,000		
461000	Investment Interest	81	285	125	125	125		
469100	Gifts & Donations	350	250	500	500	500		
<b>Total Other Revenue</b>		14,926	6,255	14,685	14,685	17,625		
<b>** Total Revenue</b>		15,080	6,255	15,710	15,710	18,650		
<b>***Total Appropriation</b>					44,552	53,372		
Capital Contingency - Add-Back						27,052		
FUND BALANCE Beginning of Year					55,162	26,320	26,320	26,320
FUND BALANCE - Projected End of Year					26,320	(8,402)	26,320	26,320

Fund 2310  
Division: Library  
Organization: 230099 - Non-departmental

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend. (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Operating Expenses</b>						
520103	Landscaping/Ground Maintenance	380	4,060	7,500	7,500	
<b>* Total Operating</b>		380	4,060	7,500	7,500	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	0	10,000	10,650	
549904	Capital Contingency carry over capital contingency	0	0	27,052	8,170	
<b>** Total Capital</b>		0	0	37,052	45,872	
<b>*** Total Budget Appropriation</b>		380	4,060	44,552	53,372	

**SECTION V. ESCROW OVERVIEW**

The Library’s escrow account includes revenue from non-resident fees as well as monetary gifts and donations to the Library. This account is used to initiate small facility and landscaping improvements as well as support branch services.

**SECTION VI. - LINE ITEM NARRATIVES**

**SECTION VI. A. - LISTING OF REVENUES**

**434900 – LIBRARY NON-RESIDENT FEES \$17,000**

This fee of \$35.00 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 household in Lexington County pays for library services, including operating budget.

**461000 – INVESTMENT INTEREST \$125**

**469100 – GIFTS AND DONATIONS \$500**

The library receives gifts and donations often to purchase an item in memory or honor of an individual.



**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**520103 – LANDSCAPING/GROUND MAINTENANCE** **\$7,500**

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**521200 – OPERATING SUPPLIES** **\$0**

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**SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES**

**540000 – SMALL TOOLS AND EQUIPMENT** **\$10,650**

Items to support the services and programs of the library. Includes book carts, display boards, small appliances, etc. These funds are non-designated.

**549904 – CAPITAL CONTINGENCY** **\$35,222**

**Total capital** **\$45,872**

**COUNTY OF LEXINGTON  
LIBRARY STATE FUNDS  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Library State Funds 2330:</b>								
<b>Revenues:</b>								
429000	State Aid	532,916	165,424	661,694	661,694	<u>661,694</u>		
<b>** Total Revenue</b>		<u>532,916</u>	<u>165,424</u>	<u>661,694</u>	<u>661,694</u>	<u>661,694</u>		
<b>***Appropriation Total</b>					<u>733,149</u>	<u>661,694</u>		
FUND BALANCE								
Beginning of Year					<u>82,481</u>	<u>11,026</u>	<u>11,026</u>	<u>11,026</u>
FUND BALANCE - Projected								
End of Year					<u>11,026</u>	<u>11,026</u>	<u>11,026</u>	<u>11,026</u>

**COUNTY OF LEXINGTON  
LIBRARY STATE FUNDS  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2330  
Division: Library Division  
Organization: 230099 - Non-departmental

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend. (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
				2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Operating Expenses</b>					
520213 Contracted Literacy Programs	14,727	16,582	27,000	35,500	
520300 Professional Services	2,778	873	9,500	2,500	
520400 Advertising & Publicity	16,726	11,133	20,600	21,000	
520702 Technical Currency & Support	2,964	0	0	31,580	
521200 Operating Supplies	20,044	3,420	26,550	32,860	
525000 Telephone	1,789	813	2,078	2,078	
525210 Conference, Meeting & Training Expenses	28,471	27,311	51,367	61,300	
525211 Library Board Expenses	552	328	1,000	1,000	
525230 Subscriptions, Dues, & Books	0	185	7,500	26,000	
525600 Uniforms & Clothing	0	0	300	1,600	
529903 Contingency	0	0	134,248	77,203	
<b>** Total Operating Expenses</b>	<b>88,051</b>	<b>60,645</b>	<b>280,143</b>	<b>292,621</b>	
<b>Capital</b>					
540000 Small Tools & Minor Equipment	13,592	10,939	20,478	19,000	
540002 Microforms	0	0	0	0	
540006 Library Materials (Books, Audio Mat.)	278,633	115,691	267,700	250,000	
540010 Minor Software	0	1,440	5,000	10,000	
All Other Equipment	137,772	115,553	158,137	90,073	
<b>** Total Capital</b>	<b>429,997</b>	<b>243,623</b>	<b>451,315</b>	<b>369,073</b>	
<b>Other Financing Uses</b>					
812350 Op Trn to Library E-Rate Program	0	0	1,691	0	
<b>**Total Other Financing Uses</b>	<b>0</b>	<b>0</b>	<b>1,691</b>		
<b>*** Total Budget Appropriation</b>	<b>518,048</b>	<b>304,268</b>	<b>733,149</b>	<b>661,694</b>	

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2023-24

Fund # 2330 Fund Title: Library State Funds  
 Organization # 230099 Organization Title: Library/Non-Department  
 Program # \_\_\_\_\_ Program Title: \_\_\_\_\_

**BUDGET**  
 2023-24  
 Requested

Qty	Item Description	Amount
540000	Small Tools & Equipment	19,000
540006	Library Materials	250,000
540010	Minor Software	10,000
5A	Access Points-Extreme Cloud 4000 Series (45) (RPL)	57,650
5A	Computers 10Zig Thin Clients (20) Repl	21,374
5A	Charging Table Gaston Branch	787
5A	Telephony Server PowerEdge R350	1,585
5A	weBoost for Business Office 200	1,700
5A	Standard Color Printer HP 555dn (3)	2,925
5A	USB Thermal Receipt Printers (7)	3,034
5A	Advanced TV 43"	1,018
		<del>90,073</del>
<b>** Total Capital (Transfer Total to Section III )</b>		<b>369,073</b>

## **SECTION V. – STATE AID PROGRAM OVERVIEW**

State Aid provides additional funding for public libraries to assist them in maintaining basic service levels to South Carolina citizens. Funds can be allocated towards technology, literacy programs, staff training and library materials. Funds can also be used to purchase a vehicle to support public services. The Library system is compliant with all statutory regulations set forth in the South Carolina Code of Laws, Section 60-1-90, and the South Carolina Code of Regulations, Vol. 26, Chapter 75-1-2 (Supp 2005.)

In FY 23-24, the Library will use the SC State Aid to continue our scheduled replacement program of PCs, laptops and related equipment. A portion of the FY 23-24 State Aid funds will be used to supplement the local fund, focusing on literacy programs and training and conference attendance for our staff. State Aid funds always supplement our local budget for books, eBooks, and other library materials. The revenue amount used for budget purposes for State Aid is \$2.25 per capita.

**SECTION VI - LINE ITEM NARRATIVES**

**ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL  
SECTION VI A - LISTING OF REVENUES**

**429000 –STATE AID** **\$661,694**

This amount of State Aid is based on the SC Legislature’s estimated approval of \$2.25 per capita. 2020 Census figures reflect Lexington County population was 293,991.

**ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL  
SECTION VI C - OPERATING LINE ITEM NARRATIVES**

**520213 - CONTRACTED LITERACY PROGRAMS \$35,500**

The Library utilizes professional contracted presenters, including authors to present literary programs and special events especially for larger audiences. These programs promote literature and library services for children and adults. Such programs help establish early literacy skills and maintain common core skills for students of all ages, especially during the Summer Reading Program. Programs may be in-person or virtual.

Children's Programs: \$16,500  
Tween Programs: \$5,000  
Teen Programs: \$5,000  
Adult Programs: \$9,000

**520300 – PROFESSIONAL SERVICES \$2,500**

Consultations for E-Rate projects; strategic planning and fundraising.

**520702 – ADVERTISING & PUBLICITY \$21,000**

Public relations are vital to inform citizens and businesses of all the library services and resources available. Advertising may be in print or online, includes radio, social media and billboards. May include --

Annual Reports  
Posters/Bookmarks  
Media advertising  
Bill Boards

**520702 – TECHNICAL CURRENCY AND SUPPORT \$31,500**

Envisionware ecommerce - \$18,190  
Viking Cloud - \$1,525  
Libinsight statistical tracker – \$3,500  
PDQ - \$1,365  
My Libro - \$7,000

**521200 – OPERATING SUPPLIES \$32,860**

Operating costs for literacy programs including Summer Reading Program supplies and incentives for patrons and promotional materials to support literacy programs.

**525000 – TELEPHONE \$2,078**

Mobile hot spots used for outreach and training programs.

**525210 – CONFERENCE, MEETING & TRAINING EXPENSES \$61,300**

This appropriation is used for staff to attend state, regional, and national conferences and other meetings directly related to library services, including the annual meeting and training conference of the SC Library Association, American Library Association and SC Association of School Media Specialists. It also includes funds for educational workshops, training courses, and continuing education programs, especially though but not limited to, the SC State Library, Midlands Technical College and the USC-School of Library and Information Science. These programs allow staff to update their skills and keep abreast of current developments in libraries and their services, including management and administration of libraries and may be held on-site. Selected staff may attend training classes related to their field of expertise from literacy to computer/network. Specific conference information and course descriptions are made available throughout the year, and staff is approved based on the benefits to their current job and their specific area



of specialization.

**525211 – LIBRARY BOARD EXPENSES** **\$1,000**

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** **\$26,000**

The largest expenditure in this account is for periodicals, magazines and newspapers that the Library purchases for public use at 10 branches and the Bookmobile. It also includes the cost of subscribing to and maintaining cataloging databases, platforms for downloadable books and subscriptions to research databases that are made available online to the public within each branch as well as from a personal computing device. Includes dues to professional organizations such as the South Carolina Library Association and the Association of Public Library Administrators.

Some costs include:

Marketing Subscriptions - \$7,717

Go To Meeting - \$620

Survey Monkey - \$963

LinkedIn Learning - \$3,800

BT Cat - \$13,000

**525600 – UNIFORMS** **\$1,600**

Summer Reading t-shirts for staff to promote and advocate programs and services

**529903 – CONTINGENCY** **\$77,203**

State Aid to public libraries is approved each year as part of the South Carolina State Budget. Because the revenue is not a consistent amount, the Library budgets slightly under the projected revenue. This prevents the library from over allocating. In turn, the contingency account is used then to address remaining capital and program needs that came in over the budget request. The Library anticipates using these funds to purchase a vehicle if the new program request for a custodial staff member is approved.

**ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL**

**SECTION VI D - CAPITAL LINE ITEM NARRATIVES**

<b>540000</b>	<b>SMALL TOOLS &amp; MINOR EQUIPMENT</b>	<b>\$19,000</b>
	Books carts, storage kits, small office equipment or appliances.	
<b>540006</b>	<b>LIBRARY MATERIALS</b>	<b>\$250,000</b>
	Books and audio/visual materials requested and used by the public. Print or electronic.	
<b>540010</b>	<b>MINOR SOFTWARE</b>	<b>\$10,000</b>
	Software needs include applications for marketing and virtual programming.	
<b>5A</b>	<b>Access Points – Extreme Cloud 4000 Series (45) (RPL)</b>	<b>\$57,650</b>
<b>5A</b>	<b>Computers 10Zig Thin Clients (20) (RPL)</b>	<b>\$21,374</b>
<b>5A</b>	<b>Charging Table – Gaston Branch</b>	<b>\$787</b>
<b>5A</b>	<b>Telephony Server PowerEdge R350</b>	<b>\$1,585</b>
<b>5A</b>	<b>weBoost for Business Office 200</b>	<b>\$1,700</b>
<b>5A</b>	<b>Standard Color Printer HP 555dn (3)</b>	<b>\$2,925</b>
<b>5A</b>	<b>USB Thermal Receipt Printers (7)</b>	<b>\$3,034</b>
<b>5A</b>	<b>Advanced TV 43”</b>	<b>\$1,018</b>
	<b>** Total Capital (Transfer Total to Section III)</b>	<b><u>\$369,073</u></b>

**COUNTY OF LEXINGTON  
LIBRARY LOTTERY FUNDS  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Library Lottery Funds 2331:</b>								
<b>Revenues:</b>								
429100	State Lottery Funds	0	0	57,595	57,595	0		
461000	Investment Interest	0	0	0	0	0		
<b>** Total Revenue</b>		<b>0</b>	<b>0</b>	<b>57,595</b>	<b>57,595</b>	<b>0</b>		
<b>***Appropriation Total</b>					<b>57,595</b>	<b>0</b>		
FUND BALANCE								
Beginning of Year								
					<b>28</b>	<b>0</b>		
FUND BALANCE - Projected								
End of Year								
					<b>28</b>	<b>0</b>		

Fund 2331  
Division: Library Division  
Organization: 230099 - Non-departmental

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend. (Dec)	2022-23 Amended (Dec)	2023-24 Requested	BUDGET	
					2023-24 Recommend	2023-24 Approved
<b>Operating Expenses</b>						
529903 Contingency	0	0	44,251	0		
<b>* Total Operating</b>		<b>0</b>	<b>0</b>	<b>44,251</b>	<b>0</b>	
<b>** Total Personnel &amp; Operating</b>		<b>0</b>	<b>0</b>	<b>44,251</b>	<b>0</b>	
<b>Capital</b>						
540010 Minor Software	0	45	1,006	0		
540006 Library Materials (Books, Audio Mat.)	0	0	0	0		
All other Equipment	0	12,333	12,338	0		
<b>** Total Capital</b>		<b>0</b>	<b>12,378</b>	<b>13,344</b>	<b>0</b>	
<b>*** Total Budget Appropriation</b>		<b>0</b>	<b>12,378</b>	<b>57,595</b>	<b>0</b>	

**COUNTY OF LEXINGTON  
LIBRARY FEDERAL FUNDS  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Library Federal Funds 2340:</b>								
<b>Revenues:</b>								
457000	Federal Grant Income	38,740	0	2,173	2,173	<u>0</u>		
469100	Gifts & Donations	35,000	0	0	0	<u>0</u>		
802300	Op Trn from Library Operations	2,088	0	0	0	<u>0</u>		
<b>** Total Revenue</b>		<u>75,828</u>	<u>0</u>	<u>2,173</u>	<u>2,173</u>	<u>0</u>		
<b>***Appropriation Total</b>					<u>2,173</u>	<u>0</u>		
FUND BALANCE								
Beginning of Year								
					<u>1,661</u>	<u>1,661</u>	<u>1,661</u>	<u>1,661</u>
FUND BALANCE - Projected								
End of Year								
					<u>1,661</u>	<u>1,661</u>	<u>1,661</u>	<u>1,661</u>

Fund 2340  
Division: Library Division  
Organization: 230099 - Non-departmental

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend. (Dec)	2022-23 Amended (Dec)	2023-24 Requested	BUDGET	
					2023-24 Recommend	2023-24 Approved
<b>Operating Expenses</b>						
520213	Contracted Literacy Programs	0	0	0	<u>0</u>	
521200	Operating Supplies	890	0	0	<u>0</u>	
525210	Conference, Meeting, & Training Expense	6,615	0	2,173	<u>0</u>	
529903	Contingency	0	0	0	<u>0</u>	
<b>* Total Operating</b>		<u>7,505</u>	<u>0</u>	<u>2,173</u>	<u>0</u>	
<b>** Total Personnel &amp; Operating</b>		<u>7,505</u>	<u>0</u>	<u>2,173</u>	<u>0</u>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	0	0	<u>0</u>	
540006	Library Materials (Books, Audio Mat.)	2,000	0	0	<u>0</u>	
540010	Minor Software	0	0	0	<u>0</u>	
	All other Equipment	65,835	0	0	<u>0</u>	
<b>** Total Capital</b>		<u>67,835</u>	<u>0</u>	<u>0</u>	<u>0</u>	
<b>*** Total Budget Appropriation</b>		<u>75,340</u>	<u>0</u>	<u>2,173</u>	<u>0</u>	

**COUNTY OF LEXINGTON  
LIBRARY E-RATE PROGRAM  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Library E-Rate Program 2350:</b>								
<b>Revenues:</b>								
457020	Library E-Rate - Federal Reimb.	21,664	0	18,819	18,819	<u>0</u>		
458020	Library E-Rate - State Reimb.	21,160	0	11,087	11,087	<u>0</u>		
802300	Op Trn from Library Operations	14,235	0	2,865	2,865	<u>0</u>		
802330	Op Trn from Library State Funds	0	0	1,691	1,691	<u>0</u>		
<b>** Total Revenue</b>		<u>57,059</u>	<u>0</u>	<u>34,462</u>	<u>34,462</u>	<u>0</u>		
<b>***Appropriation Total</b>					43,247	<u>0</u>		
FUND BALANCE								
Beginning of Year					189	(8,596)	(8,596)	(8,596)
FUND BALANCE - Projected								
End of Year					<u>(8,596)</u>	<u>(8,596)</u>	<u>(8,596)</u>	<u>(8,596)</u>

Fund 2350  
Division: Library Division  
Organization: 230099 - Non-departmental

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend. (Dec)	2022-23 Amended (Dec)	BUDGET		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Operating Expenses</b>						
520703	Computer Hardware Maintenance	0	0	3,283	<u>0</u>	
525021	Smart Phone Charges	0	570	4,104	<u>0</u>	
<b>* Total Operating</b>		<b>0</b>	<b>570</b>	<b>7,387</b>	<b><u>0</u></b>	
<b>** Total Personnel &amp; Operating</b>		<b>0</b>	<b>570</b>	<b>7,387</b>	<b><u>0</u></b>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	192	7,211	<u>0</u>	
540006	Library Materials (Books, Audio Mat.)	0	0	0	<u>0</u>	
	All other Equipment	47,395	6,602	28,649	<u>0</u>	
<b>** Total Capital</b>		<b>47,395</b>	<b>6,794</b>	<b>35,860</b>	<b><u>0</u></b>	
<b>*** Total Budget Appropriation</b>		<b>47,395</b>	<b>7,364</b>	<b>43,247</b>	<b><u>0</u></b>	

**SECTION I**

**COUNTY OF LEXINGTON  
SOL / DRUG COURT  
SUMMARY OF DEPARTMENTAL REVENUES  
Annual Budget  
FY 2023-24  
Estimated Revenue**

Fund: 2460  
 Division: JUDICIAL  
 Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2020-21	Actual 2021-22	Anticipated 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>Revenues:</b>							
431002	Drug Court Application Fee	300	100	300	1,400		
461000	Investment Interest	0	0	0	0		
802611	Op Trn from Solicitor State Funds	84,957	45,200	71,997	3,104		
<b>** Total Revenue (Section II)</b>		<u>85,257</u>	<u>45,300</u>	<u>72,297</u>	<u>4,504</u>		
<b>*** Total Appropriation (Section III)</b>				<u>72,264</u>	<u>4,504</u>		
<b>FUND BALANCE</b>							
Beginning of Year				<u>(33)</u>	<u>0</u>		
<b>FUND BALANCE - Projected</b>							
End of Year				<u>0</u>	<u>0</u>		

**SECTION II**

**COUNTY OF LEXINGTON  
Proposed Revenues  
Fines, Fees, and Other  
Budget FY - 2023-24**

Fund #: 2460

Fund Name: Sol / Drug Court

Organ. #: 141200

Organ. Name: Solicitor

Revenue Code	Fee Title	Actual Fees FY 2020-21	Actual Fees FY 2021-22	11/30/22 Year-to-Date FY 2022-23	Anticipated Fiscal Year Total FY 2022-23	Budget				
						Units of Service	Current Fee	Current Total Estimated Fees FY 2023-24	Proposed Fee Change	Total Proposed Estimated Fees FY 2023-24
431002	Drug Court Application Fee	\$300	\$100	\$100	\$300			\$1,400		\$1,400
802611	Op Trn from Solicitor State Funds	\$84,957	\$45,200	\$0	\$71,997			\$3,104		\$3,104

**SECTION III**

**COUNTY OF LEXINGTON  
DRUG COURT  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Solicitor / Drug Court 2460:</b>								
<b>Revenues:</b>								
431002	Drug Court Application Fee	100	100	300	300	1,400		
461000	Investment Interest	0	0	0	0	0		
802611	Op Trn from Sol/State Fund	45,200	0	71,386	71,997	3,104		
<b>**Total Revenue</b>		<b>45,300</b>	<b>100</b>	<b>71,686</b>	<b>72,297</b>	<b>4,504</b>		
<b>***Total Appropriations</b>					<b>72,264</b>	<b>4,504</b>		
<b>FUND BALANCE</b>								
Beginning of Year								
					(33)	0	0	0
<b>FUND BALANCE - Projected</b>								
End of Year								
					0	0	0	0

Fund 2460  
Division: Judicial  
Organization: 141200 - Solicitor

Object Expenditure Code	Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>		
					2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>							
510100	Salaries & Wages - 0	27,420	0	45,545	0		
511112	FICA - Employer's Portion	2,015	0	3,484	0		
511113	State Retirement - Employer's Portion	4,118	0	8,453	0		
511120	Employee Insurance - 0	3,900	0	7,800	0		
511130	Workers Compensation	102	0	169	0		
519999	Personnel Contingency	0	0	1,153	0		
<b>* Total Personnel</b>		<b>37,555</b>	<b>0</b>	<b>66,604</b>	<b>0</b>		
<b>Operating Expenses</b>							
520702	Technical Currency & Support	8,000	0	0	0		
521000	Office Supplies	0	47	250	250		
521100	Duplicating	19	21	58	60		
524201	General Tort Liability Insurance	123	0	129	0		
524202	Surety Bonds - 0	0	0	0	0		
524302	Court Ref Volunteer Liability Insurance	139	0	165	165		
525041	E-mail Service Charges -1	75	0	129	129		
525210	Conference, Meeting & Training Expense	0	127	4,809	3,800		
525230	Subscriptions, Dues & Books	0	0	45	0		
<b>* Total Operating</b>		<b>8,356</b>	<b>195</b>	<b>5,585</b>	<b>4,404</b>		
<b>** Total Personnel &amp; Operating</b>		<b>45,911</b>	<b>195</b>	<b>72,189</b>	<b>4,404</b>		
<b>Capital</b>							
540000	Small Tools & Minor Equipment	0	0	75	100		
	All Other Equipment	0	0	0	0		
<b>** Total Capital</b>		<b>0</b>	<b>0</b>	<b>75</b>	<b>100</b>		
<b>*** Total Budget Appropriation</b>		<b>45,911</b>	<b>195</b>	<b>72,264</b>	<b>4,504</b>		



**SECTION IV**

**COUNTY OF LEXINGTON  
Capital Item Summary  
Fiscal Year – 2023-24**

Fund # 2460 Fund Title: Sol / Drug Court  
 Organization # 141200 Organization Title: Solicitor  
 Program # \_\_\_\_\_ Program Title: Sol / Drug Court

**BUDGET  
2023-24  
Requested**

Qty	Item Description	Amount
	Small Tools & Minor Equipment	100

**\*\* Total Capital (Transfer Total to Section III) 100**

**SECTION V. - PROGRAM OVERVIEW**

**Summary of Programs:**

Solicitor’s Drug Court Program

**Program:**

**Objectives:**

To operate a non-traditional, multi-agency approach to drug addicted, non-violent offenders referred from the Solicitor as diversion or as a condition of probation by placing such persons in an intensive drug treatment program with judicial oversight to promote participant sobriety, responsibility and accountability. Upon completion, dismissal of diversion cases will occur. In probation cases, a recommendation is made to reduce or terminate probation.

**Service Standards:**

- To assist and advise the Solicitor’s Office and Probation Agents with referrals to the program.
- To maintain accurate information on all referred and participating clients.

**SERVICE LEVELS**

<b>Service Level Indicators:</b>	<b>Actual FY 20/21</b>	<b>Actual FY 21/22</b>	<b>Actual July - Dec FY 22/23</b>	<b>Estimated FY 22/23</b>	<b>Projected FY 23/24</b>
Accepted	2	3	10	14	18
Active Cases	5	4	13	16	15
Terminated	2	0	7	7	10
Graduated	4	2	1	2	9

**Glossary of Terms**

- **Accepted** - Individuals who apply to the program.
- **Active Cases** - Individuals who are participating in the program.
- **Terminated** - Individuals who are discharged unsuccessfully from the program.
- **Graduated** - Individuals who successfully complete all requirements of the program.

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**SECTION VI. LINE ITEM NARRATIVES**

**SECTION VI. A. - SUMMARY OF REVENUES**

**431002 – DRUG COURT APPLICATION FEE** **\$ 1,400**

The Solicitor's Drug Court charges an application fee of \$100. The fee is due upon application. However, the fee can be delayed in cases of indigence or if the defendant is still incarcerated at the time of application. Revenues are projected 14 applicants completing the pre-screen eligibility process, thus paying the fee within the fiscal year.

**802611 – OP TRANSFER FROM SOLICITOR STATE FUNDS** **\$ 3,104**

The Solicitor's State funding for the Drug Court Program.

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**SECTION VI. B. - LISTING OF POSITIONS**

**Current Staffing Level:**

This fund does not have any personnel.

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**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**521000 – OFFICE SUPPLIES** **\$250**

To cover routine office supplies used in the preparation, management, and closure of drug court cases.

**521100 – DUPLICATING** **\$ 60**

This account is used to cover the cost of duplicating case files and reports.

Copy machine estimated usage cost - (.030495) x 1,500 copies .....\$ 46  
Copy machine estimated paper cost - 3 reams @ \$4.51 .....\$ 14

**524302 – COURT REFERRED VOLUNTEER LIABILITY INSURANCE** **\$ 165**

The Solicitor's Office Diversion Programs have one policy with CIMA for volunteer liability insurance. This one policy is shared between the Pre-Trial Intervention Program, Drug Court, AEP and Juvenile Arbitration to reduce membership fees. The cost to each program is: Pre-Trial Intervention pays 50%, Juvenile Arbitration pays 35%, Drug Court pays 5%, and AEP pays 10%. The estimated premium is \$3,300.

**525041 – E-MAIL SERVICE CHARGES** **\$ 129**

The cost of e-mail services is \$10.75 per month per account. 1 account @ \$10.75 per account times 12 months.

**525210 – CONFERENCE, MEETING & TRAINING EXPENSE** **\$ 3,800**

To cover the cost of the Director of Diversion Programs to attend the National Drug Court Conference.

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**SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

**540000 – SMALL TOOLS & MINOR EQUIPMENT**

**\$ 100**

This request is to cover the normal replacement or purchase of items like calculators, staplers, office phones, ergonomic keyboards/mice, USB flash drives, etc.

**SECTION I**

**COUNTY OF LEXINGTON  
VICTIM WITNESS PROGRAM  
SUMMARY OF DEPARTMENTAL REVENUES  
Annual Budget  
FY 2023-24 Estimated Revenue**

Fund: 2500  
 Division: JUDICIAL  
 Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2020-21	Actual 2021-22	Anticipated 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>Revenues:</b>							
456100	Program Income	48,919	48,919	48,919	48,919		
801000	Op Trn from General Fund	61,000	61,000	76,000	76,000		
802611	Op Trn from Solicitor State Funds	24,515	38,272	48,887	62,080		
<b>** Total Revenue (Section II)</b>		<u>134,434</u>	<u>148,191</u>	<u>173,806</u>	<u>186,999</u>		
<b>*** Total Appropriation (Section III)</b>				<u>173,630</u>	<u>186,999</u>		
<b>FUND BALANCE</b>							
Beginning of Year				<u>(176)</u>	<u>0</u>		
<b>FUND BALANCE - Projected</b>							
End of Year				<u>0</u>	<u>0</u>		

**SECTION II**

**COUNTY OF LEXINGTON  
Proposed Revenues  
Fines, Fees, and Other  
Budget FY - 2023-24**

Fund #: 2500

Fund Name: Victim Witness Program

Organ. #: 141200

Organ. Name: Solicitor

Revenue Code	Fee Title	Actual Fees FY 2020-21	Actual Fees FY 2021-22	11/30/22 Year-to-Date FY 2022-23	Anticipated Fiscal Year Total FY 2022-23	Budget				
						Units of Service	Current Fee	Estimated Fees FY 2023-24	Proposed Fee Change	Total Proposed Estimated Fees FY 2023-24
456100	Program Income	\$48,919	\$48,919	\$18,450	\$48,919			\$48,919		\$48,919
801000	Op Trn from General Fund	\$61,000	\$61,000	\$76,000	\$76,000			\$76,000		\$76,000
802611	Solicitor State Funds	\$24,515	\$38,272	\$0	\$48,887			\$62,080		\$62,080



**SECTION III**

**COUNTY OF LEXINGTON  
VICTIM WITNESS PROGRAM  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommen d 2023-24	Approved 2023-24
<b>*Solicitor / Victim Witness Program 2500:</b>								
<b>Revenues:</b>								
456100	Program Income	48,919	18,450	48,919	48,919	<u>48,919</u>		
801000	Op Trn from General Fund	61,000	76,000	76,000	76,000	<u>76,000</u>		
802611	Op Trn from Solicitor State Fund	38,272	0	59,914	48,887	<u>62,080</u>		
	<b>** Total Revenue</b>	<u>148,191</u>	<u>94,450</u>	<u>184,833</u>	<u>173,806</u>	<u>186,999</u>		
	<b>** Total Appropriation</b>				<u>173,630</u>	<u>186,999</u>		
FUND BALANCE								
	Beginning of Year				<u>(176)</u>	<u>0</u>		
FUND BALANCE - Projected								
	End of Year				<u>0</u>	<u>0</u>		

**COUNTY OF LEXINGTON  
VICTIM WITNESS PROGRAM  
Annual Budget  
Fiscal Year - 2023-24**

Fund: 2500  
Division: Judicial  
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
					2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Personnel</b>						
510100	Salaries & Wages - 2.75	109,355	57,805	115,423	120,205	
510200	Overtime	742	344	0	0	
511112	FICA - Employer's Portion	7,490	4,015	8,830	9,196	
511113	State Retirement - Employer's Portion	17,355	9,277	20,268	22,310	
511120	Employee Insurance - 3	21,450	11,700	23,400	23,400	
511130	Workers Compensation	408	216	428	445	
519999	Personnel Contingency	0	0	2,922	4,565	
	<b>* Total Personnel</b>	<b>156,800</b>	<b>83,357</b>	<b>171,271</b>	<b>180,121</b>	
<b>Operating Expenses</b>						
524201	General Tort Liability Insurance	307	0	322	322	
524202	Surety Bonds - 3	0	0	0	19	
525041	E-mail Service Charges - 3	355	161	387	387	
525210	Conference, Meeting & Training Expense	537	0	1,275	5,750	
525230	Subscriptions, Dues, & Books	319	0	375	400	
	<b>* Total Operating</b>	<b>1,518</b>	<b>161</b>	<b>2,359</b>	<b>6,878</b>	
	<b>** Total Personnel &amp; Operating</b>	<b>158,318</b>	<b>83,518</b>	<b>173,630</b>	<b>186,999</b>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	0	0	0	
	<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>*** Total Budget Appropriation</b>	<b>158,318</b>	<b>83,518</b>	<b>173,630</b>	<b>186,999</b>	

SECTION IV

COUNTY OF LEXINGTON  
 Capital Item Summary  
 Fiscal Year – 2023-24

Fund #	<u>2500</u>	Fund Title:	<u>Victim Witness Program</u>
Organization #	<u>141200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Victim Witness Program</u>

**BUDGET**  
 2023-24

Requested

<u>Qty</u>	<u>Item Description</u>	<u>Amount</u>
	Small Tools & Minor Equipment	\$ 0

**\*\* Total Capital (Transfer Total to Section III) \$ 0**

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## SECTION V. - PROGRAM OVERVIEW

### Summary of Programs:

Victim Witness Program

### Program:

### 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. These rights include, but are not limited to, the right to be treated with dignity and respect, input and consultation with the Solicitor's Office regarding disposition, notification of court hearings, court escort, explanation of options and services available, referrals to appropriate agencies, and reimbursement of certain expenses. The Victim Witness Program seeks to provide these services in a comprehensive, yet cost effective, manner.

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**SECTION VI. LINE ITEM NARRATIVES**

**SECTION VI. A. – LISTING OF REVENUES**

**451600 – PROGRAM INCOME** **\$ 48,919**

The South Carolina Office of Attorney General Department of Crime Victim Compensation Funding and the South Carolina Commission on Prosecution Coordination, through annual budget provisos by the General Assembly, distribute funds to support victim services in Solicitors' Offices statewide. These provisos are not guaranteed annually, resulting in potential shortfalls in victim service funding.

**801000 – OP TRN FROM GENERAL FUND** **\$ 76,000**

Since Fiscal Year 2004-05, Lexington County Council has authorized operational transfers from the General Fund to help support mandated Victim Services within the County due to the lack of sufficient funds from other sources. Victim Service Providers are funded through the Victim Witness Program (Fund 2500) and the Victims' Bill of Rights (Fund 2620).

**802611 – OP TRN FROM SOLICITOR STATE FUNDS** **\$ 62,080**

The Solicitor's State Funds contribution to assist with State required services to victims of crimes.

---

**SECTION VI. B. - LISTING OF POSITIONS**

**Current Staffing Level:**

<u>Job Title</u>	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
Victim Service Provider	<u>2.75</u>		<u>2.75</u>	<u>2.75</u>	109
Total Positions	<u>2.75</u>		<u>2.75</u>	<u>2.75</u>	

All of the above positions require insurance.

Organization chart is displayed in Fund 1000 of the Solicitor's (141200) Budget Request.

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**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**524201 – GENERAL TORT LIABILITY INSURANCE** **\$ 322**

To cover the cost of general tort liability insurance coverage, per Risk Management.

**524202 – SURETY BONDS - 3** **\$ 19**

To cover the cost of surety bonds.

**525041 – E-MAIL SERVICE CHARGES – 3** **\$ 387**

The cost of e-mail is \$10.75 per month per account. 3 accounts @ \$10.75 per account times 12 months.

**525210 – CONFERENCE, MEETING & TRAINING EXPENSE** **\$ 5,750**

State law requires Victim Service Providers to be certified by completing a set number of hours of annual training. The requested amount is to cover the cost to attend the S.C. Victims' Rights Week Conference and the Annual South Carolina Solicitors' Association Conference.

**525230 – SUBSCRIPTIONS, DUES, & BOOKS** **\$ 400**

To cover the cost of dues, essential subscriptions, and books related to being a Victim Service Provider.

---

**SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

None.



**SECTION I**

**COUNTY OF LEXINGTON  
 JUVENILE ARBITRATION PROGRAM  
 SUMMARY OF DEPARTMENTAL REVENUES  
 Annual Budget  
 FY 2023-24 Estimated Revenue**

Fund: 2501  
 Division: JUDICIAL  
 Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2020-21	Actual 2021-22	Anticipated 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>Revenues:</b>							
458000	State Grant Income	60,000	60,000	60,000	60,000		
461000	Investment Interest	18	103	396	1,000		
801000	Op Trn from General Fund	43,412	43,412	43,412	43,412		
802140	Op Trn from Temporary Alcohol Bev	57,002	53,176	53,176	53,176		
<b>** Total Revenue (Section II)</b>		<u>160,432</u>	<u>156,691</u>	<u>156,984</u>	<u>157,588</u>		
<b>*** Total Appropriation (Section III)</b>				<u>164,130</u>	<u>169,748</u>		
<b>FUND BALANCE</b>							
Beginning of Year				<u>102,566</u>	<u>95,420</u>		
<b>FUND BALANCE - Projected</b>							
End of Year				<u>95,420</u>	<u>83,260</u>		

SECTION II

COUNTY OF LEXINGTON  
**Proposed Revenues  
 Fines, Fees, and Other  
 Budget FY - 2023-24**

Fund #: 2501

Fund Name: Juvenile Arbitration Program

Organ. #: 141200

Organ. Name: Solicitor

Revenue Code	Fee Title	Actual Fees FY 2020-21	Actual Fees FY 2021-22	11/30/22 Year-to-Date FY 2022-23	Anticipated Fiscal Year Total FY 2022-23	Budget				
						Units of Service	Current Fee	Estimated Fees FY 2023-24	Proposed Fee Change	Total Proposed Estimated Fees FY 2023-24
458000	State Grant Income	\$60,000	\$60,000	\$30,000	\$60,000			\$60,000		\$60,000
461000	Investment Interest	\$18	\$103	\$396	\$396			\$1,000		\$1,000
801000	Op Trn from General Fund	\$43,412	\$43,412	\$43,412	\$43,412			\$43,412		\$43,412
802140	Op Trn from Temporary Alcohol Bev	\$57,002	\$53,176	\$0	\$53,176			\$53,176		\$53,176

**SECTION III**

**COUNTY OF LEXINGTON  
JUVENILE ARBITRATION PROGRAM  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Solicitor / Juvenile Arbitration 2501:</b>								
<b>Revenues:</b>								
458000	State Grant Income	60,000	30,000	60,000	60,000	<u>60,000</u>		
461000	Investment Interest	103	396	30	396	<u>1,000</u>		
801000	Op Trn from General Fund	43,412	43,412	43,412	43,412	<u>43,412</u>		
802140	Op Trn from Temporary Alcohol Bev	53,176	0	53,176	53,176	<u>53,176</u>		
<b>** Total Revenue</b>		<u>156,691</u>	<u>73,808</u>	<u>156,618</u>	<u>156,984</u>	<u>157,588</u>		
<b>***Total Appropriation</b>					<u>164,130</u>	<u>169,748</u>		
FUND BALANCE								
Beginning of Year					<u>102,566</u>	<u>95,420</u>		
FUND BALANCE - Projected								
End of Year					<u>95,420</u>	<u>83,260</u>		

**COUNTY OF LEXINGTON  
JUVENILE ARBITRATION PROGRAM  
Annual Budget  
Fiscal Year - 2023-24**

Fund: 2501  
Division: Judicial  
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>	
					2023-24 Requested	2023-24 Recommend
<b>Personnel</b>						
510100	Salaries & Wages - 2	85,107	52,956	105,429	109,467	
511112	FICA - Employer's Portion	5,806	3,769	8,065	8,374	
511113	State Retirement - Employer's Portion	13,404	8,577	18,514	20,317	
511120	Employee Insurance - 2	13,000	7,800	15,600	15,600	
511130	Workers Compensation	305	196	390	405	
519999	Personnel Contingency	0	0	3,723	4,157	
	<b>* Total Personnel</b>	<b>117,622</b>	<b>73,298</b>	<b>151,721</b>	<b>158,320</b>	
<b>Operating Expenses</b>						
520703	Computer Hardware Maintenance	150	150	160	250	
521000	Office Supplies	593	97	1,046	1,323	
521100	Duplicating	523	353	957	988	
524201	General Tort Liability Insurance	265	0	278	278	
524202	Surety Bonds - 2	0	0	0	13	
524302	Court Ref Volunteer Liab Ins	976	0	1,155	1,155	
525000	Telephone	482	241	823	823	
525021	Smart Phone Charges	588	646	665	665	
525041	E-mail Service Charges - 2	355	107	387	258	
525100	Postage	735	299	1,100	1,100	
525210	Conference, Meeting & Training Expense	893	700	3,025	3,760	
525230	Subscriptions, Dues, & Books	40	0	305	365	
525240	Personal Mileage Reimbursement	0	0	250	250	
	<b>* Total Operating</b>	<b>5,600</b>	<b>2,593</b>	<b>10,151</b>	<b>11,228</b>	
	<b>** Total Personnel &amp; Operating</b>	<b>123,222</b>	<b>75,891</b>	<b>161,872</b>	<b>169,548</b>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	0	54	200	
540010	Minor Software	0	0	0	0	
	All Other Equipment	1,283	0	2,204	0	
	<b>** Total Capital</b>	<b>1,283</b>	<b>0</b>	<b>2,258</b>	<b>200</b>	
	<b>*** Total Budget Appropriation</b>	<b>124,505</b>	<b>75,891</b>	<b>164,130</b>	<b>169,748</b>	

**SECTION IV**

**COUNTY OF LEXINGTON  
Capital Item Summary  
Fiscal Year – 2023-24**

Fund #	<u>2501</u>	Fund Title:	<u>Juvenile Arbitration Program</u>
Organization #	<u>141200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Juvenile Arbitration Program</u>

**BUDGET  
2023-24  
Requested**

Qty	Item Description	Amount
	Small Tools & Minor Equipment	\$ 200

<b>** Total Capital (Transfer Total to Section III)</b>	<b><u>\$ 200</u></b>
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**SECTION V. - PROGRAM OVERVIEW**

**Summary of Programs:**

Juvenile Arbitration Program

**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 volunteer arbitrators 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 by offering direction, guidance, and sanctions in their lives. The program must recruit, train, monitor and supervise an adequate number of community volunteers to handle approximately 300 to 450 referrals annually. Juvenile Arbitration Program staff must recruit community service sites where juvenile offenders can repay the community by performing community service work. The Program offers restitution, community service and restorative justice to victims of crime. The restorative justice process is accomplished through engaging the victims throughout the arbitration process. Upon completion of the program, juveniles become aware that their actions have consequences thus reducing the likelihood that they will reoffend as juveniles and adults.

**Service Standards:**

Service Level Indicators:	SERVICE LEVELS				
	Actual FY 20/21	Actual FY 21/22	Actual July - Dec. FY 22/23	Estimated FY 22/23	Projected FY 23/24
Cases referred	153	261	112	225	250
# Of arbitration hearings	147	254	101	205	225
# Of community service hours completed	69	996	635	1,230	1,300
Amount of victim restitution	\$1,294	\$2,727	\$1,531	\$2,500	\$2,750
Charitable donations to local charities	\$125	\$650	\$50	\$100	\$150

*\* Statistics reflect closed cases.*

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**SECTION VI. LINE ITEM NARRATIVES**

**SECTION VI. A. - LISTING OF REVENUES**

**458000 – STATE GRANT INCOME** **\$ 60,000**

Each year, a contract for services is entered into with the State Department of Juvenile Justice for the purpose of providing partial funding for the Juvenile Arbitration Program.

**461000 – INVESTMENT INTEREST** **\$ 1,000**

Interest earned.

**801000 – OP TRN FROM GENERAL FUND** **\$ 43,412**

In Fiscal Year 2009-10, County Council agreed to fund the Juvenile Arbitration Program if the Solicitor's Office kept a key position vacant in their General Fund Budget. The cost savings of this vacant position, estimated at that time to be \$63,412, was to be applied to the Juvenile Arbitration Program. The position remained vacant under this agreement until it was eliminated from the General Fund Budget in Fiscal Year 2012-13. In Fiscal Year 2016-17, County Council began to fluctuate the amount provided by the Temporary Alcohol Beverage Fee based on the monies available in the fund in order to reduce the operating transfer from the General Fund to Juvenile Arbitration. When revenues decreased in the Temporary Alcohol Beverage Fee, County Council increased the General Fund operating transfer to Juvenile Arbitration and reduced the Temporary Alcohol Beverage Fee operating transfer for Juvenile Arbitration. The General Fund operating fund transfer request is the same amount appropriated by County Council for the current fiscal year.

**802140 – OP TRN FROM TEMPORARY ALCOHOL BEVERAGE FEE** **\$ 53,176**

South Carolina Code of Laws Section 61-6-2010(B)(1)(d). This Statute allows revenue to be collected and used by the municipality or county for twelve purposes. One of those purposes is "(d) local youth mentor programs to serve juvenile offenders under the jurisdiction of family court". In Fiscal Year 2016-17, County Council began to fluctuate the amount provided by the Temporary Alcohol Beverage Fee based on the monies available in the fund in order to reduce the operating transfer from the General Fund to Juvenile Arbitration. When revenues decreased in the Temporary Alcohol Beverage Fee, County Council increased the General Fund operating transfer to Juvenile Arbitration and reduced the Temporary Alcohol Beverage Fee operating transfer for Juvenile Arbitration.

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**SECTION VI. B. – LISTING OF POSITIONS**

**Staffing Level:**

Full Time Equivalent

<u>Job Title</u>	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
Director	<u>1</u>		<u>1</u>	<u>1</u>	210
Case Manager I	<u>1</u>		<u>1</u>	<u>1</u>	111
Total Positions	<u>2</u>		<u>2</u>	<u>2</u>	

The above positions above require health insurance.

Organization chart is displayed in Fund 1000 of the Solicitor's (141200) Budget Request.



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**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**520703 – COMPUTER HARDWARE MAINTENANCE** **\$ 250**

This request is for hardware maintenance contract for an HP LaserJet M611. The contract includes parts (e.g. maintenance kit), labor, 24-hour response time, travel, and an annual cleaning and preventative maintenance inspection.

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**521000 – OFFICE SUPPLIES** **\$ 1,323**

To cover the cost of office supplies and toners:

Office supplies (printer paper, pens, staples, file folders, etc.).....\$ 650  
One HP CC364X toner for LaserJet P4515 printer .....\$ 208  
One HP W1470Y toner for LaserJet M611 printer .....\$ 465

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**521100 – DUPLICATING** **\$ 988**

This account is used to cover the cost of duplicating newsletters, incident reports, and files for volunteer Arbitrators, law enforcement and victims.

Copy machine estimated usage cost - (.030495) x 25,000 copies .....\$ 762  
Copy machine estimated paper cost – 50 reams @ \$4.51 ..... \$ 226

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**524201 – GENERAL TORT LIABILITY INSURANCE** **\$ 278**

To cover the cost of general tort liability insurance coverage, per Risk Management.

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**524202 – SURETY BONDS – 2** **\$ 13**

To cover the cost of surety bonds.

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**524302 – COURT REF VOLUNTEER LIABILITY INSURANCE** **\$ 1,155**

The Solicitor's Office Diversion Programs have one policy with CIMA for volunteer liability insurance. This one policy is shared between the Pre-Trial Intervention Program, Drug Court, AEP and Juvenile Arbitration to reduce membership fees. The cost to each program is: Pre-Trial Intervention pays 50%, Juvenile Arbitration pays 35%, Drug Court pays 5%, and AEP pays 10%. The estimated premium is \$3,300.

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**525000 – TELEPHONE** **\$ 823**

This account will cover the cost of telephone service.

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**525021 – SMART PHONE CHARGES** **\$ 665**

To cover the cost of service for a smart phone used by the Juvenile Arbitration staff.

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**525041 – E-MAIL SERVICE CHARGES – 2** **\$ 258**

The cost of e-mail services is \$10.75 per month per account.

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**525100 – POSTAGE** **\$ 1,100**

To cover the cost of postage used to correspond with different parties such as victims, juveniles, arbitrators, law enforcement, etc.

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**525210 – CONFERENCE, MEETING & TRAINING EXPENSE** **\$ 3,760**

The Director and Case Manager attend conferences and training in the areas of PTI, volunteer management, victim services, and social work. Estimated costs to attend conferences and training are as follows:

Anger Management and Life Skills classes for juveniles.....	\$ 550
Refreshments for classes .....	\$ 600
Victim’s Right Week Conference .....	\$ 450
PreTrial Workshop .....	\$ 125
Annual Volunteer Awards Ceremony .....	\$ 1,000
Annual Solicitor’s Conference .....	\$1,035

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**525230 – SUBSCRIPTIONS, DUES, & BOOKS** **\$ 365**

This account will pay for dues to the Pre-Trial Intervention Association and one year service of GoToMeeting which is used to conduct virtual meetings and hearings.

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**525240 – PERSONAL MILEAGE REIMBURSEMENT** **\$ 250**

To cover the cost of reimbursing staff for mileage when using personal vehicles for work related business (e.g., community service site visit).

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**SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

**540000 – SMALL TOOLS & MINOR EQUIPMENT** **\$ 200**

This request is to cover the cost of small tools and equipment such as office telephones, calculators, staplers, keyboards, mice, etc.

**540010 – MINOR SOFTWARE** **\$ 0**

None.

**SECTION I**

**COUNTY OF LEXINGTON  
SOLICITOR / FORFEITURE (NARCOTICS) FUND  
SUMMARY OF DEPARTMENTAL REVENUES  
Annual Budget  
FY 2023-24 Estimated Revenue**

Fund: 2610  
 Division: JUDICIAL  
 Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2020-21	Actual 2021-22	Anticipated 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>Revenues:</b>							
456400	Narcotics Confiscation	53,417	27,354	18,231	10,000		
461000	Investment Interest	85	292	1,081	2,500		
<b>** Total Revenue (Section II)</b>		<u>53,502</u>	<u>27,646</u>	<u>19,312</u>	<u>12,500</u>		
<b>*** Total Appropriation (Section III)</b>				<u>154,827</u>	<u>194,085</u>		
Contingency:							
Unused				(154,827)			
<b>FUND BALANCE</b>							
Beginning of Year				<u>162,273</u>	<u>181,585</u>		
<b>FUND BALANCE - Projected</b>							
End of Year				<u>181,585</u>	<u>0</u>		

SECTION II

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2023-24

Fund #: 2610

Fund Name: Solicitor Forfeiture (Narcotics) Fund

Organ #: 141200

Organ Name: Solicitor

Table with columns: Revenue Code, Fee Title, Actual Fees FY 2020-21, Actual Fees FY 2021-22, 11/30/22 Year-to-Date FY 2022-23, Anticipated Fiscal Year Total FY 2022-23, Units of Service, Current Fee, Estimated Fees FY 2023-24, Proposed Fee Change, Total Proposed Estimated Fees FY 2023-24. Rows include Narcotics Confiscation and Investment Interest.

SECTION III

COUNTY OF LEXINGTON  
 SOLICITOR / FORFEITURE (NARCOTICS) FUND  
 Annual Budget  
 Fiscal Year - 2023-24

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Solicitor / Forfeiture (Narcotics) Fund 2610:</b>								
<b>Revenues:</b>								
456400	Narcotics Confiscation	27,354	18,231	18,231	18,231	10,000		
461000	Investment Interest	292	1,081	1,081	1,081	2,500		
<b>** Total Revenue</b>		<b>27,646</b>	<b>19,312</b>	<b>19,312</b>	<b>19,312</b>	<b>12,500</b>		
<b>***Appropriation Total</b>					<b>154,827</b>	<b>194,085</b>		
Contingency:								
Unused					(154,827)			
FUND BALANCE								
Beginning of Year					162,273	181,585		
FUND BALANCE - Projected								
End of Year					181,585	0		

Fund: 2610  
 Division: Judicial  
 Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<b>BUDGET</b>	
					2023-24 Recommend	2023-24 Approved	
<b>Personnel</b>							
<b>* Total Personnel</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Operating Expenses</b>							
529903	Contingency	0	0	154,827	194,085		
<b>* Total Operating</b>		<b>0</b>	<b>0</b>	<b>154,827</b>	<b>194,085</b>		
<b>** Total Personnel &amp; Operating</b>		<b>0</b>	<b>0</b>	<b>154,827</b>	<b>194,085</b>		
<b>Capital</b>							
<b>** Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>		<b>0</b>	<b>0</b>	<b>154,827</b>	<b>194,085</b>		

SECTION IV

COUNTY OF LEXINGTON  
Capital Item Summary  
Fiscal Year – 2023-24

Fund #	<u>2610</u>	Fund Title:	<u>Sol / Forfeiture (Narcotics) Fund</u>
Organization #	<u>141200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Sol / Forfeiture (Narcotics) Fund</u>

**BUDGET**  
2023-24  
**Requested**

<u>Qty</u>	<u>Item Description</u>	<u>Amount</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
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**\*\* Total Capital (Transfer Total to Section III)**      **0**

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## SECTION V. - PROGRAM OVERVIEW

### Summary of Program:

Forfeiture (Narcotics) Fund

### Program:

### Objectives:

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 Treasurer.

Furthermore, 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.



**SECTION VI. LINE ITEM NARRATIVES**

**SECTION VI. A. – LISTING OF REVENUES**

**456400 – NARCOTICS CONFISCATION** **\$ 10,000**

These revenues come from successful forfeiture actions which arise from illegal drugs cases. These forfeited funds are split according to a statutory formula between the initiating law enforcement agency, the Solicitor, and the State Treasurer.

**461000 – INVESTMENT INTEREST** **\$ 2,500**

Interest earned on Solicitor's Forfeiture (Narcotics) funds.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

This fund does not have any personnel.

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**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**529903 – CONTINGENCY**

**\$ 194,085**

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To cover the cost of any unanticipated expenditures.

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**SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

No capital items are requested.

**SECTION I**

**COUNTY OF LEXINGTON  
SOLICITOR STATE FUNDS  
SUMMARY OF DEPARTMENTAL REVENUES  
Annual Budget  
FY 2023-24 Estimated Revenue**

Fund: 2611  
 Division: JUDICIAL  
 Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2020-21	Actual 2021-22	Anticipated 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>Revenues:</b>							
443500	Bond Estreatments	7,730	76,938	27,619	5,000		
451500	Circuit Solicitor - State Supplement	435,782	331,111	644,776	623,706		
	<b>** Total Revenue (Section II)</b>	443,512	408,049	672,395	628,706		
	<b>*** Total Appropriation (Section III)</b>			885,721	787,459		
	<b>Contingency</b>						
	Vacant Positions -3/FT w/fringes			(209,602)	0		
	Vacant Positions -2/FT w/fringes			0	(154,584)		
	Unused Personnel Contingency			(3,724)	(4,169)		
	<b>FUND BALANCE</b>						
	Beginning of Year			0	0		
	<b>FUND BALANCE - Projected</b>						
	End of Year			0	0		

SECTION II

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2023-24

Fund #: 2611

Fund Name: Solicitor State Funds

Organ #: 141200

Organ Name: Solicitor

Table with columns: Revenue Code, Fee Title, Actual Fees FY 2020-21, Actual Fees FY 2021-22, 11/30/22 Year-to-Date FY 2022-23, Anticipated Fiscal Year Total FY 2022-23, Units of Service, Current Fee, Estimated Fees FY 2023-24, Proposed Fee Change, Total Proposed Estimated Fees FY 2023-24. Rows include Bond Estreatments and Circuit Solicitor - State Supplement.

**SECTION III**

**COUNTY OF LEXINGTON  
SOLICITOR STATE FUNDS  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Solicitor / State Funds 2611:</b>								
<b>Revenues:</b>								
443500	Bond Estreatments	76,938	27,619	5,000	27,619	5,000		
451500	Circuit Solicitor - State Supplement	331,111	139,577	667,395	644,776	623,706		
<b>** Total Revenue</b>		<b>408,049</b>	<b>167,196</b>	<b>672,395</b>	<b>672,395</b>	<b>628,706</b>		
<b>***Appropriation Total</b>					<b>885,721</b>	<b>787,459</b>		
Contingency:								
	Vacant Positions - 3/FT w/ fringes				(209,602)			
	Vacant Positions - 2/FT w/ fringes					(154,584)		
	Unused Personnel Contingency				(3,724)	(4,169)		
FUND BALANCE								
	Beginning of Year				0	0	0	0
FUND BALANCE - Projected								
	End of Year				0	0	0	0

**COUNTY OF LEXINGTON  
SOLICITOR STATE FUNDS  
Annual Budget  
Fiscal Year - 2023-24**

Fund: 2611  
Division: Judicial  
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
					2023-24 Requested	2023-24 Recommend
<b>Personnel</b>						
510100	Salaries & Wages - 8	188,943	78,408	403,028	406,467	
511112	FICA - Employer's Portion	13,833	5,867	30,832	31,095	
511113	State Retirement - Employer's Portion	29,297	11,995	70,772	75,440	
511120	Employee Insurance - 8	28,600	12,350	62,400	62,400	
511130	Workers Compensation	681	282	1,491	1,504	
519999	Personnel Contingency	0	0	13,993	15,050	
	<b>* Total Personnel</b>	<b>261,354</b>	<b>108,902</b>	<b>582,516</b>	<b>591,956</b>	
<b>Operating Expenses</b>						
520233	Towing	0	0	100	100	
521000	Office Supplies	170	0	500	500	
522300	Vehicle Repairs & Maintenance - 3	176	0	1,625	1,625	
524100	Vehicle Insurance - 3	1,845	1,845	1,845	1,845	
524101	Comprehensive Insurance - 2	283	283	298	298	
524201	General Tort Liability Insurance	792	0	832	832	
524202	Surety Bonds - 8	0	0	0	51	
525021	Smart Phone Charges	587	245	665	665	
525041	E-mail Service Charges - 31	2,709	1,129	3,999	3,999	
525210	Conference, Meeting & Training Expense	4,167	3,703	11,344	12,500	
525230	Subscriptions, Dues, & Books	1,403	845	5,119	5,100	
525400	Gas, Fuel, & Oil	2,246	812	4,650	4,650	
	<b>* Total Operating</b>	<b>14,378</b>	<b>8,862</b>	<b>30,977</b>	<b>32,165</b>	
	<b>** Total Personnel &amp; Operating</b>	<b>275,732</b>	<b>117,764</b>	<b>613,493</b>	<b>624,121</b>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	41	0	300	300	
	All Other Equipment	0	0	0	0	
	<b>** Total Capital</b>	<b>41</b>	<b>0</b>	<b>300</b>	<b>300</b>	
<b>Other Financing Uses</b>						
812460	Op Trn to Drug Court	45,200	0	71,386	3,104	
812500	Op Trn to Sol/Victim Witness	38,272	0	59,914	62,080	
812612	Op Trn to Pre-Trial Intervention Program	48,804	0	68,743	94,724	
812613	Op Trn to Worthless Check Unit	0	0	71,885	3,130	
	<b>***Total Other Financing Uses</b>	<b>132,276</b>	<b>0</b>	<b>271,928</b>	<b>163,038</b>	
	<b>*** Total Budget Appropriation</b>	<b>408,049</b>	<b>117,764</b>	<b>885,721</b>	<b>787,459</b>	



SECTION IV

COUNTY OF LEXINGTON  
Capital Item Summary  
Fiscal Year – 2023-24

Fund #	<u>2611</u>	Fund Title:	<u>Solicitor State Funds</u>
Organization #	<u>141200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Solicitor State Funds</u>

			<b>BUDGET 2023-24 Requested</b>
--	--	--	-----------------------------------------

<u>Qty</u>	<u>Item Description</u>	<u>Amount</u>
------------	-------------------------	---------------

	<u>Small Tools &amp; Minor Equipment</u>	<u>\$ 300</u>
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<b>** Total Capital (Transfer Total to Section III)</b>	<b><u>\$ 300</u></b>
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## SECTION V. - PROGRAM OVERVIEW

### Summary of Programs:

Solicitor State Funds

### Program:

### Objective:

Funds appropriated for Solicitor State Support are allocated to the South Carolina Commission on Prosecution Coordination to be distributed to the sixteen (16) Circuit Solicitors. Any balance remaining at the end of a fiscal year is carried over to the next year.

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**SECTION VI. LINE ITEM NARRATIVES**

**SECTION VI. A. - SUMMARY OF REVENUES**

**443500 – BOND ESTREATMENTS** **\$ 5,000**

Pursuant to SC Code of Laws Section 17-15-260, the Solicitor's Office receives 25% of the total revenue collected from the estreatment of surety bonds. The County General Fund receives a 50% share of the revenue, unless the case was generated within a municipality. When this occurs, the County General Fund and the municipality each get a 25% share. The remaining 25% goes to the State General Fund. Thus, if the Solicitor's portion is \$25,000, the County General Fund will receive between \$5,000 and \$10,000, depending on which law enforcement agency generated the underlying cases. The Solicitor's Office has been diligent in seeking the estreatments of bonds which has led to bonding companies being more vigorous in finding defendants who have bench warrants issued against them. It is estimated that the Solicitor's Office share of estreatments will be approximately \$5,000.

**451500 – CIRCUIT SOLICITOR – STATE SUPPLEMENT** **\$ 623,706**

State appropriation to provide supplemental funding for the Eleventh Judicial Circuit Solicitor's Office.

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**SECTION VI. B. - LISTING OF POSITIONS**

**Current Staffing Level:**

	<u>Full Time Equivalent</u>				
<u>Job Title</u>	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
Attorney II	<u>2</u>		<u>2</u>	<u>2</u>	212
Attorney I	<u>4</u>		<u>4</u>	<u>4</u>	211
Paralegal	<u>1</u>		<u>1</u>	<u>1</u>	108
Administrative Assistant II	<u>1</u>		<u>1</u>	<u>1</u>	106
	Total	<u>8</u>	<u>8</u>	<u>8</u>	

The above positions require health insurance.

Organization chart is displayed in Fund 1000 of the Solicitor's (141200) Budget Request.

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**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**520233 – TOWING** **\$ 100**

To cover the cost of any needed towing services.

**521000 – OFFICE SUPPLIES** **\$ 500**

To cover the cost of office supplies such as pens, paper, envelopes, etc.

**522300 – VEHICLE REPAIRS & MAINTENANCE - 3** **\$ 1,625**

To cover the cost of routine repairs and maintenance for three Solicitor's Office vehicles based on Fleet Service's repair and maintenance schedule.

**524100 – VEHICLE INSURANCE – 3** **\$ 1,845**

To cover the cost of insurance on three Solicitor's Office vehicles.

**524101 – COMPREHENSIVE INSURANCE – 2** **\$ 298**

To cover the cost of comprehensive insurance on the Solicitor's Office 2011 Ford Crown Victoria and 2020 Chevrolet Tahoe.

**524201 – GENERAL TORT LIABILITY INSURANCE** **\$ 832**

To cover the cost of general tort liability insurance coverage, per Risk Management.

**524202 – SURETY BONDS - 8** **\$ 51**

To cover the cost of surety bonds.

**525021 – SMART PHONE CHARGES** **\$ 665**

To cover the cost of service for the Solicitor's smart phone.

**525041 – E-MAIL SERVICE CHARGES - 31** **\$ 3,999**

To cover the cost of email accounts. The cost of e-mail services is \$10.75 per month per account.

**525210 – CONFERENCE, MEETING & TRAINING EXPENSE** **\$ 12,500**

To cover the cost of conferences and training for attorneys to maintain their licenses and for other staff.

**525230 – SUBSCRIPTIONS, DUES & BOOKS** **\$ 5,100**

This account will cover costs associated with law books and annual updates, reference books and journals, subscriptions, S.C. Bar Association dues, S.C. Solicitors' Association dues, S.C. Commission on CLE fees, and other fees and legal materials.

**525400 – GAS, FUEL, & OIL**

**\$ 4,650**

To cover the cost of gas, fuel, and oil for three Solicitor’s Office vehicles.

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**SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

**540000 – SMALL TOOLS & MINOR EQUIPMENT**

**\$ 300**

This request is to cover the purchase of items such as calculators, staplers, office phones, smart phones, ergonomic keyboards/mice, USB flash drives, etc.

**OTHER FINANCING USES**

**812460 – OP TRN TO DRUG COURT** **\$ 3,104**

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The Solicitor's State funding for the Drug Court Program.

**812500 – OP TRN TO SOL/VICTIM WITNESS** **\$ 62,080**

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The Solicitor's State Funds contribution to assist with State required services to victims of crimes.

**812613 – OP TRN TO PRE-TRIAL INTERVENTION PROGRAM** **\$ 94,724**

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The Solicitor's State Funds for the Pre-Trial Intervention Program.

**812613 – OP TRN TO WORTHLESS CHECK UNIT** **\$ 3,130**

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The Solicitor's State Funds for the Worthless Check Unit.



**SECTION I**

**COUNTY OF LEXINGTON  
SOLICITOR STATE FUNDS  
SUMMARY OF DEPARTMENTAL REVENUES  
NEW PROGRAM  
Annual Budget  
FY 2023-24 Estimated Revenue**

Fund: 2611  
 Division: Judicial  
 Organization: 141200 - Solicitor

Object Code	Revenue Account Title	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>Revenues:</b>				
451500	Circuit Solicitor - State Supplement	39,716		
	<b>** Total Revenue (Section II)</b>	<u>39,716</u>		
	<b>*** Total Appropriation (Section III)</b>		<u>39,716</u>	

SECTION II

COUNTY OF LEXINGTON  
NEW PROGRAM  
Proposed Revenues  
Fines, Fees, and Other  
Budget FY - 2023-24

Fund #: 2611

Fund Name: Solicitor State Funds

Organ. #: 141200

Organ. Name: Solicitor

Revenue Code	Fee Title	Units of Service	Current Fee	Budget		Total Proposed Estimated Fees 2023-24	Proposed Fee Change	Total Proposed Estimated Fees 2023-24
				Current Estimated Fees 2023-24	Total Proposed Estimated Fees 2023-24			
451500	Circuit Solicitor State Supplement					\$39,716		\$39,716

SECTION III

COUNTY OF LEXINGTON  
 SOLICITOR STATE FUNDS  
 Annual Budget  
 Fiscal Year - 2023-24

Fund: 2611  
 Division: Judicial  
 Organization: 141200 - Solicitor

		<b>Reclassification</b>		<i>BUDGET</i>		
Object Expenditure Code	Classification	Attorney I Band 211	Attorney I Band 213	2023-24 Requested	2023-24 Recommend	2023-24 Approved
	<b>Personnel</b>	<u>From</u>	<u>To</u>			
510100	Salaries & Wages - 4	216,529	247,905	31,376		
511112	FICA Cost	16,564	18,965	2,401		
511113	State Retirement	40,188	46,011	5,823		
511120	Insurance Fund Contribution - 4	31,200	31,200	0		
511130	Workers Compensation	801	917	116		
	<b>* Total Personnel</b>	<b>305,282</b>	<b>344,998</b>	<b>39,716</b>		
	<b>Operating Expenses</b>					
	<b>* Total Operating</b>			<b>0</b>		
	<b>** Total Personnel &amp; Operating</b>			<b>39,716</b>		
	<b>Capital</b>					
	<b>** Total Capital</b>			<b>0</b>		

\*\*\* Total Budget Appropriation

39,716

**SECTION IV**

**COUNTY OF LEXINGTON  
NEW PROGRAM  
Capital Item Summary  
Fiscal Year – 2023-24**

Fund #	<u>2611</u>	Fund Title:	<u>Solicitor State Funds</u>
Organization #	<u>141200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Solicitor State Funds</u>

**BUDGET  
2023-24  
Requested**

Qty	Item Description	Amount
	Small Tools & Minor Equipment	0
	Minor Software	0
<b>** Total Capital (Transfer Total to Section III)</b>		<b>0</b>

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**SECTION V. - PROGRAM OVERVIEW**

**Summary of Program:**

Reclassification of Attorney Positions for Recruitment and Retention

**Program:**

**Objective:**

The Solicitor's Office is having difficulty recruiting new attorneys and retaining attorneys because our primary market competitors, both locally and Statewide, offer significantly more money to them than Lexington County. The South Carolina Commission on Prosecution Coordination (SCCPC) prepared a South Carolina Assistant Solicitor Personnel and Retention Report for State legislators. SCCPC obtained salary information from various State agencies, along with salary information from all elected Solicitors in the State. The data is based on Fiscal Year 2021-22 salaries. The report consistently shows Lexington County's pay for attorneys at the bottom of the scale, as compared with similarly situated Solicitor offices. In Fiscal Year 2022-23, the State and some counties have taken additional steps to address their recruitment and retention problems by raising starting salaries, and adjusting current attorney salaries. Some of these pay adjustments were in addition to cost of living increases given at the beginning of the fiscal year. These State and county increases are more than the cost of living, merit and retention payments from the State and Local Fiscal Recovery Fund that Lexington County provided in Fiscal Year 2022-23. What Lexington County provided had a positive effect; however, the increased salaries being offered by other Solicitor offices and State agencies are luring prosecutors from Lexington County. We are at a crisis point of losing more talented prosecutors to other circuits and State agencies. In December 2022, two experienced prosecutors (Attorney II and Attorney III) resigned their Lexington County positions to accept employment with State agencies making significantly more money. Each expressed a desire to stay with our Lexington office; however, the significant difference in salary was the deciding factor to leave. The charts below show how Lexington County compares to both State agencies and other Solicitor offices relative to attorney compensation.

Solicitors are permitted to supplement attorney salaries using money allocated to them by the State. The comparison charts show Lexington County attorney average salaries solely by Lexington County pay (orange bar) and Lexington County pay with State supplementation (red bar). Salary comparison is based on the SCCPC's South Carolina Assistant Solicitor Personnel and Retention Report. Solicitor Hubbard spoke with other Solicitors concerning their average salaries reported to SCCPC and discovered that most Solicitors did not disclose some or all of their attorney supplements. Therefore, the disparity of pay between the Lexington County Solicitor's Office prosecutors and other Solicitor offices is greater than reflected in the charts, as Solicitor Hubbard reported ALL salary supplementation.

Four critical changes have occurred since the passage of Fiscal Year 2022-23 budgets by the Lexington County Council.

1. In July 2022, Court Administration's law clerk's beginning pay was increased to \$60,000. Law clerk positions require no experience and no bar license. Additionally, clerks are allowed to prepare for the bar exam while working.
  2. Richland County raised the starting salary of new attorneys to \$62,000, effective January 2023.
  3. Richland County adjusted ALL attorney salaries based on the \$62,000 starting pay, effective January 2023.
  4. Lexington County's settlement with the ACLU added new misdemeanor Public Defender attorneys, with a starting salary of \$60,000.
-

Lexington County's Attorney I and Attorney II starting pay is \$53,043.18 and \$56,755.94. The aforementioned changes have had a significant negative impact on the morale of our attorneys. The 11<sup>th</sup> Circuit Solicitor's Office has consistently ranked first or second by Court Administration statewide in moving its criminal docket, while convicting career and violent criminals, either by trial or plea. Lexington County prosecutors are consistently recruited by other Solicitor's Offices, State agencies, and private law firms due to their professional development. Without competitive salaries, the Lexington County Solicitor's Office will continue to hire, train and then lose attorneys to our competitors. If this continues, our office will be unable to sustain the success that Lexington County residents expect and deserve that significantly contributes to the safety and welfare of the county.

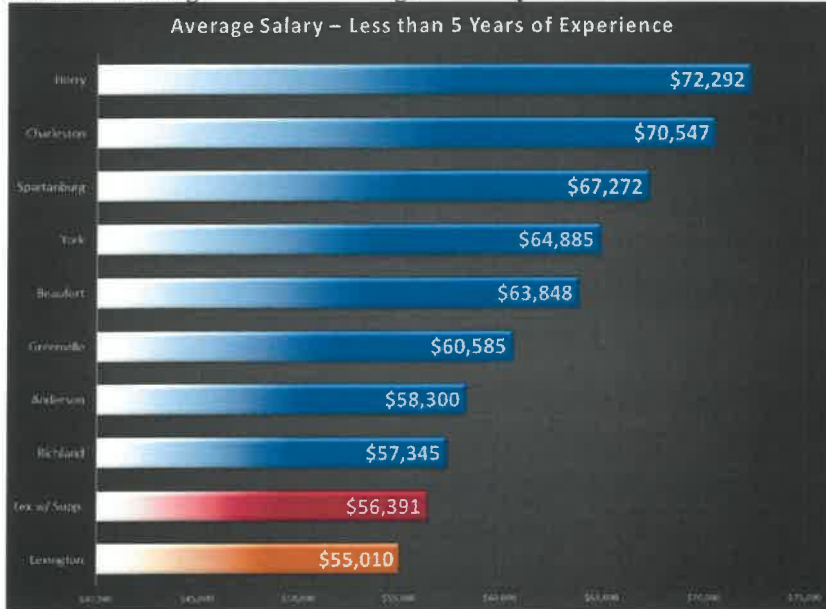
This request is to reclassify the Solicitor's Office attorney pay bands so Lexington County salary compensation is more competitive with similarly situated counties. This reclassification will not alter the need for the Solicitor to supplement salaries for Lexington County prosecutors. While this request makes attorney salaries more competitive, Lexington County will continue to rank on the lower tier of the spectrum as compared with our competitors. Solicitor Hubbard is committed to hiring, training and retaining the best prosecutors in South Carolina to sustain long-term success. He is committed to public safety by hiring and developing career prosecutors, while identifying and holding accountable the most dangerous individuals who pose the greatest threat to Lexington County and the 11<sup>th</sup> Judicial Circuit. This cannot happen without Council's support and approval of this budgetary need.

**Chart data is based on Fiscal Year 2021-22 data and does not reflect state and county adjustments made during Fiscal Year 2022-23.**

**Chart 1 – Starting Attorney Salaries of Lexington County vs similar size counties**



**Chart 2 – Average salaries of Lexington County vs similar size counties with Less than 5 Years of Experience**



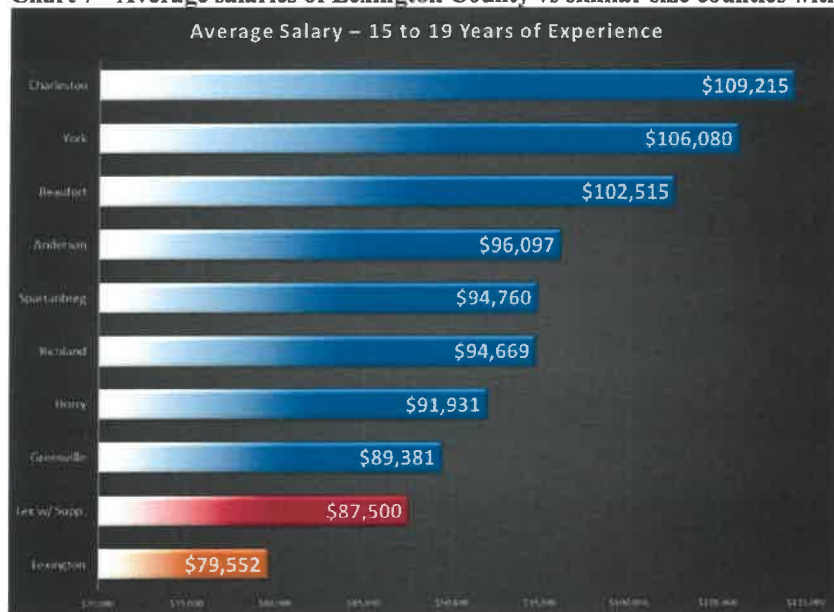
**Chart 3 - Average salaries of Lexington County vs similar size counties with 5 to 9 Years of Experience**



**Chart 4 - Average salaries of Lexington County vs similar size counties with 10 to 14 Years of Experience**



**Chart 7 - Average salaries of Lexington County vs similar size counties with 15 to 19 Years of Experience**





**Chart 8- Average salaries of Lexington County vs similar size counties with 20 Plus Years of Experience**



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**SECTION VI. LINE ITEM NARRATIVES**

**SECTION VI. A. - SUMMARY OF REVENUES**

**451500 – CIRCUIT SOLICITOR – STATE SUPPLEMENT**

**\$ 39,716**

State appropriation to provide supplemental funding for the Eleventh Judicial Circuit Solicitor's Office.

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**SECTION VI. B. - LISTING OF POSITIONS**

**Current Staffing Level:**

<u>Job Title</u>	<u>Full Time Equivalent</u>			<u>Total</u>	<u>Band</u>
	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>		
Attorney I	4		4	4	213
<b>Total Positions</b>	4		4	4	

The above position requires insurance.

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**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

None.

### SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

**Capital Request:**

None.

**SECTION I**

**COUNTY OF LEXINGTON  
SOLICITOR STATE FUNDS  
SUMMARY OF DEPARTMENTAL REVENUES  
NEW PROGRAM  
Annual Budget  
FY 2023-24 Estimated Revenue**

Fund: 2611  
 Division: Judicial  
 Organization: 141200 - Solicitor

Object Code	Revenue Account Title	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>Revenues:</b>				
451500	Circuit Solicitor - State Supplement	32,337		
	<b>** Total Revenue (Section II)</b>	<u>32,337</u>		
	<b>*** Total Appropriation (Section III)</b>		<u>32,337</u>	

SECTION II

COUNTY OF LEXINGTON

NEW PROGRAM  
Proposed Revenues  
Fines, Fees, and Other  
Budget FY - 2023-24

Fund #: 2611

Fund Name: Solicitor State Funds

Organ. #: 141200

Organ. Name: Solicitor

Revenue Code	Fee Title	Budget				
		Units of Service	Current Fee	Current Total Estimated Fees 2023-24	Proposed Fee Change	Total Proposed Estimated Fees 2023-24
451500	Circuit Solicitor State Supplement			\$32,337		\$32,337

**SECTION III**

**COUNTY OF LEXINGTON  
SOLICITOR STATE FUNDS  
Annual Budget  
Fiscal Year - 2023-24**

Fund: 2611  
Division: Judicial  
Organization: 141200 - Solicitor

		<b>Reclassification</b>		<b>BUDGET</b>		
Object Expenditure Code	Classification	Attorney II Band 212	Attorney II Band 215	2023-24 Requested	2023-24 Recommend	2023-24 Approved
	<b>Personnel</b>	<b><u>From</u></b>	<b><u>To</u></b>			
510100	Salaries & Wages - 2	113,512	139,059	25,547		
511112	FICA Cost	8,684	10,638	1,954		
511113	State Retirement	21,068	25,809	4,741		
511120	Insurance Fund Contribution - 2	15,600	15,600	0		
511130	Workers Compensation	420	515	95		
	<b>* Total Personnel</b>	<b>159,284</b>	<b>191,621</b>	<b>32,337</b>		
	<b>Operating Expenses</b>					
	<b>* Total Operating</b>			<b>0</b>		
	<b>** Total Personnel &amp; Operating</b>			<b>32,337</b>		
	<b>Capital</b>					
	<b>** Total Capital</b>			<b>0</b>		
	<b>*** Total Budget Appropriation</b>			<b>32,337</b>	<b>0</b>	



SECTION IV

COUNTY OF LEXINGTON  
 NEW PROGRAM  
 Capital Item Summary  
 Fiscal Year – 2023-24

Fund #	<u>2611</u>	Fund Title:	<u>Solicitor State Funds</u>
Organization #	<u>141200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Solicitor State Funds</u>

**BUDGET**  
 2023-24  
 Requested

Qty	Item Description	Amount
	Small Tools & Minor Equipment	0
	Minor Software	0
<b>** Total Capital (Transfer Total to Section III)</b>		<b>0</b>

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## SECTION V. - PROGRAM OVERVIEW

### Summary of Program:

Reclassification of Attorney Positions for Recruitment and Retention

### Program:

### Objective:

The Solicitor's Office is having difficulty recruiting new attorneys and retaining attorneys because our primary market competitors, both locally and Statewide, offer significantly more money to them than Lexington County. The South Carolina Commission on Prosecution Coordination (SCCPC) prepared a South Carolina Assistant Solicitor Personnel and Retention Report for State legislators. SCCPC obtained salary information from various State agencies, along with salary information from all elected Solicitors in the State. The data is based on Fiscal Year 2021-22 salaries. The report consistently shows Lexington County's pay for attorneys at the bottom of the scale, as compared with similarly situated Solicitor offices. In Fiscal Year 2022-23, the State and some counties have taken additional steps to address their recruitment and retention problems by raising starting salaries, and adjusting current attorney salaries. Some of these pay adjustments were in addition to cost of living increases given at the beginning of the fiscal year. These State and county increases are more than the cost of living, merit and retention payments from the State and Local Fiscal Recovery Fund that Lexington County provided in Fiscal Year 2022-23. What Lexington County provided had a positive effect; however, the increased salaries being offered by other Solicitor offices and State agencies are luring prosecutors from Lexington County. We are at a crisis point of losing more talented prosecutors to other circuits and State agencies. In December 2022, two experienced prosecutors (Attorney II and Attorney III) resigned their Lexington County positions to accept employment with State agencies making significantly more money. Each expressed a desire to stay with our Lexington office; however, the significant difference in salary was the deciding factor to leave. The charts below show how Lexington County compares to both State agencies and other Solicitor offices relative to attorney compensation.

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3. Richland County adjusted ALL attorney salaries based on the \$62,000 starting pay, effective January 2023.
4. Lexington County's settlement with the ACLU added new misdemeanor Public Defender attorneys, with a starting salary of \$60,000.

Lexington County's Attorney I and Attorney II starting pay is \$53,043.18 and \$56,755.94. The aforementioned changes have had a significant negative impact on the morale of our attorneys. The 11<sup>th</sup> Circuit

Solicitor’s Office has consistently ranked first or second by Court Administration statewide in moving its criminal docket, while convicting career and violent criminals, either by trial or plea. Lexington County prosecutors are consistently recruited by other Solicitor’s Offices, State agencies, and private law firms due to their professional development. Without competitive salaries, the Lexington County Solicitor’s Office will continue to hire, train and then lose attorneys to our competitors. If this continues, our office will be unable to sustain the success that Lexington County residents expect and deserve that significantly contributes to the safety and welfare of the county.

This request is to reclassify the Solicitor’s Office attorney pay bands so Lexington County salary compensation is more competitive with similarly situated counties. This reclassification will not alter the need for the Solicitor to supplement salaries for Lexington County prosecutors. While this request makes attorney salaries more competitive, Lexington County will continue to rank on the lower tier of the spectrum as compared with our competitors. Solicitor Hubbard is committed to hiring, training and retaining the best prosecutors in South Carolina to sustain long-term success. He is committed to public safety by hiring and developing career prosecutors, while identifying and holding accountable the most dangerous individuals who pose the greatest threat to Lexington County and the 11<sup>th</sup> Judicial Circuit. This cannot happen without Council’s support and approval of this budgetary need.

**Chart data is based on Fiscal Year 2021-22 data and does not reflect state and county adjustments made during Fiscal Year 2022-23.**

**Chart 1 – Starting Attorney Salaries of Lexington County vs similar size counties**



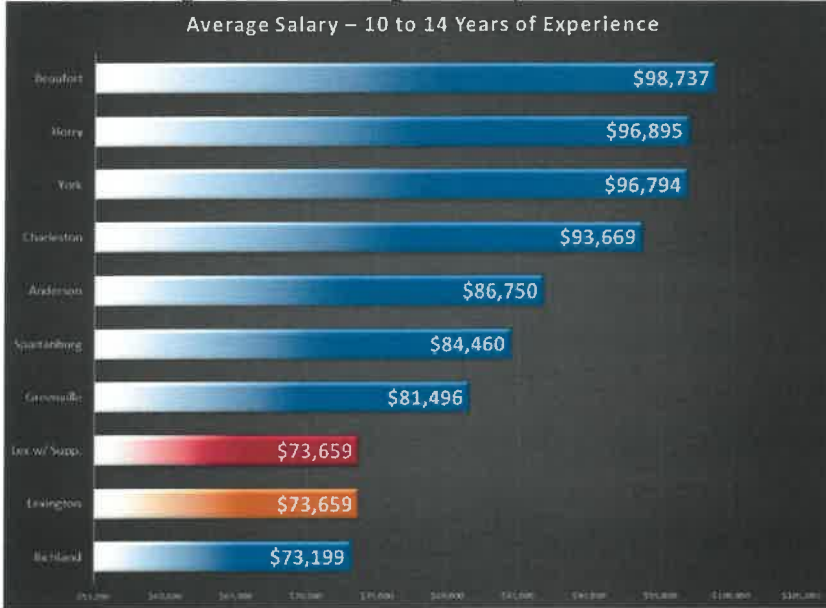
**Chart 2 – Average salaries of Lexington County vs similar size counties with Less than 5 Years of Experience**



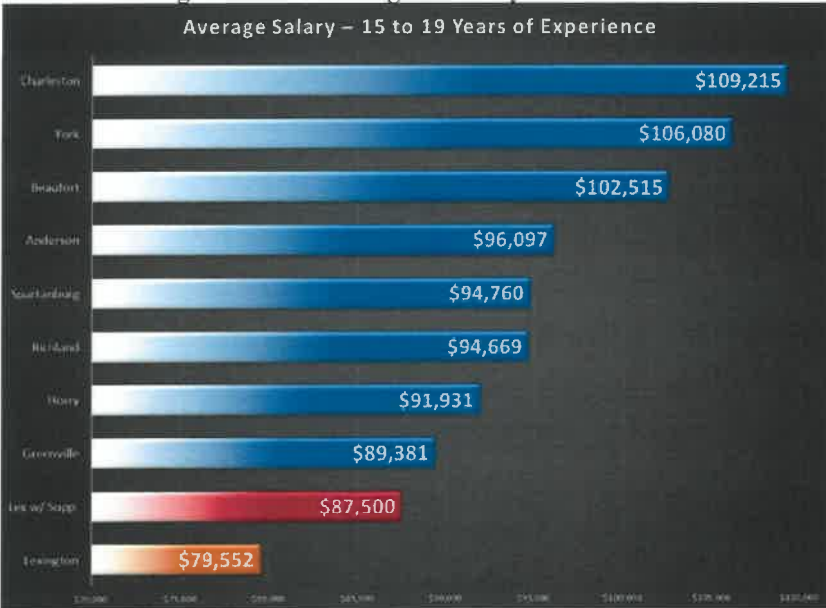
**Chart 3 - Average salaries of Lexington County vs similar size counties with 5 to 9 Years of Experience**



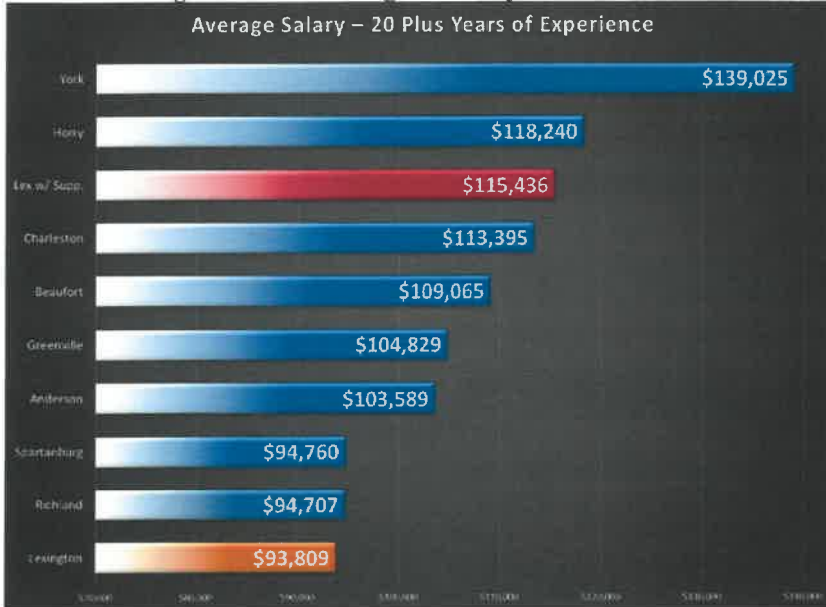
**Chart 4 - Average salaries of Lexington County vs similar size counties with 10 to 14 Years of Experience**



**Chart 7 - Average salaries of Lexington County vs similar size counties with 15 to 19 Years of Experience**



**Chart 8- Average salaries of Lexington County vs similar size counties with 20 Plus Years of Experience**



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**SECTION VI. LINE ITEM NARRATIVES**

**SECTION VI. A. - SUMMARY OF REVENUES**

**451500 – CIRCUIT SOLICITOR – STATE SUPPLEMENT**

**\$ 32,337**

State appropriation to provide supplemental funding for the Eleventh Judicial Circuit Solicitor's Office.

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**SECTION VI. B. - LISTING OF POSITIONS**

**Current Staffing Level:**

<u>Job Title</u>	<u>Full Time Equivalent</u>			<u>Total</u>	<u>Band</u>
	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>		
Attorney II	2		2	2	215
<b>Total Positions</b>	2		2	2	

The above position requires insurance.



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**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

None.

**SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES**

**Capital Request:**

None.

SECTION I

**COUNTY OF LEXINGTON  
PRE-TRIAL INTERVENTION PROGRAM  
SUMMARY OF DEPARTMENTAL REVENUES  
Annual Budget  
FY 2023-24 Estimated Revenue**

Fund: 2612  
 Division: JUDICIAL  
 Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2020-21	Actual 2021-22	Anticipated 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>Revenues:</b>							
456100	Program Income	196,623	134,845	126,500	111,250		
802611	Op Trn from Solicitor State Funds	0	48,804	68,743	94,724		
<b>** Total Revenue (Section II)</b>		196,623	183,649	195,243	205,974		
<b>*** Total Appropriation (Section III)</b>				195,243	205,974		
<b>FUND BALANCE</b>							
Beginning of Year				0	0		
<b>FUND BALANCE - Projected</b>							
End of Year				0	0		

**SECTION II**

**COUNTY OF LEXINGTON  
Proposed Revenues  
Fines, Fees, and Other  
Budget FY - 2023-24**

Fund #: 2612

Fund Name: Pre-Trial Intervention Program

Organ. #: 141200

Organ. Name: Solicitor

Revenue Code	Fee Title	Actual Fees FY 2020-21	Actual Fees FY 2021-22	11/30/2022 Year-to-Date FY 2022-23	Anticipated Fiscal Year Total FY 2022-23	Budget				
						Units of Service	Current Fee	Estimated Fees FY 2023-24	Proposed Fee Change	Total Proposed Estimated Fees FY 2023-24
456100	Program Income	\$196,623	\$134,845	\$50,418	\$126,500			\$111,250		\$111,250
802611	Op Trn from Solicitor State Funds	\$0	\$48,804	\$0	\$68,743			\$94,724		\$94,724

**SECTION III**

**COUNTY OF LEXINGTON  
PRE-TRIAL INTERVENTION GRANT  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Solicitor / Pre-Trial Intervention Fund 2612:</b>								
<b>Revenue:</b>								
456100	Program Income	134,845	50,418	126,500	126,500	111,250		
802611	Op Trn from Solicitor State Funds	48,804	0	68,743	68,743	94,724		
<b>** Total Revenue</b>		<b>183,649</b>	<b>50,418</b>	<b>195,243</b>	<b>195,243</b>	<b>205,974</b>		
<b>***Total Appropriation</b>					<b>195,243</b>	<b>205,974</b>		

<b>FUND BALANCE</b>			
Beginning of Year			
			0 0 0 0
<b>FUND BALANCE - Projected</b>			
End of Year			
			0 0 0 0

Fund: 2612  
Division: Judicial  
Organization: 141200 - Pre-Trial Intervention

Object Expenditure Code	Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<b>BUDGET</b>	
						2023-24 Recommend	2023-24 Approved
<b>Personnel</b>							
510100	Salaries & Wages - 2	134,316	68,012	133,889	140,664		
511112	FICA - Employer's Portion	9,308	4,781	10,243	10,761		
511113	State Retirement - Employer's Portion	21,102	10,807	23,511	26,107		
511120	Employee Insurance - 2	15,600	7,800	15,600	15,600		
511130	Workers Compensation	497	252	495	520		
519999	Personnel Contingency	0	0	4,729	5,342		
<b>* Total Personnel</b>		<b>180,823</b>	<b>91,652</b>	<b>188,467</b>	<b>198,994</b>		
<b>Operating Expenses</b>							
521000	Office Supplies	0	0	531	300		
521100	Duplicating	430	156	1,149	1,186		
524201	General Tort Liability Insurance	405	0	425	425		
524202	Surety Bonds - 2	0	0	0	13		
524302	Court Ref Volunteer Liab Ins	1,395	0	1,650	1,650		
525041	E-mail Service Charges - 4	516	215	516	516		
525210	Conference, Meeting & Training Expense	0	0	2,180	2,565		
525230	Subscription, Dues & Book	80	0	225	225		
<b>* Total Operating</b>		<b>2,826</b>	<b>371</b>	<b>6,676</b>	<b>6,880</b>		
<b>** Total Personnel &amp; Operating</b>		<b>183,649</b>	<b>92,023</b>	<b>195,143</b>	<b>205,874</b>		
<b>Capital</b>							
540000	Small Tools & Minor Equipment	0	0	100	100		
	All Other Equipment	0	0	0	0		
<b>** Total Capital</b>		<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>		
<b>*** Total Budget Appropriation</b>		<b>183,649</b>	<b>92,023</b>	<b>195,243</b>	<b>205,974</b>		

**SECTION IV**

**COUNTY OF LEXINGTON  
Capital Item Summary  
Fiscal Year – 2023-24**

Fund #	<u>2612</u>	Fund Title:	<u>Pre-Trial Intervention Program</u>
Organization #	<u>141200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Pre-Trial Intervention Program</u>

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**BUDGET  
2023-24  
Requested**

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<u>Qty</u>	<u>Item Description</u>	<u>Amount</u>
	Small Tools & Minor Equipment	100

**\*\* Total Capital (Transfer Total to Section III) 100**

## SECTION V. - PROGRAM OVERVIEW

**Summary of Programs:**

Pre-Trial Intervention Program

**Program:**

**Objectives:**

To assist the Circuit Solicitor, Magistrates and Municipal 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 into a program that promotes accountability and responsibility through counseling, community service and restitution to the victim resulting in dismissal of criminal charges, thereby relieving the courts of this burden of cases.

**Service Standards:**

- a. To assist the Circuit Solicitor, Magistrates and Municipal Judges in the diversion of appropriate cases to the Pre-Trial Intervention (PTI) program.
- b. To review the application, conduct application interviews, perform criminal history checks and access the State PTI database to ensure that the applicant has not previously been accepted into a PTI program.
- c. To determine eligibility and present to the Solicitor for approval; upon approval, schedule orientation date. If rejected, complete proper paperwork to return case to court.
- d. To accept defendant into the program, assign program requirements, make counseling and drug testing schedule, determine restitution amount and payment schedule.
- e. To monitor progress throughout the program and recommend successful completion or termination to the Solicitor.
- f. To complete proper paperwork and documentation of case in compliance with state statutes.

Service Level Indicators:	<u>Actual FY 20/21</u>	<u>Actual FY 21/22</u>	<u>Actual July - Dec. FY 22/23</u>	<u>Estimated FY 22/23</u>	<u>Projected FY 23/24</u>
Applications	369	377	214	363	370
Accepted	294	311	153	299	301
Rejected	157	180	73	173	170
Terminated	69	40	18	38	49
Completed	283	311	140	250	281

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**SECTION VI. LINE ITEM NARRATIVES**

**SECTION VI. A. - LISTING OF REVENUES**

**456100 – PROGRAM INCOME** **\$ 111,250**

The Pre-Trial Intervention program charges fees as set by SC Code of Laws Section 17-22-110. The application fee is \$100 and the participation fee is \$250. However, the Solicitor can waive fees or a portion of fees in cases of indigence. The application fees are estimated to be \$37,000 (370 applicants x \$100) and the participation fees are estimated at \$74,250 (301 participants x \$250 - \$1,000 waived fees).

**802611 – OP TRANSFER FROM SOLICITOR STATE FUNDS** **\$ 94,724**

The Solicitor's State funding for the Pre-Trial Intervention.



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**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

<u>Job Title</u>	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
Director	1		1	1	210
Case Manager II	1		1	1	113
Total Positions	<u>2</u>		<u>2</u>	<u>2</u>	

All of the above positions require insurance.

Organization chart is displayed in Fund 1000 of the Solicitor's (141200) Budget Request.

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**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**521000 – OFFICE SUPPLIES** **\$ 300**

To cover routine office supplies used in the preparation, management, and closure of diversion cases.

Office Supplies, to include .....\$ 300

- Printer paper and labels
- Pens, markers, and highlighters
- Staples, binders, paper clips, legal pads, post-its, folders, etc.
- Calendars, batteries, and computer cleaning supplies
- Pre-printed forms
- Self-inking stamps
- Letterhead
- Envelopes

**521100 – DUPLICATING** **\$ 1,186**

This account is used to cover the cost of duplicating diversion applications, client requirement instructions, client identification, state forms, restitution information, client letters, law enforcement letters, diversion completion package, and other diversion related items.

Copy machine estimated usage cost – (.030495) x 30,000 copies .....\$ 915  
Copy machine estimated paper cost – 60 reams @ \$4.51 ..... \$ 271

**524201 – GENERAL TORT LIABILITY INSURANCE** **\$ 425**

To cover the cost of general tort liability insurance coverage, per Risk Management.

**524202 – SURETY BONDS - 2** **\$ 13**

To cover the cost of surety bonds.

**524302 – COURT REF VOLUNTEER LIABILITY INSURANCE** **\$ 1,650**

The Solicitor's Office Diversion Programs have one policy with CIMA for volunteer liability insurance. This one policy is shared between the Pre-Trial Intervention Program, Drug Court, AEP and Juvenile Arbitration to reduce membership fees. The cost to each program is: Pre-Trial Intervention pays 50%, Juvenile Arbitration pays 35%, Drug Court pays 5%, and AEP pays 10%. The estimated premium is \$3,300.

**525041 – E-MAIL SERVICE CHARGES – 4** **\$ 516**

The cost of e-mail services is \$10.75 per month per account. 4 accounts @ \$10.75 per account times 12 months.

**525210 – CONFERENCE, MEETING & TRAINING EXPENSE** **\$ 2,565**

To cover the cost of conferences and training, such as the PTI statewide conference and the Annual Solicitor's Conference.

**525230 – SUBSCRIPTIONS, DUES, & BOOKS** **\$ 225**

To cover the membership dues of the South Carolina Association of Pre-Trial Intervention Programs.

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**SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

**540000 – SMALL TOOLS & MINOR EQUIPMENT** **\$ 100**

This request is to cover the normal replacement or purchase of items like calculators, staplers, office phones, ergonomic keyboards/mice, USB flash drives, etc.

**SECTION I**

**COUNTY OF LEXINGTON  
 WORTHLESS CHECK UNIT  
 SUMMARY OF DEPARTMENTAL REVENUES  
 Annual Budget  
 FY 2023-24 Estimated Revenue**

Fund: 2613  
 Division: JUDICIAL  
 Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2020-21	Actual 2021-22	Anticipated 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>Revenues:</b>							
431004	Worthless Check Fees	24,000	13,000	11,530	7,612		
802611	Op Trm from Solicitor State Funds	37,888	0	61,896	3,130		
<b>** Total Revenue (Section II)</b>		61,888	13,000	73,426	10,742		
<b>*** Total Appropriation (Section III)</b>				83,961	10,742		
<b>FUND BALANCE</b>							
Beginning of Year				10,535	0		
<b>FUND BALANCE - Projected</b>							
End of Year				0	0		

**SECTION II**

**COUNTY OF LEXINGTON  
Proposed Revenues  
Fines, Fees, and Other  
Budget FY - 2023-24**

Fund #: 2613 Fund Name: Worthless Check Unit

Organ. #: 141200 Organ. Name: Solicitor

Revenue Code	Fee Title	Actual Fees FY 2020-21	Actual Fees FY 2021-22	11/30/22 Year-to-Date FY 2022-23	Anticipated Fiscal Year Total FY 2022-23	Budget				
						Units of Service	Current Fee	Current Total Estimated Fees FY 2023-24	Proposed Fee Change	Total Proposed Estimated Fees FY 2023-24
431004	Worthless Check Fees	\$24,000	\$13,000	\$4,400	\$11,530			\$7,612		\$7,612
802611	Op Trm from Solicitor State Funds	\$37,888	\$0	\$0	\$61,896			\$3,130		\$3,130

**SECTION III**

**COUNTY OF LEXINGTON  
 WORTHLESS CHECK UNIT  
 Annual Budget  
 FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Solicitor / Worthless Check Unit 2613:</b>								
<b>Revenues:</b>								
431004	Worthless Check Fees	13,000	4,400	11,530	11,530	<u>7,612</u>		
802611	Op Trn from Solicitor State Funds	0	0	71,885	61,896	<u>3,130</u>		
<b>** Total Revenue</b>		<u>13,000</u>	<u>4,400</u>	<u>83,415</u>	<u>73,426</u>	<u>10,742</u>		
<b>***Total Appropriation</b>					<u>83,961</u>	<u>10,742</u>		
FUND BALANCE								
Beginning of Year						<u>10,535</u>	<u>0</u>	
FUND BALANCE - Projected								
End of Year						<u>0</u>	<u>0</u>	

**COUNTY OF LEXINGTON  
 WORTHLESS CHECK UNIT  
 Annual Budget  
 Fiscal Year - 2023-24**

Fund: 2613  
 Division: Judicial  
 Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
					2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Personnel</b>						
510100	Salaries & Wages - 1	0	0	49,545	<u>0</u>	
511112	FICA - Employer's Portion	0	0	3,790	<u>0</u>	
511113	State Retirement - Employer's Portion	0	0	8,701	<u>0</u>	
511120	Employee Insurance - 1	0	0	7,800	<u>0</u>	
511130	Workers Compensation	0	0	183	<u>0</u>	
519999	Personnel Contingency	0	0	1,749	<u>0</u>	
	<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b>71,768</b>	<b><u>0</u></b>	
<b>Operating Expenses</b>						
520200	Contracted Services	2,004	852	2,194	<u>2,194</u>	
521000	Office Supplies	0	0	430	<u>500</u>	
521100	Duplicating	0	0	192	<u>198</u>	
524201	General Tort Liability Insurance	141	0	148	<u>0</u>	
524202	Surety Bonds - 2	0	0	0	<u>0</u>	
525000	Telephone	0	0	300	<u>0</u>	
525041	E-mail Service Charges - 1	0	0	129	<u>0</u>	
525100	Postage	866	387	2,750	<u>2,750</u>	
525210	Conference, Meeting & Training Expense	0	0	475	<u>0</u>	
525240	Personal Mileage Reimbursement	0	0	500	<u>0</u>	
527040	Outside Personnel (Temporary)	0	0	5,000	<u>5,000</u>	
	<b>* Total Operating</b>	<b>3,011</b>	<b>1,239</b>	<b>12,118</b>	<b><u>10,642</u></b>	
	<b>** Total Personnel &amp; Operating</b>	<b>3,011</b>	<b>1,239</b>	<b>83,886</b>	<b><u>10,642</u></b>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	0	75	<u>100</u>	
540010	Minor Software	0	0	0	<u>0</u>	
	All Other Equipment	0	0	0	<u>0</u>	
	<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>75</b>	<b><u>100</u></b>	
	<b>*** Total Budget Appropriation</b>	<b>3,011</b>	<b>1,239</b>	<b>83,961</b>	<b><u>10,742</u></b>	

**SECTION IV**

**COUNTY OF LEXINGTON  
Capital Item Summary  
Fiscal Year – 2023-24**

Fund #	<u>2613</u>	Fund Title:	<u>Worthless Check Unit</u>
Organization #	<u>141200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Worthless Check Unit</u>

**BUDGET  
2023-24  
Requested**

<u>Qty</u>	<u>Item Description</u>	<u>Amount</u>
	Small Tools & Minor Equipment	\$ 100
	<b>** Total Capital (Transfer Total to Section III)</b>	<b>\$ 100</b>



**SECTION V. - PROGRAM OVERVIEW**

**Summary of Program:**

Worthless Check Unit

**Program:**

**Objectives:**

The Worthless Check Unit was established by the Solicitor’s Office under authority of FY 2003-04 State Budget Proviso 33.6 and is currently operating pursuant to SC Code of Laws Section 17-22-710. It is designed to assist victims of fraudulent checks in collecting restitution. This program is provided at no cost to the victims.

The program is self-supporting and provides additional revenue to Lexington County through fees added to each fraudulent check processed by the Worthless Check Unit. Depending on the amount of the fraudulent check, the Worthless Check Unit receives between \$50-\$150 on each paid check, while Lexington County receives \$41 on each paid check.

**Processed check cases by fiscal year (July 1 to June 30)**

Service Level Indicators:	SERVICE LEVELS				
	Actual FY 20/21	Actual FY 21/22	Actual July - Dec. FY 22/23	Anticipated FY 22/23	Estimated FY 23/24
New Check Cases	301	193	122	230	200
<b>Total</b>	<b>301</b>	<b>193</b>	<b>122</b>	<b>230</b>	<b>200</b>

**Program synopsis based on calendar year (January 1 to December 31)**

Service Level Indicators:	SERVICE LEVELS			
	Calendar Year 2019	Calendar Year 2020	Calendar Year 2021	Calendar Year 2022
<u>Check Cases</u>				
- Received	848	451	222	207
- Collected	711	251	257	99
- Overall Collection Rate	84%	56%	115%	48%
- Avg. Solicitor Fee for Calendar Year	\$ 63.50	\$ 67.33	\$ 69.46	\$ 79.29
<u>Merchant Restitution/Service Fees</u>	\$ 335,479.39	\$ 106,867.58	\$ 162,284.12	\$ 77,753.53

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**SECTION VI. LINE ITEM NARRATIVES**

**SECTION VI. A. – LISTING OF REVENUES**

**431004 – WORTHLESS CHECK FEES** **\$ 7,612**

The Worthless Check Fees are established in SC Code of Laws Section 17-22-710. It states that for every check, the fee ranges from \$50 to \$150 depending on the amount of the check. Estimated revenues are determined by using the formula in the chart below.

**Traditional Check Cases**

FY 2023-24 estimate of checks received		200
Previous calendar year collection rate	x	48%
FY 2023-24 estimate of checks collected		96
Calendar year 2022 average Solicitor fee	x	\$ 79.29
Traditional Check Cases estimated revenue		<b>\$ 7,611.84</b>

**802611 – OP TRANSFER FROM SOLICITOR STATE FUNDS** **\$ 3,130**

The Solicitor's State funding for the Worthless Check Unit.

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**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

This fund does not have any personnel.

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**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**520200 – CONTRACTED SERVICES** **\$ 2,194**

To cover the cost of West's CLEAR (Consolidated Lead Evaluation and Reporting). This service allows for a detailed search of public records and public utilities to aid the Worthless Check Unit in locating check writers.

**521000 – OFFICE SUPPLIES** **\$ 500**

To cover the cost of office supplies and toners.

**521100 – DUPLICATING** **\$ 198**

This account will cover the cost of duplicating forms, letters, applications, warrants, receipts, police reports and other documents.

Copy machine estimated usage cost - (.030495) x 5,000 copies .....\$ 153  
Copy machine estimated paper cost - 10 reams @ \$4.51 ..... \$ 45

**525100 – POSTAGE** **\$ 2,750**

To cover the cost of postage for mailing first class mail, certified letters and large envelopes.

**527040 – OUTSIDE PERSONNEL (TEMPORARY)** **\$ 5,000**

This request is to cover the cost of any temporary personnel.

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**SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST:**

**540000 – SMALL TOOLS & MINOR EQUIPMENT** **\$ 100**

This request is to cover the cost of small tools and equipment such as office telephones, calculators, staplers, keyboards, mice, etc.

**SECTION I**

**COUNTY OF LEXINGTON  
ALCOHOL EDUCATION PROGRAM  
SUMMARY OF DEPARTMENTAL REVENUES  
Annual Budget  
FY 2023-24 Estimated Revenue**

Fund: 2615  
 Division: JUDICIAL  
 Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2020-21	Actual 2021-22	Anticipated 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>Revenues:</b>							
456100	Program Income	297	309	677	680		
	<b>** Total Revenue (Section II)</b>	297	309	677	680		
	<b>*** Total Appropriation (Section III)</b>			677	680		
	<b>FUND BALANCE</b>						
	Beginning Year			0	0		
	<b>FUND BALANCE - Projected</b>						
	End of Year			0	0		

**SECTION II**

**COUNTY OF LEXINGTON  
Proposed Revenues  
Fines, Fees, and Other  
Budget FY - 2023-24**

Fund #: 2615

Fund Name: Alcohol Education Program

Organ. #: 141200

Organ. Name: Solicitor

Revenue Code	Fee Title	Actual Fees FY 2020-21	Actual Fees FY 2021-22	11/30/22 Year-to-Date FY 2022-23	Anticipated Fiscal Year Total FY 2022-23	Budget				
						Units of Service	Current Fee	Estimated Fees FY 2023-24	Proposed Fee Change	Total Proposed Estimated Fees FY 2023-24
456100	Program Income	\$297	\$309	\$309	\$677			\$680		\$680

SECTION III

COUNTY OF LEXINGTON  
 ALCOHOL EDUCATION PROGRAM  
 Annual Budget  
 Fiscal Year - 2023-24

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Solicitor / Alcohol Education Program 2615:</b>								
<b>Revenues:</b>								
456100	Program Income	309	309	677	677	680		
<b>** Total Revenue</b>		<u>309</u>	<u>309</u>	<u>677</u>	<u>677</u>	<u>680</u>		
<b>***Total Appropriation</b>					<u>677</u>	<u>680</u>		

FUND BALANCE							
Beginning of Year					0	0	
FUND BALANCE - Projected							
End of Year					0	0	

Fund: 2615  
 Division: Judicial  
 Organization: 141200 - Solicitor

Object Expenditure Code	Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	BUDGET		
					2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>							
<b>* Total Personnel</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Operating Expenses</b>							
521000	Office Supplies	0	0	250	250		
521100	Duplicating	30	0	97	100		
524302	Court Referred Volunteer Liability Ins	279	0	330	330		
<b>* Total Operating</b>		<b>309</b>	<b>0</b>	<b>677</b>	<b>680</b>		
<b>** Total Personnel &amp; Operating</b>		<b>309</b>	<b>0</b>	<b>677</b>	<b>680</b>		
<b>Capital</b>							
<b>** Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>		<b>309</b>	<b>0</b>	<b>677</b>	<b>680</b>		



SECTION IV

COUNTY OF LEXINGTON  
Capital Item Summary  
Fiscal Year – 2023-24

Fund #	<u>2615</u>	Fund Title:	<u>Alcohol Education Program</u>
Organization #	<u>141200</u>	Organization Title:	<u>Solicitor</u>
Program #		Program Title:	<u>Alcohol Education Program</u>

**BUDGET**  
2023-24  
Requested

<u>Qty</u>	<u>Item Description</u>	<u>Amount</u>

**\*\* Total Capital (Transfer Total to Section III)** 0

**SECTION V. - PROGRAM OVERVIEW**

**Summary of Programs:**

Alcohol Education Program

**Program:**

**Objectives:**

To facilitate the handling of alcohol related criminal cases by diverting offenders from Magistrate and Municipal Court with no significant criminal history from the traditional criminal justice system. The Alcohol Education Program (AEP) promotes accountability and responsibility through educational counseling, community service and a defensive driving/practical skills course. The program serves in aiding courts with the burden of these cases.

**Service Standards:**

- To assist Magistrate and Municipal Court Judges in the diversion of appropriate cases into AEP.
- To conduct application interviews and perform criminal history checks.
- To determine eligibility and present to Solicitor for approval.
- To accept defendant into the program, assign program requirements, make counseling schedule and defensive driving/practical skills appointments.
- To recruit community service sites that will provide meaningful experiences for the young adults.
- To monitor progress throughout the program and recommend successful completion or termination to Solicitor.
- To complete proper paperwork and documentation of case in the computer in compliance with state statute.

**SERVICE LEVELS**

Service Level Indicators:	Actual	Actual	Actual	Estimated	Projected
	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>July –Dec. FY 22/23</u>	<u>FY 22/23</u>	<u>FY 23/24</u>
Enrolled	15	17	8	16	18
Successful	13	16	4	14	17
Terminated	0	1	0	2	1

*\*\* All Enrolled participants in the AEP program must successfully complete the Alive at 25 program administered by the South Carolina National Safety Council as well as the M.E.D.I.C. Program administered by the Lexington County Department of Emergency Medical Services. \*\**

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**SECTION VI. LINE ITEM NARRATIVES**

**SECTION VI. A. - LISTING OF REVENUES**

**456100 – Program Income**

**\$ 680**

The Alcohol Education Program charges an enrollment fee set by South Carolina Code of Laws Section 17-22-550. The enrollment fee is \$250. Scheduled payment plans are utilized. The Solicitor can waive fees in cases of indigence. The number of applicants for is estimated to be 18. The Alcohol Education Program is a reimbursement program and the revenues received by Lexington County are based on expenditures occurred within the program. Therefore, the projected program income requested matches the anticipated operating expenditures.

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## SECTION VI. B. – LISTING OF POSITIONS

### **Current Staffing Level:**

This fund does not have any personnel.

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**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**521000 – OFFICE SUPPLIES** **\$ 250**

To cover routine office supplies used in the preparation, management, and closure of alcohol education program cases.

**521100 – DUPLICATING** **\$ 100**

This account is used to cover the cost of duplicating case files and reports.

Copy machine estimated usage cost - (.030495) x 2,500 copies .....\$ 77  
Copy machine estimated paper cost - 5 reams @ \$4.51 .....\$ 23

**524302 – COURT REFERRED VOLUNTEER LIABILITY INSURANCE** **\$ 330**

The Solicitor's Office Diversion Programs have one policy with CIMA for volunteer liability insurance. This one policy is shared between the Pre-Trial Intervention Program, Drug Court, AEP and Juvenile Arbitration to reduce membership fees. The cost to each program is: Pre-Trial Intervention pays 50%, Juvenile Arbitration pays 35%, Drug Court pays 5%, and AEP pays 10%. The estimated premium is \$3,300.

**SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

No capital items are requested.

**SECTION I**

**COUNTY OF LEXINGTON  
 BROKER DISCLOSURE PENALTY  
 SUMMARY OF DEPARTMENTAL REVENUES  
 Annual Budget  
 FY 2023-24 Estimated Revenue**

Fund: 2616  
 Division: JUDICIAL  
 Organization: 141200-SOLICITOR

Object Code	Revenue Account Title	Actual 2020-21	Actual 2021-22	Anticipated 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
	<b>Revenues:</b>						
461000	Investment Interest	355	580	2,047	5,000		
	<b>** Total Revenue (Section II)</b>	355	580	2,047	5,000		
	<b>*** Total Appropriation (Section III)</b>			177,100	184,227		
	<b>Contingency:</b>						
	Unused			(177,100)			
	<b>FUND BALANCE</b>						
	Beginning of Year			177,180	179,227		
	<b>FUND BALANCE - Projected</b>						
	End of Year			179,227	0		

SECTION II

COUNTY OF LEXINGTON  
Proposed Revenues  
Fines, Fees, and Other  
Budget FY - 2023-24

Fund #: 2616

Fund Name: Broker Disclosure Penalty

Organ. #: 141200

Organ. Name: Solicitor

Revenue Code	Fee Title	Actual Fees FY 2012-21	Actual Fees FY 2021-22	11/30/22 Year-to-Date FY 2022-23	Anticipated Fiscal Year Total FY 2022-23	Budget				
						Units of Service	Current Fee	Estimated Fees FY 2023-24	Proposed Fee Change	Total Proposed Estimated Fees FY 2023-24
461000	Investment Interest	\$355	\$580	\$2,047	\$2,047			\$5,000		\$5,000



SECTION III

COUNTY OF LEXINGTON  
 BROKER DISCLOSURE PENALTY  
 Annual Budget  
 Fiscal Year - 2023-24

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Solicitor / Broker Disclosure Penalty 2616:</b>								
<b>Revenues:</b>								
461000	Investment Interest	580	2,047	250	2,047	5,000		
<b>** Total Revenue</b>		580	2,047	250	2,047	5,000		
<b>***Total Appropriation</b>					177,100	184,227		
<b>Contingency:</b>								
Unused (177,100)								
FUND BALANCE								
Beginning of Year 177,180 179,227								
FUND BALANCE - Projected								
End of Year 179,227 0								

Fund: 2616  
 Division: Judicial  
 Organization: 141200 - Solicitor

Object Expenditure Code	Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	BUDGET		
					2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>							
<b>* Total Personnel</b>		0	0	0	0		
<b>Operating Expenses</b>							
529903	Contingency	0	0	177,100	184,227		
<b>* Total Operating</b>		0	0	177,100	184,227		
<b>** Total Personnel &amp; Operating</b>		0	0	177,100	184,227		
<b>Capital</b>							
All Other Equipment		0	0	0	0		
<b>** Total Capital</b>		0	0	0	0		
<b>*** Total Budget Appropriation</b>		0	0	177,100	184,227		

SECTION IV

COUNTY OF LEXINGTON  
 Capital Item Summary  
 Fiscal Year – 2023-24

Fund #	<u>2616</u>	Fund Title:	<u>Broker Disclosure Penalty</u>
Organization #	<u>141200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Broker Disclosure Penalty</u>

**BUDGET**  
 2023-24  
 Requested

Qty	Item Description	Amount

**\*\* Total Capital (Transfer Total to Section III)                      0**

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## SECTION V. - PROGRAM OVERVIEW

**Summary of Program:**

Broker Disclosure Penalty

**Program:**

**Objectives:**

This program is the result of a mortgage broker disclosure settlement. The funds in this account reflect the portion of the settlement that the Solicitor's Office received.

**SECTION VI. LINE ITEM NARRATIVES**

**SECTION VI. A. – LISTING OF REVENUES**

**461000 – INVESTMENT INTEREST**

**\$ 5,000**

Interest earned on Broker Disclosure Penalty funds.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

This fund does not have any personnel.

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**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**529903 – CONTINGENCY**

**\$ 184,227**

To cover the cost of any unanticipated expenditures.

## SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

### CAPITAL REQUEST

None.

**COUNTY OF LEXINGTON**  
**LAW ENFORCEMENT/TITLE IV-D PROCESS SERVER**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - Title IV-D Process Server 2411:</b>								
<b>Revenues:</b>								
451803	IV-D Service of Process Pmts	11,830	5,363	14,304	14,304	12,360		
461000	Investment Interest	1,040	3,670	0	0	0		
<b>** Total Revenue</b>		12,870	9,033	14,304	14,304	12,360		
<b>***Total Appropriation</b>					302,339			
Unused Contingency								
FUND BALANCE								
Beginning of Year					392,251	104,216	104,216	104,216
FUND BALANCE - Projected								
End of Year					104,216	116,576	104,216	104,216

Fund 2411  
Division: Law Enforcement  
Organization: 151400 - LE/Judicial Services

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>		
					2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>							
<b>* Total Personnel</b>		0	0	0	0		
<b>Operating Expenses</b>							
529903	Contingency	0	0	302,339	0		
<b>* Total Operating</b>		0	0	302,339	0		
<b>** Total Personnel &amp; Operating</b>		0	0	302,339	0		
<b>Capital</b>							
All Other Equipment		0	0	0	0		
<b>** Total Capital</b>		0	0	0	0		
<b>*** Total Budget Appropriation</b>		0	0	302,339	0		



**SECTION V. – 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 per service and \$16.50 per warrant of failure to comply. The revenue generated by this contract is used to fund the operating expenses associated with the investigation of Title IV-D papers and the service of them.

**SECTION VI. A. - SUMMARY OF REVENUES**

**451803 – IV-D SERVICE OF PROCESS PAYMENTS**

**\$ 12,360**

This revenue is generated from a contract with SC Department of Social Services for LCSO to serve non-support papers. This contracted service generates revenue of \$16.50 per service and \$16.50 per warrant of failure to comply. This revenue is used to fund the operating expenses associated with the investigation of Title IV-D papers and the service of them.

**COUNTY OF LEXINGTON  
MULTIJURISDICTIONAL NARCOTICS TASK FORCE  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - Multijurisdictional Narcotics Task Force 2436:</b>								
<b>Revenues:</b>								
456400	Narcotics Confiscation	12,455	1,691	12,246	12,246	20,733		
461000	Investment Interest	115	406	0	0	0		
<b>** Total Revenue</b>		<b>12,570</b>	<b>2,097</b>	<b>12,246</b>	<b>12,246</b>	<b>20,733</b>		
<b>***Total Appropriation</b>					<b>56,690</b>	<b>0</b>		
<b>Contingency:</b>								
Unused								
FUND BALANCE								
Beginning of Year					98,116	53,672	53,672	53,672
FUND BALANCE - Projected								
End of Year					53,672	74,405	53,672	53,672

Fund: 2436  
Division: Law Enforcement  
Organization: 151280 - LE/Narcotics

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Budgeted (Dec)	<b>BUDGET</b>		
					2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>							
<b>* Total Personnel</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Operating Expenses</b>							
529903	Contingency	0	0	56,690	0		
<b>* Total Operating</b>			<b>0</b>	<b>0</b>	<b>56,690</b>	<b>0</b>	
<b>** Total Personnel &amp; Operating</b>			<b>0</b>	<b>0</b>	<b>56,690</b>	<b>0</b>	
<b>Capital</b>							
540000	Small Tools & Minor Equipment	0	0	0	0		
	All Other Equipment	0	0	0	0		
<b>** Total Capital</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>*** Total Budget Appropriation</b>			<b>0</b>	<b>0</b>	<b>56,690</b>	<b>0</b>	

## SECTION V. – PROGRAM OVERVIEW

The primary purpose for the Narcotics MJTF is to enhance existing efforts in law enforcement, and to prosecute and convict major drug and violent crime offenders by eliminating jurisdictional problems and by sharing critical resources. By coordinating resources, law enforcement agencies can concentrate their efforts on drug trafficking and on violent criminal offenders, which transcend jurisdictional boundaries without duplicating efforts and wasting critical resources. The overall objective of a NMJTF 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.

Since the narcotics Multi-jurisdictional Task Force “NET” have established its own identity, it has its own central office and administrative staff, headed by the lead agency, the Lexington County Sheriff’s Department. The success of the narcotics task force relies on its formation as a true, separate and distinct entity, which operates through the pooling of work force, equipment, intelligence and other pertinent resources. Success has also relied heavily upon the governing board of the task force and its commitment to ensuring full implementation of the project. The governing board is composed of representatives from each agency participating in the NMJTF, as well as a representative from the prosecuting agency and meets at least once a month. At these meetings, the Lexington County Sheriff’s Department presents case progress reports including significant developments or changes, and problems.

The program income revenue is estimated for the year and the accounts have been established for anticipated expenditures. Additional requests may arise during the year from all agencies involved in the task force; however, the governing board must discuss the purchases and approve the purchases for expenditures of program income funds.

**SECTION VI. A. - SUMMARY OF REVENUES**

**456400 –NARCOTICS CONFISCATION** **\$ 20,733**

Program Income results from seizures that are placed into the narcotic program income account for expenditures of equipment and operational costs for the task force. All expenditures must be voted upon by the Multi-Jurisdictional Narcotic Board of Directors for approval to purchase. The amount budgeted is estimated based on the average for last five years of revenue collection including the estimated revenue for the current fiscal year.

**COUNTY OF LEXINGTON  
DRUG LAB CHEMIST  
Annual Budget  
FY - 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - Drug Lab Chemist 2445:</b>								
<b>Revenues:</b>								
457000	Federal Grant Income	0	0	217,434	217,434	<u>125,660</u>		
801000	Op Trn from General Fund/LE	0	0	43,845	43,845	<u>13,962</u>		
<b>** Total Revenue</b>		<u>0</u>	<u>0</u>	<u>261,279</u>	<u>261,279</u>	<u>139,622</u>		
<b>***Total Appropriation</b>					<u>261,279</u>	<u>139,622</u>		

FUND BALANCE			
Beginning of Year		<u>0</u>	<u>0</u>
FUND BALANCE - Projected			
End of Year		<u>0</u>	<u>0</u>

**COUNTY OF LEXINGTON  
DRUG LAB CHEMIST  
Annual Budget  
Fiscal Year - 2023-24**

Fund: 2445  
Division: Law Enforcement  
Organization: 151265 - LE/Forensic Services

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
				2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Personnel</b>					
510100 Salaries & Wages - 1	0	0	56,194	60,128	
510200 Overtime	0	0	2,000	3,000	
511112 FICA - Employer's Portion	0	0	4,452	4,829	
511114 Police Retirement - Employer's Portion	0	0	10,219	11,717	
511120 Insurance Fund Contribution - 1	0	0	7,800	7,800	
511130 Workers Compensation	0	0	2,014	196	
<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b>82,679</b>	<b>87,670</b>	
<b>Operating Expenses</b>					
521000 Office Supplies	0	0	200	200	
521200 Operating Supplies	0	0	22,300	18,000	
521206 Training Supplies	0	0	500	50	
522300 Vehicle Repairs & Maintenance	0	0	0	6,800	
522200 Small Equip Repairs & Maintenance	0	0	6,988	0	
524201 General Tort Liability Insurance	0	0	1,673	1,673	
524202 Surety Bonds	0	0	0	0	
525021 Smart Phone Charges	0	0	600	600	
525041 E-mail Service Charges	0	0	129	129	
525210 Conference, Meeting & Training Expense	0	0	5,000	4,600	
525230 Subscriptions, Dues & Books	0	0	300	300	
525240 Personal Mileage Reimbursement	0	0	2,200	2,200	
525600 Uniforms & Clothing	0	0	500	700	
526500 Licenses & Permits	0	0	1,000	1,000	
<b>* Total Operating</b>	<b>0</b>	<b>0</b>	<b>41,390</b>	<b>36,252</b>	
<b>** Total Personnel &amp; Operating</b>	<b>0</b>	<b>0</b>	<b>124,069</b>	<b>123,922</b>	
<b>Capital</b>					
540000 Small Tools & Minor Equipment	0	0	2,850	1,000	
540010 Minor Software	0	0	0	0	
All Other Equipment	0	1,224	134,360	0	
(3) Scales				13,000	
(2) Helium Tanks, Manifold & Gas				1,700	
<b>** Total Capital</b>	<b>0</b>	<b>1,224</b>	<b>137,210</b>	<b>15,700</b>	
<b>*** Total Budget Appropriation</b>	<b>0</b>	<b>1,224</b>	<b>261,279</b>	<b>139,622</b>	

SECTION IV

COUNTY OF LEXINGTON  
DRUG LAB CHEMIST  
Capital Item Summary  
Fiscal Year - 2023-24

Fund # 2445 Fund Title: Drug Lab Chemist  
Organization # 151265 Organization Title: LE/Forensic Services  
Program # 150 Program Title: Multi-jurisdictional Drug Lab Chemist

**BUDGET**  
2023-24  
Requested

Qty	Item Description	Amount
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	Small Tools & Minor Equipment	1,000
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3	Scales	13,000
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2	Helium Tanks, Manifold and Gas	1,700
---	--------------------------------	-------

\*\* Total Capital (Transfer Total to Section III ) 15,700



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**SECTION V. – PROGRAM OVERVIEW**

The Lexington County Sheriff's Department (LCSD) is requesting the continuation of the additional chemist for the drug lab to conduct timely and accurate drug analysis of cases, to reduce the back log of cases, and to peer review the current chemist's reports for the timely prosecution of drug cases through the 11<sup>th</sup> Judicial Circuit Solicitor's Office and the Magistrates offices of Lexington County. The additional chemist allows new cases to be tested in a timely manner and helps reduce the backlog of 967 cases currently waiting to be tested. The chemist would also reduce the number of cases that are being sent to outside agencies which allows cases to be sent to court for prosecution in a timely manner. This position is located in the current lab under the direction of the Evidence Department, Major Crime unit.

The overload from the Lexington County Sheriff's Department Drug Lab was being sent to both Richland County and to SLED for analyzing. The grant with the Richland County Sheriff's Department expired in September of 2021 and has not been renewed. SLED tests drug cases for 44 counties and approximately 265 local incorporated municipalities throughout the State of South Carolina. SLED analyzes cases in the order in which they receive them. For non-expedited cases the time from submission to SLED to the time the report is issued to the requesting agency is approximately 1 year. For an expedited case the time from submission to SLED to the report being returned to the requesting agency is 2 to 4 weeks.

An additional chemist helps in processing the drug cases of the agencies in the 11<sup>th</sup> Judicial Circuit. The additional chemist helps to reduce the number of outstanding lab requests. The backlog of cases being analyzed in a timely manner speeds up the prosecution of drug cases for Lexington County and surrounding agencies.

**SECTION VI. B - LISTING OF POSITIONS**

**Proposed 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>		
Chemist	1	0	1	1	211

**SECTION VI. B. – OPERATING LINE ITEM NARRATIVES**

**521000 - OFFICE SUPPLIES \$ 200**

Office Supplies for the Multijurisdictional Forensic Drug Lab are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

**521200 - OPERATING SUPPLIES \$ 18,000**

The grant allows the purchase of vials, test tubes, chemicals for testing drugs, weights, all sizes heat sealed pouches, pipettes, scalpels, blades, test tubes, syringes, filaments, test tube toppers, bottle top dispensers, vial holders, and other supplies as required for the lab. Numerous chemicals and lab gas must also be purchased from this account.

**521206 - TRAINING SUPPLIES \$ 50**

Training supplies are required for the GCMS equipment training so there will be hands-on training.

**522200 – SMALL EQUIPMENT REPAIR AND MAINTENANCE \$ 6,800**

Accurate weight measures for lab drugs must be certified correct for the scales and the helium must be measured accurately for the gas helium tanks.

**522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 0**

This account is used to repair and to maintain the vehicle purchased by the grant.

**524100 - VEHICLE INSURANCE \$ 0**

Vehicle insurance is required for the vehicle. Cost is estimated at \$650 each.

**524201 - GENERAL TORT LIABILITY INSURANCE \$ 1,673**

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager.

**525021 – SMART PHONE CHARGES \$ 600**

A cell phone is required for immediate contact and for communication purposes for the chemist. The service for the cell phone is paid from this account.

**525041 – E-MAIL SERVICE CHARGES \$ 129**

E-Mail Service is required for communication and for data information.

**525210 - CONFERENCE AND MEETING EXPENSE \$ 4,600**

The grant requires that each person employed on the grant attend a minimum of two training classes per year. One of those classes must be for equipment training. The registration, travel, lodging, per diem and additional fees are paid by the grant from this account.

**525230 - SUBSCRIPTIONS, DUES, AND BOOKS** **\$ 300**

Drug reference materials, training manuals, and other materials must be purchased.

**525240 - PERSONAL MILEAGE REIMBURSEMENT** **\$ 2,200**

The grant reimburses the chemist at the federal rate per mile to travel to court and to perform their duties.

**525600 - UNIFORMS AND CLOTHING** **\$ 700**

The chemist must have uniforms for the protection of the body when working in the laboratory.

**526500 - LICENSES, FEES, PERMITS** **\$ 1,000**

A laboratory license fee must be purchased for the operation of the chemical use in the lab.

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**SECTION VI. C. –CAPITAL LINE ITEM NARRATIVES**

**540000 - SMALL TOOLS AND MINOR EQUIPMENT \$ 1,000**

The laboratory furniture must be purchased to accommodate the equipment required for the lab. The office for the chemist must be established according to DHEC regulations. A chemical resistant work table is requested for the Chemist.

**(3) SCALES \$ 13,000**

The scales are required for the exact measurement so the evidence can be accurately submitted to court.

**(1) HELIUM GAS TANK MANIFOLD \$ 1,700**

The helium gas tank manifold regulates the amount of gas that flows for analyzing of the drugs in the lab.

**COUNTY OF LEXINGTON  
VICTIMS OF CRIME ACT  
Annual Budget  
FY - 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - Victims of Crime Act 2448:</b>								
<b>Revenues:</b>								
457000	Federal Grant Income	221,509	88,003	223,238	223,238	223,238		
801000	Op Trn from General Fund/LE	134,826	0	143,063	143,063	143,608		
<b>** Total Revenue</b>		<u>356,335</u>	<u>88,003</u>	<u>366,301</u>	<u>366,301</u>	<u>366,846</u>		
<b>***Total Appropriation</b>					431,163	<u>366,846</u>		
FUND BALANCE								
Beginning of Year								
					202,458	137,596	137,596	137,596
FUND BALANCE - Projected								
End of Year								
					137,596	137,596	137,596	137,596

**COUNTY OF LEXINGTON  
VICTIMS OF CRIME ACT  
Annual Budget  
Fiscal Year - 2023-24**

Fund: 2448  
Division: Law Enforcement  
Organization: 151260 - LE/Major Crimes

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<i>BUDGET</i>	
					2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 3	177,961	99,134	179,575	177,300		
510199 Special Overtime	12,232	6,810	9,000	9,000		
511112 FICA - Employer's Portion	13,991	7,845	16,359	14,252		
511114 Police Retirement - Employer's Portion	16,222	6,818	40,745	39,570		
511120 Insurance Fund Contribution - 3	23,400	11,050	29,250	23,400		
511130 Workers Compensation	6,708	3,733	6,580	6,446		
511131 S.C. Unemployment	0	0	0	0		
511214 PORS - Employer Portion (Retiree)	19,581	13,265	0	0		
515600 Clothing Allowance	3,600	1,800	4,400	3,600		
519999 Personnel Contingency	0	0	8,548	8,865		
<b>* Total Personnel</b>	<b>273,695</b>	<b>150,455</b>	<b>294,457</b>	<b>282,433</b>		
<b>Operating Expenses</b>						
520110 Officer Safety Equipment	0	0	18,900	7,668		
520233 Towing Service	0	0	315	270		
520510 Interpreting Services	0	0	20,000	20,000		
520800 Outside Printing	0	0	7,524	7,524		
521000 Office Supplies	122	0	6,878	3,000		
521200 Operating Supplies	0	342	3,000	1,500		
521208 Police Supplies	0	0	3,000	1,500		
522300 Vehicle Repairs & Maintenance	525	873	7,778	2,400		
524100 Vehicle Insurance	2,460	1,845	1,845	1,845		
524101 Comprehensive Insurance	382	382	714	750		
524201 General Tort Liability Insurance	4,429	0	4,651	4,911		
524202 Surety Bonds	0	0	0	30		
525021 Smart Phone Charges	4,440	725	12,270	2,700		
525030 800 MHz Radio Service Changes	2,291	879	2,124	2,124		
525031 800 MHz Radio Maintenance Fee	0	189	510	255		
525041 E-mail Service Charges	645	269	548	387		
525210 Conference, Meeting & Training Expense	211	434	29,700	12,000		
525230 Subscriptions, Dues & Books	439	90	851	600		
525400 Gas, Fuel and Oil	5,649	2,661	8,298	12,549		
525600 Uniforms & Clothing	0	0	4,800	2,400		
529903 Contingency	0	0	0	0		
529950 Indirect Costs	0	0	0	0		
<b>* Total Operating</b>	<b>21,593</b>	<b>8,689</b>	<b>133,706</b>	<b>84,413</b>		
<b>** Total Personnel &amp; Operating</b>	<b>295,288</b>	<b>159,144</b>	<b>428,163</b>	<b>366,846</b>		
<b>Capital</b>						
540000 Small Tools & Minor Equipment	0	0	3,000	0		
540010 Minor Software	0	0	0	0		
All Other Equipment	0	0	0	0		
<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>295,288</b>	<b>159,144</b>	<b>431,163</b>	<b>366,846</b>		

## SECTION V. - PROGRAM OVERVIEW

The primary duties of a LEVA are to support the provision of direct services: (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety. Many cases involve more than one victim and in many instances, those individuals are not the primary victim, but were present during the crime; therefore, they become secondary victims.

Whether exposed as a victim, a witness or in close proximity, the effects on a secondary victim can be devastating and long lasting. Most experts believe that children who are raised in abusive homes learn that violence is an effective way to resolve conflicts and problems. They may replicate the violence they witnessed as children in their teen and adult relationships and parenting experiences. Children from violent homes have higher risks of alcohol/drug abuse, post-traumatic stress disorder, and juvenile delinquency. Witnessing domestic violence is the single best predictor of juvenile delinquency and adult criminality and as discussed in a Domestic Violence Roundtable in 2008, the number one reason children run away.

In June 2015 the SC criminal domestic violence (CDV) statute was revamped when Governor Nikki Haley signed the Domestic Violence Reform Act. This Act created, among other things, new degrees of domestic violence (DV) with a system of graduated penalties based on prior convictions. While there were many important aspects of the new law, one of great significance for victims was the inclusion of a higher degree of charges when children are present or involved. This part of the law is an obvious recognition of the need to include children as victims of the crime and serves as a first step in breaking the chain of violence that can occur when a child grows up in a domestic environment that produces violence.

The Domestic Violence Law Enforcement Victim Advocate (LEVA) will work with the victims of crime with special attention to victims of domestic violence to include school aged victims. The LEVA will work closely with the county school resource officers (SRO) to ensure all school aged victims are identified so that the children can be monitored with respect to behavioral problems or domestic issues that may spill over to the school setting. The LEVA will improve coordination within LCSD and the various agencies responsible for child protection and welfare. A secondary purpose is to take a proactive stance in an effort to prevent further abuse by raising public awareness regarding these problems. The LEVA will receive specialized training and will establish and maintain constructive relationships with entities and service providers, such as such as the Department of Social Services, child advocacy centers, and school officials.

The Lexington County Sheriff's Department (LCSD) has seen a continued increase in criminal cases regarding the victimization, abuse, and exploitation of vulnerable adults. The SC population is aging.\* Vulnerable adult means a person eighteen years of age or older who has a physical or mental condition which substantially impairs the person from adequately providing for his or her own care or protection. This includes a person who is impaired in the ability to adequately provide for the person's own care or protection because of the infirmities of aging including, but not limited to, organic brain damage, advanced age, and physical, mental, or emotional dysfunction. A resident of a facility (e.g. nursing home, residential care facility, hospital, etc.) is a vulnerable adult. The complex and sensitive nature of these cases, along with the virtuous need to protect these sometimes helpless and vulnerable victims dictates the need for resources to enhance the assistance for vulnerable adult cases. The goal of this continuing LEVA program is to complement the investigation of cases, serve as an advocate for victims, and improves coordination with the various agencies responsible for vulnerable adult/elder welfare and to take a proactive stance in an effort to prevent further abuse by raising public awareness regarding these problems.

The Spanish speaking bi-lingual LEVA works with victims of crime in the Hispanic communities to build a trust with the people and to bridge the language barrier in order to serve the needs of the victims. The LEVA offers services to prevent further abuse, neglect, and criminal acts in the Hispanic communities and will coordinate with other agencies to provide services to non-English speaking victims. All LEVA's will continue to work with all victims of criminal cases regarding victimization, abuse and exploitation. The LEVA will improve coordination within LCSD and with



various agencies responsible for the welfare of Hispanic victims. The LEVA's will receive specialized training and will establish and maintain constructive relationships with entities and service providers by raising public awareness regarding these problems that exist with DV cases, children, vulnerable adults and all victims to include victims with limited English proficiency.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

	Positions	Full Time Equivalent		Grade
		General Fund	Other Fund Total	
VOCA Law Enforcement Victim Advocate (LEVA)	3		3	SO3
Totals:	3	0	3	

**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

<b>520110 – OFFICER SAFETY EQUIPMENT</b>	<b>\$ 7,668</b>
This account is for an add-on purchase of the department's maintenance plan for an electronic control device and body camera. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.	
<b>520233 – TOWING SERVICE</b>	<b>\$ 270</b>
Wrecker services must be paid for the towing of County Vehicles and seized vehicles. The cost for a County Vehicle is \$90. The amount budgeted assumes that each vehicle assigned will be towed at least once during the fiscal year.	
<b>520510 – INTERPRETING SERVICES</b>	<b>\$ 20,000</b>
These services are integral in servicing victims of all nationalities and languages.	
<b>520800 – OUTSIDE PRINTING</b>	<b>\$ 7,524</b>
An outside printing company is now printing the pamphlets handed out to victims. It has been determined that the cost per pamphlet, plus the personnel cost to reproduce these pamphlets was greater than outsourcing.	
<b>521000 - OFFICE SUPPLIES</b>	<b>\$ 3,000</b>
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 the expenditure projection for this fiscal year.	
<b>521200 - OPERATING SUPPLIES</b>	<b>\$ 1,500</b>
This account will be used to cover expenses relating to records management. The monthly average cost cannot be used to calculate the budget amount due to spikes in expenditures during the second half of the fiscal year. The budget amount is based on the projected expenditures for the current fiscal year.	
<b>521208 - POLICE SUPPLIES</b>	<b>\$ 1,500</b>
Officers must be supplied with items such as flashlights, batteries, handcuffs, summons books, holders, etc. to perform daily job duties.	
<b>522300 - VEHICLE REPAIRS AND MAINTENANCE</b>	<b>\$ 2,400</b>
The amount budgeted is based on the first estimated expenditures for the current fiscal year.	
<b>524100 - VEHICLE INSURANCE</b>	<b>\$ 1,845</b>
The budget amount per vehicle is the estimate provided by the County's Risk Manager.	
<b>524101 - COMPREHENSIVE INSURANCE</b>	<b>\$ 750</b>
The budget amount per vehicle is the estimate provided by the County's Risk Manager.	
<b>524201 - GENERAL TORT LIABILITY INSURANCE</b>	<b>\$ 4,911</b>
General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The amount per officer is \$1,637.	
<b>524202 – SURETY BONDS</b>	<b>\$ 30</b>
Surety bonds are paid every 3 fiscal years and will not be paid again until fiscal year 2027.	

**525021 – SMART PHONE CHARGES**

**\$ 2,700**

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response. The Smart Phone is new technology that enables data transmissions in addition to other services available with our current cell phone plan. The amount budgeted is based on: five phones @ \$45 per month

**525030 – 800 MHz RADIO SERVICE CHARGES**

**\$ 2,124**

The 800 MHz radios are required for communication. We have five sites to obtain complete coverage. The amount budgeted does not consider the 16% legislative discount we are currently receiving because we have no guarantee that this will continue next fiscal year. The budgeted amount is for the three portable radios.

**525031 – 800 MHz RADIO MAINTENANCE CONTRACTS**

**\$ 255**

The 800 MHz radios are covered under a maintenance contract that covers some repairs that are required due to age and excessive use. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation.

**525041 – E-MAIL SERVICE CHARGES**

**\$ 387**

E-mail service is a vital tool for communication among all individuals not just within Lexington County.  
3 users \* \$10.75 per month \* 12 months

**525210 – CONFERENCE, MEETING & TRAINING EXP.**

**\$ 12,000**

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 III dispatch personnel (in-service legal updates) and reserve officer (in-service once a month). This reflects in-house training needs required by law and Accreditation standards 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**

**\$ 600**

Brochures are required for the LEVA to provide to victims. Various subscriptions and memberships are needed as they relate to law enforcement statistics, training, and legal updates. These subscriptions and organizational memberships provide information that assist with the daily management, operations, and industry trends.

**525400 - GAS, FUEL & OIL**

**\$ 12,549**

The budget amount is calculated using the average monthly expenditures for the current fiscal year annualized with an additional 15% increase for the unstable fuel market. The mileage is estimated based on use by other investigators. This account will be reimbursed from personal miles allowable on the grant.

**525600 - UNIFORMS & CLOTHING**

**\$ 2,400**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer will require a duty uniform and a dress uniform for special events. Body armor is required as standard issue. Uniforms are unallowable grant expenditures and this cost will be taken from the general operating budget.

**COUNTY OF LEXINGTON  
VIOLENCE AGAINST WOMEN ACT  
Annual Budget  
FY - 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - Violence Against Women Act 2456:</b>								
<b>Revenues:</b>								
457000	Federal Grant Income	141,038	58,300	149,015	149,015	149,015		
801000	Op Trn from General Fund/LE	48,063	0	54,187	54,187	46,853		
<b>** Total Revenue</b>		<u>189,101</u>	<u>58,300</u>	<u>203,202</u>	<u>203,202</u>	<u>195,868</u>		
<b>***Total Appropriation</b>					213,711	<u>195,868</u>		
FUND BALANCE								
Beginning of Year								
					<u>129,783</u>	<u>119,274</u>	<u>119,274</u>	<u>119,274</u>
FUND BALANCE - Projected								
End of Year								
					<u>119,274</u>	<u>119,274</u>	<u>119,274</u>	<u>119,274</u>

**COUNTY OF LEXINGTON  
VIOLENCE AGAINST WOMEN ACT  
Annual Budget  
Fiscal Year - 2023-24**

Fund: 2456  
Division: Law Enforcement  
Organization: 151260 - LE/Major Crimes

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<i>BUDGET</i>	
					2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 2	113,276	60,178	117,538	122,743		
510199 Special Overtime	6,193	6,253	3,500	3,500		
510200 Overtime	65	844	0	0		
511112 FICA - Employer's Portion	8,408	4,822	10,928	9,658		
511113 State Retirement - Employer's Portion	8,115	4,282	12,418	9,983		
511114 Police Retirement - Employer's Portion	12,780	7,684	14,049	15,389		
511120 Insurance Fund Contribution - 2	15,600	7,800	15,600	7,800		
511130 Workers Compensation	2,558	1,504	2,623	2,674		
515600 Clothing Allowance	1,200	600	1,200	1,200		
519999 Personnel Contingency	0	0	6,507	6,137		
<b>* Total Personnel</b>	<b>168,195</b>	<b>93,967</b>	<b>184,363</b>	<b>179,084</b>		
<b>Operating Expenses</b>						
520110 Officer Safety Equipment	0	0	6,300	2,556		
520233 Towing Service	0	0	165	90		
521000 Office Supplies	0	296	3,000	500		
521200 Operating Supplies	0	0	3,000	1,000		
522300 Vehicle Repairs & Maintenance	89	783	2,765	800		
524100 Vehicle Insurance	615	615	615	615		
524101 Comprehensive Insurance	0	0	0	250		
524201 General Tort Liability Insurance	1,514	0	1,590	1,679		
524202 Surety Bonds	0	0	0	20		
525021 Smart Phone Charges	1,080	450	1,200	1,080		
525030 800 MHz Radio Service Changes	703	293	889	708		
525031 800 MHz Radio Maintenance Fee	61	63	170	85		
525041 E-mail Service Charges	258	107	323	258		
525210 Conference, Meeting & Training Expense	0	0	2,000	2,000		
525230 Subscriptions, Dues & Books	30	30	160	160		
525240 Personal Mileage Reimbursement	68	20	3,000	800		
525400 Gas, Fuel and Oil	1,885	871	4,171	4,183		
529903 Contingency	0	0	0	0		
<b>* Total Operating</b>	<b>6,303</b>	<b>3,528</b>	<b>29,348</b>	<b>16,784</b>		
<b>** Total Personnel &amp; Operating</b>	<b>174,498</b>	<b>97,495</b>	<b>213,711</b>	<b>195,868</b>		
<b>Capital</b>						
540000 Small Tools & Minor Equipment	0	0	0	0		
540010 Minor Software	0	0	0	0		
All Other Equipment	0	0	0	0		
<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>174,498</b>	<b>97,495</b>	<b>213,711</b>	<b>195,868</b>		

### SECTION V. - PROGRAM OVERVIEW

Three decisions made by the United States Supreme Court (*Washington v. Crawford*, *Davis v. Washington* and *Hamon v. Indiana*) changed the way in which prosecutors can proceed with domestic violence prosecution, especially when victims do not appear for court. The Lexington County Sheriff's Department began keeping detailed statistics on the specialized criminal domestic violence court (DVC) in July 2005. At least 80% of victims either do not appear or have reconciled with the offender at the first appearance date. This court date is usually held within six weeks of arrest. These statistics demonstrate the need to proceed with evidence based or offender based prosecution. Increasing the level of pre-trial contact with the victims through telephone calls, letters, and, when necessary, home visits is a benefit to the victim, and increases the level of victim participation in the prosecutorial process.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
<b>Law Enforcement/Administration:</b>					
Investigator	1		1	1	SO3
Program Coordinator	1		1	1	109
Totals	<u>2</u>	<u>0.000</u>	<u>2</u>	<u>2</u>	



**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

<b>520110 – OFFICER SAFETY EQUIPMENT</b>	<b>\$ 2,556</b>
The body camera and the electronic control device are now being combined into an annual service for the two devices to work simultaneously to store information continually. It is a requirement of law enforcement to use the body cameras for recording purposes and the electronic control devices for safety of the officers.	
<b>520233 – TOWING SERVICE</b>	<b>\$ 90</b>
Wrecker services must be paid for the towing of County Vehicles. The cost for a County Vehicle is \$90 estimating that one (1) vehicles will be towed this year.	
<b>521000 – OFFICE SUPPLIES</b>	<b>\$ 500</b>
Routine office supplies are needed for operation (paper, pencils, ribbons, file folders, printer cartridges, etc.). The amount budgeted is based on the projected expenditures for the current fiscal year.	
<b>521200 – OPERATING SUPPLIES</b>	<b>\$ 1,000</b>
This account will be used to cover expenses relating to records management. The monthly average cost cannot be used to calculate the budget amount due to spikes in expenditures during the second half of the fiscal year. The budget amount is based on the projected expenditures for the current fiscal year.	
<b>522300 - VEHICLE REPAIRS &amp; MAINTENANCE</b>	<b>\$ 800</b>
The amount budgeted is based on first estimated expenditures for the current fiscal year.	
<b>524100 - VEHICLE INSURANCE</b>	<b>\$ 615</b>
The budget amount per vehicle is the estimate provided by the County's Risk Manager.	
<b>524101 – COMPREHENSIVE INSURANCE</b>	<b>\$ 250</b>
The budget amount per vehicle is the estimate provided by the County's Risk Manager approximately \$250 per vehicle.	
<b>524201 - GENERAL TORT LIABILITY INSURANCE</b>	<b>\$ 1,679</b>
General tort liability insurance amounts are allocated based on the number and liability classification of personnel. Officers are \$1,637 per year and clerical is \$42 per year.	
<b>524202 – SURETY BOND</b>	<b>\$ 20</b>
Surety bonds are paid every 3 fiscal years and will be paid again in fiscal year 2027.	
<b>525021 – SMART PHONES</b>	<b>\$ 1,080</b>
This account is used to pay cell phone charges for communication that should not be exchanged over the radio. The cost per year per phone is \$540.	
<b>525030 – 800 MHz RADIO SERVICE CHARGES</b>	<b>\$ 708</b>
The 800 MHz radios are required for communication. We have five sites to obtain complete coverage. The amount budgeted does not consider the 16% legislative discount we are currently receiving because we have no guarantee that this will continue next fiscal year. The cost per radio is \$708.	
<b>525031 – 800 MHz RADIO MAINTENANCE CONTRACTS</b>	<b>\$ 85</b>
The 800 MHz radios are covered under a maintenance contract that covers some repairs that are required due to age and excessive use. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation. The yearly estimated maintenance cost per radio is \$85.	

**525041 – E-MAIL SERVICE CHARGES**

**\$ 258**

E-mail service is a vital tool for communication among all individuals not just within Lexington County.  
Two users \* \$10.75 per month \* 12 months = \$258.

**525210 – CONFERENCE, MEETING & TRAINING EXP.**

**\$ 2,000**

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 III dispatch personnel (in-service legal updates) and reserve officer (in-service once a month). This reflects in-house training needs required by law and Accreditation standards 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**

**\$ 160**

Various subscriptions and memberships are needed as they relate to law enforcement statistics, training, and legal updates. These subscriptions and organizational memberships provide information that assist with the daily management, operations, and industry trends. The amount budgeted is based on the projected expenditures for the current fiscal year.

**525240 – PERSONAL MILEAGE REIMBURSEMENT**

**\$ 800**

This account may be needed in the event an officer must use a personal vehicle for county business. This amount is an estimate because the charges are not consistent.

**525400 - GAS, FUEL & OIL**

**\$ 4,183**

The budget amount is calculated using the average monthly expenditures for the current fiscal year annualized with an additional 15% increase for the unstable fuel market. The budget amount is prorated equally among all vehicles assigned to the organization. Individual vehicle costs are not calculated due to reassignment of vehicles with different job functions. The reassignment allows for efficient utilization of all fleet vehicles.

**COUNTY OF LEXINGTON  
LE / FORFEITURE FUNDS (NARCOTICS)  
Annual Budget  
FY 2023-24 - Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - Forfeiture Funds (Narcotics) 2630:</b>								
<b>Revenues:</b>								
438906	Auction Sales/Law Enforcement	58	327	100	100	654		
456400	Narcotics Confiscation	69,270	9,889	48,080	48,080	94,600		
461000	Investment Interest	751	3,238	0	0	0		
<b>** Total Revenue</b>		<b>70,079</b>	<b>13,454</b>	<b>48,180</b>	<b>48,180</b>	<b>95,254</b>		
<b>***Total Appropriations</b>					<b>133,417</b>	<b>0</b>		
Contingency: Unused								
FUND BALANCE Beginning of Year								
					<u>350,181</u>	<u>264,944</u>	<u>264,944</u>	<u>264,944</u>
FUND BALANCE - Projected End of Year								
					<u>264,944</u>	<u>360,198</u>	<u>264,944</u>	<u>264,944</u>

Fund 2630  
Division: Law Enforcement  
Organization: 151280 - LE/Narcotics

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	BUDGET		
						2023-24 Recommend	2023-24 Approved	
<b>Personnel</b>								
<b>* Total Personnel</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Operating Expenses</b>								
529903	Contingency	0	0	125,815	0			
<b>* Total Operating</b>		<b>0</b>	<b>0</b>	<b>125,815</b>	<b>0</b>			
<b>** Total Personnel &amp; Operating</b>		<b>0</b>	<b>0</b>	<b>125,815</b>	<b>0</b>			
<b>Capital</b>								
All Other Equipment		0	1,211	7,602	0			
<b>** Total Capital</b>		<b>0</b>	<b>1,211</b>	<b>7,602</b>	<b>0</b>			
<b>*** Total Budget Appropriation</b>		<b>0</b>	<b>1,211</b>	<b>133,417</b>	<b>0</b>			

### **SECTION V. – 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 VI. A. - SUMMARY OF REVENUES**

**438906 – AUCTION SALES/LAW ENFORCEMENT** **\$ 654**

The proceeds from the sale of property forfeited by the owner is placed in this revenue account. The property was seized as part of a drug seizure. The amount is minimal each year.

**456400 –NARCOTICS CONFISCATION** **\$ 94,600**

Narcotic confiscation revenue results from seizures related to drug cases. After the case has been through the court process, a portion or all of the seized funds are forfeited and by SC State law a portion remains with the Lexington County Sheriff's Department to fund future law enforcement expenses as it relates to narcotic drug cases.

**COUNTY OF LEXINGTON  
INMATE SERVICES  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - Inmate Services 2632:</b>								
<b>Revenues:</b>								
438201	Inmate Phone System	733,766	170,459	737,184	737,184	699,922		
438203	LE Canteen Proceeds	294,925	65,181	344,845	344,845	266,376		
438208	LE Inmate Medical Services Fees	7,472	1,409	5,460	5,460	10,094		
461000	Investment Interest	4,108	15,524	0	0	0		
<b>** Total Revenue</b>		<u>1,040,271</u>	<u>252,573</u>	<u>1,087,489</u>	<u>1,087,489</u>	<u>976,392</u>		
<b>***Total Appropriation</b>					<u>1,190,511</u>	<u>1,107,130</u>		
Contingency: Unused								
FUND BALANCE								
Beginning of Year					<u>1,477,664</u>	<u>1,374,642</u>	<u>1,374,642</u>	<u>1,374,642</u>
FUND BALANCE - Projected								
End of Year					<u>1,374,642</u>	<u>1,243,904</u>	<u>1,374,642</u>	<u>1,374,642</u>

**COUNTY OF LEXINGTON  
INMATE SERVICES  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2632  
Division: Law Enforcement  
Organization: 151300 - LE/Jail Operations

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
					2023-24 Requested	2023-24 Recommend
<b>Personnel</b>						
510100	Salaries & Wages - 1	51,787	33,554	55,923	64,094	
510199	Special Overtime	15,147	3,415	6,270	3,817	
511112	FICA - Employer's Portion	4,897	2,708	4,758	5,195	
511114	Police Retirement - Employer Portion	12,196	6,891	13,210	14,424	
511120	Employee Insurance - 1	7,800	3,900	7,800	7,800	
511130	Workers Compensation	2,317	1,280	2,152	2,350	
519999	Personnel Contingency	0	0	2,703	3,205	
<b>* Total Personnel</b>		<b>94,144</b>	<b>51,748</b>	<b>92,816</b>	<b>100,885</b>	
<b>Operating Expenses</b>						
520200	Contracted Services	4,473	2,260	4,800	4,800	
520300	Professional Services	640,560	229,142	707,440	970,044	
520318	Drug & Alcohol Abuse Counseling	24,500	8,167	25,000	25,000	
521000	Office Supplies	0	0	50	25	
521200	Operating Supplies	2,124	373	5,000	2,500	
521208	Police Supplies	0	0	200	100	
524201	General Tort Liability Insurance	1,476	0	1,550	1,637	
524202	Surety Bonds	0	0	0	10	
525021	Smart Phone Charges	540	225	600	540	
525041	E-mail Service Charges	129	54	129	129	
525210	Conference, Meeting & Training Expenses	0	0	1,000	1,000	
525230	Subscriptions, Dues, & Books	0	30	30	60	
525600	Uniforms & Clothing	75	0	400	400	
529903	Contingency	0	0	332,487	0	
<b>* Total Operating</b>		<b>673,877</b>	<b>240,251</b>	<b>1,078,686</b>	<b>1,006,245</b>	
<b>** Total Personnel &amp; Operating</b>		<b>768,021</b>	<b>291,999</b>	<b>1,171,502</b>	<b>1,107,130</b>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	1,478	5,236	0	
540010	Minor Software	0	0	0	0	
	All Other Equipment	1,177	0	13,773	0	
<b>** Total Capital</b>		<b>1,177</b>	<b>1,478</b>	<b>19,009</b>	<b>0</b>	
<b>*** Total Budget Appropriation</b>		<b>769,198</b>	<b>293,477</b>	<b>1,190,511</b>	<b>1,107,130</b>	

**SECTION V. - 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 programs.



**SECTION VI.A. - LISTING OF REVENUE**

**438201 INMATE PHONE SYSTEM** **\$ 699,922**

This revenue is generated through the inmate phone system vendor.

**438203 LE CANTEEN PROCEEDS** **\$ 266,376**

This is commission earned from inmates purchasing snacks, drinks, socks, shoes, etc. from our contracted canteen vendor. LCSD earns 41.1% from the commissionable sales. This revenue has been down for the past six months due to the decreased inmate population.

**438208 INMATE MEDICAL SERVICES FEES** **\$ 10,094**

Each time an inmate sees the doctor or nurse they are charged a \$5.00 co-pay which is deducted from their canteen commissary fund.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
<b>Law Enforcement/Administration:</b>					
Detention Sergeant	$\frac{1}{1}$	$\frac{0}{0}$	$\frac{1}{1}$	$\frac{1}{1}$	SO5
Totals					

**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**520200 – CONTRACTED SERVICES \$ 4,800**

Cable service is needed for the inmates. The monthly cost has increased to \$400 per month; therefore, the annual cost is \$4,800.

**520300 – PROFESSIONAL SERVICES \$ 970,044**

This contract is to provide mental health services for inmates and other professional services not known at this time. The current annual cost for contracted services is \$950,044. This contract was required to be re-bid during fiscal year 22-23 and the estimated increase cost is 38.20%. The other professional services are estimated at \$20,000.

**520318 – DRUG & ALCOHOL ABUSE COUNSELING \$ 25,000**

Drug and alcohol abuse counseling is provided through a contract with the Lexington Richland Drug Abuse Counseling agency. This counseling is purposed to reduce the number of repeat offenders.

**521000 - OFFICE SUPPLIES \$ 25**

Major expenditures in this account are folders, pens, laser printer cartridges etc. required for training programs. The amount budgeted is based on the projected cost for the current fiscal year.

**521200 – OPERATING SUPPLIES \$ 2,500**

This account is used to pay operating supply expense for the Training officer assigned to this fund items used as incentives for good inmate behavior.

**521208 - POLICE SUPPLIES \$ 100**

Officers must be supplied with items such as flashlights, handcuffs, summons books, holders, etc. to perform daily job duties. The amount budgeted is an estimate of \$100 per year.

**524201 - GENERAL TORT LIABILITY INSURANCE \$ 1,637**

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The County's Risk Manager recommends the budget amount.

**524202 – SURETY BONDS \$ 10**

Surety bonds are due this year and the cost per employee is \$10. Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2027.

**525020 – SMART PHONE CHARGES \$ 540**

A smart phone is needed for the training officer assigned to this fund. The estimated annual cost \$540.

**525041 – E-MAIL SERVICE CHARGES \$ 129**

E-mail service is a vital tool for communications. The budget is an estimate of \$129 per year.

**525210 – CONFERENCE, MEETING & TRAINING EXP. \$ 1,000**

Conferences, meetings, and training are needed to ensure the officers are up to date on industry trends, encourage networking and collaboration with other law enforcement officers. Training is also required to maintain various specialized certifications needed for the area of expertise.

**525230 - SUBSCRIPTIONS, DUES & BOOKS \$ 60**

The department pays for each law enforcement officer a membership to SCLEOA and the Sheriff's Association. Both of these organizations provide benefits to the officers.

**525600 - UNIFORMS & CLOTHING**

**\$ 400**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms once a year and boots every other year. Correctional Officers do not receive body armor unless they are assigned to the transportation unit. The items needed this year are as follows:

(3) replacement uniforms \$100 each - \$300

(1) pair of boots \$100 each - \$100

**COUNTY OF LEXINGTON**  
**INMATE SERVICES**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund: 2632  
 Division: Law Enforcement  
 Organization: 151300 - LE/Jail Operations

**NEW PROGRAM**

Object Expenditure Code Classification		<u>Delete</u> (1) Correctional Sergeant Pay Band SO5	<u>Add</u> (1) Detention Sergeant Pay Band SO5	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100	Salaries & Wages - 1	0	0	<u>0</u>		
511112	FICA Cost	0	0	<u>0</u>		
511114	Police Retirement	0	0	<u>0</u>		
511130	Workers Compensation	0	0	<u>0</u>		
	<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b><u>0</u></b>		
<b>Operating Expenses</b>						
	<b>* Total Operating</b>	<b>0</b>	<b>0</b>	<b><u>0</u></b>		
	<b>** Total Personnel &amp; Operating</b>	<b>0</b>	<b>0</b>	<b><u>0</u></b>		
<b>Capital</b>						
	<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b><u>0</u></b>		
	<b>*** Total Budget Appropriation</b>	<b>0</b>	<b>0</b>	<b><u>0</u></b>		

## SECTION V. - PROGRAM OVERVIEW

Jail Operations provide the incarceration of persons arrested pending disposition 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.

In the FY21/22 budget, detention personnel pay was increased a pay band so that all detention center positions were on the same pay band level as enforcement personnel. Shortly after that pay adjustment, the Sheriff's Department began a re-branding of detention titles in the overall effort to increase employee morale and improve staffing.

Under this re-branding, the following titles should be changed:

- Correctional Officer to Detention Deputy
- Senior Correctional Officer to Senior Detention Deputy
- Master Correctional Officer to Master Detention Deputy
- Correctional Sergeant to Detention Sergeant

Internally, the practice has already begun using these titles in conversation. In order to complete the re-branding, all county documents including those in Human Resources and Finance need to reflect the same for consistency of message to all employees.

**COUNTY OF LEXINGTON  
SCHOOL DISTRICT #1 RESOURCE OFFICERS  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - School District #1 2633:</b>								
<b>Revenues:</b>								
452010	School Crossing Guards	62,840	62,840	65,401	65,401	51,138		
456100	Program Income	1,079,256	413,074	1,386,787	1,386,787	1,508,589		
457000	Federal Grant Income	0	0	0	0	94,980		
458007	State SRO Program	0	0	69,537	69,537	0		
461000	Investment Interest	12	0	0	0	0		
801000	Op Trn from General Fund/LE	441,979	0	500,263	500,263	502,863		
<b>** Total Revenue</b>		<u>1,584,087</u>	<u>475,914</u>	<u>2,021,988</u>	<u>2,021,988</u>	<u>2,157,570</u>		
<b>***Total Appropriation</b>					2,119,500	<u>2,145,284</u>		
Contingency: Unused								
FUND BALANCE								
Beginning of Year					459,709	362,197	362,197	362,197
FUND BALANCE - Projected								
End of Year					<u>362,197</u>	<u>374,483</u>	<u>362,197</u>	<u>362,197</u>

The school resource officer program is funded 75% by the school district and 25% by the Lexington County Sheriff's Department.  
The school crossing guard program is funded 100% by the school district on a reimbursement basis plus an administrative fee.

**COUNTY OF LEXINGTON**  
**SCHOOL DISTRICT #1 RESOURCE OFFICERS**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund 2633  
Division: Law Enforcement  
Organization: 151202 - LE/School Resource Officers

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>	
					2023-24 Requested	2023-24 Recommend
<b>Personnel</b>						
510100	Salaries & Wages - 20	775,891	397,548	936,903	1,059,433	
510199	Special Overtime	39,565	30,489	37,995	61,096	
511112	FICA - Employer's Portion	58,911	31,325	74,580	85,720	
511114	Police Retirement - Employer's Portion	149,528	79,435	207,068	238,000	
511120	Employee Insurance - 20	156,000	78,000	156,000	156,000	
511130	Workers Compensation	28,231	14,838	33,731	36,777	
519999	Personnel Contingency	0	0	37,236	52,972	
	<b>* Total Personnel</b>	<b>1,208,126</b>	<b>631,635</b>	<b>1,483,513</b>	<b>1,689,998</b>	
<b>Operating Expenses</b>						
520110	Officer Safety Equipment	49,996	0	59,400	51,120	
520233	Towing Service	0	0	450	180	
521200	Operating Supplies	0	0	0	0	
521208	Police Supplies	0	0	1,000	100	
522300	Vehicle Repairs & Maintenance	8,359	7,581	28,300	16,000	
522301	Vehicle Repairs - Insurance/Other	(826)	0	0	0	
524100	Vehicle Insurance - 20	11,774	12,300	12,300	12,300	
524101	Comprehensive Insurance - 16	2,062	2,085	3,094	3,500	
524201	General Tort Liability Insurance - 20	35,431	10,104	31,003	32,740	
524202	Surety Bonds - 20	0	0	0	200	
525004	WAN Service Charges	9,122	3,801	9,360	9,360	
525021	Smart Phone Charges	9,262	3,801	12,000	10,800	
525030	800 MHz Radio Service Charges - 20	14,059	5,858	15,576	14,160	
525031	800 MHz Radio Maintenance Contracts	1,215	1,259	1,760	1,700	
525041	E-mail Service Charges - 20	1,957	795	2,580	2,580	
525210	Conference, Meeting & Training Expense	800	280	2,800	2,800	
525230	Subscriptions, Dues, and Books	600	420	600	1,200	
525400	Gas, Fuel, & Oil	29,776	15,560	28,790	83,660	
525600	Uniforms & Clothing	9,248	4,877	9,720	10,000	
529903	Contingency	0	0	24,159	0	
	<b>* Total Operating</b>	<b>182,835</b>	<b>68,721</b>	<b>242,892</b>	<b>252,400</b>	
	<b>** Total Personnel &amp; Operating</b>	<b>1,390,961</b>	<b>700,356</b>	<b>1,726,405</b>	<b>1,942,398</b>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	0	1,000	0	
	All Other Equipment	48,085	0	250,400		
1	Rpl Marked SUV w/ Equipment				64,000	
	<b>** Total Capital</b>	<b>48,085</b>	<b>0</b>	<b>251,400</b>	<b>64,000</b>	
	<b>*** Total Budget Appropriation</b>	<b>1,439,046</b>	<b>700,356</b>	<b>1,977,805</b>	<b>2,006,398</b>	



**COUNTY OF LEXINGTON  
SCHOOL DISTRICT #1 RESOURCE OFFICERS  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2633  
Division: Law Enforcement  
Organization: 151204 - LE/State SRO Program

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	BUDGET	
					2023-24 Requested	2023-24 Recommend Approved
<b>Personnel</b>						
510100	Salaries & Wages - 1	0	8,775	42,863	55,665	
510199	Special Overtime	0	149	0	2,000	
510200	Overtime	0	0	2,250	0	
511112	FICA - Employer's Portion	0	654	3,451	4,411	
511114	Police Retirement - Employer's Portion	0	1,806	9,131	11,671	
511120	Employee Insurance - 1	0	1,300	5,850	7,800	
511130	Workers Compensation	0	311	1,561	1,995	
519999	Personnel Contingency	0	0	8,296	2,000	
	<b>* Total Personnel</b>	<b>0</b>	<b>12,995</b>	<b>73,402</b>	<b>85,542</b>	
<b>Operating Expenses</b>						
520110	Officer Safety Equipment	0	0	2,376	775	
521000	Office Supplies	0	0	50	50	
521200	Operating Supplies	0	0	100	50	
521208	Police Supplies	0	0	100	50	
522300	Vehicle Repairs & Maintenance	0	0	800	800	
524100	Vehicle Insurance - 1	0	2,460	615	615	
524101	Comprehensive Insurance - 1	0	0	250	250	
524201	General Tort Liability Insurance	0	0	0	1,637	
524202	Surety Bonds - 1	0	0	0	10	
525004	WAN Service Charges	0	38	360	468	
525021	Smart Phone Charges	0	45	450	600	
525030	800 MHz Radio Service Charges - 2	0	59	1,080	1,560	
525031	800 MHz Radio Maintenance Contract (1)				85	
525041	E-mail Service Charges - 1	0	11	97	129	
525210	Conference, Meeting & Training Expense	0	0	2,200	2,200	
525230	Subscriptions, Dues, and Books	0	0	40	30	
525400	Gas, Fuel, & Oil	0	0	1,910	4,183	
525600	Uniforms & Clothing	0	0	500	1,000	
	<b>* Total Operating</b>	<b>0</b>	<b>2,613</b>	<b>10,928</b>	<b>14,492</b>	
	<b>** Total Personnel &amp; Operating</b>	<b>0</b>	<b>15,608</b>	<b>84,330</b>	<b>100,034</b>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	0	500	0	
	All Other Equipment	0	0	6,510	0	
	<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>7,010</b>	<b>0</b>	
	<b>*** Total Budget Appropriation</b>	<b>0</b>	<b>15,608</b>	<b>91,340</b>	<b>100,034</b>	

**COUNTY OF LEXINGTON**  
**SCHOOL DISTRICT #1 RESOURCE OFFICERS**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund 2633  
Division: Law Enforcement  
Organization: 151250 - School Crossing Guards

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	BUDGET	
					2023-24 Requested	2023-24 Recommend
<b>Personnel</b>						
510300	Part Time - (LS)	35,501	12,966	36,490	28,728	
511112	FICA - Employer's Portion	2,729	1,007	2,792	2,198	
511113	State Retirement - Employer's Portion	5,639	1,973	6,043	5,332	
511130	Workers Compensation	1,111	412	1,081	850	
519999	Personnel Contingency	0	0	1,392	0	
	<b>* Total Personnel</b>	<b>44,980</b>	<b>16,358</b>	<b>47,798</b>	<b>37,108</b>	
<b>Operating Expenses</b>						
521209	School Patrol Supplies	0	0	901	600	
524201	General Tort Liability Insurance	1,534	0	1,620	1,080	
524202	Surety Bonds	0	0	0	40	
525100	Postage	26	3	36	24	
	<b>* Total Operating</b>	<b>1,560</b>	<b>3</b>	<b>2,557</b>	<b>1,744</b>	
	<b>** Total Personnel &amp; Operating</b>	<b>46,540</b>	<b>16,361</b>	<b>50,355</b>	<b>38,852</b>	
<b>Capital</b>						
	<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**\*\*\* Total Budget Appropriation**                      **46,540**      **16,361**      **50,355**      **38,852**

**SECTION IV**

**COUNTY OF LEXINGTON**

**Capital Item Summary**

**Fiscal Year - 2023-2024**

Fund # 2633 Fund Title: LE/School District #1  
Organization # 151202 Organization Title: LE/School Resource Officers 75/25  
Program 150 Program Title: Law Enforcement

**BUDGET**  
2023-24  
Requested

<u>Qty</u>	<u>Item Description</u>	<u>Amount</u>
	<u>Small Tools and Minor Equipment</u>	<u>0</u>
<u>1</u>	<u>Rpl Marked SUV w/Equip</u>	<u>64,000</u>

**\*\* Grand Total Capital (Transfer Total to Section I and II)** 64,000

### SECTION V. - PROGRAM OVERVIEW

The Lexington County Sheriff's Department provides contracted services for school resource officers (SROs). The School Resource Officer program provides for the safety and the security of the students in every high school, most middle schools, and some elementary schools in all of Lexington County's 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 and Lexington County experiences an increase of school related incidents such as gang and drug activity. The presence of law enforcement officers in the schools should deter such criminal activity. The school district pays 75% of the cost associated with the SRO program and the Lexington County Sheriff's Department pays 25% of the cost associated with the program.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
<b>Law Enforcement/Administration:</b>					
Senior Deputy	20		20	20	S02
Totals	20	0	20	20.000	

**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**520110 – OFFICER SAFETY EQUIPMENT \$ 51,120**

This account is for the department's maintenance plan for an electronic control device and body camera. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.

**520233 – TOWING SERVICE \$ 180**

Wrecker services must be paid for the towing of County Vehicles. The budget estimates two (2) vehicles at \$90 each.

**521200 - OPERATING SUPPLIES \$ 0**

School Resource Officers generally do not need operating supplies; however, \$100 is requested for unforeseen circumstances that arise with the 20 officer positions.

**521208 – POLICE SUPPLIES \$ 100**

Officers need items such as handcuffs, pepper spray, ASP batons, restraints, leg irons, transport belts, summons books etc. to perform daily job duties. Some of these items are not replaced on a regular basis, so expenditures vary from year to year. The amount budgeted is based on the expenditure projection for this fiscal year.

**522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 16,000**

The amount budgeted is based estimated expenditures. Please see the vehicle detail schedule in the appendixes for cost allocation.

**524100 - VEHICLE INSURANCE \$ 12,300**

The budget amount is the estimate provided by the County's Risk Manager. Please see the vehicle detail schedule in the appendixes for cost allocation.

**524101 – COMPREHENSIVE INSURANCE \$ 3,500**

Comprehensive insurance is placed on 16 of the 20 vehicles assigned to this organization.

**524201 - GENERAL TORT LIABILITY INSURANCE \$ 32,740**

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The amount per officer is \$1,637.

**524202 – SURETY BONDS \$ 200**

Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2027.

**525004 – WAN SERVICE CHARGES \$ 9,360**

This account is used to pay connection charges for wide area networks. This enables connections to the Records Management System. The annual cost per deputy is \$468. There are 20 SROs in this cost center.

**525021 – SMART PHONE CHARGES** **\$ 10,800**

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response when required. The Smart Phone enables data transmissions in addition to the other services available with our current cell phone plan and can will replace the point and shoot camera currently issued to deputies. The annual cost per deputy is \$540. There are 20 SROs in this cost center.

**525030 – 800 MHz RADIO SERVICE CHARGES** **\$ 14,160**

The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation. This includes the cost of two additional in-car radios.

**525031 – 800 MHz RADIO MAINTENANCE CHARGES** **\$ 1,700**

The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation.

**525041 – E-MAIL SERVICE CHARGES** **\$ 2,580**

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The annual charge is \$129 per account.

**525210 – CONFERENCE, MEETING & TRAINING EXP.** **\$ 2,800**

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The certification class is \$140 per officer through SCCJA. The budget amount per officer is \$140.

**525230 – SUBSCRIPTIONS, DUES, & BOOKS** **\$ 1,200**

Dues are paid for every law enforcement officer. Dues to the South Carolina Law Enforcement Association are \$35 each and the Sheriff's Association is \$25 each. The cost for dues per SRO is \$60.

**525400 - GAS, FUEL, AND OIL** **\$ 83,660**

The budget amount is based on the projected expenditures for the current fiscal year. The budget amount is prorated equally among all vehicles assigned to the organization. Individual vehicle costs are not calculated due to reassignment of vehicles with different job functions. The reassignment allows for efficient utilization of all fleet vehicles.

**525600 – UNIFORMS AND CLOTHING** **\$ 10,000**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms once a year, replacement body armor every 5 years, boots every other year. The items needed this year are as follows:

- (40) replacement uniforms \$100 each - \$4,000
- (16) pairs of boots \$100 each - \$1,600
- (5) replacement body armors \$824 each - \$4,120
- Additional \$280 for external carrier accessories

**SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES**

**(1) RPL. MARKED SUV W/EQUIP**

**\$ 64,000**

The requested replacement is in accordance with our capital replacement plan as recommended by the County Fleet Manager. The cost per unit is \$64,000.



## SECTION V. - PROGRAM OVERVIEW

The State-Funded School Resource Officer (SRO) Program was transferred from the South Carolina Department of Education (SCDE) to the South Carolina Department of Public Safety (SCDPS) effective July 1, 2021 because of proviso 63.9 of the 2021-2022 South Carolina Appropriations Act. The purpose of the SRO Program is to fund full-time certified law enforcement officers to serve as SROs in schools that otherwise would lack the adequate resources to hire their own SROs. The State of South Carolina, the School Districts and the Lexington County Sheriff's Department are working to provide a safe learning environment for the students.

The main functions of the School Resource Officer are law enforcement officer, teacher, and counselor. First, as a law enforcement officer, the SRO maintains a safe and secure environment on the school campus that will be conducive to an educationally stimulating atmosphere and serve as a means of preventing criminal activities and disturbances. Second, as a teacher, the SRO promotes positive attitudes regarding the police role in society and informs the students of their rights and responsibilities as lawful citizens. Third, as a counselor, the SRO establishes a more complete liaison with school personnel and students in a cooperative effort to prevent juvenile delinquency.

The most effective way an SRO can accomplish these goals is to be a positive role model. Students learn from every interaction they have with an SRO. It is essential for an SRO to be a positive role model who endorses high moral standards, uses good judgment and discretion, is consistent and fair, respects all students, and displays a sincere concern for the school community. The SRO must maintain a professional appearance, be visible, accessible, and willing to talk to the students. In addition, the SRO must attend and participate in school activities during both the school year and the summer months; interact positively with the students and the community while addressing their concerns seriously; maintain a relationship with the students' parents by attending PTO meetings and parent conferences; and maintain a relationship with the faculty and school administrators.

The SRO Program funds will be used to pay for the salaries and the fringe benefits of the State funded SROs as well as law enforcement equipment and training. The School Districts will apply for the number of School Resource Officer positions they are seeking. While the grant does not require matching funds, the expenses that are not covered under the grant award will be paid 75% by the School District and the Sheriff's Department will pay 25%.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
Totals	Senior Deputy	$\frac{1}{1}$	$\frac{0}{0}$	$\frac{1}{1.000}$	SO2

**SECTION VI. C - OPERATING LINE ITEM NARRATIVES**

**520110 – OFFICER SAFETY EQUIPMENT \$ 775**

The body camera and the electronic control device are now being combined into an annual service for the two devices to work simultaneously to store information continually. It is a requirement of law enforcement to use the body cameras for recording purpose and the electronic control devices for safety of the officers. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.

**521000 - OFFICE SUPPLIES \$ 50**

Office supplies needed to perform daily job duties. Examples of items purchased from this account include toner cartridges for printers, pens, notebooks, folders, calendars, and general office supplies. The amount budgeted is based on the expenditure projection for this fiscal year.

**521200 - OPERATING SUPPLIES \$ 50**

Operating supplies needed to perform daily job duties. Examples of items purchased from this account include disks, toner, batteries, adapters, photo paper, and items that allow daily job tasks. The amount budgeted is based on the expenditure projection.

**521208 - POLICE SUPPLIES \$ 50**

Police supplies needed to perform daily job duties. Examples of items purchased from this account include pepper gel, flashlights, handcuffs, summons books, holders and batons. The amount budgeted is based on the expenditure projection.

**522300 - VEHICLE REPAIRS & MAINTENANCE \$ 800**

The amount budgeted is based on the projected expenditures for the vehicle.

**524100 - VEHICLE INSURANCE \$ 615**

The budget amount per vehicle is the estimate provided by the County's Risk Manager.

**524101 - COMPREHENSIVE INSURANCE \$ 250**

The budget amount per vehicle is the estimate provided by the County's Risk Manager.

**524201 - GENERAL TORT LIABILITY INSURANCE \$ 1,637**

General tort liability insurance needed for all personnel. There are several liability classifications for the personnel and the amount budgeted is determined by the County's Risk Manager.

**524202 – SURETY BONDS \$ 10**

Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2024.

**525004 – WAN SERVICE CHARGES \$ 468**

This account is used to pay connection charges for wide area networks. This includes the mi-fi fee to connect officers when they are not in the main office to access the in-house law enforcement network to obtain and to view critical law enforcement information.

**525021 – SMART PHONE CHARGES \$ 600**

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response when required. The Smart Phone enables officers to upload photos of evidence to case files to make documentation more efficient. The Smart Phone is new technology that enables data transmissions in addition to the other services available with our current cell phone plan.

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**525030 – 800 MHz RADIO SERVICE CHARGES** **\$1,560**

The 800 MHz portable and in-car radios are required for communication. This communication enables the Communication Center to convey to officers vital information regarding the call for service.

**525031 – 800 MHz RADIO MAINTENANCE CONTRACTS** **\$ 85**

The 800 MHz portable and in-car radios are required for communication. This communication must be available at all times.

**525041 – E-MAIL SERVICE CHARGES** **\$ 129**

E-mail service is a vital tool for communication among all individuals not just within Lexington County.

**525210 – CONFERENCE, MEETING & TRAINING EXPENSE** **\$ 2,200**

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 III dispatch personnel (in-service legal updates) and reserve officer (in-service once a month). This reflects in-house training needs required by law and Accreditation standards 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.

(2) Grant Required Trainings are estimated.

**525230 - SUBSCRIPTIONS, DUES & BOOKS** **\$ 30**

Various subscriptions and memberships are needed as they relate to law enforcement statistics, training, and legal updates. These subscriptions and organizational memberships provide information that assist with the daily management, operations, and industry trends.

**525400 – GAS, FUEL & OIL** **\$ 4,183**

The budget amount is based on the amount allowed by the grant per officer per year. The grant reimburses the travel amount based on the Federal Mileage Rate.

**525600 – UNIFORMS & CLOTHING** **\$ 1,000**

Uniforms and specialized clothing is worn for safety and quick identification. Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job function. The budget includes the estimated cost for body armor and equipment holders.

**LEXINGTON COUNTY SHERIFF'S DEPARTMENT  
SCHOOL CROSSING GUARD COSTS  
SCHOOL DISTRICT 1  
2023-2024**

	Lakeside Middle	Gilbert Primary, Elementary, & Primary	Oak Grove Elementary @ Oak Drive	Carolina Springs Elementary & Middle @ Platt Springs Road	Total for District
Number of Guards	1	1	1	1	4
AM Start Time	7:00 AM	7:00 AM	7:00 AM	7:00 AM	
AM End Time	8:30 AM	8:30 AM	8:00 AM	8:30 AM	
AM Total Hours	1.50	1.50	1.00	1.50	5.50
PM Start Time	3:00 PM	2:00 PM	2:00 PM	2:00 PM	
PM End Time	3:45 PM	3:45 PM	2:45 PM	3:45 PM	
PM Total Hours	0.75	1.75	0.75	1.75	5.00
Daily Total Hours	2.25	3.25	1.75	3.25	10.50
Total Annual Days	180	180	180	180	
Total Annual Hours	405.00	585.00	315.00	585.00	1,890.00
Hourly Rate	\$ 15.20	\$ 15.20	\$ 15.20	\$ 15.20	
Total Base Salary	\$ 6,156.00	\$ 8,892.00	\$ 4,788.00	\$ 8,892.00	\$ 28,728.00
FICA 7.65%	\$ 470.93	\$ 680.24	\$ 366.28	\$ 680.24	\$ 2,198.00
SCRS 18.56%	\$ 1,142.55	\$ 1,650.36	\$ 888.65	\$ 1,650.36	\$ 5,332.00
Workers Comp 2.96%	\$ 182.22	\$ 263.20	\$ 141.72	\$ 263.20	\$ 850.00
General Tort \$270 / SCG	\$ 270.00	\$ 270.00	\$ 270.00	\$ 270.00	\$ 1,080.00
Postage \$6 / SCG	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 24.00
Surety Bonds \$10.00 / SCG	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 40.00
Estimated Equipment \$150 / SCG	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 600.00
Admin Fee \$2,900.36 / SCG	\$ 3,071.59	\$ 3,071.59	\$ 3,071.59	\$ 3,071.59	\$ 12,286.00
<b>Total Cost to District</b>	<b>\$ 11,459.29</b>	<b>\$ 14,993.39</b>	<b>\$ 9,692.24</b>	<b>\$ 14,993.39</b>	<b>\$ 51,138.00</b>

### SECTION V. – PROGRAM OVERVIEW

School Crossing Guards ensure the safety of our children during arrival and departure from school. Lexington County School District's # 1, #3, and #5 have requested school crossing guards. The school crossing guards are hired and maintained by the Lexington County Sheriff's Department and substitutes on an as needed basis. The school districts pay 100% of the cost associated with scheduled hours for school crossing guards as well as an administrative fee that covers our cost for management of the program.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
<b>Law Enforcement/Administration:</b>					
School Crossing Guard	4		0.91	0.91	101 L/S
Totals	4	0	0.91	0.91	

**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**521209 – SCHOOL PATROL SUPPLIES \$ 600**

Supplies such as vests, signs, lights, rain gear, 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 \$ 1,080**

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budgeted amount is 5% above current FY expenditure, as recommended by the County's Risk Manager.

**524202 – SURETY BONDS \$ 40**

Surety bonds are paid every 3 fiscal years and will not be paid again until fiscal year 2027.

**525100 – POSTAGE \$ 24**

Postage is required for the bi-weekly mailing of the payroll deposit amounts to the school crossing guards. Most school crossing guards obtain their payroll information via the internet and the mailing of this information is no longer needed.



**COUNTY OF LEXINGTON**  
**LE/SCHOOL DISTRICT 1 (2633) - NEW PROGRAM ADDITION OF (1) SENIOR DEPUTY FROM 2634**  
**Annual Budget**  
**FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - School District #1 2633:</b>							
<b>Revenues:</b>							
456100	Program Income	0	0	0	64,249		
461000	Investment Interest	0	0	0	0		
801000	Op Trn from General Fund/LE	0	0	0	21,416		
<b>** Total Revenue</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>85,665</u>	<u>0</u>	<u>0</u>
<b>***Total Appropriation</b>				0	85,665	0	0
FUND BALANCE							
Beginning of Year				<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected							
End of Year				<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

The school resource officer program is funded 75% by the school district and 25% by the Lexington County Sheriff's Department.

**COUNTY OF LEXINGTON**  
**LE/SCHOOL DISTRICT 1 (2633) - NEW PROGRAM ADDITION OF (1) SENIOR DEPUTY FROM 2634**  
**Annual Budget**  
**FY 2023-24 Estimated Revenue**

Fund: LE/School District 1 (2633)  
 Division: Law Enforcement  
 Organization: School Resource Officers (75/25) 151202

		POSN 001173 - FROM 2634-151202	<i>BUDGET</i>		
Object Code	Expenditure Classification	(1) Senior Deputy Pay Band SO2	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>					
510100	Salaries & Wages		46,889		
510199	Special Overtime		833		
511112	FICA Cost - 7.65%		3,587		
511114	Police Retirement - 21.24%		9,959		
511120	Insurance Fund Contribution - \$7,800		7,800		
511130	Workers Compensation .0346		1,622		
519999	Personnel Contingency		2,344		
	<b>* Total Personnel</b>		<b>73,034</b>	-	
<b>Operating Expenses</b>					
520110	Officer Safety Equipment		2,556		
522300	Vehicle Repairs & Maintenance		800		
524100	Vehicle Insurance		615		
524201	General Tort Liability Insurance		1,637		
524202	Surety Bonds -		10		
525004	WAN		468		
525021	Smart Phone Charges		540		
525030	800 MHz Radio Service Charges		708		
525031	800 MHz Radio Contracted Maintenance		85		
525041	E-mail Service Charges		129		
525210	Conference & Meeting Expense		140		
525230	Subscriptions, Dues, & Books		60		
525400	Gas, Fuel & Oil		4,183		
525600	Uniforms & Clothing		700		
	<b>* Total Operating</b>		<b>12,631</b>	-	
	<b>** Total Personnel &amp; Operating</b>		<b>85,665</b>	-	
<b>Capital</b>					
	<b>** Total Capital</b>		-	-	
<b>*** Total Budget Appropriation</b>			<b>85,665</b>	-	

### SECTION V. - PROGRAM OVERVIEW

The Lexington County Sheriff's Department provides contracted services for school resource officers (SROs). The School Resource Officer program provides for the safety and the security of the students in every high school, most middle schools, and some elementary schools in all of Lexington County's 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 and Lexington County experiences an increase of school related incidents such as gang and drug activity. The presence of law enforcement officers in the schools should deter such criminal activity. The school district pays 75% of the cost associated with the school resource officer program and the Lexington County Sheriff's Department pays 25% of the cost associated with the program.

The Lexington County Sheriff's Department has begun transitioning to municipality staffed school resource officers in all schools within a municipality's jurisdiction. The City of West Columbia has staffed Northside Middle School with a school resource officer from West Columbia Police Department. The SRO position assigned to that school is vacant and can be used in a different school district. This budget request is transferring the vacant position to Lexington County School District One. The transfer of this position will move us closer to the objective of having a school resource officer in every school.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

Add	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
<b>Law Enforcement/School Resource Officers 75/25 (2633-151202)</b>					
Senior Deputy	1		1	1.00	SO2

**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

<b>520110 – OFFICER SAFETY EQUIP MAINT PLAN</b>	<b>\$ 2,556</b>
This account is used to pay for the maintenance cost associated with the body cameras and electronic control devices.	
<b>522300 - VEHICLE REPAIRS &amp; MAINTENANCE</b>	<b>\$ 800</b>
Charges are prorated across all vehicles due to reassignment which allows for efficient utilization of all fleet vehicles. The amount budgeted for new/additions to the fleet is slightly less than vehicles already in service due to the ordering/receiving process.	
<b>524100 - VEHICLE INSURANCE</b>	<b>\$ 615</b>
The budget amount per vehicle is the estimate provided by the County's Risk Manager.	
<b>524201 – GENERAL TORT LIABILITY INSURANCE</b>	<b>\$ 1,637</b>
General tort liability insurance amounts are based on the liability classification of personnel. The budget amount is the recommendation of the County's Risk Manager.	
<b>524202 – SURETY BONDS</b>	<b>\$ 10</b>
Surety bonds are due this year and will not be paid again until FYE 2027. The cost per employee is \$10.	
<b>525004 – WAN SERVICE CHARGES</b>	<b>\$ 468</b>
This account is used to pay connection charges for wide area networks. These connections allow all of the satellite offices to communicate with the network server at headquarters.	
<b>525021 – SMART PHONE CHARGES</b>	<b>\$ 540</b>
The Smart Phone enables data transmissions in addition to the other services available with our current cell phone.	
<b>525030 – 800MHZ RADIO SERVICE CHARGES</b>	<b>\$ 708</b>
The 800 MHz radios are required for communication	
<b>525031 – 800MHZ RADIO CONTRACTED MAINNTENANCE</b>	<b>\$ 85</b>
The 800 MHz radios are required for communication	
<b>525041 – E-MAIL SERVICE CHARGES</b>	<b>\$ 129</b>
E-mail service is a vital tool for communication among all individuals not just within Lexington County.	
<b>525210 – CONFERENCE, MEETING &amp; TRAINING EXP.</b>	<b>\$ 140</b>
School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The certification class is \$140 per officer through SCCJA. The budget amount per officer is \$140.	
<b>525230 – SUBSCRIPTIONS, DUES &amp; BOOKS</b>	<b>\$ 60</b>
These subscriptions and organizational memberships provide information that assist with the daily management, operations, and industry trends. Membership to the SCLEOA and the Sheriff's Association are estimated at \$60.	
<b>525400 - GAS, FUEL &amp; OIL</b>	<b>\$ 4,183</b>
Gas, fuel and oil charges are prorated across all vehicles due to reassignment which allows for efficient utilization of all fleet vehicles. The amount budgeted for new/additions to the fleet is slightly less than vehicles already in service due to the ordering/receiving process.	

**525600 – UNIFORMS & CLOTHING**

**\$ 700**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms once a year. The number of uniforms ordered depends on the job function. This account is also used to purchase body armor, and boots.

**COUNTY OF LEXINGTON**  
**LE/SCHOOL DISTRICT 1 (2633) - NEW PROGRAM ADDITION OF (1) SENIOR DEPUTY FROM 2641**  
**Annual Budget**  
**FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - School District #1 2633:</b>							
<b>Revenues:</b>							
456100	Program Income	0	0	0	64,249		
461000	Investment Interest	0	0	0	0		
801000	Op Trn from General Fund/LE	0	0	0	21,416		
<b>** Total Revenue</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>85,665</u>	0	0
<b>***Total Appropriation</b>				0	0	0	0
FUND BALANCE							
Beginning of Year				<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected				<u>0</u>	<u>85,665</u>	<u>0</u>	<u>0</u>
End of Year				<u>0</u>	<u>85,665</u>	<u>0</u>	<u>0</u>

The school resource officer program is funded 75% by the school district and 25% by the Lexington County Sheriff's Department.

**COUNTY OF LEXINGTON**  
**LE/SCHOOL DISTRICT 1 (2633) - NEW PROGRAM ADDITION OF (1) SENIOR DEPUTY FROM 2641**  
**Annual Budget**  
**FY 2023-24 Estimated Revenue**

Fund: LE/School District 1 (2633)  
 Division: Law Enforcement  
 Organization: School Resource Officers (75/25) 151202

		POSN 001869 - FROM 2641-151202	<i>BUDGET</i>		
Object Code	Expenditure Classification	(1) Senior Deputy Pay Band SO2	2023-24 Requested	2023-24 Recommend	2023-24 Approved
	<b>Personnel</b>				
510100	Salaries & Wages		46,889		
510199	Special Overtime		833		
511112	FICA Cost - 7.65%		3,587		
511114	Police Retirement - 21.24%		9,959		
511120	Insurance Fund Contribution - \$7,800		7,800		
511130	Workers Compensation .0346		1,622		
519999	Personnel Contingency		2,344		
	<b>* Total Personnel</b>		<b>73,034</b>	-	
	<b>Operating Expenses</b>				
520110	Officer Safety Equipment		2,556		
522300	Vehicle Repairs & Maintenance		800		
524100	Vehicle Insurance		615		
524201	General Tort Liability Insurance		1,637		
524202	Surety Bonds -		10		
525004	WAN		468		
525021	Smart Phone Charges		540		
525030	800 MHz Radio Service Charges		708		
525031	800 MHz Radio Contracted Maintenance		85		
525041	E-mail Service Charges		129		
525210	Conference & Meeting Expense		140		
525230	Subscriptions, Dues, & Books		60		
525400	Gas, Fuel & Oil		4,183		
525600	Uniforms & Clothing		700		
	<b>* Total Operating</b>		<b>12,631</b>	-	
	<b>** Total Personnel &amp; Operating</b>		<b>85,665</b>	-	
	<b>Capital</b>				
	<b>** Total Capital</b>		-	-	
	<b>*** Total Budget Appropriation</b>		<b>85,665</b>	-	



### SECTION V. - PROGRAM OVERVIEW

The Lexington County Sheriff's Department provides contracted services for school resource officers (SROs). The School Resource Officer program provides for the safety and the security of the students in every high school, most middle schools, and some elementary schools in all of Lexington County's 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 and Lexington County experiences an increase of school related incidents such as gang and drug activity. The presence of law enforcement officers in the schools should deter such criminal activity. The school district pays 75% of the cost associated with the school resource officer program and the Lexington County Sheriff's Department pays 25% of the cost associated with the program.

The Lexington County Sheriff's Department has begun transitioning to municipality staffed school resource officers in all schools within a municipality's jurisdiction. The Town of Irmo has staffed Irmo Elementary School with a school resource officer from Irmo Police Department. The SRO position assigned to that school is vacant and can be used in a different school district. This budget request is transferring the vacant position to Lexington County School District One. The transfer of this position will move us closer to the objective of having a school resource officer in every school.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

Add	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
<b>Law Enforcement/School Resource Officers 75/25 (2633-151202)</b>					
Senior Deputy	1		1	1.00	SO2

**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**520110 – OFFICER SAFETY EQUIP MAINT PLAN \$ 2,556**

This account is used to pay for the maintenance cost associated with the body cameras and electronic control devices.

**522300 - VEHICLE REPAIRS & MAINTENANCE \$ 800**

Charges are prorated across all vehicles due to reassignment which allows for efficient utilization of all fleet vehicles. The amount budgeted for new/additions to the fleet is slightly less than vehicles already in service due to the ordering/receiving process.

**524100 - VEHICLE INSURANCE \$ 615**

The budget amount per vehicle is the estimate provided by the County's Risk Manager.

**524201 – GENERAL TORT LIABILITY INSURANCE \$ 1,637**

General tort liability insurance amounts are based on the liability classification of personnel. The budget amount is the recommendation of the County's Risk Manager.

**524202 – SURETY BONDS \$ 10**

Surety bonds are due this year and will not be paid again until FYE 2027. The cost per employee is \$10.

**525004 – WAN SERVICE CHARGES \$ 468**

This account is used to pay connection charges for wide area networks. These connections allow all of the satellite offices to communicate with the network server at headquarters.

**525021 – SMART PHONE CHARGES \$ 540**

The Smart Phone enables data transmissions in addition to the other services available with our current cell phone.

**525030 – 800MHZ RADIO SERVICE CHARGES \$ 708**

The 800 MHz radios are required for communication

**525031 – 800MHZ RADIO CONTRACTED MAINTNANCE \$ 85**

The 800 MHz radios are required for communication

**525041 – E-MAIL SERVICE CHARGES \$ 129**

E-mail service is a vital tool for communication among all individuals not just within Lexington County.

**525210 – CONFERENCE, MEETING & TRAINING EXP. \$ 140**

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The certification class is \$140 per officer through SCCJA. The budget amount per officer is \$140.

**525230 – SUBSCRIPTIONS, DUES & BOOKS \$ 60**

These subscriptions and organizational memberships provide information that assist with the daily management, operations, and industry trends. Membership to the SCLEOA and the Sheriff's Association are estimated at \$60.

**525400 - GAS, FUEL & OIL \$ 4,183**

Gas, fuel and oil charges are prorated across all vehicles due to reassignment which allows for efficient utilization of all fleet vehicles. The amount budgeted for new/additions to the fleet is slightly less than vehicles already in service due to the ordering/receiving process.

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**525600 – UNIFORMS & CLOTHING**

**\$ 700**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms once a year. The number of uniforms ordered depends on the job function. This account is also used to purchase body armor, and boots.

**COUNTY OF LEXINGTON  
SCHOOL DISTRICT #2 RESOURCE OFFICERS  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - School District #2 2634:</b>								
<b>Revenues:</b>								
456100	Program Income	81,834	40,093	124,933	124,933	134,091		
458006	SC Dept of Education School Safety	0	0	0	0			
461000	Investment Interest	0	0	0	0			
801000	Op Trm from General Fund/LE	64,719	0	41,644	41,644	44,697		
<b>** Total Revenue</b>		<b>146,553</b>	<b>40,093</b>	<b>166,577</b>	<b>166,577</b>	<b>178,788</b>		
<b>***Total Appropriation</b>					<b>264,047</b>	<b>178,788</b>		
Contingency: Unused								
FUND BALANCE Beginning of Year								
					112,879	15,409	15,409	15,409
FUND BALANCE - Projected End of Year								
					15,409	15,409	15,409	15,409

The school resource officer program is funded 75% by the school district and 25% by the Lexington County Sheriff's Department.

**COUNTY OF LEXINGTON  
SCHOOL DISTRICT #2 RESOURCE OFFICERS  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2634  
Division: Law Enforcement  
Organization: 151202 - LE/School Resource Officers

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
					2023-24 Requested	2023-24 Recommend
<b>Personnel</b>						
510100	Salaries & Wages - 2	30,198	19,218	86,176	98,631	
510199	Special Overtime	624	929	5,000	1,666	
511112	FICA - Employer's Portion	2,347	1,545	6,975	7,673	
511114	Police Retirement - Employer's Portion	4,849	3,844	19,366	21,303	
511120	Employee Insurance - 2	15,600	7,800	15,600	15,600	
511130	Workers Compensation	1,067	699	3,155	3,471	
511214	PORS - Employer Portion (Retiree)	0	0	0	0	
519999	Personnel Contingency	0	0	3,422	4,932	
<b>* Total Personnel</b>		<b>54,685</b>	<b>34,035</b>	<b>139,694</b>	<b>153,276</b>	
<b>Operating Expenses</b>						
520110	Officer Safety Equipment	4,999	0	6,600	5,112	
521200	Operating Supplies	0	0	0	0	
521208	Police Supplies	0	0	180	0	
522300	Vehicle Repairs & Maintenance	255	158	2,830	1,600	
524100	Vehicle Insurance - 2	1,845	1,845	1,230	1,230	
524101	Comprehensive Insurance - 2	0	0	0	250	
524201	General Tort Liability Insurance	4,429	0	3,101	3,274	
524202	Surety Bonds - 2	0	0	0	20	
525004	WAN Service Charges - 2	912	190	936	936	
525021	Smart Phone Charges - 2	1,080	225	1,200	1,080	
525030	800 MHz Radio Service Charges - 2	1,406	410	1,416	1,416	
525031	800 MHz Radio Maintenance Contracts	122	63	170	170	
525041	E-mail Service Charges - 2	129	64	258	258	
525210	Conference, Meeting & Training Expense	0	0	280	280	
525230	Subscriptions, Dues, and Books	60	0	60	120	
525400	Gas, Fuel, & Oil	4,933	2,080	7,098	8,366	
525600	Uniforms & Clothing	140	0	1,324	1,400	
529903	Contingency	0	0	97,470	0	
539514	Refund - School District	26,694	0	0	0	
<b>* Total Operating</b>		<b>47,004</b>	<b>5,035</b>	<b>124,153</b>	<b>25,512</b>	
<b>** Total Personnel &amp; Operating</b>		<b>101,689</b>	<b>39,070</b>	<b>263,847</b>	<b>178,788</b>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	0	200	0	
540010	Minor Software	0	0	0	0	
	All Other Equipment	48,085	0	0	0	
<b>** Total Capital</b>		<b>48,085</b>	<b>0</b>	<b>200</b>	<b>0</b>	
<b>*** Total Budget Appropriation</b>		<b>149,774</b>	<b>39,070</b>	<b>264,047</b>	<b>178,788</b>	

### SECTION V. - PROGRAM OVERVIEW

The Lexington County Sheriff's Department provides contracted services for school resource officers (SROs) and school crossing guards. The School Resource Officer program provides for the safety and the security of the students in every high school, most middle schools, and some elementary schools in all of Lexington County's school districts. School Crossing Guards ensure the safety of our children during arrival and departure from school. Not all schools in Lexington County have a school crossing guard and in school district two, the municipalities provide the crossing guards. 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 and Lexington County experiences an increase of school related incidents such as gang and drug activity. The presence of law enforcement officers in the schools should deter such criminal activity and the presence of school crossing guards assist with slowing traffic to allow the students to arrive and depart school safely.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
<b>Law Enforcement/Administration:</b>					
Senior Deputy	<u>2</u>	<u>0</u>	<u>2</u>	<u>2</u>	SO2
Totals	2	0	2	2.000	



**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

<b>520110 – OFFICER SAFETY EQUIPMENT</b>	<b>\$ 5,112</b>
This account is for the department's maintenance plan for an electronic control device and body camera. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.	
<b>522300 - VEHICLE REPAIRS AND MAINTENANCE</b>	<b>\$ 1,600</b>
The amount budgeted is based estimated expenditures for the current fiscal year plus an additional 10% for extraordinary maintenance. The extraordinary maintenance includes transmission overhauls, rear end replacements, and deer collisions. The budget amount is prorated equally among all vehicles assigned to the organization.	
<b>524100 - VEHICLE INSURANCE</b>	<b>\$ 1,230</b>
The budget amount is the estimate provided by the County's Risk Manager. Please see the vehicle detail schedule in the appendixes for cost allocation.	
<b>524101 – COMPREHENSIVE INSURANCE</b>	<b>\$ 250</b>
Comprehensive insurance was placed on both of the school resource officer vehicles.	
<b>524201 - GENERAL TORT LIABILITY INSURANCE</b>	<b>\$ 3,274</b>
General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The amount per officer is \$1,637.	
<b>524202 – SURETY BONDS</b>	<b>\$ 20</b>
Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2027.	
<b>525004 – WAN SERVICE CHARGES</b>	<b>\$ 936</b>
This account is used to pay connection charges for wide area networks. This enables connections to the Records Management System. The annual cost per deputy is \$468.	
<b>525021 – SMART PHONE CHARGES</b>	<b>\$ 1,080</b>
All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response when required. The Smart Phone enables data transmissions in addition to the other services available with our current cell phone plan and can will replace the point and shoot camera currently issued to deputies. The annual cost per smart phone is \$540.	
<b>525030 – 800 MHZ RADIO SERVICE CHARGES</b>	<b>\$ 1,416</b>
The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation.	
<b>525031 – 800 MHZ RADIO MAINTENANCE CHARGES</b>	<b>\$ 170</b>
The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation.	
<b>525041 – E-MAIL SERVICE CHARGES</b>	<b>\$ 258</b>
E-mail service is a vital tool for communication among all individuals not just within Lexington County. The monthly charge is \$10.75 per account.	
<b>525210 – CONFERENCE, MEETING &amp; TRAINING EXP.</b>	<b>\$ 280</b>
School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The certification class is \$140 per officer through SCCJA. The budget amount per officer is \$140.	

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**525230 – SUBSCRIPTIONS, DUES, & BOOKS**

**\$ 120**

Dues are paid to the South Carolina Law Enforcement Association and the Sheriff's Association. The total cost is \$60 per SRO.

**525400 - GAS, FUEL, AND OIL**

**\$ 8,366**

The budget amount is based on the projected expenditures for the current fiscal year plus an additional 10% increase for the unstable fuel market. The budget amount is prorated equally among all vehicles assigned to the organization. Individual vehicle costs are not calculated due to reassignment of vehicles with different job functions. The reassignment allows for efficient utilization of all fleet vehicles.

**525600 – UNIFORMS AND CLOTHING**

**\$ 1,400**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms once a year, replacement body armor every 5 years, boots every other year. The items needed this year are as follows:

(4) replacement uniforms \$100 each - \$400

(1) pairs of boots \$100 each - \$100

(1) replacement body armors \$824 each - \$824

Additional \$76 is budgeted for external carrier components.

**COUNTY OF LEXINGTON**  
**LE/SCHOOL DISTRICT 2 (2634) - NEW PROGRAM REDUCTION OF (1) SENIOR DEPUTY**  
**Annual Budget**  
**FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - School District #2 2634:</b>							
<b>Revenues:</b>							
456100	Program Income	0	0	0	(64,249)		
461000	Investment Interest	0	0	0	0		
801000	Op Trn from General Fund/LE	0	0	0	(21,416)		
<b>** Total Revenue</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>(85,665)</u>	0	0
<b>***Total Appropriation</b>				0	0	0	0
FUND BALANCE							
Beginning of Year							
				<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected							
End of Year							
				<u>0</u>	<u>(85,665)</u>	<u>0</u>	<u>0</u>

The school resource officer program is funded 75% by the school district and 25% by the Lexington County Sheriff's Department.

COUNTY OF LEXINGTON  
 LE/SCHOOL DISTRICT 2 (2634) - NEW PROGRAM REDUCTION OF (1) SENIOR DEPUTY  
 Annual Budget  
 FY 2023-24 Estimated Revenue

Fund: LE/School District 2 (2634)  
 Division: Law Enforcement  
 Organization: School Resource Officers (75/25) 151202

		<i>BUDGET</i>		
		POSN 001173 - MOVE TO 2633-151202		
Object · Expenditure		(1) Senior Deputy	2023-24	2023-24
Code	Classification	Pay Band SO2	Requested	Recommend
				2023-24
				Approved
	<b>Personnel</b>			
510100	Salaries & Wages		(46,889)	
510199	Special Overtime		(833)	
511112	FICA Cost - 7.65%		(3,587)	
511114	Police Retirement - 21.24%		(9,959)	
511120	Insurance Fund Contribution - \$7,800		(7,800)	
511130	Workers Compensation .0346		(1,622)	
519999	Personnel Contingency		(2,344)	
	<b>* Total Personnel</b>		<b>(73,034)</b>	-
	<b>Operating Expenses</b>			
520110	Officer Safety Equipment		(2,556)	
522300	Vehicle Repairs & Maintenance		(800)	
524100	Vehicle Insurance		(615)	
524201	General Tort Liability Insurance		(1,637)	
524202	Surety Bonds -		(10)	
525004	WAN		(468)	
525021	Smart Phone Charges		(540)	
525030	800 MHz Radio Service Charges		(708)	
525031	800 MHz Radio Contracted Maintenance		(85)	
525041	E-mail Service Charges		(129)	
525210	Conference & Meeting Expense		(140)	
525230	Subscriptions, Dues, & Books		(60)	
525400	Gas, Fuel & Oil		(4,183)	
525600	Uniforms & Clothing		(700)	
	<b>* Total Operating</b>		<b>(12,631)</b>	-
	<b>** Total Personnel &amp; Operating</b>		<b>(85,665)</b>	-
	<b>Capital</b>			
	<b>** Total Capital</b>		-	-
	<b>*** Total Budget Appropriation</b>		<b>(85,665)</b>	-

### SECTION V. - PROGRAM OVERVIEW

The Lexington County Sheriff's Department provides contracted services for school resource officers (SROs). The School Resource Officer program provides for the safety and the security of the students in every high school, most middle schools, and some elementary schools in all of Lexington County's 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 and Lexington County experiences an increase of school related incidents such as gang and drug activity. The presence of law enforcement officers in the schools should deter such criminal activity. The school district pays 75% of the cost associated with the school resource officer program and the Lexington County Sheriff's Department pays 25% of the cost associated with the program.

The Lexington County Sheriff's Department has begun transitioning to municipality staffed school resource officers in all schools within a municipality's jurisdiction. The City of West Columbia has staffed Northside Middle School with a school resource officer from West Columbia Police Department. The SRO position assigned to that school is vacant and can be used in a different school district. This budget request is transferring the vacant position to Lexington County School District One. The transfer of this position will move us closer to the objective of having a school resource officer in every school.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

Delete	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
<b>Law Enforcement/School Resource Officers 75/25 (2634-151202)</b>					
Senior Deputy	1		1	1.00	SO2

**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**520110 – OFFICER SAFETY EQUIP MAINT PLAN** **(\$ 2,556)**

This account is used to pay for the maintenance cost associated with the body cameras and electronic control devices.

**522300 - VEHICLE REPAIRS & MAINTENANCE** **(\$ 800)**

Charges are prorated across all vehicles due to reassignment which allows for efficient utilization of all fleet vehicles. The amount budgeted for new/additions to the fleet is slightly less than vehicles already in service due to the ordering/receiving process.

**524100 - VEHICLE INSURANCE** **(\$ 615)**

The budget amount per vehicle is the estimate provided by the County's Risk Manager.

**524201 – GENERAL TORT LIABILITY INSURANCE** **(\$ 1,637)**

General tort liability insurance amounts are based on the liability classification of personnel. The budget amount is the recommendation of the County's Risk Manager.

**524202 – SURETY BONDS** **(\$ 10)**

Surety bonds are due this year and will not be paid again until FYE 2027. The cost per employee is \$10.

**525004 – WAN SERVICE CHARGES** **(\$ 468)**

This account is used to pay connection charges for wide area networks. These connections allow all of the satellite offices to communicate with the network server at headquarters.

**525021 – SMART PHONE CHARGES** **(\$ 540)**

The Smart Phone enables data transmissions in addition to the other services available with our current cell phone.

**525030 – 800MHZ RADIO SERVICE CHARGES** **(\$ 708)**

The 800 MHz radios are required for communication

**525031 – 800MHZ RADIO CONTRACTED MAINTENANCE** **(\$ 85)**

The 800 MHz radios are required for communication

**525041 – E-MAIL SERVICE CHARGES** **(\$ 129)**

E-mail service is a vital tool for communication among all individuals not just within Lexington County.

**525210 – CONFERENCE, MEETING & TRAINING EXP.** **(\$ 140)**

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The certification class is \$140 per officer through SCCJA. The budget amount per officer is \$140.

**525230 – SUBSCRIPTIONS, DUES & BOOKS** **(\$ 60)**

These subscriptions and organizational memberships provide information that assist with the daily management, operations, and industry trends. Membership to the SCLEOA and the Sheriff's Association are estimated at \$60.

**525400 - GAS, FUEL & OIL** **(\$ 4,183)**

Gas, fuel and oil charges are prorated across all vehicles due to reassignment which allows for efficient utilization of all fleet vehicles. The amount budgeted for new/additions to the fleet is slightly less than vehicles already in service due to the ordering/receiving process.

**525600 – UNIFORMS & CLOTHING**

**(\$ 700)**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms once a year. The number of uniforms ordered depends on the job function. This account is also used to purchase body armor, and boots.



**COUNTY OF LEXINGTON**  
**FEDERAL NARCOTICS FORFEITURES**  
**Annual Budget**  
**FY 2023-24 - Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - Federal Narcotic Forfeitures 2637:</b>								
<b>Revenues:</b>								
456400	Narcotics Confiscation	100,727	2,662	107,283	107,283	127,427		
461000	Investment Interest	642	2,267	0	0	0		
<b>** Total Revenue</b>		<u>101,369</u>	<u>4,929</u>	<u>107,283</u>	<u>107,283</u>	<u>127,427</u>		
<b>***Total Appropriations</b>					271,853	<u>88,992</u>		
Contingency: Unused								
FUND BALANCE								
Beginning of Year					280,054	115,484	115,484	115,484
FUND BALANCE - Projected								
End of Year					<u>115,484</u>	<u>153,919</u>	<u>115,484</u>	<u>115,484</u>

**COUNTY OF LEXINGTON  
FEDERAL NARCOTICS FORFEITURES  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2637  
Division: Law Enforcement  
Organization: 151280 - LE/Narcotics

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
					2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Operating Expenses</b>							
520100	Contracted Maintenance	5,014	5,800	5,800	13,000		
520200	Contracted Service	1,800	0	1,800	2,020		
520307	Accreditation Services	0	0	0	5,380		
521200	Operating Supplies	8,844	888	10,408	10,408		
521208	Police Supplies	1,875	0	2,000	1,000		
522200	Small Equipment Repairs & Maint.	1,382	1,203	2,000	3,000		
525004	WAN Service Charges	2,245	1,043	3,000	600		
525210	Conference, Meeting & Training Expense	3,939	0	5,000	2,000		
525230	Subscriptions, Dues, & Books	0	0	0	0		
525240	Personal Mileage Reimbursement	828	286	900	1,200		
525386	Utilities - Investigation Substation	5,222	1,577	7,832	0		
525600	Uniforms & Clothing	0	0	5,000	5,000		
529000	Unclassified	10,000	0	30,000	40,000		
529903	Contingency	0	0	153,873	0		
	<b>* Total Operating</b>	<b>41,149</b>	<b>10,797</b>	<b>227,613</b>	<b>83,608</b>		
<b>Capital</b>							
540000	Small Tools & Minor Equipment	0	0	0	5,000		
	All Other Equipment	62,077	34,240	44,240			
1	Rpl Small Volume Printer				384		
	<b>** Total Capital</b>	<b>62,077</b>	<b>34,240</b>	<b>44,240</b>	<b>5,384</b>		
<b>*** Total Budget Appropriation</b>		<b>103,226</b>	<b>45,037</b>	<b>271,853</b>	<b>88,992</b>		

**SECTION IV**

**COUNTY OF LEXINGTON  
Capital Item Summary  
Fiscal Year - 2023-24**

Fund # 2637 Fund Title: LE/Federal Narcotics Forfeiture  
 Organization # 151280 Organization Title: Narcotics  
 Program # 150 Program Title: Law Enforcement

**BUDGET  
2023-24  
Requested**

Qty	Item Description	Amount
	Small Tools & Minor Equipment	5,000
1	Rpl Small Volume Printer	384
<b>** Grand Total Capital (Transfer Total to Section I and II)</b>		<b>5,384</b>

### **SECTION V. – PROGRAM OVERVIEW**

An equitable sharing program agreement along with compliance and participation allows our department to benefit from the forfeiture of narcotic related seizures processed through the federal court system. These funds must be used in accordance with the US Department of Justice's guide for equitable sharing proceeds.

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**SECTION VI. A. - SUMMARY OF REVENUES**

**456400 –NARCOTICS CONFISCATION**

**\$ 127,427**

Narcotic confiscation funds are funds that are related to unlawful activities as it relates to illegal substances. After the ruling has been received from the federal court system, the funds are distributed as per the court order. LCSD's share of those funds is placed in this account to be appropriated for expense of items needed to operate the narcotics unit. The amount budgeted is based on the average of the actual revenue from last 5 fiscal years because one year is not sufficient to obtain a realistic estimate.

**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

<b>520100 – CONTRACTED MAINTENANCE</b>	<b>\$ 13,000</b>
Maintenance is required for the GC/MS/DS & the FTIR system. The maintenance agreement includes the replacement of parts that need replaced due to normal use. The estimated cost is \$13,000, which includes an additional instrument purchased this fiscal year.	
<b>520200 – CONTRACTED SERVICES</b>	<b>\$ 2,020</b>
Monitoring and mapping services are needed for undercover equipment. The annual cost for 3 devices is \$1,620. The budget includes additional funds to move from 4g to 5 g service with an estimated cost of \$400.	
<b>520307 – ACCREDITATION SERVICES</b>	<b>\$ 5,380</b>
This is the initial fee to start the application process for our drug lab to become accredited. The fee will cover the cost of the application, pre-audit assessment, standards compliance audit, and accreditation hearing. Accreditation will assist with the establishment of measurable criteria for operations. The re-accreditation schedule will not be established until after the initial accreditation is obtained.	
<b>521200 - OPERATING SUPPLIES</b>	<b>\$ 10,408</b>
The majority of this account must pay for various items used during narcotics investigations and the analysis of seized drugs. There are solvents/reagents, standards, and gases for the instrument. The amount budgeted is based on the estimated cost for the current fiscal years.	
<b>521208 – POLICE SUPPLIES</b>	<b>\$ 1,000</b>
This account will be used to purchase duty ammunition with an estimated cost of \$1,000.	
<b>522200 - SMALL EQUIPMENT REPAIRS &amp; MAINTENANCE</b>	<b>\$ 3,000</b>
Required inspections and repair of various audio and video equipment used during narcotics surveillance operations. The amount budgeted is an estimate because this year is the first year we will need to service all of the surveillance equipment.	
<b>525004 – WAN SERVICE CHARGES</b>	<b>\$ 600</b>
There is a cost of \$600 for undercover equipment to have wireless service.	
<b>525210 – CONFERENCE, MEETING &amp; TRAINING EXP.</b>	<b>\$ 2,000</b>
Specialized training is required for this specialized field of law enforcement. There are certifications that must be maintained along with conferences relating to current trends in illegal substance abuse. Training seminars requested during the year may vary as they are offered.	
<b>525230 – SUBSCRIPTIONS, DUES, &amp; BOOKS</b>	<b>\$ 0</b>
This account is no longer used in this fund.	
<b>525240 – PERSONNEL MILEAGE</b>	<b>\$ 1,200</b>
Reimbursement for mileage incurred from use of a personal vehicle is required. Travel to peer-reviews of drug lab cases is required. The amount budgeted is based on \$75 monthly expense.	
<b>525386 – UTILITIES – INVESTIGATIONS SUBSTATION</b>	<b>\$ 0</b>
An annex facility is leased and the annual lease amount covers utility costs.	
<b>525600 – UNIFORMS &amp; CLOTHING</b>	<b>\$ 5,000</b>
The officers will need to purchase replacement uniforms, jackets and uniforms for tactical operations. This year the officers will need complete sets of daily uniform and raid uniforms.	

**529000 - UNCLASSIFIED**

**\$ 40,000**

Informants are used to obtain information used in the investigations of narcotic and violent crimes.

**SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES**

**540000 - SMALL TOOLS & MINOR EQUIPMENT \$ 5,000**

Replacement telephones, cell phones, file cabinets, shredders, chairs, and other like items are purchased with these funds. These items are replaced on an as needed basis so a specific list of items is not available at this time estimated to cost \$5,000.

**5AO - RPL SMALL VOLUME PRINTER \$ 384**

The drug lab's existing printer is end of life. The chemist prints all drug reports for court, the officers, and the Solicitor's office. The cost is consistent with the FYE 2024 standards.



**COUNTY OF LEXINGTON  
LE / CIVIL PROCESS SERVER  
Annual Budget  
FY 2023-24 - Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - Civil Process Server 2638:</b>								
<b>Revenues:</b>								
441000	Sheriff's Fees & Fines	24,573	7,804	20,610	20,610	22,070		
461000	Investment Interest	53	27	0	0			
801000	Op Trn from General Fund	0	0	0	0			
<b>** Total Revenue</b>		<b>24,626</b>	<b>7,831</b>	<b>20,610</b>	<b>20,610</b>	<b>22,070</b>		
<b>***Total Appropriation</b>					<b>71,438</b>	<b>63,647</b>		
<b>Contingency:</b>								
Unused								
					11,734	11,734		
<b>FUND BALANCE</b>								
Beginning of Year								
					11,734	(27,360)	(27,360)	(27,360)
<b>FUND BALANCE - Projected</b>								
End of Year								
					(27,360)	(57,203)	(27,360)	(27,360)

Fund 2638  
Division: Law Enforcement  
Organization: 151400 - LE/Judicial Services

Object Code	Expenditure Classification	<b>BUDGET</b>					
		2021-22 Expenditure	2022-23 Expenditure (Dec)	2022-23 Amended (Dec)	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>							
510200	Overtime	0	206	0	0		
510300	Part Time - 2 (1.25 - FTE)	46,493	23,762	45,552	48,142		
511112	FICA - Employers Portion	3,561	1,841	3,485	3,683		
511113	State Retirement - Employers Portion	7,339	3,814	8,454	8,935		
511130	Workers Compensation	144	75	141	149		
519999	Personnel Contingency	0	0	1,730	2,407		
<b>* Total Personnel</b>		<b>57,537</b>	<b>29,698</b>	<b>59,362</b>	<b>63,316</b>		
<b>Operating Expenses</b>							
524201	General Tort Liability Insurance	76	0	84	53		
524202	Surety Bonds - 2	0	0	0	20		
525041	E-mail Service Charges - 2	236	97	258	258		
529903	Contingency	0	0	11,734	0		
<b>* Total Operating</b>		<b>312</b>	<b>97</b>	<b>12,076</b>	<b>331</b>		
<b>** Total Personnel &amp; Operating</b>		<b>57,849</b>	<b>29,795</b>	<b>71,438</b>	<b>63,647</b>		
<b>Capital</b>							
540000	Small Tools & Minor Equipment	0	0	0	0		
	All Other Equipment	0	0	0	0		
<b>** Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>		<b>57,849</b>	<b>29,795</b>	<b>71,438</b>	<b>63,647</b>		

### SECTION V. - PROGRAM OVERVIEW

This program is for the service of civil papers to include Family Court bench warrants, evictions, executions, liens, and judgements for civil process. 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 three part time clerical positions to enter the papers into a database, which tracks the service and attempted service of these documents.

**SECTION VI. A. - SUMMARY OF REVENUES**

**441000 – SHERIFF'S FEES & FINES**

**\$ 22,070**

This revenue is generated from the service of all common pleas papers. The party requesting the service pays an amount of \$0 to \$25. The amount paid depends on varying circumstances. The estimated revenue is calculated based projections for the current fiscal year.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
<b>Law Enforcement/Administration:</b>					
Records Technician	2		1.250	1.250	106
Totals	<u>2</u>	<u>0</u>	<u>1.250</u>	<u>1.250</u>	

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**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**524201 - GENERAL TORT LIABILITY INSURANCE**

**\$ 53**

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The County's Risk Manager recommends the budget amount.

**524202 - SURETY BOND**

**\$ 20**

Surety bonds are paid every 3 fiscal years and they are due this year with a cost of \$10 per employee. The next payment will be due fiscal year 2027.

**525041 - E-MAIL SERVICE CHARGES**

**\$ 258**

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The annual cost is \$129 per user.

**COUNTY OF LEXINGTON  
SCHOOL DISTRICT #3 RESOURCE OFFICERS  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - School District #3 2639:</b>								
<b>Revenues:</b>								
452010	School Crossing Guards	25,603	25,603	27,007	27,007	<u>29,077</u>		
<b>** Total Revenue</b>		<u>25,603</u>	<u>25,603</u>	<u>27,007</u>	<u>27,007</u>	<u>29,077</u>		
<b>***Total Appropriation</b>					<u>24,387</u>	<u>19,862</u>		
FUND BALANCE								
Beginning of Year					<u>27,751</u>	<u>30,371</u>	<u>30,371</u>	<u>30,371</u>
FUND BALANCE - Projected								
End of Year					<u>30,371</u>	<u>39,586</u>	<u>30,371</u>	<u>30,371</u>

The school crossing guard program is funded 100% by the school district on a reimbursement basis plus an administrative fee.

**COUNTY OF LEXINGTON  
SCHOOL DISTRICT #3 RESOURCE OFFICERS  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2639  
Division: Law Enforcement  
Organization: 151250 - School Crossing Guards

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>	
					2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Personnel</b>						
510300	Part Time - (LS)	10,284	7,003	13,684	14,364	
511112	FICA - Employer's Portion	791	547	1,047	1,099	
511113	State Retirement - Employer's Portion	1,588	1,144	2,540	2,666	
511130	Workers Compensation	336	223	405	425	
519999	Personnel Contingency	0	0	530	0	
	<b>* Total Personnel</b>	<b>12,999</b>	<b>8,917</b>	<b>18,206</b>	<b>18,554</b>	
<b>Operating Expenses</b>						
521209	School Patrol Supplies	0	0	450	450	
524201	General Tort Liability Insurance	767	0	810	810	
524202	Surety Bonds	0	0	0	30	
525100	Postage	11	1	18	18	
529903	Contingency	0	0	4,903	0	
	<b>* Total Operating</b>	<b>778</b>	<b>1</b>	<b>6,181</b>	<b>1,308</b>	
	<b>** Total Personnel &amp; Operating</b>	<b>13,777</b>	<b>8,918</b>	<b>24,387</b>	<b>19,862</b>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	0	0	0	
	<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>*** Total Budget Appropriation</b>	<b>13,777</b>	<b>8,918</b>	<b>24,387</b>	<b>19,862</b>	

**LEXINGTON COUNTY SHERIFF'S DEPARTMENT  
SCHOOL CROSSING GUARD COSTS  
SCHOOL DISTRICT 3  
2023-2024**

	B-L Elementary	B-L Middle	B-L High	Total for District
Number of Guards	1	1	1	3
AM Start Time	7:15 AM	7:15 AM	7:15 AM	
AM End Time	8:00 AM	8:00 AM	8:00 AM	
AM Total Hours	0.75	0.75	0.75	2.25
PM Start Time	2:15 PM	2:45 PM	2:45 PM	
PM End Time	3:30 PM	3:30 PM	3:45 PM	
PM Total Hours	1.25	0.75	1.00	3.00
Daily Total Hours	2.00	1.50	1.75	5.25
Total Annual Days	180	180	180	
Total Annual Hours	360.00	270.00	315.00	945.00
Hourly Rate	\$ 15.20	\$ 15.20	\$ 15.20	
Total Base Salary	\$ 5,472.00	\$ 4,104.00	\$ 4,788.00	\$ 14,364.00
FICA 7.65%	\$ 418.61	\$ 313.96	\$ 366.28	\$ 1,099.00
SCRS 18.56%	\$ 1,015.60	\$ 761.70	\$ 888.65	\$ 2,666.00
Workers Comp 2.96%	\$ 161.97	\$ 121.48	\$ 141.72	\$ 425.00
General Tort \$270 / SCG	\$ 270.00	\$ 270.00	\$ 270.00	\$ 810.00
Postage \$6 / SCG	\$ 6.00	\$ 6.00	\$ 6.00	\$ 18.00
Surety Bonds \$10.00 / SCG	\$ 10.00	\$ 10.00	\$ 10.00	\$ 30.00
Estimated Equipment \$150 / SCG	\$ 150.00	\$ 150.00	\$ 150.00	\$ 450.00
Admin Fee \$3,071.59 / SCG	\$ 3,071.59	\$ 3,071.59	\$ 3,071.59	\$ 9,215.00
<b>Total Cost to District</b>	<b>\$ 10,575.77</b>	<b>\$ 8,808.73</b>	<b>\$ 9,692.24</b>	<b>\$ 29,077.00</b>

Updated 02-09-2023



### **SECTION V. – PROGRAM OVERVIEW**

School Crossing Guards ensure the safety of our children during arrival and departure from school. Lexington County School District's # 1, #3, and #5 have requested school crossing guards. The school crossing guards are hired and maintained by the Lexington County Sheriff's Department and substitutes on an as needed basis. The school districts pay 100% of the cost associated with scheduled hours for school crossing guards as well as an administrative fee that covers our cost for management of the program.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
<b>Law Enforcement/Administration:</b>					
School Crossing Guard	3		0.45	0.45	101 L/S
Totals	3	0	0.45	0.45	

**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**521209 – SCHOOL PATROL SUPPLIES \$ 450**

Supplies such as vests, signs, lights, rain gear, 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 \$ 810**

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budgeted amount is 5% above current FY expenditure, as recommended by the County's Risk Manager.

**524202 – SURETY BONDS \$ 30**

Surety bonds are due this fiscal year at a cost of \$10 per employee. The bonds are due every three (3) years and will not be paid again until fiscal year 2027.

**525100 – POSTAGE \$ 18**

Postage is required for the bi-weekly mailing of the payroll deposit amounts to the school crossing guards. Most school crossing guards obtain their payroll information via the internet and the mailing of this information is no longer needed.

**COUNTY OF LEXINGTON  
SCHOOL DISTRICT #4 RESOURCE OFFICERS  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - School District #4 2640:</b>								
<b>Revenues:</b>								
456100	Program Income	211,211	46,348	271,189	271,189	230,856		
457000	Federal Grant Income	0	0	0	0	94,983		
458007	State SRO Program	119,563	87,220	95,279	95,279	0		
461000	Investment Interest	0	0	0	0	0		
801000	Op Trm from General Fund/LE	35,161	0	90,397	90,397	76,952		
<b>** Total Revenue</b>		<b>365,935</b>	<b>133,568</b>	<b>456,865</b>	<b>456,865</b>	<b>402,791</b>		
<b>***Total Appropriation</b>					<b>457,465</b>	<b>402,791</b>		
FUND BALANCE								
Beginning of Year								
					16,669	16,069	16,069	16,069
FUND BALANCE - Projected								
End of Year								
					16,069	16,069	16,069	16,069

The school resource officer program is funded 75% by the school district and 25% by the Lexington County Sheriff's Department. Overtime costs are paid 100% by the LCSD.

**COUNTY OF LEXINGTON**  
**SCHOOL DISTRICT #4 RESOURCE OFFICERS**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund 2640  
Division: Law Enforcement  
Organization: 151202 - LE/School Resource Officers

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<b>BUDGET</b>	
						2023-24 Recommend	2023-24 Approved
<b>Personnel</b>							
510100	Salaries & Wages - 3	140,016	76,706	136,876	156,797		
510199	Special Overtime	18,902	8,932	19,948	18,214		
511112	FICA - Employer's Portion	11,555	6,294	11,997	13,388		
511114	Police Retirement - Employer's Portion	18,911	9,806	33,309	37,173		
511120	Employee Insurance - 3	23,400	11,700	23,400	23,400		
511130	Workers Compensation	5,521	2,968	5,427	6,055		
511131	S.C. Unemployment	0	0	0	0		
511214	Police Retirement - Emplr. Port. (Retiree)	10,800	6,096	0	0		
519999	Personnel Contingency	0	0	5,435	7,840		
	<b>* Total Personnel</b>	<b>229,105</b>	<b>122,502</b>	<b>236,392</b>	<b>262,867</b>		
<b>Operating Expenses</b>							
520110	Officer Safety Equipment	7,499	0	9,900	7,668		
520233	Towing Service	0	0	90	0		
521200	Operating Supplies	0	0	0	0		
521208	Police Supplies	0	0	170	0		
522300	Vehicle Repairs & Maintenance	2,461	1,106	4,245	2,400		
522301	Vehicle Repairs - Insurance/Other	0	0	0	0		
524100	Vehicle Insurance - 3	2,460	1,845	1,845	1,845		
524101	Comprehensive Insurance - 3	617	617	714	750		
524201	General Tort Liability Insurance	4,429	0	4,651	4,911		
524202	Surety Bonds - 3	0	0	0	30		
525004	WAN Service Charges	1,520	570	1,404	1,404		
525021	Smart Phone Charges - 3	1,800	675	1,800	1,620		
525030	800 MHz Radio Service Charges - 3	2,109	879	2,832	2,124		
525031	800 MHz Radio Maintenance Contracts - 3	182	189	255	255		
525041	E-mail Service Charges - 3	129	54	387	387		
525210	Conference, Meeting & Training Expense	280	0	420	420		
525230	Subscriptions, Dues, & Books	90	90	90	180		
525400	Gas, Fuel, & Oil	8,987	3,388	10,407	12,549		
525600	Uniforms & Clothing	364	773	1,724	2,100		
529903	Contingency	0	0	0	0		
	<b>* Total Operating</b>	<b>32,927</b>	<b>10,186</b>	<b>40,934</b>	<b>38,643</b>		
	<b>** Total Personnel &amp; Operating</b>	<b>262,032</b>	<b>132,688</b>	<b>277,326</b>	<b>301,510</b>		
<b>Capital</b>							
540000	Small Tools & Minor Equipment	0	0	300	0		
	All Other Equipment	0	0	62,000	0		
	<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>62,300</b>	<b>0</b>		
	<b>*** Total Budget Appropriation</b>	<b>262,032</b>	<b>132,688</b>	<b>339,626</b>	<b>301,510</b>		

**COUNTY OF LEXINGTON**  
**SCHOOL DISTRICT #4 RESOURCE OFFICERS**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund 2640  
Division: Law Enforcement  
Organization: 151204 - LE/State SRO Program

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
					2023-24 Requested	2023-24 Recommend
<b>Personnel</b>						
510100	Salaries & Wages - 1	47,710	26,394	52,993	55,341	
510199	Special Overtime	2,438	1,465	0	2,627	
510200	Overtime	0	0	3,000	0	
511112	FICA - Employer's Portion	3,789	2,113	4,283	4,435	
511114	Police Retirement - Employer's Portion	9,223	5,194	11,333	12,312	
511120	Employee Insurance - 1	7,800	3,900	7,800	7,800	
511130	Workers Compensation	1,736	966	1,937	2,006	
519999	Personnel Contingency	0	0	10,298	2,767	
	<b>* Total Personnel</b>	<b>72,696</b>	<b>40,032</b>	<b>91,644</b>	<b>87,288</b>	
<b>Operating Expenses</b>						
520110	Officer Safety Equipment	2,567	0	4,236	775	
521000	Office Supplies	0	0	0	50	
521200	Operating Supplies	0	0	0	50	
521208	Police Supplies	157	0	0	50	
522300	Vehicle Repairs & Maintenance	753	0	500	800	
524100	Vehicle Insurance - 1	615	0	615	615	
524101	Comprehensive Insurance - 1	138	0	250	250	
524201	General Tort Liability Insurance	1,476	0	1,773	1,637	
524202	Surety Bonds - 1	0	0	0	10	
525004	WAN Service Charges	304	190	480	469	
525021	Smart Phone Charges	360	225	540	600	
525030	800 MHz Radio Service Charges - 1	762	293	1,440	1,560	
525031	800 MHz Radio Maintenance Contracts - 1	0	0	0	85	
525041	E-mail Service Charges - 1	129	0	129	129	
525210	Conference, Meeting & Training Expense	1,777	0	2,200	2,200	
525230	Subscriptions, Dues, & Books	30	30	40	30	
525400	Gas, Fuel, & Oil	1,498	0	5,882	4,183	
525600	Uniforms & Clothing	1,472	30	500	500	
	<b>* Total Operating</b>	<b>12,038</b>	<b>768</b>	<b>18,585</b>	<b>13,993</b>	
	<b>** Total Personnel &amp; Operating</b>	<b>84,734</b>	<b>40,800</b>	<b>110,229</b>	<b>101,281</b>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	0	500	0	
	All Other Equipment	51,465	39,864	7,110	0	
	<b>** Total Capital</b>	<b>51,465</b>	<b>39,864</b>	<b>7,610</b>	<b>0</b>	
	<b>*** Total Budget Appropriation</b>	<b>136,199</b>	<b>80,664</b>	<b>117,839</b>	<b>101,281</b>	

### SECTION V. - PROGRAM OVERVIEW

The Lexington County Sheriff's Department provides contracted services for school resource officers (SROs) and school crossing guards. The School Resource Officer program provides for the safety and the security of the students in every high school, most middle schools, and some elementary schools in all of Lexington County's school districts. School Crossing Guards ensure the safety of our children during arrival and departure from school. Not all schools in Lexington County have a school crossing guard and in school district two, the municipalities provide the crossing guards. 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 and Lexington County experiences an increase of school related incidents such as gang and drug activity. The presence of law enforcement officers in the schools should deter such criminal activity and the presence of school crossing guards assist with slowing traffic to allow the students to arrive and depart school safely.

**SECTION VI. B. -- LISTING OF POSITIONS**

**Current Staffing Level:**

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
Senior Deputy	<u>3</u>	<u>0</u>	<u>3</u>	<u>3</u>	SO2
Totals	3	0	3	3.000	



**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**520110 – OFFICER SAFETY EQUIPMENT** **\$ 7,668**

This account is for the department's maintenance plan for an electronic control device and body camera. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.

**522300 - VEHICLE REPAIRS AND MAINTENANCE** **\$ 2,400**

The amount budgeted is based estimated expenditures for the current fiscal year. The extraordinary maintenance includes transmission overhauls, rear end replacements, and deer collisions. The budget amount is prorated equally among all vehicles assigned to the organization.

**524100 - VEHICLE INSURANCE** **\$ 1,845**

The budget amount is the estimate provided by the County's Risk Manager. Please see the vehicle detail schedule in the appendixes for cost allocation.

**524101 – COMPREHENSIVE INSURANCE** **\$ 750**

Comprehensive insurance was not placed on the school resource officer vehicles.

**524201 - GENERAL TORT LIABILITY INSURANCE** **\$ 4,911**

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The amount per officer is \$1,637.

**524202 – SURETY BONDS** **\$ 30**

Surety bonds are due this fiscal year with a cost of \$10 per employee. Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2027.

**525004 – WAN SERVICE CHARGES** **\$ 1,404**

This account is used to pay connection charges for wide area networks. This enables connections to the Records Management System. The annual cost per deputy is \$468.

**525021 – SMART PHONE CHARGES** **\$ 1,620**

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response when required. The Smart Phone enables data transmissions in addition to the other services available with our current cell phone plan and can will replace the point and shoot camera currently issued to deputies. The annual cost per deputy is \$540.

**525030 – 800 MHz RADIO SERVICE CHARGES** **\$ 2,124**

The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation. This includes one in-car radio.

**525031 – 800 MHz RADIO MAINTENANCE CHARGES** **\$ 255**

The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation. This does not include maintenance for one new in-car radio.

**525041 – E-MAIL SERVICE CHARGES** **\$ 387**

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The annual charge is \$129 per account.

**525210 – CONFERENCE, MEETING & TRAINING EXP.**

**\$ 420**

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The certification class is \$140 per officer through SCCJA. The budget amount per officer is \$140.

**525230 – SUBSCRIPTIONS, DUES, & BOOKS**

**\$ 180**

Dues for the South Carolina Law Enforcement Association at a cost of \$35 per officer and dues for the Sheriff's Association are paid at a cost of \$25. The cost for dues per SRO is \$60.

**525400 - GAS, FUEL, AND OIL**

**\$ 12,549**

The budget amount is based on the projected expenditures. The budget amount is prorated equally among all vehicles assigned to the organization. Individual vehicle costs are not calculated due to reassignment of vehicles with different job functions. The reassignment allows for efficient utilization of all fleet vehicles.

**525600 – UNIFORMS AND CLOTHING**

**\$ 2,100**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms once a year, replacement body armor every 5 years, boots every other year. The items needed this year are as follows:

- (6) replacement uniforms \$100 each - \$600
- (3) pairs of boots \$100 each - \$300
- (1) replacement body armors \$824 each - \$824
- Components for the external carriers \$376.

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## SECTION V. - PROGRAM OVERVIEW

The State-Funded School Resource Officer (SRO) Program was transferred from the South Carolina Department of Education (SCDE) to the South Carolina Department of Public Safety (SCDPS) effective July 1, 2021 because of proviso 63.9 of the 2021-2022 South Carolina Appropriations Act. The purpose of the SRO Program is to fund full-time certified law enforcement officers to serve as SROs in schools that otherwise would lack the adequate resources to hire their own SROs. The State of South Carolina, the School Districts and the Lexington County Sheriff's Department are working to provide a safe learning environment for the students.

The main functions of the School Resource Officer are law enforcement officer, teacher, and counselor. First, as a law enforcement officer, the SRO maintains a safe and secure environment on the school campus that will be conducive to an educationally stimulating atmosphere and serve as a means of preventing criminal activities and disturbances. Second, as a teacher, the SRO promotes positive attitudes regarding the police role in society and informs the students of their rights and responsibilities as lawful citizens. Third, as a counselor, the SRO establishes a more complete liaison with school personnel and students in a cooperative effort to prevent juvenile delinquency.

The most effective way an SRO can accomplish these goals is to be a positive role model. Students learn from every interaction they have with an SRO. It is essential for an SRO to be a positive role model who endorses high moral standards, uses good judgment and discretion, is consistent and fair, respects all students, and displays a sincere concern for the school community. The SRO must maintain a professional appearance, be visible, accessible, and willing to talk to the students. In addition, the SRO must attend and participate in school activities during both the school year and the summer months; interact positively with the students and the community while addressing their concerns seriously; maintain a relationship with the students' parents by attending PTO meetings and parent conferences; and maintain a relationship with the faculty and school administrators.

The SRO Program funds will be used to pay for the salaries and the fringe benefits of the State funded SROs as well as law enforcement equipment and training. The School Districts will apply for the number of School Resource Officer positions they are seeking. While the grant does not require matching funds, the expenses that are not covered under the grant award will be paid 75% by the School District and the Sheriff's Department will pay 25%.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

		Full Time Equivalent		Total	Grade
Positions		General Fund	Other Fund		
Totals	Senior Deputy	$\frac{1}{1}$	$\frac{0}{0}$	$\frac{1}{1.000}$	SO2

**SECTION VI. C - OPERATING LINE ITEM NARRATIVES**

<b>520110 – OFFICER SAFETY EQUIPMENT</b>	<b>\$ 775</b>
The body camera and the electronic control device are now being combined into an annual service for the two devices to work simultaneously to store information continually. It is a requirement of law enforcement to use the body cameras for recording purpose and the electronic control devices for safety of the officers. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.	
<b>521000 - OFFICE SUPPLIES</b>	<b>\$ 50</b>
Office supplies needed to perform daily job duties. Examples of items purchased from this account include toner cartridges for printers, pens, notebooks, folders, calendars, and general office supplies. The amount budgeted is based on the expenditure projection for this fiscal year.	
<b>521200 - OPERATING SUPPLIES</b>	<b>\$ 50</b>
Operating supplies needed to perform daily job duties. Examples of items purchased from this account include disks, toner, batteries, adapters, photo paper, and items that allow daily job tasks. The amount budgeted is based on the expenditure projection.	
<b>521208 - POLICE SUPPLIES</b>	<b>\$ 50</b>
Police supplies needed to perform daily job duties. Examples of items purchased from this account include pepper gel, flashlights, handcuffs, summons books, holders and batons. The amount budgeted is based on the expenditure projection.	
<b>522300 - VEHICLE REPAIRS &amp; MAINTENANCE</b>	<b>\$ 800</b>
The amount budgeted is based on the projected expenditures for the vehicle.	
<b>524100 - VEHICLE INSURANCE</b>	<b>\$ 615</b>
The budget amount per vehicle is the estimate provided by the County's Risk Manager.	
<b>524101 - COMPREHENSIVE INSURANCE</b>	<b>\$ 250</b>
The budget amount per vehicle is the estimate provided by the County's Risk Manager.	
<b>524201 - GENERAL TORT LIABILITY INSURANCE</b>	<b>\$ 1,637</b>
General tort liability insurance needed for all personnel. There are several liability classifications for the personnel and the amount budgeted is determined by the County's Risk Manager.	
<b>524202 – SURETY BONDS</b>	<b>\$ 10</b>
Surety bonds are due this year and the cost is \$10 per employee. Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2024.	
<b>525004 – WAN SERVICE CHARGES</b>	<b>\$ 469</b>
This account is used to pay connection charges for wide area networks. This includes the mi-fi fee to connect officers when they are not in the main office to access the in-house law enforcement network to obtain and to view critical law enforcement information.	
<b>525021 – SMART PHONE CHARGES</b>	<b>\$ 549</b>
All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response when required. The Smart Phone enables officers to upload photos of evidence to case files to make documentation more efficient. The Smart Phone is new technology that enables data transmissions in addition to the other services available with our current cell phone plan.	

600

**525030 – 800 MHz RADIO SERVICE CHARGES**

1,560  
~~\$ 708~~

The 800 MHz radios are required for communication. This communication enables the Communication Center to convey to officers vital information regarding the call for service.

**525031 – 800 MHz RADIO MAINTENANCE CONTRACTS**

\$ 85

The 800 MHz radios are covered under a maintenance contract that covers repairs and maintenance. The amount budgeted is based on the estimated cost of \$85.00 per radio.

**525041 – E-MAIL SERVICE CHARGES**

\$ 129

E-mail service is a vital tool for communication among all individuals not just within Lexington County.

**525210 – CONFERENCE, MEETING & TRAINING EXPENSE**

\$ 2,200

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 III dispatch personnel (in-service legal updates) and reserve officer (in-service once a month). This reflects in-house training needs required by law and Accreditation standards 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.

(2) Grant Required Trainings are estimated.

**525230 - SUBSCRIPTIONS, DUES & BOOKS**

30  
~~\$ 60~~

Various subscriptions and memberships are needed as they relate to law enforcement statistics, training, and legal updates. These subscriptions and organizational memberships provide information that assist with the daily management, operations, and industry trends.

**525400 – GAS, FUEL & OIL**

\$ 4,183

The budget amount is based on the amount allowed by the grant per officer per year. The grant reimburses the travel amount based on the Federal Mileage Rate.

**525600 – UNIFORMS & CLOTHING**

\$ 500

Uniforms and specialized clothing is worn for safety and quick identification. Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job function. The budget includes the estimated cost for body armor and equipment holders.

**COUNTY OF LEXINGTON  
SCHOOL DISTRICT #5 RESOURCE OFFICERS  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - School District #5 2641:</b>								
<b>Revenues:</b>								
452010	School Crossing Guards	86,988	122,233	127,009	127,009	144,292		
456100	Program Income	574,257	0	827,586	827,586	892,239		
461000	Investment Interest	12	0	0	0			
801000	Op Trn from General Fund/LE	287,439	0	275,862	275,862	297,413		
<b>** Total Revenue</b>		<u>948,696</u>	<u>122,233</u>	<u>1,230,457</u>	<u>1,230,457</u>	<u>1,333,944</u>		
<b>***Total Appropriation</b>					1,419,203	<u>1,299,139</u>		
CONTINGENCY Unused								
FUND BALANCE Beginning of Year								
					<u>285,754</u>	<u>97,008</u>	<u>97,008</u>	<u>97,008</u>
FUND BALANCE - Projected End of Year								
					<u>97,008</u>	<u>131,813</u>	<u>97,008</u>	<u>97,008</u>

The school resource officer program is funded 75% by the school district and 25% by the Lexington County Sheriff's Department.  
The school crossing guard program is funded 100% by the school district on a reimbursement basis plus an administrative fee.

**COUNTY OF LEXINGTON  
SCHOOL DISTRICT #5 RESOURCE OFFICERS  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2641  
Division: Law Enforcement  
Organization: 151202 - LE/School Resource Officers

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
					2023-24 Requested	2023-24 Recommend
<b>Personnel</b>						
510100	Salaries & Wages - 13	469,501	192,649	591,437	669,503	
510199	Special Overtime	33,961	12,894	34,419	24,689	
510300	Part Time	3,570	0	0	0	
511112	FICA - Employer's Portion	36,655	15,084	47,878	53,106	
511114	Police Retirement - Employer's Portion	84,271	31,571	132,932	147,446	
511120	Employee Insurance - 13	101,400	50,700	101,400	101,400	
511130	Workers Compensation	17,533	7,126	21,655	24,019	
511214	PORS - Employer Portion (Retiree)	8,325	5,572	0	0	
519999	Personnel Contingency	0	0	23,483	33,475	
<b>* Total Personnel</b>		<b>755,216</b>	<b>315,596</b>	<b>953,204</b>	<b>1,053,638</b>	
<b>Operating Expenses</b>						
520110	Officer Safety Equipment	32,497	0	42,900	33,228	
520233	Towing Service	0	0	270	0	
521000	Office Supplies	0	0	0	0	
521200	Operating Supplies	0	0	0	0	
521208	Police Supplies	0	0	720	650	
522300	Vehicle Repairs & Maintenance	6,856	3,515	18,395	6,400	
524100	Vehicle Insurance - 13	8,699	7,380	7,995	4,920	
524101	Comprehensive Insurance - 12	1,847	1,230	1,904	1,750	
524201	General Tort Liability Insurance	19,192	0	18,602	21,281	
524202	Surety Bonds - 13	0	0	0	130	
525004	WAN Service Charges	5,930	2,281	6,084	6,084	
525021	Smart Phone Charges	7,020	2,700	7,800	7,020	
525030	800 MHz Radio Service Charges - 13	9,139	3,632	9,912	9,204	
525031	800 MHz Radio Maintenance Contracts	790	818	1,105	1,105	
525041	E-mail Service Charges - 13	1,043	312	1,677	1,677	
525210	Conference, Meeting & Training Expense	440	280	1,820	1,820	
525230	Subscriptions, Dues, & Books	360	180	390	780	
525400	Gas, Fuel, & Oil	19,345	10,140	20,826	33,464	
525600	Uniforms & Clothing	4,872	2,298	8,544	6,501	
529903	Contingency	0	0	216,331	0	
<b>* Total Operating</b>		<b>118,030</b>	<b>34,766</b>	<b>365,275</b>	<b>136,014</b>	
<b>** Total Personnel &amp; Operating</b>		<b>873,246</b>	<b>350,362</b>	<b>1,318,479</b>	<b>1,189,652</b>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	0	1,300	0	
540010	Minor Software	0	0	0	0	
	All Other Equipment	48,085	0	0	0	
<b>** Total Capital</b>		<b>48,085</b>	<b>0</b>	<b>1,300</b>	<b>0</b>	
<b>*** Total Budget Appropriation</b>		<b>921,331</b>	<b>350,362</b>	<b>1,319,779</b>	<b>1,189,652</b>	



**COUNTY OF LEXINGTON  
SCHOOL DISTRICT #5 RESOURCE OFFICERS  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2641  
Division: Law Enforcement  
Organization: 151250 - School Crossing Guards

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
					2023-24 Requested	2023-24 Recommend
<b>Personnel</b>						
510300	Part Time - (LS)	65,030	29,769	72,328	80,712	
511112	FICA - Employer's Portion	4,996	2,316	5,533	6,174	
511113	State Retirement - Employer's Portion	10,263	4,675	11,977	14,980	
511130	Workers Compensation	2,083	966	2,141	2,389	
511131	S.C. Unemployment	0	0	0	0	
511213	SCRS - Employer's Portion (Retiree)	0	0	0	0	
519999	Personnel Contingency	0	0	2,759	0	
<b>* Total Personnel</b>		<b>82,372</b>	<b>37,726</b>	<b>94,738</b>	<b>104,255</b>	
<b>Operating Expenses</b>						
521209	School Patrol Supplies	0	0	1,650	1,800	
524201	General Tort Liability Insurance	3,068	0	2,970	3,240	
524202	Surety Bonds	0	0	0	120	
525100	Postage	50	6	66	72	
<b>* Total Operating</b>		<b>3,118</b>	<b>6</b>	<b>4,686</b>	<b>5,232</b>	
<b>** Total Personnel &amp; Operating</b>		<b>85,490</b>	<b>37,732</b>	<b>99,424</b>	<b>109,487</b>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	0	0	0	
540010	Minor Software	0	0	0	0	
	All Other Equipment	0	0	0	0	
<b>** Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>*** Total Budget Appropriation</b>		<b>85,490</b>	<b>37,732</b>	<b>99,424</b>	<b>109,487</b>	

## SECTION V. - PROGRAM OVERVIEW

The Lexington County Sheriff's Department provides contracted services for school resource officers (SROs) and school crossing guards. The School Resource Officer program provides for the safety and the security of the students in every high school, most middle schools, and some elementary schools in all of Lexington County's school districts. School Crossing Guards ensure the safety of our children during arrival and departure from school. Not all schools in Lexington County have a school crossing guard and in school district two, the municipalities provide the crossing guards. 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 and Lexington County experiences an increase of school related incidents such as gang and drug activity. The presence of law enforcement officers in the schools should deter such criminal activity and the presence of school crossing guards assist with slowing traffic to allow the students to arrive and depart school safely.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
<b>Law Enforcement/Administration:</b>					
Senior Deputy	<u>13</u>	<u>          </u>	<u>13</u>	<u>13</u>	SO2
Totals	13	0	13	13.000	

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**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**520110 – OFFICER SAFETY EQUIPMENT \$ 33,228**

This account is for the department's maintenance plan for an electronic control device and body camera. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.

**520233 – TOWING SERVICE \$ 0**

Towing services have not been needed for this organization in several years.

**521208 – POLICE SUPPLIES \$ 650**

Officers need items such as handcuffs, pepper spray, ASP batons, restraints, leg irons, transport belts, summons books etc. to perform daily job duties. Some of these items are not replaced on a regular basis, so expenditures vary from year to year. The amount budgeted is based on the expenditure projection for this fiscal year.

**522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 6,400**

The amount budgeted is based estimated expenditures for the current fiscal year. The extraordinary maintenance includes transmission overhauls, rear end replacements, and deer collisions. The budget amount is prorated equally among all vehicles assigned to the organization.

**524100 - VEHICLE INSURANCE \$ 4,920**

The budget amount is the estimate provided by the County's Risk Manager. Please see the vehicle detail schedule in the appendixes for cost allocation.

**524101 – COMPREHENSIVE INSURANCE \$ 1,750**

Comprehensive insurance was placed on the school resource officer vehicles. The County's Risk Manager recommends the budget amount.

**524201 - GENERAL TORT LIABILITY INSURANCE \$ 21,281**

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The amount per law enforcement officer is \$1,637 annually.

**524202 – SURETY BONDS \$ 130**

Surety bonds are due this year with at a cost of \$10 per officer. Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2027.

**525004 – WAN SERVICE CHARGES \$ 6,084**

This account is used to pay connection charges for wide area networks. This enables connections to the Records Management System. The annual cost per deputy is \$468.

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**525021 – SMART PHONE CHARGES** **\$ 7,020**

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response when required. The Smart Phone enables data transmissions in addition to the other services available with our current cell phone plan and can will replace the point and shoot camera currently issued to deputies. The annual cost per deputy is \$540.

**525030 – 800 MHz RADIO SERVICE CHARGES** **\$ 9,204**

The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation. This includes service for one in-car radio.

**525031 – 800 MHz RADIO MAINTENANCE CHARGES** **\$ 1,105**

The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation. This does not include the cost for one new in-car radio.

**525041 – E-MAIL SERVICE CHARGES** **\$ 1,677**

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The annual charge is \$129 per account.

**525210 – CONFERENCE, MEETING & TRAINING EXP.** **\$ 1,820**

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The certification class is \$140 per officer through SCCJA.

**525230 – SUBSCRIPTIONS, DUES, & BOOKS** **\$ 780**

The certified law enforcement officer dues for the South Carolina Law Enforcement Association and Sheriff's Association are paid from this account. The cost for both dues per officer per year is \$60.

**525400 - GAS, FUEL, AND OIL** **\$ 33,464**

The budget amount is based on the projected expenditures for the current fiscal year. The budget amount is prorated equally among all vehicles assigned to the organization. Individual vehicle costs are not calculated due to reassignment of vehicles with different job functions. The reassignment allows for efficient utilization of all fleet vehicles.

**525600 – UNIFORMS AND CLOTHING** **\$ 6,501**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms once a year, replacement body armor every 5 years, boots every other year. The items needed this year are as follows:

- (24) replacement uniforms \$100 each - \$2,400
- (12) pairs of boots \$100 each - \$1,200
- (3 replacement body armors \$967 each - \$2,901

**LEXINGTON COUNTY SHERIFF'S DEPARTMENT  
SCHOOL CROSSING GUARD COSTS  
SCHOOL DISTRICT 5  
2022-23**

	Nursery Road Elementary @ Nursery & Goldstone		Crossroads Intermediate & Middle @ St. Andrews & Doe		Seven Oaks Elementary @ Ashland Road & School		Seven Oaks Elementary @ Eastlawn & Woodland Hills W		Harbison West		Leaphart Elementary @Piney Grove & Harmony		Chapin Elementary & Intermediate @Front of School		Nursery Road Elementary @Nursery Hill & Shadowood		Total for District
	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	12
Number of Guards	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	12
AM Start Time	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:15	7:00	7:00	7:00	7:00	7:00	
AM End Time	8:00	8:30	8:00	8:30	8:00	8:00	8:30	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	9:00	
AM Total Hours	1.00	1.50	1.00	1.50	1.00	1.00	1.50	1.00	1.00	0.75	1.00	1.00	1.00	1.00	2.00	2.00	10.75
PM Start Time	14:15	14:00	14:15	14:15	14:15	14:15	14:45	14:15	14:30	14:30	14:30	14:15	14:15	14:15	14:15	14:15	
PM End Time	15:15	16:15	15:15	16:15	15:15	15:15	16:15	16:15	15:30	15:30	15:15	15:15	15:15	15:15	16:15	16:15	
PM Total Hours	1.00	2.25	1.00	2.00	1.00	1.00	1.50	1.00	1.00	0.75	1.00	1.00	1.00	1.00	2.00	2.00	11.50
Daily Total Hours	2.00	7.50	2.00	4.00	2.00	2.00	3.00	2.00	2.00	3.00	3.00	2.00	2.00	2.00	4.00	4.00	29.50
Total Annual Days	180	180	180	180	180	180	180	180	180	180	180	180	180	180	180	180	
Total Annual Hours	360.00	1,350.00	360.00	720.00	360.00	720.00	540.00	360.00	360.00	540.00	540.00	360.00	360.00	360.00	720.00	720.00	5,310.00
Hourly Rate	\$ 15.20	\$ 15.20	\$ 15.20	\$ 15.20	\$ 15.20	\$ 15.20	\$ 15.20	\$ 15.20	\$ 15.20	\$ 15.20	\$ 15.20	\$ 15.20	\$ 15.20	\$ 15.20	\$ 15.20	\$ 15.20	
Total Base Salary	\$ 5,472.00	\$ 20,520.00	\$ 5,472.00	\$ 10,944.00	\$ 5,472.00	\$ 10,944.00	\$ 8,208.00	\$ 5,472.00	\$ 5,472.00	\$ 8,208.00	\$ 8,208.00	\$ 5,472.00	\$ 5,472.00	\$ 5,472.00	\$ 10,944.00	\$ 10,944.00	\$ 80,712.00
FICA 7.65%	\$ 418.61	\$ 1,569.78	\$ 418.61	\$ 837.22	\$ 418.61	\$ 837.22	\$ 627.91	\$ 418.61	\$ 418.61	\$ 627.91	\$ 627.91	\$ 418.61	\$ 418.61	\$ 418.61	\$ 837.22	\$ 837.22	\$ 6,174.48
SCRS 18.56%	\$ 1,015.60	\$ 3,808.51	\$ 1,015.60	\$ 2,031.21	\$ 1,015.60	\$ 2,031.21	\$ 1,523.40	\$ 1,015.60	\$ 1,015.60	\$ 1,523.40	\$ 1,523.40	\$ 1,015.60	\$ 1,015.60	\$ 1,015.60	\$ 2,031.21	\$ 2,031.21	\$ 14,980.13
Workers Comp 2.96%	\$ 161.97	\$ 607.39	\$ 161.97	\$ 323.94	\$ 161.97	\$ 323.94	\$ 242.96	\$ 161.97	\$ 161.97	\$ 242.96	\$ 242.96	\$ 161.97	\$ 161.97	\$ 161.97	\$ 323.94	\$ 323.94	\$ 2,389.07
General Tort \$270 / SCG	\$ 270.00	\$ 540.00	\$ 270.00	\$ 540.00	\$ 270.00	\$ 540.00	\$ 270.00	\$ 270.00	\$ 270.00	\$ 540.00	\$ 540.00	\$ 270.00	\$ 270.00	\$ 270.00	\$ 270.00	\$ 270.00	\$ 3,240.00
Postage \$6 / SCG	\$ 6.00	\$ 12.00	\$ 6.00	\$ 12.00	\$ 6.00	\$ 12.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 12.00	\$ 12.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 72.00
Surety Bonds \$10.00 / SCG	\$ 10.00	\$ 20.00	\$ 10.00	\$ 20.00	\$ 10.00	\$ 20.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 20.00	\$ 20.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 120.00
Estimated \$150 / SCG	\$ 150.00	\$ 300.00	\$ 150.00	\$ 300.00	\$ 150.00	\$ 300.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 300.00	\$ 300.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 1,800.00
Admin Fee \$2,900.36 / SCG	\$ 2,900.36	\$ 5,800.72	\$ 2,900.36	\$ 5,800.72	\$ 2,900.36	\$ 5,800.72	\$ 2,900.36	\$ 2,900.36	\$ 2,900.36	\$ 5,800.72	\$ 5,800.72	\$ 2,900.36	\$ 2,900.36	\$ 2,900.36	\$ 2,900.36	\$ 2,900.36	\$ 34,804.32
<b>Total Cost to District</b>	<b>\$ 10,404.54</b>	<b>\$ 33,178.40</b>	<b>\$ 10,404.54</b>	<b>\$ 20,809.09</b>	<b>\$ 10,404.54</b>	<b>\$ 20,809.09</b>	<b>\$ 13,938.63</b>	<b>\$ 10,404.54</b>	<b>\$ 10,404.54</b>	<b>\$ 17,274.99</b>	<b>\$ 17,274.99</b>	<b>\$ 10,404.54</b>	<b>\$ 10,404.54</b>	<b>\$ 10,404.54</b>	<b>\$ 17,472.73</b>	<b>\$ 17,472.73</b>	<b>\$ 144,292.00</b>

**SECTION V. – PROGRAM OVERVIEW**

School Crossing Guards ensure the safety of our children during arrival and departure from school. Lexington County School District's # 1, #3, and #5 have requested school crossing guards. The school crossing guards are hired and maintained by the Lexington County Sheriff's Department and substitutes on an as needed basis. The school districts pay 100% of the cost associated with scheduled hours for school crossing guards as well as an administrative fee that covers our cost for management of the program.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
School Crossing Guard	12		2.55	2.55	101 L/S
Totals	12	0	2.55	2.55	



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**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**521209 – SCHOOL PATROL SUPPLIES \$ 1,800**

Supplies such as vests, signs, lights, rain gear, 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 \$ 3,240**

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budgeted amount is 5% above current FY expenditure (\$3,222), as recommended by the County's Risk Manager.

**524202 – SURETY BONDS \$ 120**

Surety bonds will be paid this year and the cost is \$10 per employee. Surety bonds are paid every 3 fiscal years and will not be paid again until fiscal year 2024.

**525100 – POSTAGE \$ 72**

Postage is required for the bi-weekly mailing of the payroll deposit amounts to the school crossing guards. Most school crossing guards obtain their payroll information via the internet and the mailing of this information is no longer needed.

**COUNTY OF LEXINGTON**  
**LE/SCHOOL DISTRICT 5 (2641) - NEW PROGRAM REDUCTION OF (1) SENIOR DEPUTY**  
**Annual Budget**  
**FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*L/E - School District #5 2641:</b>							
<b>Revenues:</b>							
456100	Program Income	0	0	0	(64,249)		
461000	Investment Interest	0	0	0	0		
801000	Op Trn from General Fund/LE	0	0	0	(21,416)		
	<b>** Total Revenue</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(85,665)</u>	<u>0</u>	<u>0</u>
	<b>***Total Appropriation</b>			0	0	0	0
	<b>FUND BALANCE</b>						
	Beginning of Year			<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>FUND BALANCE - Projected</b>						
	End of Year			<u>0</u>	<u>(85,665)</u>	<u>0</u>	<u>0</u>

The school resource officer program is funded 75% by the school district and 25% by the Lexington County Sheriff's Department.

**COUNTY OF LEXINGTON**  
**LE/SCHOOL DISTRICT 5 (2641) - NEW PROGRAM REDUCTION OF (1) SENIOR DEPUTY**  
**Annual Budget**  
**FY 2023-24 Estimated Revenue**

Fund: LE/School District 5 (2641)  
Division: Law Enforcement  
Organization: School Resource Officers (75/25) 151202

		<b>POSN 001869 - MOVE TO 2633-151202</b>	<b>BUDGET</b>		
Object Code	Expenditure Classification	<b>(1) Senior Deputy Pay Band SO2</b>	2023-24 Requested	2023-24 Recommend	2023-24 Approved
	<b>Personnel</b>				
510100	Salaries & Wages		(46,889)		
510199	Special Overtime		(833)		
511112	FICA Cost - 7.65%		(3,587)		
511114	Police Retirement - 21.24%		(9,959)		
511120	Insurance Fund Contribution - \$7,800		(7,800)		
511130	Workers Compensation .0346		(1,622)		
519999	Personnel Contingency		(2,344)		
	<b>* Total Personnel</b>		<b>(73,034)</b>	-	
	<b>Operating Expenses</b>				
520110	Officer Safety Equipment		(2,556)		
522300	Vehicle Repairs & Maintenance		(800)		
524100	Vehicle Insurance		(615)		
524201	General Tort Liability Insurance		(1,637)		
524202	Surety Bonds -		(10)		
525004	WAN		(468)		
525021	Smart Phone Charges		(540)		
525030	800 MHz Radio Service Charges		(708)		
525031	800 MHz Radio Contracted Maintenance		(85)		
525041	E-mail Service Charges		(129)		
525210	Conference & Meeting Expense		(140)		
525230	Subscriptions, Dues, & Books		(60)		
525400	Gas, Fuel & Oil		(4,183)		
525600	Uniforms & Clothing		(700)		
	<b>* Total Operating</b>		<b>(12,631)</b>	-	
	<b>** Total Personnel &amp; Operating</b>		<b>(85,665)</b>	-	
	<b>Capital</b>				
	<b>** Total Capital</b>		-	-	
	<b>*** Total Budget Appropriation</b>		<b>(85,665)</b>	-	

### SECTION V. - PROGRAM OVERVIEW

The Lexington County Sheriff's Department provides contracted services for school resource officers (SROs). The School Resource Officer program provides for the safety and the security of the students in every high school, most middle schools, and some elementary schools in all of Lexington County's 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 and Lexington County experiences an increase of school related incidents such as gang and drug activity. The presence of law enforcement officers in the schools should deter such criminal activity. The school district pays 75% of the cost associated with the school resource officer program and the Lexington County Sheriff's Department pays 25% of the cost associated with the program.

The Lexington County Sheriff's Department has begun transitioning to municipality staffed school resource officers in all schools within a municipality's jurisdiction. The Town of Irmo has staffed Irmo Elementary School with a school resource officer from Irmo Police Department. The SRO position assigned to that school is vacant and can be used in a different school district. This budget request is transferring the vacant position to Lexington County School District One. The transfer of this position will move us closer to the objective of having a school resource officer in every school.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

Delete	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
<b>Law Enforcement/School Resource Officers 75/25 (2641-151202)</b>					
Senior Deputy	1		1	1.00	SO2

**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**520110 – OFFICER SAFETY EQUIP MAINT PLAN** **(\$ 2,556)**

This account is used to pay for the maintenance cost associated with the body cameras and electronic control devices.

**522300 - VEHICLE REPAIRS & MAINTENANCE** **(\$ 800)**

Charges are prorated across all vehicles due to reassignment which allows for efficient utilization of all fleet vehicles. The amount budgeted for new/additions to the fleet is slightly less than vehicles already in service due to the ordering/receiving process.

**524100 - VEHICLE INSURANCE** **(\$ 615)**

The budget amount per vehicle is the estimate provided by the County's Risk Manager.

**524201 – GENERAL TORT LIABILITY INSURANCE** **(\$ 1,637)**

General tort liability insurance amounts are based on the liability classification of personnel. The budget amount is the recommendation of the County's Risk Manager.

**524202 – SURETY BONDS** **(\$ 10)**

Surety bonds are due this year and will not be paid again until FYE 2027. The cost per employee is \$10.

**525004 – WAN SERVICE CHARGES** **(\$ 468)**

This account is used to pay connection charges for wide area networks. These connections allow all of the satellite offices to communicate with the network server at headquarters.

**525021 – SMART PHONE CHARGES** **(\$ 540)**

The Smart Phone enables data transmissions in addition to the other services available with our current cell phone.

**525030 – 800MHZ RADIO SERVICE CHARGES** **(\$ 708)**

The 800 MHz radios are required for communication

**525031 – 800MHZ RADIO CONTRACTED MAINTENANCE** **(\$ 85)**

The 800 MHz radios are required for communication

**525041 – E-MAIL SERVICE CHARGES** **(\$ 129)**

E-mail service is a vital tool for communication among all individuals not just within Lexington County.

**525210 – CONFERENCE, MEETING & TRAINING EXP.** **(\$ 140)**

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The certification class is \$140 per officer through SCCJA. The budget amount per officer is \$140.

**525230 – SUBSCRIPTIONS, DUES & BOOKS** **(\$ 60)**

These subscriptions and organizational memberships provide information that assist with the daily management, operations, and industry trends. Membership to the SCLEOA and the Sheriff's Association are estimated at \$60.

**525400 - GAS, FUEL & OIL** **(\$ 4,183)**

Gas, fuel and oil charges are prorated across all vehicles due to reassignment which allows for efficient utilization of all fleet vehicles. The amount budgeted for new/additions to the fleet is slightly less than vehicles already in service due to the ordering/receiving process.

**525600 – UNIFORMS & CLOTHING**

**(\$ 700)**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms once a year. The number of uniforms ordered depends on the job function. This account is also used to purchase body armor, and boots.

**COUNTY OF LEXINGTON  
LAW ENFORCEMENT OFF DUTY PROGRAM  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru June 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>* L/E - Off Duty Program 2647:</b>								
<b>Revenues:</b>								
438730	Administration Fee	102,597	42,961	88,477	88,477	80,100		
438731	Vehicle Use Fee	0	0	7,643	7,643	16,020		
<b>** Total Revenue</b>		<u>102,597</u>	<u>42,961</u>	<u>96,120</u>	<u>96,120</u>	<u>96,120</u>		
<b>***Total Appropriation</b>					<u>102,828</u>	<u>75,327</u>		
FUND BALANCE								
Beginning of Year					<u>173,511</u>	<u>166,803</u>	<u>166,803</u>	<u>166,803</u>
FUND BALANCE - Projected								
End of Year					<u>166,803</u>	<u>187,596</u>	<u>166,803</u>	<u>166,803</u>



**COUNTY OF LEXINGTON**  
**LAW ENFORCEMENT OFF DUTY PROGRAM**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund: 2647  
Division: Law Enforcement  
Organization: 151105 - LE/Support Services

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<i>BUDGET</i>	
						2023-24 Recommend	2023-24 Approved
<b>Personnel</b>							
510100	Salaries & Wages - 1	48,654	25,913	51,178	57,793		
510200	Overtime	2,514	1,298	0	0		
511112	FICA - Employer's Portion	3,596	1,931	3,915	4,421		
511113	State Retirement - Employer's Portion	8,073	4,344	9,499	1,073		
511120	Insurance Fund Contribution - 1	7,800	3,900	7,800	7,800		
511130	Workers Compensation	159	85	159	179		
519999	Personnel Contingency	0	0	1,943	2,890		
	<b>* Total Personnel</b>	<b>70,796</b>	<b>37,471</b>	<b>74,494</b>	<b>74,156</b>		
<b>Operating Expenses</b>							
521000	Office Supplies	0	0	200	200		
524201	General Tort Liability Insurance	38	0	40	40		
524202	Surety Bonds - 1	0	0	0	10		
525000	Telephone	0	0	252	252		
525021	Smart Phone Charges	540	225	600	540		
525041	E-mail Service Charges - 1	129	54	129	129		
529903	Contingency	0	0	27,113			
	<b>* Total Operating</b>	<b>707</b>	<b>279</b>	<b>28,334</b>	<b>1,171</b>		
	<b>** Total Personnel &amp; Operating</b>	<b>71,503</b>	<b>37,750</b>	<b>102,828</b>	<b>75,327</b>		
<b>Capital</b>							
540000	Small Tools & Minor Equipment	0	0	0	0		
540010	Minor Software	0	0	0	0		
	All Other Equipment	0	0	0	0		
	<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>*** Total Budget Appropriation</b>	<b>71,503</b>	<b>37,750</b>	<b>102,828</b>	<b>75,327</b>		

### **SECTION V. - PROGRAM OVERVIEW**

The off duty program is a special revenue fund that is responsible for the costs associated with scheduling all employment assignments, preparing agreements, and assisting vendors with their set up in the software program, along with the liaison and technical support for the deputies and vendors as it relates to operation of the software.

**SECTION VI.A. - LISTING OF REVENUE**

**438730 – ADMINISTRATION FEE**

**\$ 80,100**

The revenue generated will cover the cost of the Human Resource Specialist position managing the program. This allows the program to be self-sustaining without additional cost to the LCSD. The number of hours worked varies significantly so the revenue is estimated based on the average of revenue for fiscal year 2020, revenue for fiscal year 2021, and the projected revenue for fiscal year 2022 based on actual collections for six months.

The vendor requesting the extra duty hours pays \$42 per hour broken down as follows:

- \$35.00 is paid directly to the deputies
- \$ 6.00 covers the cost of the position and provides additional funds
- \$ 1.00 is reimbursed to the County for vehicle costs.

**438731 – VEHICLE USE FEE**

**\$ 16,020**

The vendor requesting the extra duty also pays a vehicle use fee. This is reimbursement for use of the vehicle.

The vendor requesting the extra duty hours pays \$42 per hour broken down as follows:

- \$35.00 is paid directly to the deputies
- \$ 6.00 covers the cost of the position and provides additional funds
- \$ 1.00 is reimbursed to the County for vehicle costs.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
<b>Law Enforcement/Support Services:</b>					
Project Coordinator	$\frac{1}{1}$	$\frac{0.000}{0.000}$	$\frac{1}{1}$	$\frac{1}{1}$	208
Totals					

**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**521000 - OFFICE SUPPLIES**

**\$ 200**

Office supplies are obtained from the Human Resources division of LCSD. This position is assigned to HR.

**524201 - GENERAL TORT LIABILITY INSURANCE**

**\$ 40**

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is 5% more than the current fiscal year's expenditure (\$38), as recommended by the County's Risk Manager.

**524202 - SURETY BONDS**

**\$ 10**

The next surety bond will be paid in FYE 2027.

**525000 - TELEPHONE**

**\$ 252**

The landline being used by this position is assigned to HR and paid from LCSD's HR budget.

**525021 - SMART PHONE CHARGES**

**\$ 540**

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones and pagers are required for immediate response when required. The Smart Phone is new technology that enables data transmissions in addition to the other services available with our current cell phone plan.

**525041 - E-MAIL SERVICE CHARGES**

**\$ 129**

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The current cost is \$10.75 per user per month.

**COUNTY OF LEXINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>* Community Development Block Grant 2400:</b>								
<b>Revenues:</b>								
456100	Program Income	32,328	14,451	33,978	33,978	33,978		
456101	Program Income (Note Receivable)	(32,328)	0	0	0			
457000	Federal Grant Income	2,088,010	534,765	1,865,909	1,865,909	1,865,909		
461150	Interest Income - Notes	1,651	0	0	0			
801000	Op Trm from General Fund	49,378	49,378	49,378	49,378	50,000		
<b>**Total Revenue</b>		<u>2,139,039</u>	<u>598,594</u>	<u>1,949,265</u>	<u>1,949,265</u>	<u>1,949,265</u>		
<b>***Total Appropriation</b>					<u>4,278,079</u>			
<b>FUND BALANCE</b>								
Beginning of Year					<u>405,316</u>	<u>(1,923,498)</u>	<u>(1,923,498)</u>	<u>(1,923,498)</u>
<b>FUND BALANCE - Projected</b>								
End of Year					<u>(1,923,498)</u>	<u>25,767</u>	<u>(1,923,498)</u>	<u>(1,923,498)</u>

**COUNTY OF LEXINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2400  
Division: : Community Development  
Organization: 181200 - Community Development Administration

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
				2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Personnel</b>					
510100 Salaries & Wages - 4	182,085	79,171	212,689	212,689	
510200 Overtime	58	0	0		
511112 FICA - Employer's Portion	13,138	5,748	16,271	16,271	
511113 State Retirement - Employer's Portion	28,471	12,369	37,348	39,475	
511120 Employee Insurance - 4	27,950	13,000	31,200	35,100	
511130 Workers Compensation	565	246	659	659	
<b>* Total Personnel</b>	<b>252,267</b>	<b>110,534</b>	<b>298,167</b>	<b>304,194</b>	
<b>Operating Expenses</b>					
520300 Professional Services	0	0	85,328	0	
520400 Advertising & Publicity	2,682	288	5,118	2,700	
520500 Legal Services	805	2,612	4,292	4,200	
520510 Interpreting Services	0	0	130	130	
520800 Outside Printing	0	0	2,000	1,000	
521000 Office Supplies	2,919	1,997	3,500	3,500	
521100 Duplicating	1,833	328	2,110	2,326	
521200 Operating Supplies	(146)	0	0	0	
524000 Building Insurance	68	68	70	70	
524201 General Tort Liability Insurance	263	0	291	291	
524202 Surety Bonds	0	0	0	28	
525000 Telephone	1,446	716	1,205	1,084	
525021 Smart Phone Charges - 3	1,563	784	1,620	1,620	
525041 E-mail Service Charges - 4	430	183	516	581	
525100 Postage	920	189	900	600	
525110 Other Parcel Delivery Services	0	0	250	250	
525210 Conference, Meeting & Training Expense	2,749	4,276	6,000	3,784	
525230 Subscriptions, Dues, & Books	850	2,750	3,000	3,000	
525240 Personal Mileage Reimbursement	0	0	450	504	
525250 Motor Pool Reimbursement	728	32	500	560	
525300 Util / Administration Building	2,185	1,244	2,100	2,100	
529903 Contingency	0	0	4,330	4,200	
529950 Indirect Costs	19,976	3,697	20,000	20,000	
<b>* Total Operating</b>	<b>39,271</b>	<b>19,164</b>	<b>143,710</b>	<b>52,528</b>	
<b>** Total Personnel &amp; Operating</b>	<b>291,538</b>	<b>129,698</b>	<b>441,877</b>	<b>356,722</b>	
<b>Capital</b>					
540000 Small Tools & Minor Equipment	194	0	250	250	
540010 Minor Software	5,670	7,560	8,116	8,116	
All Other Equipment	0	0	0		
<b>** Total Capital</b>	<b>5,864</b>	<b>7,560</b>	<b>8,366</b>	<b>8,366</b>	
<b>*** Total Budget Appropriation</b>	<b>297,402</b>	<b>137,258</b>	<b>450,243</b>	<b>365,088</b>	

**COUNTY OF LEXINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2400  
Division: Community Development  
Organization - 181201 Community Development Projects

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Operating Expenses</b>						
529903 Contingency	0	0	189,418	0		
534404 Midlands Housing Alliance, Inc.	68,756	86,955	87,941	70,384		
537119 Minor Housing Repair Program	21,145	0	68,708	0		
537180 HOME Program Project Delivery	56,800	10,925	23,648	18,000		
537192 Acquisition/Affordable Housing	0	0	2,717	0		
537194 State Street Sewer Line	38,745	0	73,075	0		
537209 BLEC Roof Replacement	0	0	5,982	0		
537213 ICRC Afternoon Adventures	103,096	16,153	101,615	77,000		
537216 Central SC Habitat for Humanity	0	0	164,294	0		
537217 Joint Municipal Water and Sewer	0	0	786,548	387,450		
537232 ICRC Athletic Scholarship	26,237	9,515	25,000	22,000		
537241 Arc of the Midlands Job Training	5,344	0	0	0		
537243 Harvest Hope Diabetic Food Pantry	60,000	0	0	0		
537245 Lexington County Fire Services	98,729	0	165,224	326,899		
537246 Town of Batesburg-Leesville Pump Station	0	0	4,046	0		
537249 West Columbia Sewer Upgrades	0	378,422	483,960	0		
537250 Boys & Girls Club of America	54,000	4,729	58,000	58,000		
537255 Town of Batesburg-Leesville Chemical Feed	644,392	0	458,201	307,821		
537256 CMRTA Bus Shelters	4,230	0	63,211	0		
537260 City of Cayce - Fire Ladder Truck	600,000	0	0	0		
537261 BLEC Bathroom Renovations	70,232	342,772	364,768	0		
537272 Town of Springdale - Sidewalk	0	0	53,250	0		
537273 Lex School District #1 - Sensory Room	5,168	14,380	20,832	0		
537282 West Columbia Mill Village	0	0	385,000	0		
537283 BLEC Gym Renovation	0	0	212,398	0		
537284 Harvest Hope Food Distribution Site	0	0	30,000	0		
Lex School District 1-Rehab Kitchen				194,651		
ICRC Palmetto Enrichment				18,616		
Palmetto Place Children and Youth Srvc				20,000		
<b>* Total Operating</b>	<b>1,856,874</b>	<b>863,851</b>	<b>3,827,836</b>	<b>1,500,821</b>		
<b>** Total Personnel &amp; Operating</b>	<b>1,856,874</b>	<b>863,851</b>	<b>3,827,836</b>	<b>1,865,909</b>		
<b>Capital</b>						
540010 Minor Software	0	0	0	0		
All Other Equipment	0	0	0	0		
<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>1,856,874</b>	<b>863,851</b>	<b>3,827,836</b>	<b>1,865,909</b>		



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## SECTION V - PROGRAM OVERVIEW

### Summary of Programs:

**Program 1 – Community Development Block Grant (CDBG) Program**

**Program 2 – County-wide Title VI Compliance**

### Program 1 Objectives:

The objectives of the Community Development Block Grant (CDBG) Program are to primarily assist low- and moderate-income (LMI) persons in securing decent housing, suitable living environments and expanded economic opportunities. Every project and activity funded through the CDBG Program must meet one of three national objectives: principally benefit LMI persons, aid in the elimination of slums and blight, and/or meet an urgent or unanticipated need.

The staff of the County's CDBG Program carries out these objectives through administration, implementation and oversight of the Program as established through the regulations of the United States Department of Housing and Urban Development (HUD). These responsibilities include the following:

- Ensuring compliance with applicable regulations
- Maintaining records and files
- Preparing plans and reports
- Managing infrastructure construction and other projects following federal and County guidelines
- Developing and monitoring annual program and individual project budgets
- Analyzing feasibility of potential projects
- Monitoring federal guidelines and recommending changes to program as needed

The Grants Manager, Grants Administrator, Housing Program Coordinator and DPA/Grant Assistant manage the administration of the CDBG Program. The staff works closely with many different groups and individuals to achieve the objectives of the program and successfully implement projects. Community Planning and Development (CPD) Notice 92-19 allows for CDBG funds to be expended for program administrative costs, as defined at 24 CFR 570.206(a), (b), and (e), of the Home Investment Partnership Program (HOME). Accordingly, the CDBG Program operating budget includes some operating expenses for the HOME Program.

### Program 2 Objectives:

The Civil Rights Act of 1964 includes a provision named "Title VI," which prohibits discrimination in the access of County programs, activities, services, etc., on the basis of race, color, national origin, sex, disability, and age. As a recipient of federal funding, the County is required to create a Title VI Compliance Plan and must designate a Title VI Coordinator. Through the Title VI Compliance Plan, the County is required to ensure that public funds are not spent in a way that encourages, subsidizes, or results in discrimination. Additionally, the County must reasonably ensure that programs, services, and facilities are accessible to citizens with disabilities and other barriers.

The County's Title VI Compliance Plan includes: Civil Rights resources, training for county grant managers on Title VI requirements, public notification and outreach, data collection systems, complaint processing in conducted programs, program availability and accessibility to persons with disability, service to limited English proficiency persons, preparing annual reports on county-wide Title VI compliance.

## SECTION VI – LINE ITEM NARRATIVES

**SECTION VI. A**

**SUMMARY OF REVENUES**

**457000 – FEDERAL GRANT INCOME** **\$1,865,909**

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 not notified the County of its allocation for FY 2016-17. At the time of budget preparation, HUD has recommended using the previous year's allocation of \$1,790,054 for planning purposes. The CDBG Program has approximately \$135,000 in uncommitted funds that will be included when making project awards for the FY 2020-20 budgets. The uncommitted funds are from awarded projects that were completed under budget. No other revenues are anticipated.

**801000 – GENERAL FUND** **\$50,000**

The Title VI Coordinator/Grant Manager assists with CDBG Program Administration. Additional duties include County-wide Title VI Plan preparation and coordination. Fifty percent (50%) of the personnel and operating budget of the Title VI Coordinator/Grant Manager is provided by the general fund.

**SECTION VI. B**

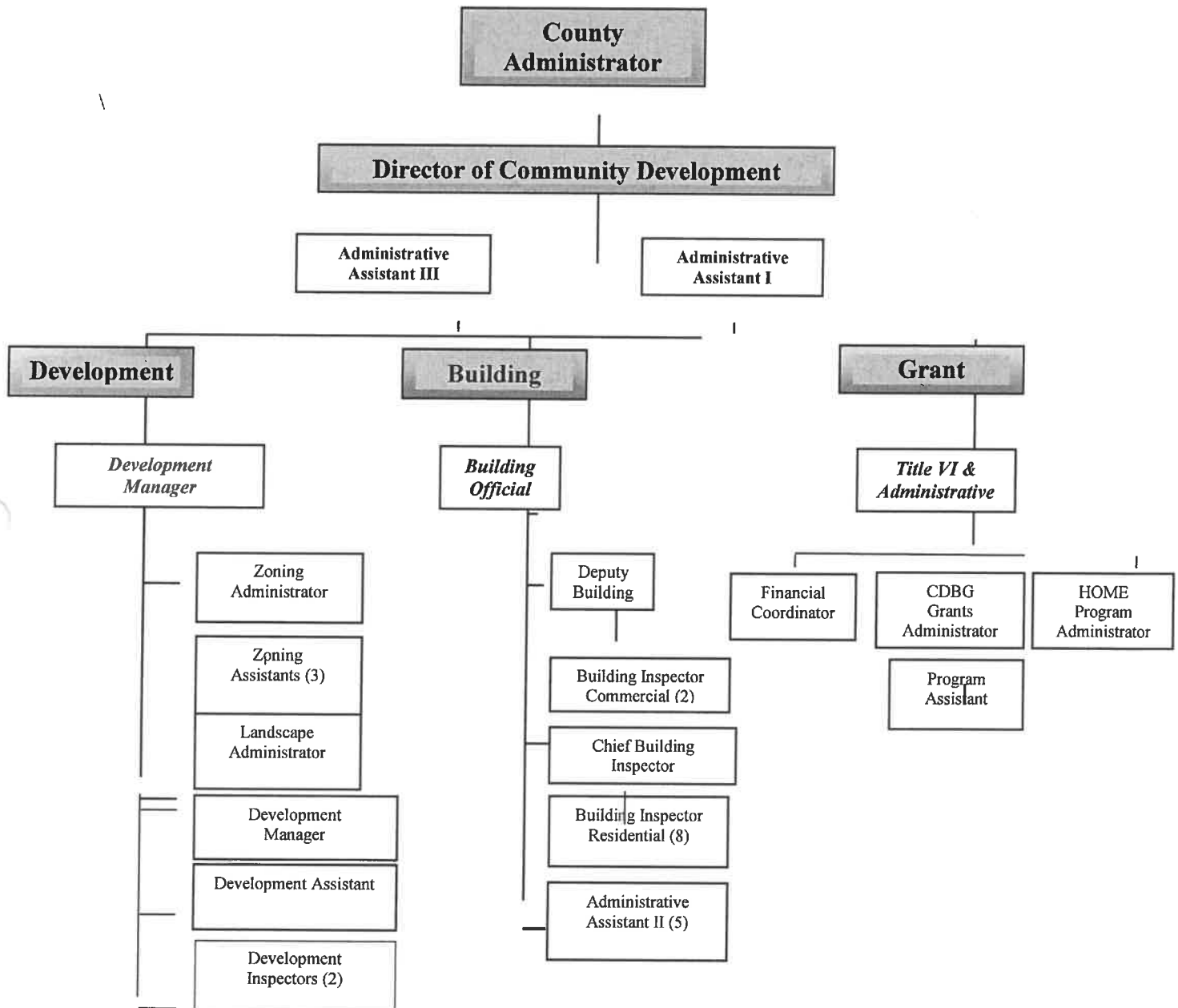
**LISTING OF POSITIONS**

**The Community Development Block Grant Division consists of five (5) employees with insurance.**

Position	Band
Title VI Coordinator/Grant Manager	213*
Grants Administrator	211
Grants Financial Analyst	211
Housing Program Coordinator	111
Grants Assistant	109

\*50% of the personnel and operating costs for this position are funded through the County General Fund.

## COMMUNITY DEVELOPMENT DEPARTMENT ORGANIZATIONAL CHART



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**SECTION VI. C**

**OPERATING LINE ITEM NARRATIVES**

All non-personnel operating costs for the HOME Investment Partnerships (HOME) Program will be provided through Community Development Block Grant (CDBG) funds. Community Planning and Development (CPD) Notice 92-19 allows for CDBG funds to be expended for program administrative costs, as defined at 24 CFR 570.206(a), (b), and (e), of HOME. Accordingly, the CDBG Program operating budget includes operating expenses for the HOME Grant Administrator. Additionally, operating costs associated with County-wide Title VI management are included in this narrative. Title VI operating costs are paid through a match contribution from the general fund.

**520300 – PROFESSIONAL SERVICES** **\$ 0**

As a recipient of federal funding from the U.S. Department of Housing and Urban Development for CDBG and HOME Programs, the County is required to update many of its plans and reports and may use the services of an outside consultant. The scope of this work includes surveys, data review and projections as well statistical analysis.

**520400 – ADVERTISING & PUBLICITY** **\$2,700**

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. Continuing programs such as the Minor Home Repair program may also be marketed through newspaper advertisements for applicants. Ad costs vary depending upon the size and nature of the advertisements.

Program 1 (CDBG Program): \$2,200

Program 2 (Title VI Compliance): \$500

**520500 – LEGAL SERVICES** **\$4,200**

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.

Program 1 (CDBG Program): \$3,700

Program 2 (Title VI Compliance): \$500

**520510 – INTERPRETING SERVICES** **\$ 130**

This line item is requested to cover the cost for interpreting services provided to individuals who are disabled and/or non-English speaking during presentations and public hearings.

Program 1 (CDBG Program): \$65

Program 2 (Title VI Compliance): \$65

**520800 – OUTSIDE PRINTING** **\$1,000**

This line item is requested to print various brochures and materials to meet federal requirements to affirmatively market affordable housing, fair housing, Title VI requirements, and projects sponsored through the Grant Programs

Division. Additionally, the Grant Programs Division has identified the need for brochures that would assist the County in informing our citizens about the County's housing rehabilitation, down payment assistance and septic tank repair and replacement programs.

Program 1 (CDBG Program): \$800

Program 2 (Title VI Compliance): \$200

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**521000 - OFFICE SUPPLIES** **\$3,500**

Routine office supplies are used (printer toner cartridges, paper, pencils, file folders, etc.) in the course of implementing projects and maintaining compliance with grant requirements each year.

Program 1 (CDBG Program): \$3,100

Program 2 (Title VI Compliance): \$400

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**521100 - DUPLICATING** **\$2,326**

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 laser printer and administrative multi-function machine also now function as the primary printer for staff, per IS configurations.

5,000 copies/month x 12 months x \$.0335 a copy = \$2,010

Program 1 (CDBG Program): \$2,010

Program 2 (Title VI Compliance): \$316

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**524000 - BUILDING INSURANCE** **\$70**

The amount requested is based on an estimate provided by the County Risk Manager for the CDBG and HOME Programs.

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**524201 - GENERAL TORT LIABILITY** **\$291**

The amount requested is based on an estimate provided by the County for the CDBG (\$154), HOME (\$94), and Title VI (\$30) Programs.

Program 1 (CDBG Program): \$258

Program 2 (Title VI Compliance): \$33

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**524202 - SURETY BONDS** **\$28**

This line item is requested to cover the cost of Surety Bond Renewals.

Program 1 (CDBG Program): \$25.16

Program 2 (Title VI Compliance): \$3.15

(50% of Program 2 costs will be funded by GF)

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**525000 – TELEPHONE \$1,084**

The amount requested covers basic phone and fax lines for department staff.

Program 1 (CDBG Program): \$722.52	
• 4 lines x \$19.00/month x 12 months	\$912.00
• 4 lines with voice mail x \$1.07/month x12 months	<u>\$ 51.36</u>
Total	\$963.36
Program 2 (Title VI Compliance):	
1 line x \$19.00/month x 12 months ÷ 2 *	\$114.00
• 1 line with voice mail x \$1.07/month x12 months ÷ 2 *	<u>\$ 6.42</u>
* Total	\$120.42

\*50% of Program 2 cost will be funded through GF

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**525020 – PAGERS AND CELL PHONES \$0**

A mobile phone is assigned to the division staff to maintain communication when out of the office conducting inspections, site visits, meetings, attending events, etc.

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**525021 – SMART PHONE CHARGES \$1,620**

Smart phones are assigned to the CDBG Grant Administrator, HOME Grant Administrator and the Title VI Coordinator/Grant Manager to maintain communication when out of the office conducting inspections, site visits, meetings, attending events, etc.

Program 1 (CDBG Program): \$1,296.00	
• 2 smart phones x \$54/month x12 months	\$1,296.00
Program 2 (Title VI Compliance): \$324.00*	
• 1 smart phones x \$54/month x12 months ÷ 2	\$324.00

\*50% of Program 2 cost will be funded through GF

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**525041 – E-MAIL SERVICE \$581**

The amount requested covers basic e-mail service for department staff.

Program 1 (CDBG Program): \$516	
• 4 accounts x \$10.75/month x 12 months = \$516	
Program 2 (Title VI Compliance): \$64.50*	
• 1 account x \$10.75/month x 12 months ÷ 2 = \$64.50	
*50% of Program 2 cost will be funded through GF	

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**525100 - POSTAGE \$600**

This line item covers the cost of mailing office correspondence, notices, reports, newsletters, and planning materials.

Program 1 (CDBG Program): \$400

Program 2 (Title VI Compliance): \$200

**525110 – OTHER PARCEL DELIVERY SERVICES** **\$250**

This line item covers the cost of mailing UPS and FedEx packages and notices as is required.

Program 1 (CDBG Program): \$200

Program 2 (Title VI Compliance): \$50

**525210 – CONFERENCE, MEETING & TRAINING EXPENSE** **\$3,784**

This line item covers the cost of attending various HUD training opportunities that may include IDIS, Fair Housing, Wage and Labor compliance, Environmental Review compliance, and general CDBG and HOME program training as well as annual training provided by state and national associations working within the area of housing, planning and community development. Estimated training costs include lodging, transportation, and registration fees. The training events listed below address various aspects of the CDBG and HOME programs, rural development, planning, affordable housing, infrastructure improvements, community revitalization techniques, compliance with HUD, and other federal requirements, as well as best practice presentations from other communities. Locations for HUD training vary and are offered throughout the United States depending on HUD's budget and the availability of trainers, etc. The Title VI Coordinator/Grant Manager will be required to attend various trainings to stay abreast of compliance issues related to management of the County's Title VI program

Program 1 (CDBG Program): \$10,750

- HUD Training (estimate) \$ 1,000
- National Comm. Dev. Assoc. Legislative Policy Conference \$ 1,500
- National Comm. Dev. Assoc. Spring Training \$ 500
- SC Comm. Dev. Assoc. Spring Meeting \$ -0-
- Palmetto Affordable Housing Forum \$ -0-
- Miscellaneous Training \$ 784

TOTAL \$ 3,784

**525230 - SUBSCRIPTIONS, DUES, & BOOKS** **\$3,000**

This line item covers 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.

Program 1 (CDBG Program): \$3,000

**Dues:**

National Community Development Association (Agency membership – 1 year)	\$2000
SC Association of Community Development Corporation (Agency membership – 1 year)	\$ 750
Midlands Area Consortium for the Homeless (Agency membership – 1 year)	<u>\$ 100</u>
TOTAL	\$2850

**Subscriptions and Books:**

The Lexington Chronical Newspaper (1 year subscription)	\$ 45.00
Other subscriptions, Books and Training Manuals (estimate)	<u>\$ 105.00</u>
TOTAL	\$ 150.00

**525240 - PERSONAL MILEAGE REIMBURSEMENT** **\$504**

This line item is requested to cover the cost of Personal Mileage Reimbursement. Wherever practical, motor pool vehicles are used. However, there are occasions when it is more feasible for an employee to use their personal vehicle (i.e., unexpected field visits, meetings that begin before or end after the traditional workday, etc).

The reimbursement rate is based on the annual federal rate, which is difficult to predict and may change mid-year. The proposed amount is based on historic driving patterns to project sites and meetings, with a \$.54 cents rate as set by the federal government.

Program 1 (CDBG Program): \$504

- 64.1 miles/month x 12 months x \$.655= \$504

**525250 - MOTOR POOL REIMBURSEMENT** **\$560**

This charge is for use of fleet vehicles and is based on historic usage.

Program 1 (CDBG Program): \$560

- 71.2 miles/month x 12 months x \$.655 = \$560

**525300 – UTILITIES / ADMINISTRATION BUILDING** **\$2,100**

The requested amount is an estimate based on historical data.

Program 1 (CDBG Program): \$1,856

Program 2 (Title VI Compliance): \$244

**529903 - CONTINGENCY** **\$4,200**

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



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Annual Action Plans.

The U.S. 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.

**529950 - INDIRECT COSTS** **\$20,000**

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These costs are associated with general internal support functions provided by the County to the grant program.

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**SECTION VI. D**

**CAPITAL LINE ITEM NARRATIVES**

**540000 - SMALL TOOLS & MINOR EQUIPMENT \$250**

This line item is used to cover a number of general items ranging from office equipment such as adding machines, dymo labels printers and telephones, to basic office furniture.

Program 1 (CDBG Program): **Miscellaneous Expenses** \$250

**540010 - MINOR SOFTWARE \$8,116**

This line item is requested to provide software to be used for grant programs materials and marketing needs.

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**OPERATING LINE ITEM NARRATIVES**

**2400-181201  
COMMUNITY DEVELOPMENT PROJECTS**

Proposed projects for the upcoming year are identified below. The total costs are based on preliminary estimates. Additionally, organizations that receive CDBG funding are required to provide a 10% match of total funds awarded.

**IN-HOUSE PROJECT LINE ITEMS**

**537180 – HOME PROGRAM PROJECT DELIVERY \$18,000**

CDBG funding is used to pay the project delivery costs associated with implementing the HOME Program. This includes appraisals, work specifications, construction inspections, environmental reviews, legal fees, underwriting and relocation costs etc.

**537119 – MINOR HOUSING REPAIR PROGRAM \$0**

This project will continue an existing Lexington County program to assist low- and moderate-income homeowners with minor repairs to their homes. Through the above allocation, we anticipate assisting approximately 4 homeowners.

**PUBLIC FACILITY AND INFRASTRUCTURE PROJECTS**

**537217 JOINT MUNICIPAL WATER AND SEWER COMMISSION \$387,450**

CDBG funds will be used for the installation of approximately 4,300 LF of 8” watermain in the Town of Pelion. The watermain extension will improve water quality and fire flow to Pelion Elementary School, Pelion Middle School and Pelion High School.

**5---- LEXINGTON SCHOOL DISTRICT ONE \$194,651**

CDBG funds will be used for individuals at-risk for unemployment or underemployment: Occupational Credential Kitchen Teaching and Learning Center. The RCLC is using the kitchen facilities from when the building previously housed a school and needed a full kitchen and cafeteria. The space will be provided for all five Lexington One high schools to use with students in the Occupational Credential Program and students with significant cognitive disabilities otherwise ineligible to participate in Career and Technology (CTE) Courses.

Community and Student Employment Education in our Community Meeting, Learning, and Development Classroom space: This space will be a comprehensive space for learning and meeting. The space will double as a classroom and meeting space to teach employment skills. The space will include a complete audio-visual system to work with large groups as needed.

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**537255 TOWN OF BATESBURG-LEESVILLE – SEWER REHABILITATION PROJECT** **\$307,821**

CDBG funds will be used to refurbish and rehabilitate existing sanitary sewers piping and manholes throughout the service area to reduce inflow and infiltration into the sewer system and to repair significant structural defects that are causing re-occurring maintenance issues.

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**537245 LEXINGTON COUNTY FIRE SERVICE- FIRE SERVICE TANKER TRUCK** **\$326,899**

CDBG funds will be used for the purchase of one Fire Service Tanker Truck. This is to update one vehicle in a LMI area of Lexington County.

**PUBLIC SERVICE PROJECTS**

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**537250 BOYS AND GIRLS CLUB BE GREAT ACADEMY** **\$58,000**

CDBG funds will be used to provide 55 full scholarships to be involved in the BE GREAT Academy after school program which offers homework assistance, healthy snacks and over 25 enrichment activities in character and leadership development.

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**5---- PALMETTO PLACE CHILDREN AND YOUTH SERVICES** **\$20,000**

CDBG funds will be used to provide shelter, wraparound services, and counseling to 20 unduplicated youth annually between the ages of 16-21 years of age. These youth have been identified as individuals who have runaway or been forced to leave home, are homeless, prone to entanglement with law enforcement, or enter in the child welfare, juvenile justice, or mental health systems.

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**537213 IRMO CHAPIN RECREATION COMMISSION AFTERNOON ADVENTURES** **\$77,000**

CDBG funds will be used to continue the therapeutic afterschool care program for children with special needs, and to continue full-day services at both sites for students with special needs. Afternoon Adventures is currently the only affordable afterschool resource in Chapin for students with disabilities.

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**537232 IRMO CHAPIN RECREATION COMMISSION ATHLETIC SCHOLARSHIP** **\$22,000**

CDBG funds will be used to provide reduced athletic registration fees to low income youth athletes. Participants who meet income qualifications will have the opportunity to play spring, fall and winter youth sports at one half the normal registration fees, while hardship cases may qualify for full scholarships.

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**5---- IRMO CHAPIN RECREATION COMMISSION PALMETTO ENRICHMENT PROGRAM** **\$18,616**

CDBG funds will be used to fill a large void in the special needs adult community. It will provide a nurturing adaptive enrichment day care program for adults with special needs, allowing them to continue to thrive and be cared for while their families are able to maintain full time work schedules.

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**534404 MIDLANDS HOUSING ALLIANCE, INC.** **\$70,384**

CDBG funds will be used to support their efforts to end homelessness. The funds will be used to purchase supplies, equipment services, repairs and maintenance related to program and client's needs.



COUNTY OF LEXINGTON

GENERAL FUND

Annual Budget

Fiscal Year - 2023-24

NEW PROGRAM

Fund: 2400

Division: Community & Economic Development

Organization: 181200 - Community Development

Position Upgrade

Object Expenditure Code Classification	<u>FROM:</u>	<u>TO:</u>	<i>BUDGET</i>		
	(1) Financial Coordinator Band 113	(1) Financial Coordinator Band 114	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>					
510100 Salaries & Wages - 1	(49,400)	53,186	3,786		
511112 FICA Cost	(3,780)	4,069	289		
511113 State Retirement	(9,169)	9,872	703		
511120 Insurance Fund Contribution - 1	(7,800)	7,800	0		
511130 Workers Compensation	(1,359)	1,463	104		
<b>* Total Personnel</b>	<b>(71,508)</b>	<b>76,390</b>	<b>4,882</b>	<b>0</b>	<b>0</b>
<b>Operating Expenses</b>					
<b>* Total Operating</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>** Total Personnel &amp; Operating</b>			<b>4,882</b>	<b>0</b>	<b>0</b>
<b>Capital</b>					
<b>** Total Capital</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>*** Total Budget Appropriation</b>			<b>4,882</b>	<b>0</b>	<b>0</b>

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## SECTION V. - PROGRAM OVERVIEW

### Summary of Programs:

The Community Development Department promotes community development and improvements through the Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME), Emergency Solutions Grant, and HOME-ARP Program funded by the US Department of Housing and Urban Development (HUD). CDBG, HOME and ESG activities are targeted to provide decent/affordable housing, a suitable living environment, homeless prevention and to expand economic opportunities for low- and moderate-income persons and neighborhoods throughout the County. The Department also coordinates the County's Title VI Plan, coordinates ADA Compliance for the County, coordinates the County's implementation of public transit services, represents the County in regional government energy efficiency and sustainability efforts, administers federal stimulus programs funded through HUD and other federal agencies, and supports other community-related special projects as assigned by County Council and County Administration.

The Community Development Department also coordinates development review and permitting functions for current and future residential, commercial, and industrial interests of Lexington County. These activities are accomplished by various divisions in cooperation with other County departments and outside agencies. The Development Services Division and Building Inspections and Safety Division are responsible for many of the County's development review services. In addition to plan review, duties include the issuance of zoning permits, building permits, landscape permits and all associated inspections. Subdivision review is also administered through the Community Development Department in conjunction with the Public Works Department.

Since the 2015 historic flood and 2020 Pandemic, Lexington County has received five (5) new HUD funded programs. These programs are Community Development Block Grant – Disaster Recover (CDBG-DR), Community Development Block Grant – Mitigation (CDBG-MIT), Community Development Block Grant – Coronavirus (CDBG-CV), Emergency Solutions Grant – Coronavirus (ESG-CV), and HOME Investment Partnerships American Rescue Plant Program (HOME-ARP).

As a reference, the past year's HUD allocation to the County was \$9,477,326 and this amount is generally stable or increased each program year. Due to the increases in Grant funding and the new programs Lexington County has received from the HUD, the Financial Coordinator has gained additional responsibilities. In an effort to provide better, more effective and efficient structure to our departments and, therefore, services to our sub-recipients, for FY 23/24 Community Development is proposing this new program within the Grants Division to upgrade the existing non-exempt Band 113 Financial Coordinator position to Band 114. This upgrade will put this position more in line with other similar departmental financial coordinators within the organization. No new equipment or office resources will be necessary for this requested upgrade. This is a Federally funded position.

### ADMINISTRATIVE

Community Development **Financial Coordinator** : Band 114

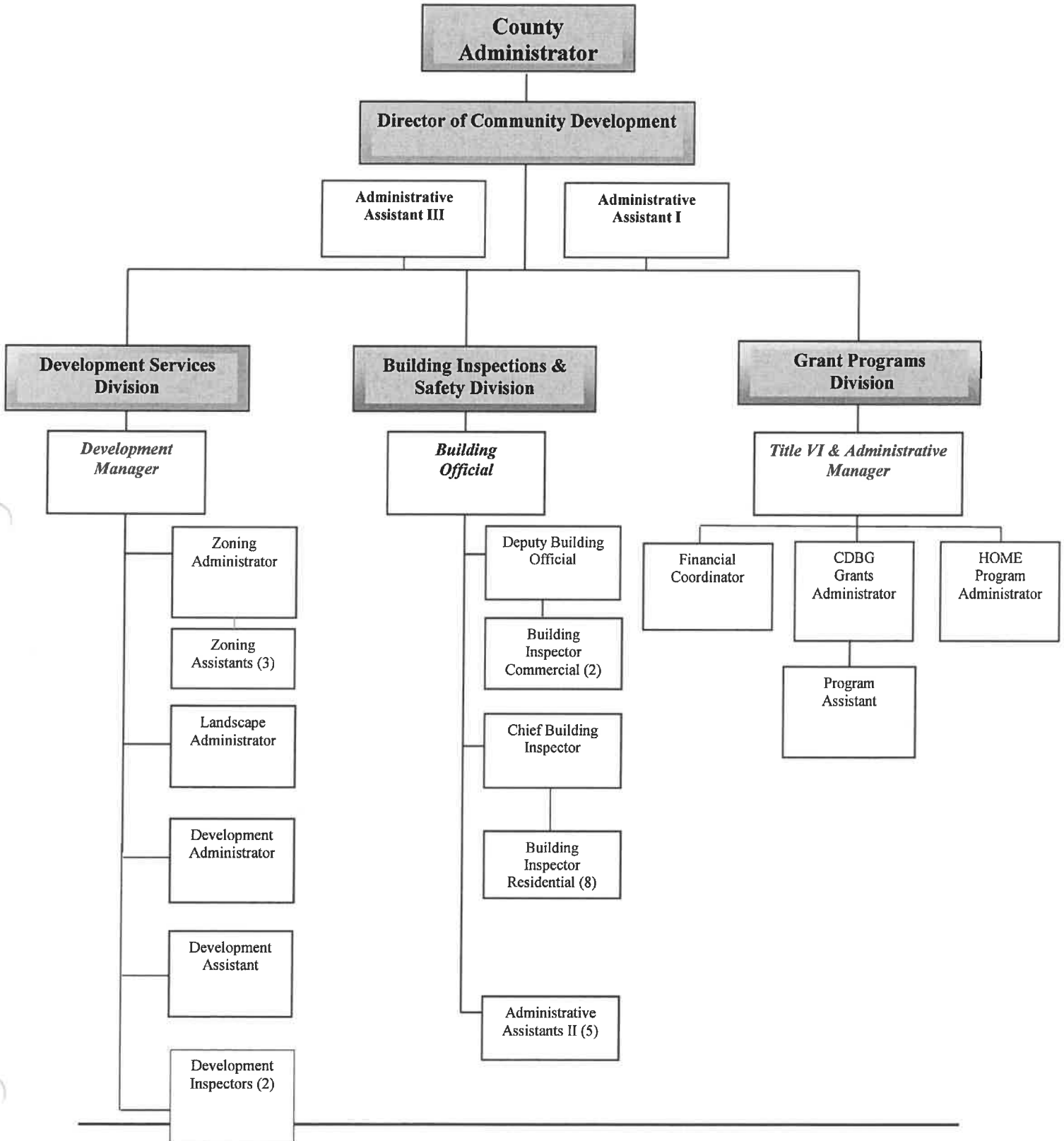
Reports to: Title VI, Grants and Administrative Manager  
Supervises: n/a

**SECTION VI. B - LISTING OF POSITIONS**

<b>Position</b>	<b>Band</b>	<b>General Fund</b>	<b>Other Fund</b>
Director of Community Development	218	*	
Building Official	213	*	
Development Manager	213	*	
Title VI , Grant & Administrative Manager	213	*	*
Deputy Building Official	211	*	
Grants Administrator	211		*
Zoning Administrator	210	*	
Chief Building Inspector	209	*	
Development Administrator	209	*	
Landscape Administrator	209	*	
<i>Community Development Financial Coordinator</i>	<i>114</i>		*
Housing Program Coordinator	111		*
(10) Building Inspectors	110	*	
(3) Zoning Assistants	109	*	
(2) Development Inspector	109	*	
DPA/Grants Assistant	109		*
(2) Administrative Assistant III	107	*	
(5) Administrative Assistant II	106	*	
Administrative Assistant I	105	*	



**Community Development Organizational Chart**





## **Job Description**

**Job Title:** Community Development Financial Coordinator  
**Reports To:** Title VI/Administrative Manager  
**FLSA Status:** Non-Exempt  
**Band:** 114

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***This is a Grant Funded Position:*** *This position is funded by a Congressional Allocation through the Department of Housing and Urban Development CDBG and/or HOME grants programs. Historically, these grants have been re-allocated and renewed annually and we expect this to continue. However, if these funds are not made available to the County of Lexington through the grant programs, the positions likely will not be continued.*

### **Job Purpose:**

Performs administrative and financial management tasks related to, and assists with the implementation of the County's Department of Housing and Urban Development (HUD) programs. Currently, Lexington County has eight (8) ongoing federal grants, Community Development Block Grant (CDBG), Community Development Block Grant – Coronavirus (CDBG-CV), HOME Investment Partnership Program (HOME), HOME-American Rescue Plan (HOME-ARP), Emergency Solutions Grant (ESG), Emergency Solutions Grant – Coronavirus (ESG-CV), Community Development Block Grant – Disaster Recovery (CDBG-DR) and Community Development Block Grant – Mitigation (CDBG-MIT). Works with departmental staff, other county departments, contractors and sub-recipients to ensure all federal, state and local regulations, ordinances, policies and procedures are understood and the compliance to same is obtained and maintained. Participates in the program procurement and financial management activities, reviews invoices and recommends payments; prepares financial documents and reports; performs program monitoring and reporting; assists in the preparation of all reports for documentation of grant administration and fiscal accountability. Assists with development of Departmental Annual Budget Requests, monitors activities related to budget implementation.

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### **Essential Duties and Responsibilities:**

- In compliance with County of Lexington policies and procedures, creates payment vouchers, initiates and monitors all financial and procurement activities for the Department of Community Development HUD Grants programs using both the Integrated Disbursement and Information System (IDIS) and Disaster Recovery Grant Reporting (DRGR) system, preparing back-up documentation, obtaining approvals, reconciling balances, and maintaining back-up documentation to support these actions.
- Provides necessary research for and prepares appropriate documentation necessary to meet all required financial and procurement needs of the programs. Works closely with staff from County Finance Department and County Procurement Department to ensure all Federal, State and County financial and procurement standards are met.
- Researches and analyzes issues and opportunities related to HUD Grant Programs; makes recommendations regarding same. Provides "backup" and other assistance to the Departmental Grants Administrators as assigned by the Community Development Director or their designee.
- Reviews payrolls, employee interviews, and related documentation to determine contractor and/or sub-recipient compliance with Davis-Bacon and related Federal Acts; recommends and assists with implementation of corrective actions as needed.
- Assists in the preparation and presentation of all required and/or requested reports to comply with Federal regulations including monthly, quarterly and annual financial performance reports to HUD, contract and subcontract activity reports, labor standards enforcement reports, quarterly SF-272 reports (Report of Federal Cash Transactions), Annual HOME Match and Performance Reports, and Section 3 Reporting.
- Responsible for all CDBG, HOME and ESG drawdowns through the Integrated Disbursement and Information System (IDIS).
- Manages and processes Program Income for the CDBG and HOME Programs.
- Prepares purchase requisitions, change orders, budget transfers, and other program related documents. Maintains all HUD Grant Programs financial and procurement files. Prepares, generates, receives, and/or reviews various records and reports including analysis of Departmental Financial and Procurement activity, information for Federal reports, budget transfers, HUD Systems reports, budget reports, contractor payment reports, contractor

performance reports, purchase requisitions, change orders, and various other records, reports, memos, and correspondence as required.

- Follows HUD's Grant based accounting regulations, manages daily accounting in IDIS and DRGR to ensure that these systems match with Lexington County's Banner System.
- Tracks CDBG annual Timeliness

#### **Supplemental Functions:**

- Assists with similar duties for the CDBG DR and MIT programs as needed.
- Performs other functions as required by County of Lexington Council, the Administrator and/or Departmental Management.

#### **Job Specifications and Qualifications:**

##### Knowledge:

- Geographical layout of the County;
- Policies, procedures, organization, and functions of the department;
- Modern office practices and procedures;
- Standard financial, administrative and clerical techniques;
- Applicable laws, codes, regulations, and

##### ordinances. Skills:

- Operating a computer and relevant software and systems;
- Establishing and maintaining moderately complex records and files;
- Successfully communicating with others, to include citizens, co-workers, supervisors, HUD staff, local, state and/or federal appointed and elected officials:
  - Verbal communication using face-to-face, telephone, and group presentation skills;
  - Written communication using formal (letter/documentation) and informal (email/memo) skills;
- Compiling, analyzing and presenting reports.
- Utilizing word processing, spreadsheet, and file maintenance programs.

##### Education/Experience:

- Accounting Degree and a minimum 1 year applicable experience working with Federal Housing and Urban Development grants: or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

##### Professional Licensing and Certifications:

- None required for hiring.
- Opportunities for certifications through appropriate trainings may be offered as available and successful completion is expected.

##### Other Requirements:

- Requires the ability to legally and safely operate a county-owned vehicle throughout the county and the state.
- Requires attendance of meetings or events outside of normal working hours;
- Requires limited travel and overnight attendance at various conferences, training programs, meetings and events both inside and outside the State of South Carolina (in some cases air travel will be required).

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#### **Working Conditions / Physical Requirements:**

- Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.
- Positions in this class typically require fingering, talking, hearing, seeing, grasping, standing, walking, repetitive motions, stooping, kneeling, crouching, and reaching.

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The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. The employer actively supports Americans with Disabilities Act and will consider reasonable accommodations.

**COUNTY OF LEXINGTON  
HOME PROGRAM  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24	
<b>* HOME Program 2401:</b>									
<b>Revenues:</b>									
456100	Program Income	22,857	11,808	27,215	27,215	<u>27,215</u>			
456101	Program Income (Note Receivable)	(22,857)	0	0	0	<u>0</u>			
457000	Federal Grant Income	435,879	352,303	722,712	722,712	<u>840,327</u>			
461150	Interest Income - Notes	4,358	0	0	0	<u>0</u>			
801000	Op Trn from General Fund	39,000	39,000	39,000	39,000	<u>50,000</u>			
<b>**Total Revenue</b>		<u>479,237</u>	<u>403,111</u>	<u>788,927</u>	<u>788,927</u>	<u>906,542</u>			
<b>***Total Appropriation</b>					<u>2,160,040</u>	<u>840,327</u>			
FUND BALANCE									
Beginning of Year						<u>697,802</u>	<u>(673,311)</u>	<u>(673,311)</u>	<u>(673,311)</u>
FUND BALANCE - Projected									
End of Year						<u>(673,311)</u>	<u>(607,096)</u>	<u>(673,311)</u>	<u>(673,311)</u>

**COUNTY OF LEXINGTON  
HOME PROGRAM  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2401  
Division: : Community Development  
Organization: 181200 - Community Development Administration

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
				2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Personnel</b>					
510100 Salaries & Wages - 1	39,465	11,889	42,827	45,100	
510200 Overtime	31	0	0		
511112 FICA - Employer's Portion	2,759	789	3,276	3,450	
511113 State Retirement - Employer's Portion	6,222	1,753	7,520	8,371	
511120 Employee Insurance - 1	7,800	3,900	7,800	7,800	
511130 Workers Compensation	122	37	133	140	
<b>* Total Personnel</b>	<b>56,399</b>	<b>18,368</b>	<b>61,556</b>	<b>64,861</b>	
<b>Operating Expenses</b>					
<b>* Total Operating</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>** Total Personnel &amp; Operating</b>	<b>56,399</b>	<b>18,368</b>	<b>61,556</b>	<b>64,861</b>	
<b>Capital</b>					
<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>*** Total Budget Appropriation</b>	<b>56,399</b>	<b>18,368</b>	<b>61,556</b>	<b>64,861</b>	

**COUNTY OF LEXINGTON  
HOME PROGRAM  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2401  
Division: Community Development  
Organization - 181201 Community Development Projects

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
				2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Personnel</b>					
<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Operating Expenses</b>					
529903 Contingency	0	0	197,540	0	
537138 Community Housing Develop Organization	58,175	161,119	672,114	200,000	
537139 Homeownership Assistance Program	10,000	0	225,506	10,000	
537140 Housing Rehabilitation Program	327,846	116,435	393,152	445,862	
537192 Acquisition/Affordable Housing	0	0	610,172	119,604	
<b>* Total Operating</b>	<b>396,021</b>	<b>277,554</b>	<b>2,098,484</b>	<b>775,466</b>	
<b>** Total Personnel &amp; Operating</b>	<b>396,021</b>	<b>277,554</b>	<b>2,098,484</b>	<b>775,466</b>	
<b>Capital</b>					
<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>*** Total Budget Appropriation</b>	<b>396,021</b>	<b>277,554</b>	<b>2,098,484</b>	<b>775,466</b>	

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## SECTION V - PROGRAM OVERVIEW

### Program Overview:

#### Program – HOME Investment Partnerships Program

#### Objectives:

The objective of the HOME Investment Partnerships (HOME) Program is to create affordable housing for low-and moderate-income households. The HOME Program provides formula grants to states and localities to fund a wide range of affordable housing activities through a partnership with local nonprofit and for-profit entities. These activities will provide direct assistance to low-income people through building, buying, and/or rehabilitation of affordable housing for rentals, owner-occupied rehabilitation or homeownership. Examples of HOME Program activities include:

- Community Housing Development Organizations (CHDO's)
- Homeowner Rehabilitation
- Homebuyer Activity (Closing Costs and/or Down payment Assistance to Homebuyers)
- Rental Housing (Acquisition and Rehabilitation Assistance to Owners and Developers)
- New construction, reconstruction or rehabilitation of non-luxury housing
- Site Acquisition and Improvement

The staff of the County's HOME Program carry out the objectives and activities of the Program through administration, implementation, and oversight of the Program as established through the regulations of the United States Department of Housing and Urban Development (HUD). These responsibilities include the following:

- Ensuring compliance with applicable regulations
- Maintaining records and files
- Preparing plans and reports
- Managing infrastructure construction and other projects following federal and County guidelines
- Developing and monitoring annual program and individual project budgets
- Analyzing feasibility of potential projects
- Monitoring federal guidelines and recommending changes to the Program as needed

Community Planning and Development (CPD) Notice 92-19 allows for CDBG funds to be expended for program administrative costs, as defined at 24 CFR 570.206(a), (b), and (e), of the Home Investment Partnership Program (HOME). Accordingly, the CDBG Program operating budget (2400) includes some operating expenses for the HOME Program.

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**SECTION VI – LINE ITEM NARRATIVES**

**A. SUMMARY OF REVENUES**

**457000 – FEDERAL GRANT INCOME** **\$840,327**

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The United States Department of Housing and Urban Development (HUD) establishes the annual award for all HOME Investment Partnerships (HOME) Participating Jurisdictions (PJ). The estimated amount of funds to be released from the United States Department of Housing and Urban Development (HUD) for FY 2017-18 is \$481,875.

**801000 – GENERAL FUND** **\$50,000**

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This funding will be provided from the County’s general fund and will be used to supplement program administration costs and matching funds for the HOME Program, as required by federal regulations. The HOME Investment Partnerships Program authorizes ten percent (10%) of the allocation for administrative costs. Any amount above the ten percent must be paid for with non-HOME funds.

**SECTION VI. B – PERSONNEL LINE ITEM NARRATIVES**

<b>Position</b>	<b>Band</b>
HOME Program Coordinator	111



**SECTION V.C**

**OPERATING LINE ITEM NARRATIVES**

All operating costs for the HOME Investment Partnerships Program will be provided through Community Development Block Grant funds. Community Planning and Development (CPD) Notice 92-19 allows for CDBG funds to be expended for program administrative costs, as defined at 24 CFR 570.206(a), (b), and (e), of the Home Investment Partnership Program (HOME). Accordingly, the CDBG Program operating budget includes operating expenses for the HOME Program.

**2401-181201**

**HOME INVESTMENT PARTNERSHIPS PROGRAM PROJECTS**

Proposed projects for FY 2022-23 are identified below. The total costs are based on preliminary estimates.

**529903 – CONTINGENCY \$0**

These funds will be set aside from the general fund supplement as required for the federal match contribution. Contingency will be used as needed to address budgetary shortfalls for a project or to address unanticipated project needs. Cost estimates may differ significantly from actual bids and needs may arise during the year not anticipated at the time the budget was developed. Additionally, when projects are completed and do not exhaust all funds, the remaining balances are transferred into this line item.

The National Affordable Housing Act requires the County of Lexington (and all Participating Jurisdictions) to provide affordable housing to low-income persons. Additionally, the U.S. Department of Housing and Urban Development (HUD) requires that the County provide a 25% local match to HOME funds.

**537138 COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) \$200,000**

HUD requires that a minimum of 15% of the County's HOME funds be set aside for organizations designated as Community Housing Development Organizations (CHDO). Funding allocated for CHDOs may be used for eligible development activities that promote affordable housing activities that are owned, developed, or sponsored by CHDOs. The County has established criteria to certify CHDOs to assist the Community Development Department in accomplishing the goals of the HOME Program. County Staff has certified four organizations as CHDO's for Lexington County.

**537139 - HOMEOWNERSHIP ASSISTANCE PROGRAM \$10,000**

The Homeownership Assistance Program will provide down payment assistance and/or closing cost assistance to low-and moderate income first-time homebuyers. Qualifying homebuyers must be employed or must provide income documentation in the form of disability benefits, Social Security benefits, and/or other retirement benefits. Additionally, all qualifying homebuyers must participate in pre-purchase counseling established by the Lexington County HOME Program. The amount of assistance provided will typically not exceed \$5,000 per single family dwelling unit. Recapture provisions will be enacted through deferred forgivable loans. Funds will be used to assist approximately 16 first-time homebuyers. The specific guidelines of the Homeownership Assistance Program have been developed by HOME Program staff.

**537140 HOUSING REHABILITATION PROGRAM \$445,862**

This Housing Rehabilitation Program will assist low- and moderate- income homeowners with qualifying repairs to their primary residence. Funds will be used to assist approximately 5 homeowners with significant repair needs. ~~Dependent upon the types and costs of repairs requested, additional eligible homeowners may be assisted through the~~

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Program. Program guidelines are structured to allow repair amounts for each home typically not to exceed \$25,000, with limited assistance above \$25,000 in certain circumstances. Guidelines for deferred payment loans are included in the specific program policies and procedures. The full guidelines for the Housing Rehabilitation Program have been developed by the Grant Programs staff.

**537192 – ACQUISITION/AFFORDABLE HOUSING** **\$119,604**

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This project will continue an existing Lexington County program to acquire and rehabilitate affordable housing for either homeownership or rental activities. Funds can be used in conjunction with the CHDO funding or for non-profit and for-profit sub-recipients, owners, developers and sponsors. These funds will be made available through the HOME Program (Fund 2401).

**COUNTY OF LEXINGTON  
EMERGENCY SOLUTIONS GRANT  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Emergency Solutions Grant 2402:</b>								
<b>Revenues:</b>								
457000	Federal Grant Income	182,748	112,436	159,160	159,160	159,160		
<b>** Total Revenue</b>		<b>182,748</b>	<b>112,436</b>	<b>159,160</b>	<b>159,160</b>	<b>159,160</b>		
<b>Total Appropriation:</b>					<b>285,628</b>	<b>159,160</b>		
FUND BALANCE								
Beginning of Year								
					0	(126,468)	(126,468)	(126,468)
FUND BALANCE - Projected								
End of Year								
					(126,468)	(126,468)	(126,468)	(126,468)

Fund: 2402  
Division: Community Development  
Organization: 181201 - Community Development Projects

Object Expenditure		2021-22	2022-23	2022-23	2023-24	<i>BUDGET</i>	
Code	Classification	Expend	Expend (Dec)	Amended (Dec)	Requested	Recommend	Approved
<b>Personnel</b>							
<b>* Total Personnel</b>		<b>0</b>	<b>0</b>	<b>0</b>			
<b>Operating Expenses</b>							
537253	Sistercare	106,821	51,903	232,347	81,637		
537254	United Way	25,169	13,718	29,121	25,500		
537259	Transitions	50,758	0	0	22,023		
537267	One80 Place	0	0	24,160	30,000		
<b>* Total Operating</b>		<b>182,748</b>	<b>65,621</b>	<b>285,628</b>	<b>159,160</b>		
<b>** Total Personnel &amp; Operating</b>		<b>182,748</b>	<b>65,621</b>	<b>285,628</b>	<b>159,160</b>		
<b>Capital</b>							
<b>** Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>			
<b>*** Total Budget Appropriation</b>		<b>182,748</b>	<b>65,621</b>	<b>285,628</b>	<b>159,160</b>		

SECTION I

**COUNTY OF LEXINGTON  
GENERAL FUND  
SUMMARY OF DEPARTMENTAL REVENUES  
Annual Budget  
FY 2023-24 Estimated Revenue**

Fund: 2410  
Division: Judicial  
Organization: 141100 - Clerk of Court

Object Code	Revenue Account Title	Actual 2020-21	Actual 2021-22	Anticipated 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>Revenues:</b>							
451800	IV-D Transaction Reimbursement						
451801	IV-D Incentive Payments	535,942	390,881	500,000	500,000		
451804	IV-D Prior Year Audit Incentive	25,854	26,908	25,000	35,000		
		50,481	68,999	55,000	75,000		
<b>Other Revenues:</b>							
461000	Investment Interest	20,640	4,936	7,500	7,500		
<b>** Total Revenue (Section II)</b>		632,917	491,724	587,500	617,500		
<b>*** Total Appropriation (Section III)</b>					486,748		

SECTION II

COUNTY OF LEXINGTON  
Proposed Revenues  
Fines, Fees, and Other  
Budget FY - 2023-2024

Fund #: 2410

Fund Name: IV-D

Organ. #: 141100

Organ. Name: Clerk of Court

Revenue Code	Fec Title	Actual Fees FY 2020-21	Actual Fees FY 2021-22	12/31/2022 Year-to-Date FY 2022-23	Anticipated Fiscal Year Total FY 2022-23	Budget				
						Units of Service	Current Fee	Current Total Estimated Fees FY 2023-24	Proposed Fee Change	Total Proposed Estimated Fees FY 2023-24
451800	IV-D Unit Cost Reimbursement	535,942	390,881	151,830	500,000			500,000		500,000
451801	IV-D Incentive Payment	25,854	26,908	12,133	25,000			35,000		35,000
451804	IV-D Prior Year Audit Incentive	50,481	68,999	-	55,000			75,000		75,000
461000	Investment Interest	\$ 20,640	\$ 4,936	\$ 19,354	\$ 7,500			\$ 7,500		\$ 7,500

**COUNTY OF LEXINGTON  
CLERK OF COURT/TITLE IV-D CHILD SUPPORT  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Clerk of Court Title IV-D DSS Child Support 2410:</b>								
<b>Revenues:</b>								
451800	IV-D Transaction Reimbursement	390,881	151,830	500,000	500,000	500,000		
451801	IV-D Incentive Payments	26,908	12,133	25,000	25,000	35,000		
451804	IV-D Prior Year Audit Incentive	68,999	0	55,000	55,000	75,000		
<b>Other Revenues:</b>								
461000	Investment Interest	4,936	19,354	7,500	7,500	7,500		
<b>** Total Revenue</b>		<u>491,724</u>	<u>183,317</u>	<u>587,500</u>	<u>587,500</u>	<u>617,500</u>		
<b>Total Appropriation:</b>					<u>461,052</u>	<u>486,748</u>		
<b>FUND BALANCE</b>								
Beginning of Year					<u>1,848,409</u>	<u>1,974,857</u>	<u>1,974,857</u>	<u>1,974,857</u>
<b>FUND BALANCE - Projected</b>								
End of Year					<u>1,974,857</u>	<u>1,488,109</u>	<u>1,974,857</u>	<u>1,974,857</u>

**COUNTY OF LEXINGTON**  
**CLERK OF COURT/TITLE IV-D CHILD SUPPORT**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund: 2410  
Division: Judicial  
Organization: 141100 - Clerk of Court

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>	
				2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Personnel</b>					
510100 Salaries & Wages - 6	208,307	94,724	232,692	238,869	
510300 Part Time - 4 (2.0 - FTE)	20,722	4,072	91,688	103,168	
511112 FICA - Employer's Portion	16,780	7,254	24,815	26,166	
511113 State Retirement - Employer's Portion	34,893	15,410	56,961	63,482	
511120 Employee Insurance - 6	46,800	23,400	46,800	46,800	
511130 Workers Compensation	711	307	934	1,060	
511131 SC Unemployment	0	0	0	0	
511213 SCRS - Emplr. Port. (Retiree)	1,122	0	0	0	
<b>* Total Personnel</b>	<b>329,335</b>	<b>145,167</b>	<b>453,890</b>	<b>479,545</b>	
<b>Operating Expenses</b>					
520200 Contracted Services	7,173	3,553	4,000	4,000	
521000 Office Supplies	0	0	600	600	
522200 Small Equipment Repair & Maint.	0	0	150	150	
524201 General Tort Liability Insurance	187	0	206	216	
524202 Surety Bonds - 5	0	0	0	31	
525000 Telephone	1,674	837	1,690	1,690	
525041 E-mail Service Charges - 4	516	183	516	516	
529903 Contingency	0	0	0	0	
<b>* Total Operating</b>	<b>9,550</b>	<b>4,573</b>	<b>7,162</b>	<b>7,203</b>	
<b>** Total Personnel &amp; Operating</b>	<b>338,885</b>	<b>149,740</b>	<b>461,052</b>	<b>486,748</b>	
<b>Capital</b>					
540000 Small Tools & Minor Equipment	0	0	0	0	
540010 Minor Software	0	0	0	0	
All Other Equipment	2,641	0	0	0	
<b>** Total Capital</b>	<b>2,641</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>*** Total Budget Appropriation</b>	<b>341,526</b>	<b>149,740</b>	<b>461,052</b>	<b>486,748</b>	





**SECTION V. - PROGRAM OVERVIEW**

**Summary of Programs:**

**Program: I- Title IV-D Fund**

**Objectives:**

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 *SC. Code of Laws 43-5-235*, which provides for reimbursement of local entities for cost of child support collection and paternity determination programs.

DSS enters into an annual agreement with the Clerk of Court to reimburse and to pay federal financial participation and incentives pursuant to the terms of the agreement for a portion of the cost of developing and implementing a child support collection and paternity determination program.

**Service Standards:**

<b>Service Level Indicators:</b>	<b>SERVICE LEVELS</b>			
	<b>Actual FY 20/21</b>	<b>Actual FY 21/22</b>	<b>Estimated FY 22/23</b>	<b>Projected FY 23/24</b>
Rule To Show Cause (RTSC)	720	780	750	730
Bench Warrants	300	285	280	300
Order of Discharge	252	245	250	275
Orders	1,400	1,675	1,700	1,800
Audits & Reviews	120	150	150	150
Files Pulled	320	350	400	400
Aff of Service/Non-Service	720	750	800	800
Correspondence	700	800	900	900
Telephone	5,000	5,000	24,000	25,000
Monthly AFDC Report	20/60pg	20/60pg	20/60pg	20/60pg
Monthly Non-AFDC Report	120/120pg	120/120pg	120/120pg	120/120pg
Monthly UIFSA Report	20/5pg	20/5pg	20/5pg	20/5pg
Certified Letters	10	170	180	100
File Returned Certified Letters	3	27	30	30

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**SECTION VI. - LINE ITEM NARRATIVES**

**SECTION VI. A - LISTING OF REVENUES**

**451800 – TITLE IV-D UNIT COST REIMBURSEMENT \$ 500,000.00**

An agreement of Cooperation contract was entered into by and between the 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 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 funding 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 county at the end of the fiscal year in which they are earned. The amount received thus far for July thru December 2022 is \$ 170,154.38.

**451801 – TITLE IV-D INCENTIVE \$ 35,000.00**

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 treated the same way as the Title IV-D unit cost reimbursement. The amount received for July thru December 2022 is \$19,454.00.

**451804 – IV-D PRIOR YEAR AUDIT INCENTIVE \$ 75,000.00**

The revenue generated from the Prior DSS Yearly Audit has not been received as they are not through with their calculations. Based on prior years, we are estimating the amount will be approximately \$75,000.00. The July through December amount received for 2022 is \$68,998.93.

**461000 – INVESTMENT INTEREST \$ 7,500.00**

Amended budget through 11-30-22

**SECTION VI. B - 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>		
Senior Court Administrator	1		1	1	210
Delinquent Account Manager	1		1	1	208
Family Crt Private Case Coord	1		1	1	107
Admin Assistant III	1		1	1	107
Admin Assistant I	2		2	2	105
Admin Assistant I - PT	2		1	1	105
Intern	<u>2</u>		<u>1</u>	<u>1</u>	101
	10		8	8	

Six of these positions require insurance.

Display organization flowchart:

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**SECTION VI. C - OPERATING LINE ITEM NARRATIVES**

<b>520200 - CONTRACTED SERVICES</b>	<b>\$ 4,000.00</b>
Used to pay for security at DSS hearings at Red Bank Crossing. This is in the Town limits of Lexington so we use off-duty Town police from Extra Duty Solutions to work within their jurisdiction.	
<b>521000 - OFFICE SUPPLIES</b>	<b>\$ 600.00</b>
This account is used for pens, pencils, printing, and paper for Rules to show cause, miscellaneous supplies, toner cartridges for fax machines and printer and maintenance kits.	
<b>522200 - SMALL EQUIPMENT REPAIRS &amp; MAINTENANCE</b>	<b>\$150.00</b>
This account will be used for maintenance and repair on scanners, electric seals, printers, and any other miscellaneous equipment located within the Clerk of Court's office.	
<b>524201 - GENERAL TORT LIABILITY INSURANCE</b>	<b>\$ 216.00</b>
This is based on the fec schedule provided by Human Resources	
<b>524202 - SURETY BONDS</b>	<b>\$ 31.00</b>
For five employees at \$6.29 per employee.	
<b>525000 - TELEPHONE</b>	<b>\$ 1,690.00</b>
This account is used to pay for telephone services for 6 phones with voice mail for employees.	
<b>525041 - E-MAIL SERVICE CHARGE</b>	<b>\$ 516.00</b>
Six at \$10.75 for monthly charge of \$64.50 and annual fee of \$774.00.	
<b>529903 - CONTINGENCY</b>	<b>\$ 0.00</b>

**SECTION VI. D - CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST** **\$ 0.00**

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N/A

**COUNTY OF LEXINGTON**  
**DHEC - EMS GRANT-IN-AID**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*DHEC - EMS Grant-In-Aid 2520:</b>								
<b>Revenues:</b>								
459100	DHEC - EMS Grant-In-Aid	21,344	0	21,344	21,344	21,344		
801000	Op Trn from General Fund	1,242	0	1,242	1,242	1,242		
<b>**Total Revenue</b>		<b>22,586</b>	<b>0</b>	<b>22,586</b>	<b>22,586</b>	<b>22,586</b>		
<b>***Total Appropriation</b>					<b>22,586</b>	<b>22,586</b>		
FUND BALANCE Beginning of Year					24,573	24,573	24,573	24,573
FUND BALANCE - Estimated End of Year					24,573	24,573	24,573	24,573

Fund: 2520  
Division: Department of Emergency Services  
Organization: 131400 - Emergency Medical Services

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	BUDGET		
					2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>							
<b>* Total Personnel</b>		0	0	0	0		
<b>Operating Expenses</b>							
525210	Conference, Meeting & Training Expense	0	0	22,586	22,586		
<b>* Total Operating</b>		0	0	22,586	22,586		
<b>** Total Personnel &amp; Operating</b>		0	0	22,586	22,586		
<b>Capital</b>							
540010	Minor Software	0	0	0	0		
	All Other Equipment	0	0	0	0		
<b>** Total Capital</b>		0	0	0	0		
<b>***Total Budget Appropriation</b>		0	0	22,586	22,586		

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Section V – PROGRAM OVERVIEW

EMERGENCY MEDICAL SERVICES DIVISION  
GRANT-IN-AID

The DHEC EMS Grant-in-Aid Program is intended to provide financial assistance to counties to improve and upgrade the EMS system in order to reduce injuries and the loss of life. All DHEC licensed ambulance services that provide emergency treatment and transport services are eligible to receive grant funds. Grant funds are awarded on a 94.5% state / 5.5% county matching fund basis.

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SECTION VI.C – OPERATING LINE NARRATIVES

EMERGENCY MEDICAL SERVICES

**525210 – CONFERENCE AND MEETING EXPENSES**

**\$22,586**

Funds are needed to train Paramedics to implement full staffing.

12 Students @ \$1,882.16 = \$22,586



**COUNTY OF LEXINGTON  
ECONOMIC DEVELOPMENT  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenue Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24	
<b>*Economic Development 2000:</b>									
<b>Revenues:</b>									
438905	Cell Phone Sales	0	0	0	0	0	0	0	
458000	State Grant Income	25,500	0	0	0	0	0	0	
461000	Investment Interest	2,345	6,204	1,000	1,000	3,000			
469900	Miscellaneous Revenues	0	0	0	0	0	0	0	
801000	Op Trn from General Fund	0	0	0	0	0	0	0	
821000	R.E.T. from General Fund	1,353,829	325,000	1,300,000	1,300,000	1,637,520			
<b>**Total Revenue</b>		<u>1,381,674</u>	<u>331,204</u>	<u>1,301,000</u>	<u>1,301,000</u>	<u>1,640,520</u>			
<b>** Total Appropriation</b>					<u>1,783,380</u>	<u>1,637,520</u>			
<b>Unused Appropriations (FY 22-23)</b>									
FUND BALANCE									
Beginning of Year						<u>616,807</u>	<u>134,427</u>	<u>137,427</u>	<u>134,427</u>
FUND BALANCE - Projected									
End of Year						<u>134,427</u>	<u>137,427</u>	<u>137,427</u>	<u>134,427</u>

**COUNTY OF LEXINGTON  
ECONOMIC DEVELOPMENT  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2000  
Division: Economic Development  
Organization: 181100 - Economic Development Projects

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Operating Expenses</b>						
520103 Landscaping/Ground Maintenance	150,744	60,940	183,997	181,120		
520200 Contracted Services	39,980	0	81,180	81,180		
520300 Professional Services			45,000	90,000		
524999 Other Insurance	4,441	0	4,883	5,371		
525302 Util/Saxe Gotha Industrial Park	78,496	39,040	72,943	78,081		
525303 Util/Chapin Technology Park	126,329	59,718	125,084	119,437		
525324 Util/Batesburg-Leesville Industrial Park	22,696	11,415	22,658	22,888		
529903 Contingency	0	0	0	0		
537010 Certified Sites Program	17,427	0	411,447	260,000		
<b>* Total Operating</b>	<b>440,113</b>	<b>171,113</b>	<b>947,192</b>	<b>838,077</b>		
<b>** Total Personnel &amp; Operating</b>	<b>440,113</b>	<b>171,113</b>	<b>947,192</b>	<b>838,077</b>		
<b>Capital</b>						
5AK405 CTP Infrast. Repair - Utility Prov	0	0	46,512	0		
5AL480 Chapin Park Stormwater Engineering	33,000	0	5,500	0		
5AM357 BLIP-Plat of Parcel 13	7,500	0	0	0		
<b>**Total Capital</b>	<b>40,500</b>	<b>0</b>	<b>52,012</b>	<b>0</b>		
<b>Other Financing Uses</b>						
811000 Op Trn to General Fund/Cty Ordinary	0	0	0	0		
814506 Op Trn to Saxe Gotha Industrial Park	0	0	0	0		
815801 Op Trn to Lex Cty Airport Capital Projects	0	0	0	0		
<b>**Total Other Financing Uses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>480,613</b>	<b>171,113</b>	<b>999,204</b>	<b>838,077</b>		

**COUNTY OF LEXINGTON  
ECONOMIC DEVELOPMENT  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2000  
Division: Economic Development  
Organization: 181101 - Economic Development Administration

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 4	125,904	96,278	211,115	211,115		
510200 Overtime	24	13	0	0		
511112 FICA - Employer's Portion	9,214	7,106	16,151	16,151		
511113 State Retirement - Employer's Portion	19,270	15,871	37,072	37,072		
511120 Employee Insurance - 4	31,200	15,600	31,200	31,200		
511130 Workers Compensation	2,512	1,379	2,710	2,710		
519999 Personnel Contingency	0	0	3,788	3,788		
<b>* Total Personnel</b>	<b>188,124</b>	<b>136,247</b>	<b>302,036</b>	<b>302,036</b>		
<b>Operating Expenses</b>						
520221 Website Service	3,562	4,136	7,363	6,192		
520319 Engineering Services	84,500	51,000	131,500	131,500		
520400 Advertising & Publicity	75,265	15,976	91,675	105,419		
520500 Legal Services	11,795	5,737	18,310	20,994		
520702 Technical Currency & Support	629	629	630	840		
521000 Office Supplies	1,358	596	1,510	1,510		
521100 Duplicating	120	72	191	191		
521200 Operating Supplies	4	12	500	1,000		
522300 Vehicle Repairs & Maintenance	12	0	400	400		
524000 Building Insurance	508	5,705	5,877	6,054		
524100 Vehicle Insurance	615	615	616	615		
524101 Comprehensive Insurance	141	141	142	150		
524201 General Tort Liability Insurance	994	0	1,051	1,104		
524202 Surety Bonds	0	0	0	0		
525000 Telephone	951	536	951	1,192		
525006 GPS Monitoring Charges	203	102	204	204		
525021 Smart Phone Charges	1,158	656	2,304	2,304		
525041 E-mail Service Charges - 4	269	161	516	516		
525100 Postage	58	48	77	57		
525110 Other Parcel Delivery Service	0	0	100	100		
525210 Conference, Meeting & Training Expense	7,823	8,122	11,487	22,375		
525230 Subscriptions, Dues, & Books	4,135	4,450	4,535	4,820		
525240 Personal Mileage Reimbursement	922	909	2,164	3,357		
525300 Utilities - Administration	6,817	3,759	8,237	7,518		
525400 Gas, Fuel & Oil	1,012	236	1,045	1,045		
525600 Uniforms & Clothing	216	0	125	250		
534301 Central Carolina Econ. Develop Alliance	72,000	36,000	72,000	72,000		
534303 Riverfront Alliance	55,000	27,500	55,000	55,000		
537006 USC Incubator Project	25,000	25,000	50,000	50,000		
537190 Engenuity SC	12,500	0	0	0		
<b>* Total Operating</b>	<b>367,567</b>	<b>192,098</b>	<b>468,510</b>	<b>496,707</b>		
<b>** Total Personnel &amp; Operating</b>	<b>555,691</b>	<b>328,345</b>	<b>770,546</b>	<b>798,743</b>		

**COUNTY OF LEXINGTON  
ECONOMIC DEVELOPMENT  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2000  
 Division: Economic Development  
 Organization: 181101 - Economic Development Administration

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<i><b>BUDGET</b></i> 2023-24 Recommend	2023-24 Approved
<b>Capital</b>						
540000 Small Tools & Minor Equipment	475	162	100	<u>700</u>		
540010 Minor Software	0	0	0	<u>0</u>		
All Other Equipment	320	1,900	13,530			
<b>**Total Capital</b>	<b>795</b>	<b>2,062</b>	<b>13,630</b>	<u><b>700</b></u>		

<b>*** Total Budget Appropriation</b>	<b>556,486</b>	<b>330,407</b>	<b>784,176</b>	<u><b>799,443</b></u>
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## SECTION V - PROGRAM OVERVIEW

### Summary of Programs:

#### Program 1 – Economic Development Real Estate Operating Expenses

##### Objectives:

To provide for on-going operating expenses associated with the maintenance of Lexington County's three (3) business parks. To achieve and maintain status as South Carolina Department of Commerce's Palmetto Sites for all three (3) aforementioned business parks.

The goal is to maintain the grounds and accoutrements in Lexington County's three (3) business parks in a highly presentable fashion in order to keep the appearance attractive to new and existing occupants.

##### Service Standards:

- a. To assist and advise Lexington County Council and the Lexington County Administrator on County-owned economic development real estate.
- b. To coordinate the economic development real estate matters with the County's Chief Legal Counsel.
- c. To coordinate with other County Departments on maintenance and other related needs in our parks.
- d. To ensure that the appearance of our industrial parks are properly maintained.
- e. To achieve and maintain designation as South Carolina Palmetto Sites for our three (3) business parks.

## SECTION VI. C - OPERATING LINE ITEM NARRATIVES

### 520103 – LANDSCAPING / GROUND MAINTENANCE / INDUSTRIAL PARKS \$181,120

Cost to cover the estimated expense of maintaining the landscaping and streets at the three (3) business parks owned by Lexington County:

- Saxe Gotha Industrial Park North and South
  - Landscaping (to include a separate line item for Litter Control):
    - Cost for 12 months = \$53,999.00
  - Street Sweeping / Cleaning:
    - \$1,200/each x 1 = \$1,200
- Chapin Business & Technology Park at Brighton
  - Landscaping:
    - Cost for 12 months = \$65,395.00
  - Fountain Maintenance
    - \$2,466.75 Monthly
    - \$2,466.75 x 12 = \$29,601.00
  - Street Sweeping / Cleaning:
    - \$1,200/each x 1 = \$1,200
- Batesburg-Leesville Industrial Park
  - Landscaping (to include Litter Control):
    - Cost for 12 months = \$28,525.00
  - Street Sweeping / Cleaning:
    - 1,200/each x 1 = \$1,200

### 520200 – CONTRACTED SERVICES \$81,180

Cost to cover the estimated expense of completing annual herbicide treatments at Chapin Business & Technology Park at Brighton, Saxe Gotha Industrial Park North and South and the Batesburg-Leesville Industrial Park:

- Chapin Business & Technology Park – approx. 120 acres of timbered property
  - 120 x \$220 (estimated cost of herbicide treatment) = \$26,400.00
- Saxe Gotha Industrial Park Phase I – approx. 131 acres of timbered property
  - 60 x \$220 (estimated cost of herbicide treatment) = \$13,200.00
- Saxe Gotha Industrial Park Phase II – approx. 140 acres of timbered property
  - 122 x \$220 (estimated cost of herbicide treatment) = \$26,840.00
- Batesburg-Leesville Industrial Park – approx. 38 acres of timbered property
  - 67 x \$220 (estimated cost of herbicide treatment) = \$14,740.00

### 520300 – PROFESSIONAL SERVICES \$90,000

Cost to cover specialized services needed for the advancement of Economic Development in Lexington County.

### 524999 – Other Insurance \$5,371

Insurance for the fountain in the Chapin Business & Technology Park at Brighton

### 525302 – UTILITIES / SAXE GOTHA INDUSTRIAL PARK \$78,081

Cost to cover the estimated expense for Saxe Gotha Industrial Park Phase I and Phase II:

- Lighting
  - Total Monthly Lighting Charges - \$6,444.45 average monthly
    - \$6,444.45 x 12 = \$77,333.44
- Electrical
  - Signage (12<sup>th</sup> Street) - \$373.46/year
  - Signage (Old Wire) - \$373.20/year

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**525303 – UTILITIES / CHAPIN BUSINESS & TECHNOLOGY PARK at BRIGHTON** **\$119,437**

Cost to cover the estimated expense for Chapin Business & Technology Park at Brighton:

- Lighting
  - Total Monthly Lighting Charges - \$7,581.67 average monthly
  - $\$7,581.67 \times 12 = \$90,979.98$
- Electrical
  - Entrance Signs (2)
    - \$46.55 average monthly
    - $\$46.55 \times 12 = \$558.56$
  - Fountain
    - \$1,059.29 average monthly
    - $\$1,059.29 \times 12 = \$12,711.44$
- Water
  - \$1,265.54 average monthly
  - $\$1,265.54 \times 12 = \$15,186.50$

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**525324 – UTILITIES – BATESBURG-LEESVILLE INDUSTRIAL PARK** **\$22,888**

- Batesburg-Leesville Industrial Park
  - Lighting
    - Total Monthly Lighting Charges – \$1,838.33 average monthly
    - $\$1,838.33 \times 12 = \$22,059.92$
  - Electrical
    - Entrance Sign
      - \$40.07 average monthly
      - $\$40.07 \times 12 = \$480.84$
  - Water
    - \$28.91 total monthly charge
    - $\$28.91 \times 12 = \$346.92$

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**537010 – CERTIFIED SITES PROGRAM** **\$260,000**

Under the South Carolina Department of Commerce's Palmetto Sites Program, the Site and Community Readiness Evaluation Phase cost is covered by SCDOC for publically-owned or controlled sites. Grants to assist for the cost of the remainder of the program (Due Diligence Phase) are available through a competitive process.

- +/- 1,886-Acre Site: \$260,000 –  
(Boundary Survey: \$60,000; Phase I Environmental: \$6,500; Wetlands Delineation & USACE Verification: \$32,000; Subsurface Geotechnical Exploration: \$47,000; Cultural Resources Survey: \$40,000; Protected Species Assessment: \$8,500; Due Diligence Assessment Report & Utility Letters: \$27,500; Traffic Study: \$25,000; Conceptual Master Plan: \$13,500)

\*Economic Development staff may have the opportunity to apply for grant monies from SCDOC; however, there is no guarantee that the grant will be awarded. Each county is only allowed to submit one property per calendar year when applying for grant monies through this program.

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**SECTION VI. - LINE ITEM NARRATIVES**

**SECTION VI. A - LISTING OF REVENUES**

<b>417100 – Fee in Lieu of Taxes</b>	<b>\$0</b>
Based on discussions with the Finance Department.	
<b>461000 – Investment Interest</b>	<b>\$3,000</b>
Based on discussions with the Finance Department.	
<b>821000 – Residual Equity Transfer from General Fund</b>	<b>\$1,637,520</b>
Based on anticipated fiscal year needs.	

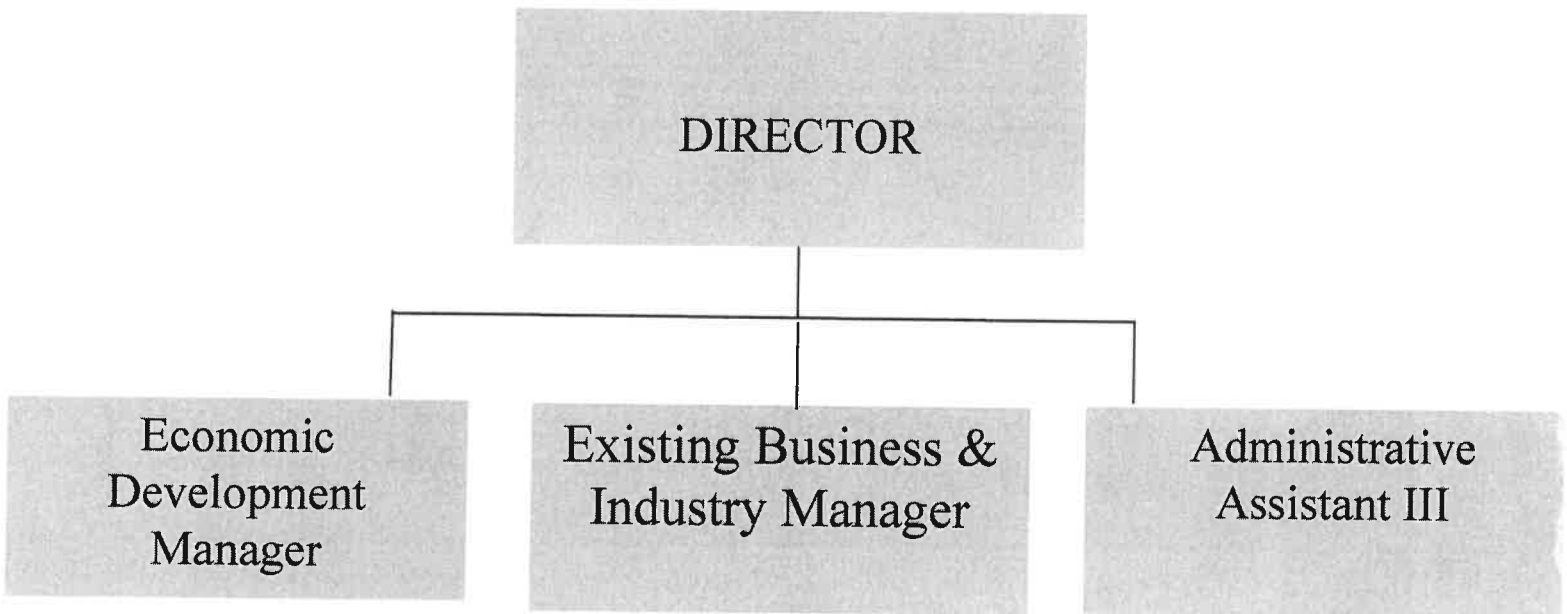


**SECTION VI. B - LISTING OF POSITIONS**

**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	217
Economic Development Manager	1	1		1	211
Existing Business & Industry Manager	1	1		1	208
Administrative Assistant III	1	1		1	107
<b>Total Positions</b>	<b>4</b>	<b>4</b>		<b>4</b>	

All of these positions require insurance.



**SECTION VI. C - OPERATING LINE ITEM NARRATIVES**

**520221 – WEBSITE SERVICES \$6,192**

Costs to cover the necessary expenses for routine updates on the economic development website.  
Maintenance – Annual – 40 hours @ \$150.00/hr.  
Hosting: Backup and Security – HostGator – 1 year: \$141.06  
Website Domain – 1 year: \$50.00

**520319 - ENGINEERING SERVICES \$131,500**

Cost to cover site improvement management; updated Master Development plans; assistance with the preparation of bid documents; project management and direct oversight of construction/development work in progress; site specific renderings; drone videography (when applicable based on specific Request for Information [RFI] requests); and specific due diligence to include but not limited to wetland delineations and requests/submittals to the US Army Corps of Engineers, updated boundary surveys, etc.  
\*\*Projected amount based on expenditures from prior fiscal year.

**520400 – ADVERTISING & PUBLICITY \$105,419**

Cost to cover targeted marketing to promote Lexington County’s three (3) business parks; quarterly newsletters for existing industry and allies; print and digital advertisements promoting Lexington County; subscription for advertising all three (3)-business parks on a national platform:

- Airport Advertisement:
  - o 2 - 8 foot wall-wrap in concourse = \$7,560
  - o QR Code = \$75.00
- Quarterly Newsletter – 4 newsletters @ \$1500.00/each = \$6,000.00 annually
- MailChimp: \$107/month = \$1,284.00 (12 months)
- Digital Ads = \$50,000.00
  - o Industry Publication Email Advertising Campaign – to promote publicly owned economic development real estate assets to site location consultants and corporate site selectors.
    - o Business Facilities: \$15,000.00
    - o Site Selection: \$10,000.00
    - o Area Development: \$20,000.00
    - o Artwork for above digital advertisements: \$5,000.00
- Updating General County of Lexington Economic Development Brochure, to include printing 500 pieces = \$11,600.00
- Photography for eight (8) new locations = \$6,300.00
- Social Media/Graphic: \$75 each, \$150/month x 12 = \$1,800.00
- LoopNet – 12 months @ \$195/month (3 business parks) = \$7,020
- Customized materials for Request for Information (RFI) responses, prospect visits, etc. = \$10,780
- Splash Omnimedia: Update Economic Development Video with new graphics and New footage = \$3,000.00

**520500 – LEGAL SERVICES \$20,994**

Cost to cover legal advice and document preparation on all economic development projects; based on YTD and historic activity:

\$8,397.50/6 = \$1,399.58  
\$1,399.58 X 12 = \$16,794.96  
\$16,794.96 X 25% = \$4,198.74  
\$16,794.96 + \$4,198.74 = \$20,993.70

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<b>520702 - TECHNICAL CURRENCY &amp; SUPPORT</b>	<b>\$840</b>
Subscription to maintain Constant Contact for easy access to contacts for emailing newsletters, event invitations, etc.	
- Constant Contact - \$70.00/month	
\$70.00 x 12 = \$840.00	
<b>521000 - OFFICE SUPPLIES</b>	<b>\$1,510</b>
Costs to cover routine office supplies (paper, ink cartridges, pens, file folders, notebooks, binders, dividers, envelopes, business cards, stationary, forms, etc.)	
Toner (black): \$92.84	
\$92.84 x (2) = \$185.68	
Toner color: \$116.40 each	
\$116.40 x (2) = \$232.80	
\$116.40 x (2) = \$232.80	
\$116.40 x (2) = \$232.80	
<b>Total all toner = \$884.08</b>	
Miscellaneous office supplies based on four (4) employees = <b>\$625.20</b>	
<b>521100 - DUPLICATING</b>	<b>\$191</b>
Cost to cover copying internal work papers, reports, emails, budget forms, procurement forms, finance forms and other related documents -- \$0.048 per copy	
\$45.78/5 = \$9.16 per month	
\$9.16 x 12 = \$109.92	
Printer Paper (\$3.24/ream) x 25 = \$81.00	
\$81.00 + \$109.92 = \$190.92	
<b>521200 - OPERATING SUPPLIES</b>	<b>\$1000</b>
Cost to cover miscellaneous operating supplies for the department (ribbon for Grand Openings, address marker replacements for parcels within the three (3) business parks, specific materials for individualized prospect visits, roll out turf grass for site visit set-up, personalized signs for each prospect visit, etc.)	
<b>522300 - VEHICLE REPAIRS &amp; MAINTENANCE</b>	<b>\$400</b>
Cost to cover vehicle repairs and maintenance per Fleet Services.	
<b>524000 - BUILDING INSURANCE</b>	<b>\$6,054</b>
Cost to cover allocated building insurance per schedule.	
<b>524100 - VEHICLE INSURANCE</b>	<b>\$615</b>
Cost to cover allocated vehicle insurance per schedule.	
<b>524101 - COMPREHENSIVE INSURANCE</b>	<b>\$150</b>
Cost to cover the allocated comprehensive insurance per schedule.	
<b>524201 - GENERAL TORT LIABILITY INSURANCE</b>	<b>\$1,104</b>
Cost to cover general tort liability insurance per schedule.	
<b>524202 - SURETY BOND</b>	<b>\$0</b>
No Surety bond FY 22-23 per Finance Department.	

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**525000 - TELEPHONE** **\$1,192**

Cost to cover all of the telephone services for the Economic Development Department. Total of five (5) lines in the department:

(4) Existing lines with voicemail = \$20.07

$\$20.07 \times 4 = \$80.28$

$\$80.28 \times 12 = \$963.36$

(1) Existing line without voicemail = \$19.01

$\$19.01 \times 12 = \$228.12$

$\$963.36 + \$228.12 = \$1,191.48$

**525006 - GPS MONITORING SYSTEM** **\$204**

Cost to cover 12 months of the GPS Monitoring Service

$\$16.95/\text{month} \times 12 \text{ months} = \$203.40$

**525021 - SMART PHONE CHARGES** **\$2,304**

Cost to cover all of the cellular telephone services for the Economic Development Department. There will be (3) cell phones in the department:

(3) Cell phones (with hot spot) @ \$64/month = \$192

$\$192 \times 12 = \$2,304$

**525041 EMAIL SERVICE CHARGES #** **\$516**

Costs to cover all of the email services for the Economic Development Department. There are a total of (4) email accounts in the department:

(4) Email accounts @ \$10.75 per month = \$43.00

$\$43.00 \times 12 = \$516$

**525100 - POSTAGE** **\$57**

Cost to cover routine mailings, to include reports, office correspondence, event mailings, etc.

$\$28.45 = 7 \text{ Months}$

$\$28.45 \times 2 = \$56.90$

**525110 - OTHER PARCEL DELIVERY SERVICE** **\$100**

Cost to cover occasional delivery by UPS or FEDEX for specialized RFI's (Request for Information) from prospects looking to locate in Lexington County.

**525210 - CONFERENCE, MEETING & TRAINING EXPENSE** **\$22,375**

Cost to cover attendance at national and South Carolina economic development conferences/meetings, training workshops, local development workshops and targeted marketing trips.

Conferences & Meetings:

SCEDA (SC Economic Developers Association) - Annual Conference

(2 @ \$1,300) = \$2,600

SCEDA - Fall Conference

(2 @ 700) = \$1,400

Central SC Alliance/SC Dept. of Commerce/SC Power Team Targeted Marketing Trips

(2 @ \$1,250) = \$2,500

SEDC Meet the Consultants

(1 @ \$1,375) = \$1,375

Miscellaneous local events (i.e. Power Breakfasts, etc.)

(2 @ \$200) = \$400

South Carolina Power Team Economic Development Review  
(1 @ \$800)  
South Carolina Economic Development Institute  
(1 @ \$4,100) = \$4,100  
Economic Development Prospect travel  
(1 @ \$5,000) = \$5,000  
Annual Report Launch Event  
(1 @ \$5,000) = \$5,000

**525230 - SUBSCRIPTIONS, DUES & BOOKS** **\$4,820**

Cost to cover annual membership dues to Economic Development professional organizations, both locally and nationally, to include the following:

- SCEDA (3 @ \$295 each) = \$885
- SCEDA web link (1 @ \$75) = \$75
- SEDC (1 organization @ \$300) = \$300
- IEDC (cost based on population in Lexington County) = \$1,060.00
- SC BIO Membership = \$2,500.00

**525240 - PERSONAL MILEAGE REIMBURSEMENT** **\$3,357**

Due to COVID-19 resulting in limited in person meetings for another year, staff based budget off prior FY 20-21 appropriation:

2 Employee @ 2 months of travel = \$559.46  
\$559.46/ 2 = \$279.73 per Month  
\$279.73 (12) 2 Employees = \$3,356.76

**525300 - UTILITIES - ADMINISTRATION** **\$7,518**

Cost to cover the utility allocation for the administrative building:

\$626.50 per Month  
\$626.50 x 12 = \$7,518

**525400 - GAS, FUEL & OIL** **\$1,045**

Cost to cover Economic Development related travel, to include: meetings hosted around Lexington County and the Midlands, site visits, existing industry appointments, business park tours, marketing trips, etc.  
\*Amount based on FY 22/23 appropriation.

**525600 - UNIFORM & CLOTHING** **\$250**

Cost to cover (2) new pair of boots for Economic Development Manager and Existing Industry and Business Manager to attend site visits:

(2) Pair of boots @ \$125.00 per pair

**534301 - CENTRAL SC ALLIANCE** **\$72,000**

Cost to cover Lexington County's membership dues = \$72,000

**534303 - THE RIVER ALLIANCE** **\$55,000**

Cost to cover Lexington County's terms of the Agreement with The River Alliance in February of 1995.

**537006 - USC TECHNOLOGY INCUBATOR** **\$50,000**

Cost to cover a portion of the cost to operate the USC Columbia Technology Incubator

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## SECTION VI. D - CAPITAL LINE ITEM NARRATIVES

**540000 - Small Tools & Minor Equipment** **\$700**

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Furniture for newly renovated conference room:

- End tables: \$60
- Lamp: \$40
- Shelving: \$30

I.T. related software for Clickshare usage in Economic Development lobby:

- HDMI Splitter: \$52.99 plus tax = \$56.70
- Wireless HDMI: \$241.99 plus tax = \$258.93

(1) Desktop Monitor

MI11 - Dell 24 Monitor - P2422H = \$254.00



**A** 1201 Main Street Suite 100 Columbia, SC 29201  
**W** centralsc.org  
**P** (803) 733-1131

February 8, 2023

Mr. Lynn Sturkie  
Lexington County Administration  
212 South Lake Drive  
Lexington, SC 29072

Dear Lynn:

The Central South Carolina Alliance is pleased to submit to the Lexington County Council our annual budget request for FY 23-24. Our request for funding is \$72,000. We would welcome the opportunity to meet with you at your convenience to discuss this request.

Included in this package is a draft budget for FY 2023-24 and the Central SC Alliance Scope of Services. The budget is an early draft document and has not been formally presented to the Board of Directors and the 2022 Annual Report will be delivered at our Annual Meeting March 2, 2023.

On behalf of the Board of Directors and the staff of the Central SC Alliance, I want to convey our appreciation for Lexington County's continued support of our efforts and look forward to continuing to do so in the next year. Please feel free to contact me if there are any questions regarding this request.

Sincerely,

Nelson Lindsay  
President and CEO

# **Central/SC**

*Business Friendly. Business Ready.*

## FY 2023-2024 Draft Budget

	<b>Annual Budget</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Public Sector</b>	
4010 · City of Columbia	72,000.00
4020 · Fairfield County	72,000.00
4030 · Kershaw County	72,000.00
4040 · Lexington County	72,000.00
4050 · Newberry County	72,000.00
4060 · Richland County	72,000.00
4070 · Calhoun County	72,000.00
4077 · Orangeburg County	72,000.00
4079 · Clarendon County	72,000.00
<b>Total Public Sector</b>	648,000.00
4110 · Business Community	525,000.00
4111 · Investor Initiative	20,000.00
4120 · Interest	150.00
4140 · Grants Revenue	750,000.00
<b>Total Income</b>	1,943,150.00
<b>Gross Profit</b>	1,943,150.00
<b>Expense</b>	
Total Personnel Services	884,884.00
Total Operating Expenses	61,436.00
Total Overhead	207,550.00
Total Executive & Administration	11,365.00
Total Marketing & Research	290,817.00
Total Business Development	76,534.00
Total Business Recruitment	382,715.00
Total Investor/Public Relations	27,000.00
<b>Total Expense</b>	1,942,301.00
<b>Net Income</b>	<b>849.00</b>



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Description



## SCOPE OF SERVICES

All services are available upon request from our county members and customized to their specific needs. These services are all done in collaboration with the local economic developers in each county.

### Marketing and Lead Generation

- Responsible for marketing the Central SC Alliance region to four major targets:
  - Companies and businesses worldwide
  - Corporate Site Consultants
  - SC Department of Commerce
  - Existing Industry
- Manage and maintain a cutting-edge Lead Generation Program:
  - Identify industries for lead generation firm to target – the firm researches companies, identifies signs of expansion potential, calls and arranges a meeting with a decision-making level executive of a company
  - Arrange video presentations and conference calls with prospective companies who have indicated an interest in the region and plan for growth
  - Follow up from these meetings, includes: arranging for the company to visit our region, sending requested additional research or information to companies, scheduling a follow up meeting with the company in a future marketing mission
- Plan and execute marketing trips in U.S., Canada, Europe and Asia which can include opportunities for local developers to participate
- Events & Announcements:
  - Assist with and run project groundbreakings and announcement events
  - Provide opportunities and events to engage site consultants, prospective companies, etc. (i.e. familiarization tours, receptions, utilizing local community events)
  - Host events and opportunities to engage all regional economic development allies, partners and existing industry
- Marketing Materials:
  - Maintain and promote the Central SC Alliance website [www.centralsc.org](http://www.centralsc.org) which showcases regional and county marketing, comprehensive regional and county data, real estate database, major employers database, etc.
  - Develop regional marketing materials and advertisements: Executive Summaries, Snapshots, International and Domestic Regional Brochures, etc.
  - Assist with development of county or site specific marketing materials

### Research

- Create and maintain county specific Community Profiles and comprehensive Executive Summaries
- Maintain county property inventory and major employer industry database
- Act as the regional data clearinghouse for demographics, labor and project data
- Conduct labor market research tailored to specific project needs

- Provide specialized research for CSCA Counties (i.e. commuting patterns, analysis of received RFI's to better understand needs of available projects, etc.)
- Build Cost of Doing Business Comparisons (i.e. Newberry County, SC vs Greensboro, NC) and establish the business case for locating in Central SC
- Generate customized and project specific maps utilizing GIS software to include: companies, technical schools, quality of life amenities, properties, etc.
- Access to essential subscriptions: employer databases (Reference USA), business analyst software (ESRI), EMSI
- Update Cost-Benefit Analysis variables to ensure accurate models
- Track and report company performance on investment and job creation activity of announced projects for counties that request it. (These services can be provided on a fee for service basis.)

## Business Development

Business Development is executed at a regional level for projects in the early stages that are evaluating the region. This service is also available at the county level by request.

- Suggest and select real estate (sites, buildings) for projects
- Respond to Requests for Information (RFI's)
- Assist with county project visits as requested and lead regional visits:
  - Create itineraries
  - Arrange travel logistics for companies
  - Coordinate key community leaders and stakeholders to participate in the visit (i.e. elected officials, utilities, technical schools, existing industry, readySC™, etc.)
  - Facilitate project presentations of regional and county attributes and resources
  - Follow-up from visits by answering remaining questions and providing additional requested information
  - Coordinate with South Carolina Department of Commerce (SCDOC) project managers and local real estate brokers for site/building visit scheduling
- Interface with SCDOC Grants Manager (when appropriate) for specific project grant/incentive assistance
- Provide critical information and reports to assist in project decision making for county councils: Cost-Benefit Analysis Reports, FILOT (Fee in Lieu of Taxes) Illustrations
- Lead and/or provide assistance with incentive negotiations for projects
- Respond to inquiries and requests from Site Consultants and Companies in regards to projects

## Economic Development Consulting & Convening

- Lead and assist with the development of an Economic Development Action Plan
- Assistance with product development, including both sites and buildings
- Offer access to CSCA revolving interest free loan fund which can be used for inventory building purposes
- Consult and convene partners on business issues related to economic development process
- Advise on economic development issues and trends, and appropriate actions both current and future with respect to those issues and trends
- Analyze and provide solutions to complex business issues
- Maintain close relationships with local, state and federal government officials including the South Carolina Department of Commerce and other regional alliances and allies

# THE RIVER ALLIANCE

What 90 miles of river can be.

January 23, 2023

Sarah Johnson  
Lexington County  
212 South Lake Drive  
Lexington, South Carolina 29072

Dear Ms. Johnson

The River Alliance requests Lexington County's support in the FY FY 23-24 budget. This is in accordance with 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 **\$55,000.00** for the budget year.

Enclosed is our draft budget for 2023-2024, showing:

- All funding sources anticipated, including, in addition to Lexington County, Richland County, the City of Cayce, the City of Columbia and the City of West Columbia, and private funding.
- Detailed utilization of the funding.

The River Alliance is privileged to serve both Lexington and Richland Counties. The most visible Lexington projects are the Three Rivers Greenway in Cayce and West Columbia, and the evolving "12,000 Year History Park" in Cayce. The History Park is on approximately 350 acres along the Congaree Creek. Our efforts now focus on creating the 12,000 Year History Park Visitors Center. We have begun work with the City of Cayce using a \$1M appropriation from the General Assembly. Architectural design is underway. We will continue to seek additional funding to complete the project in anticipation of the 250<sup>th</sup> Anniversary of the Revolutionary War.

Lexington County is a founding member of the Alliance. Lexington County Council is represented on the Alliance board by two members of Council and two additional citizen appointments. This structure promotes clear understanding of the County goals and needs, and their alignment with the work plan of the Alliance. For this year, we will continue to provide river access to the residents of Lexington County via the regional Three Rivers Greenway project.

The Sanctuary at Boyd Island project, funded by private donation, is completely accessible with the bridge to and pathway on the Island itself. All are part of the Three Rivers Greenway and available to the citizens of Lexington County at no cost. The Boyd Family Foundation is working with us to add additional amenities and public art.

Moving forward, we have secured public funding (\$2.2M) and private funding (\$3.6M) to complete Phase 2 of the Saluda Riverwalk. This will connect the Zoo Saluda area to the Columbia Canal. Design, engineering and permitting is ongoing. We expect to be in construction during the 23-24 fiscal year. Separate from this, we are seeking additional funding to bridge the Columbia Canal near the museums and complete the link to the Gervais Street Bridge. This will connect West Columbia and Cayce up the canal to the Saluda and the planned connection to Lake Murray.

As always, if you have any questions about this grant request, or on any other matter, please call me at 765-2200.

Regards,



Michael T. Dawson  
Chief Executive Officer

Enclosure: 2023-2024 River Alliance Draft Budget

cc: Todd Cullum  
Charlene Wessinger

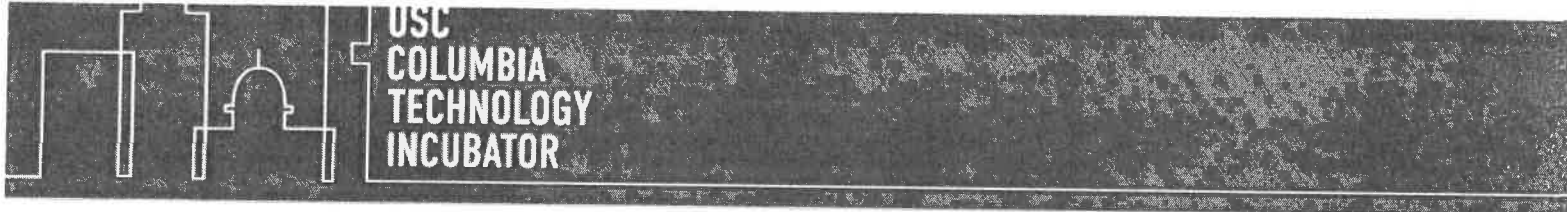
**RIVER ALLIANCE – DRAFT BUDGET FY 23-24**

**INCOME**

<b>Annual Government Grant Income</b>	
Lexington County	\$55,000
Richland County	\$55,000
City of Cayce	\$10,000
City of Columbia	\$55,000
City of West Columbia	\$12,500
<b>Total - Annual Government Grant Income</b>	<b>\$187,500</b>
<b>Fundraising Income</b>	
Corporate & Individual Contributions	\$50,000
<b>Total Fundraising Income</b>	<b>\$50,000</b>
<b>Other Income</b>	
Project Reimbursed Expenses	\$35,000
Project Administration	\$10,000
Project Marketing/Public Information Reimbursed Expenses	\$5,000
Other Income	\$500
<b>Total - Other Income</b>	<b>\$50,500</b>
<b>INCOME</b>	
<b>Annual Government Grant Income</b>	<b>\$187,500</b>
<b>Fundraising Income</b>	<b>\$50,000</b>
<b>Other Income</b>	<b>\$50,500</b>
<b>TOTAL INCOME</b>	<b>\$288,000</b>

**EXPENSES**

<b>Structural/Personnel Expenses</b>	
Payroll	\$124,000
Employee benefits and taxes	\$37,200
<b>Total - Structural/Personnel Expenses</b>	<b>\$161,200</b>
<b>Operating Expenses</b>	
Bank Charges	\$150
Audits/Reports	\$2,000
Bookkeeping/Accounting Specialists	\$1,800
Company Vehicle/Mileage	\$2,000
Computer Software	\$1,000
Computer - Network & Maintenance	\$1,500
Dues & Subscriptions	\$850
Education	\$700
Equipment Lease/Rental	\$5,000
Insurance	\$5,500
Legal	\$3,000
Licenses, Permits, Registrations	\$800
Office Furniture	\$500
Office Supplies	\$4,000
Rent	\$3,600
Office Services	\$1,000
Repairs & Maintenance	\$1,000
Telephone & Internet	\$6,500
Travel & Conferences	\$3,000
Director's Discretionary Funds	\$1,000
<b>Total - Operating Expenses</b>	<b>\$44,900</b>
<b>Program Expenses</b>	
Fundraising	\$1,000
Marketing/Public Information	\$11,000
Professional Services/Costs	\$30,000
Three Rivers Greenway	\$15,000
River Recreation & Protection	\$2,500
12000 Year History Park	\$15,000
<b>Total - Program Expenses</b>	<b>\$74,500</b>
<b>EXPENSES</b>	
<b>Structural/Personnel Expenses</b>	<b>\$161,200</b>
<b>Operating Expenses</b>	<b>\$45,900</b>
<b>Program Expenses</b>	<b>\$74,500</b>
<b>TOTAL EXPENSES</b>	<b>\$281,600</b>
<b>TOTAL SURPLUS/DEFICIT</b>	<b>\$6,400</b>



CHAD HARDAWAY  
EXECUTIVE DIRECTOR  
USC COLUMBIA TECHNOLOGY INCUBATOR  
1225 LAUREL STREET  
COLUMBIA, SC 29201

February 8<sup>th</sup>, 2023

**RE: Lexington County Funding Request for FY 2023-2024**

Sarah Johnson  
Economic Development Director  
County of Lexington, South Carolina  
212 South Lake Drive, Suite 502  
Lexington, South Carolina 29072

Dear Sarah,

Thank you for your continued support of the USC Columbia Technology Incubator (Incubator). Our mission is to help innovative businesses grow through education, mentoring, and an established sense of community in our incubation facility that serves the Midlands of South Carolina. Since 1998, the Incubator has been a driving force for economic development in our region, and with your renewed support, that mission will continue. We constantly seek to ensure that our goals align closely with those of Lexington County Council and view your expression of support as confirmation that our mutual goals are in alignment.

USC Columbia Technology Incubator Goal Statements:

- Encourage positive economic development and growth of the region's entrepreneurial ecosystem
- Attract and retain highly skilled, innovative, and creative entrepreneurs, employees, and businesses
- Create high wage, high impact jobs and develop the local and South Carolina workforce

2022 was another outstanding year for the Incubator as we celebrated numerous successes with our 46 member companies. Last year, these members generated nearly \$23 million in gross revenue and employed over 500 people. We estimate that over 30% of these employees reside in Lexington County.

Below are summaries of two of our incubator companies that call Lexington County home.

**Land Intelligence, Inc.** joined the Incubator in 2019 and is a software development company that has built and is currently beta testing a SaaS platform providing products, tools, and predictive analytics to real estate developers and financiers of real estate development projects. Focused on three national metropolitan growth areas in 2023, the team is piloting the software in the South Carolina Midlands region with Lexington County as the initial beta testing county in the Midlands. Land Intelligence is committed to helping developers perform side-by-side comparisons of multiple properties before choosing the best fit for investment opportunity. Predictive analytics assist in determining the best time to purchase property and is based on a proprietary 15 step property scoring system which entails local infrastructure limitations, zoning, and market pricing trends impacting the current and future value of a potential investment property. With



Lexington County being one of the first “searchable” counties in the SaaS platform, investors from anywhere will be able to search for investment opportunities in Lexington County.

**Lexington based GP Technologies** is an international software development and IT services firm with competent professionals who offer quality, cost-efficient solutions to client's data management needs. GP Technologies' professionals help customers acquire the right talent and skill sets and augment the mix of internal staff, external consultants, and project outsourcing. In 2022, GP Technologies maintained annual revenue of over \$1.5 million, built upon existing contracts in Lexington County and the greater Midlands region, and expanded operations to New Jersey. The GP team foresees significant developments in 2020 as the scope of their client base extends to small and medium businesses and fortune 500 companies.

### **Lexington One Dual Enrollment**

In addition, through the Incubator's continued partnership with The University of South Carolina (USC) Office of Economic Engagement (OEE), the Lexington One Dual Enrollment program was created in the Fall of 2022 and has the first class enrolled for the Winter 2023 semester. The program has 11 students enrolled. Background on this partnership is below.

The University of South Carolina (USC) Office of Economic Engagement (OEE) was formed in 2013 to create an interconnected startup and innovation environment by connecting public and private partners with the resources of the state's flagship university. The University of South Carolina is an active leader and catalyst with multiple programs, centers, and resources that accelerate ideas from ideation through commercialization to sustained economic impact. OEE has created an organizational structure and provides a continuum of services for inventors and entrepreneurs from idea to exit along with multiple programs to engage and work with industry partners.

OEE has developed partnerships with more than 25 industry partners with companies such as Siemens, Samsung, IBM, and many others. These partnerships bring together university and private sector researchers to collaborate and develop real-world demonstrations using tools such as cognitive computing, predictive analytics, and predictive maintenance software. These on-campus demonstration projects utilize real-world industrial equipment, such as Yaskawa and Kuka robots, and become the focal point where the best minds in industry, university research, and emerging university students come together to provide a fresh perspective on how to address current industry problems. In addition, these demonstrations have increased the capabilities of USC's state and regional government partners, such as SC Department of Commerce and county economic development alliances, to serve their industrial partners through integrated learning (skills development), discovery (research), and engagement (application/entrepreneurship) for real-world challenges. The focus is on real-world tools, real-world data, industry mentors, and leading-edge teaching and research faculty that expand the professional and social networks of the students. This Industry Engagement center is the foundation of this funding request.

In December of 2021, Lexington County School District One and the USC OIPEE launched a new partnership, creating a new dual enrollment experience for high school students interested in engineering and STEM. This new experience, to be housed at Lexington Technology Center, will create an immersive student learning environment, where students engage in discovery, design and development. Learning in a virtual setting, students will recognize and solve multifaceted engineering problems by using STEM principles.

Students will also work with USC College of Engineering and Computing Capstone students in labs on the university's campus, applying what they have learned to solve existing industry problems for local business partners, including IBM, Siemens, Samsung, and others. "This new dual enrollment experience and the partnership with USC will impact many Lexington District One students interested in STEM and engineering," said Superintendent Dr. Greg Little. "This experience will immerse students in college-level curriculum and allow for meaningful connection with local industry partners. We are creating the workforce of the future."

"We are excited to launch this initiative with Lexington District One," said USC Interim Provost Dr. Stephen Cutler. "By broadening access for local high school students to cutting-edge technology, we are better preparing tomorrow's college students and opening their eyes to what is possible in STEM fields. This will help widen the talent base for employers and will provide South Carolina students with the necessary tools to compete for high-paying jobs." Juniors and seniors in the district can enroll in this dual enrollment experience beginning in the 2023 school year. Students can earn college credit for a general engineering course.

#### CHALLENGES

- Teach the value of the digital twin for future factories
- Test and develop advanced manufacturing technologies
- Develop student interest in STEM topics

#### KEYS TO SUCCESS

- Implement Siemens software, control hardware and edge devices
- Partner with Siemens Digital Industries Software in laboratory and courseware development
- Leverage real-world digital twin technologies in student curricula

#### RESULTS

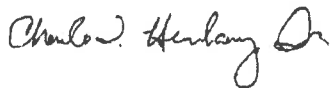
- Developed job readiness for digitalized manufacturing
- Implemented the digital twin in a Future Factories laboratory
- Developed applications for automated composites manufacturing

Sarah, with your help and the generous support of Lexington County Council, we've continued to build on our success in engaging and assisting Lexington County based workforce partners, educational partners, and entrepreneurs. We look forward to working with you to continue leveraging these opportunities to help Lexington County meet its goal of providing entrepreneurial services to the citizens of Lexington County.

Attached is an overview of our prospective budget, which includes Lexington County's continued support at levels consistent with prior years.

We are requesting a renewal of your support of \$50,000 for the 2023-2024 fiscal year to support both incubator operations at \$25,000 and the Lexington One dual enrollment program at \$25,000. We look forward to the opportunity to meet with you and/or Lexington County Council to discuss our funding request.

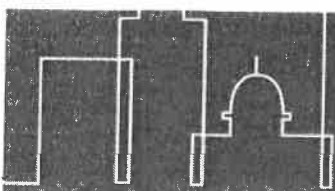
Sincerely,



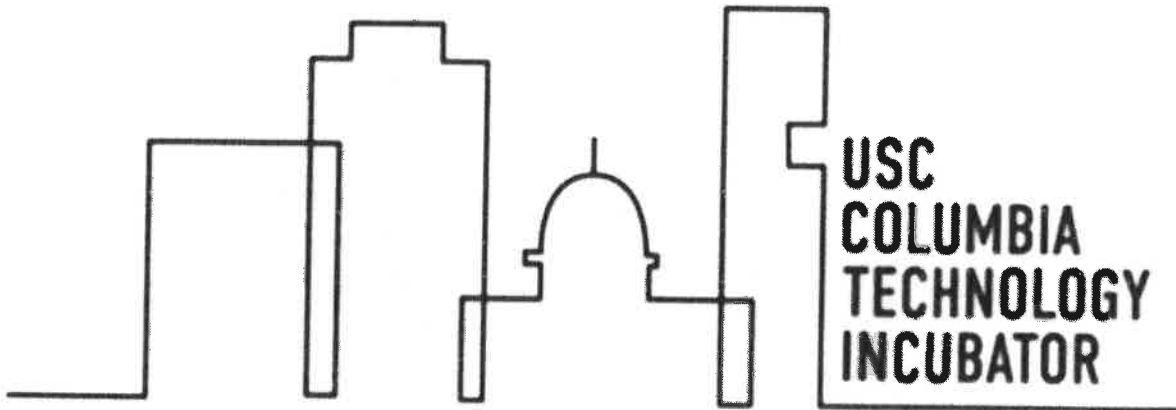
Chad Hardaway

Executive Director  
USC Columbia Technology Incubator

CC:  
Bill Kirkland, Board Chair, USC Columbia Technology Incubator  
Lynn Sturkie, Lexington County Administrator



**Estimated Funding Sources and Utilization of Funding Calendar Year 2023**



**Estimated Funding Sources and Utilization of Funding Calendar Year 2023**

**Estimated Revenue Support**

Private Contributions Donations	\$ 20,000.00
Local Government Support	\$ 100,000.00
Rental Income	\$ 275,000.00
Program Revenue	\$ 275,000.00
<b>Total Revenue</b>	<b>\$ 670,000.00</b>

**Estimated Expenses**

Salaries	\$ 125,000.00
Building Operations Expenses	\$ 225,000.00
Program Expenses	\$ 260,000.00
Marketing	\$ 15,000.00
Office & Computer Expenses	\$ 12,500.00
Other Operation Expenses	\$ 32,500.00
<b>Total Expenses</b>	<b>\$ 670,000.00</b>

## **ADDENDUM – CAPITAL PROJECT REQUEST**

### **Economic Development Real Estate Enhancements**

Objectives:

Anticipated costs from Lexington County to supplement funding allocated from the Savannah River Site Settlement.

## LINE ITEM NARRATIVES

**ROUGH GRADED PAD ON PARCEL 1 (Batesburg-Leesville Industrial Park) \$1,900,000**

Anticipated cost to provide Professional Due Diligence, Engineering Design/ Permitting and Construction for +/- 382,000-SF Rough Graded Pad on Parcel 1 in BLIP  
(Appropriated SRS Funding \$1,250,000)  
**Lexington County Responsibility \$650,000**

**SITE IMPROVEMENTS ON PARCEL 9 (Saxe Gotha Industrial Park) \$2,850,000**

Anticipated cost to provide Professional Due Diligence, Engineering Design/ Permitting and Construction for +/- 143,000-SF and +/- 156,000-SF Rough Graded Pad on Parcel 9 in SGIP  
(Appropriated SRS Funding \$2,500,000)  
**Lexington County Responsibility \$350,000**

**SITE IMPROVEMENTS ON LOT 10 (Chapin Business & Technology Park) \$550,000**

Anticipated cost to provide Professional Due Diligence, Engineering Design/Permitting and Construction for +/- 60,000-SF and +/- 45,000-SF Rough Graded Pad on Parcel 10 in CBTP.  
(Appropriated SRS Funding \$1,250,000)  
**Overage of \$700,000**

COUNTY OF LEXINGTON  
ECONOMIC DEVELOPMENT  
Annual Budget  
Fiscal Year - 2023-24

**NEW PROGRAM**

Fund: 2000  
Division: Community & Economic Development  
Organization: 181101 - Economic Development A

Position Upgrade

Object Expenditure Code Classification	<u>FROM:</u>	<u>TO:</u>	<i>BUDGET</i>		
	(1) Project Manager Band 209	(1) Economic Development Manager Band 211	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>					
510100 Salaries & Wages - 1	(47,208)	53,043	<u>5,835</u>		
511112 FICA Cost	(3,611)	4,058	<u>447</u>		
511113 State Retirement	(8,762)	9,845	<u>1,083</u>		
511120 Insurance Fund Contribution - 1	(7,800)	7,800	<u>0</u>		
511130 Workers Compensation	(146)	164	<u>18</u>		
<b>* Total Personnel</b>	<b>(67,527)</b>	<b>74,910</b>	<b><u>7,383</u></b>	<b>0</b>	<b>0</b>
<b>Operating Expenses</b>					
<b>* Total Operating</b>			<b><u>0</u></b>	<b>0</b>	<b>0</b>
<b>** Total Personnel &amp; Operating</b>			<b><u>7,383</u></b>	<b>0</b>	<b>0</b>
<b>Capital</b>					
<b>** Total Capital</b>			<b><u>0</u></b>	<b>0</b>	<b>0</b>
 <b>*** Total Budget Appropriation</b>			 <b><u>7,383</u></b>	 <b>0</b>	 <b>0</b>

**COUNTY OF LEXINGTON  
RURAL DEVELOPMENT ACT  
Annual Budget  
FY 2023-24 Estimated Revenues**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Rural Development Act 2001:</b>								
<b>Revenues:</b>								
461000	Investment Interest	6,363	24,108	0	0	0	0	0
469416	Sale of Land - B/L Industrial Park	0	0	0	0	0	0	0
470100	Electric Coop Infrastructure Pmts	430,375	0	0	0	0	0	0
<b>** Total Revenue</b>		<b>436,738</b>	<b>24,108</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>*** Total Appropriation</b>					<b>1,940,552</b>	<b>0</b>		
Contingency:								
Unused								
Carryforward								
FUND BALANCE								
Beginning of Year					2,099,822	159,270	159,270	159,270
FUND BALANCE - Projected								
End of Year					159,270	159,270	159,270	159,270



**COUNTY OF LEXINGTON  
RURAL DEVELOPMENT ACT  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2001  
Division: Economic Development  
Organization: 181100 - Economic Development Projects

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>	
				2023-24 Requested	2023-24 Recommend Approved
<b>Operating Expenses</b>					
529903 Contingency	0	0	457,932	<u>0</u>	
<b>* Total Operating</b>	<b>0</b>	<b>0</b>	<b>457,932</b>	<b><u>0</u></b>	
<b>** Total Personnel &amp; Operating</b>	<b>0</b>	<b>0</b>	<b>457,932</b>	<b><u>0</u></b>	
<b>Capital</b>					
549904 Capital Contingency	0	0	415,502	<u>0</u>	
5AF364 Construction	0	0	98,200	<u>0</u>	
5AF366 Post Construction Monitoring	16,500	11,500	67,500	<u>0</u>	
5AF368 Annual Maintenance Activities	0	0	875	<u>0</u>	
5AF369 Long Term Monitoring	0	0	93,500	<u>0</u>	
5AN412 SGIP Parcel 11 Site Work	0	0	807,043	<u>0</u>	
<b>**Total Capital</b>	<b>16,500</b>	<b>11,500</b>	<b>1,482,620</b>	<b><u>0</u></b>	
<b>Other Financing Uses</b>					
814506 Op Trn to Saxe Gotha Industrial Park	0	0	0	<u>0</u>	
814525 Op Trn to Speculative Building	0	0	0	<u>0</u>	
<b>**Total Other Financing Uses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b><u>0</u></b>	
<b>*** Total Budget Appropriation</b>	<b>16,500</b>	<b>11,500</b>	<b>1,940,552</b>	<b><u>0</u></b>	

**COUNTY OF LEXINGTON  
ECONOMIC DEVELOPMENT CCED GRANTS  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>* Economic Development CCED Grants 2003:</b>								
<b>Revenues:</b>								
455276	CCED # C213554 - Bentley Pontoon	50,000	0	0	0	0		
<b>** Total Revenue</b>		<u>50,000</u>	0	0	0	0		
<b>*** Total Appropriation</b>					<u>50,000</u>	0		
<b>FUND BALANCE</b>								
Beginning of Year					<u>50,000</u>	0	0	0
<b>FUND BALANCE - Projected</b>					<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Fund 2003  
Division: Economic Development  
Organization: 181100 - Economic Development Projects

Object Code	Expenditure Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>		
					2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Non-Operating Expenses</b>							
537285	CCED # C213554 - Bentley Pontoon	0	50,000	50,000	0		
<b>* Total Non-Operating</b>		0	<b>50,000</b>	<b>50,000</b>	<u>0</u>		
<b>Capital</b>							
<b>**Total Capital</b>		0	0	0	<u>0</u>		
<b>Other Financing Uses</b>							
<b>**Total Other Financing Uses</b>		0	0	0	<u>0</u>		
<b>*** Total Budget Appropriation</b>			0	<b>50,000</b>	<b>50,000</b>	<u>0</u>	

**COUNTY OF LEXINGTON  
ECONOMIC DEVELOPMENT MULTI-PARK 1%  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>* Economic Development Multi-Park 1% 2005:</b>								
<b>Revenues:</b>								
417100	Fee in Lieu of Taxes	10,480	89	0	0	0		
417103	Calhoun County FILOT Received	74,759	0	0	0	0		
461000	Investment Interest	312	2,275	0	0	0		
<b>** Total Revenue</b>		<b>85,551</b>	<b>2,364</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Appropriation</b>					<b>53,378</b>	<b>0</b>		
FUND BALANCE								
Beginning of Year					257,329	203,951	203,951	203,951
FUND BALANCE - Projected								
End of Year					203,951	203,951	203,951	203,951

Fund 2005  
Division: Economic Development  
Organization: 181100 - Economic Development Projects

Object Expenditure Code	Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>		
					2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Operating Expenses</b>							
529903	Contingency	0	0	53,378	0		
<b>* Total Operating</b>		<b>0</b>	<b>0</b>	<b>53,378</b>	<b>0</b>		
<b>** Total Personnel &amp; Operating</b>		<b>0</b>	<b>0</b>	<b>53,378</b>	<b>0</b>		
<b>Capital</b>							
<b>**Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Other Financing Uses</b>							
814506	Op Trn to Saxe Gotha Industrial Park	0	0	0	0		
<b>**Total Other Financing Uses</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>		<b>0</b>	<b>0</b>	<b>53,378</b>	<b>0</b>		

**COUNTY OF LEXINGTON  
ECONOMIC DEVELOPMENT PROJECT FUND  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>* Economic Development Project Fund 2006:</b>								
<b>Revenues:</b>								
461000	Investment Interest	4,642	28,598	0	0	0		
469416	Sale of Land - B/L Industrial Park	300,000	0	0	0	0		
804525	Op Trn from Speculative Building	770,299	0	0	0	0		
<b>** Total Revenue</b>		<b>1,074,941</b>	<b>28,598</b>	<b>0</b>	<b>0</b>			
<b>*** Total Appropriation</b>					<b>3,438,597</b>	<b>0</b>		
FUND BALANCE								
Beginning of Year					<b>3,523,234</b>	<b>84,637</b>	<b>84,637</b>	<b>84,637</b>
FUND BALANCE - Projected								
End of Year					<b>84,637</b>	<b>84,637</b>	<b>84,637</b>	<b>84,637</b>

Fund 2006  
Division: Economic Development  
Organization: 181100 - Economic Development Projects

Object Code	Expenditure Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	BUDGET		
					2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Operating Expenses</b>							
520500	Legal Services	5,606	0	0	0		
529903	Contingency	0	0	3,230,597	0		
<b>* Total Operating</b>		<b>5,606</b>	<b>0</b>	<b>3,230,597</b>	<b>0</b>		
<b>** Total Personnel &amp; Operating</b>		<b>5,606</b>	<b>0</b>	<b>3,230,597</b>	<b>0</b>		
<b>Capital</b>							
<b>**Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Other Financing Uses</b>							
814506	Op Trn to Saxe Gotha Industrial Park	656,000	0	208,000	0		
<b>**Total Other Financing Uses</b>		<b>656,000</b>	<b>0</b>	<b>208,000</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>		<b>661,606</b>	<b>0</b>	<b>3,438,597</b>	<b>0</b>		

**COUNTY OF LEXINGTON  
ACCOMMODATIONS TAX  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Accommodations Tax 2120:</b>								
<b>Revenues:</b>								
420800	Accommodations Tax	369,581	99,329	299,250	299,250	369,576	<u>369,576</u>	
461000	Investment Interest	0	0	0	0	0	<u>0</u>	
<b>** Total Revenue</b>		<u>369,581</u>	<u>99,329</u>	<u>299,250</u>	<u>299,250</u>	<u>369,576</u>	<u>369,576</u>	
<b>*** Total Appropriation</b>					299,250	558,629	<u>444,576</u>	
FUND BALANCE								
Beginning of Year					126,910	126,910	126,910	126,910
FUND BALANCE - Projected								
End of Year					<u>126,910</u>	<u>(62,143)</u>	<u>51,910</u>	<u>126,910</u>
Estimated Total Accommodations Tax Funds:		414,027						
--- Minus General Fund Portion ----		<u>25,000</u>						
Sub-Total		389,027						
--- Minus General Fund 5% Portion ----		<u>19,451</u>						
<b>*** Total Estimated Revenue</b>		<u>369,576</u>						
Appropriation		369,576						
<b>** Additional Appropriations (One Time - Fund Bal.)</b>		<u>75,000</u>						
<b>*** Total Appropriations</b>		<u>444,576</u>						
--- Minus 30% Fund Portion ----		116,708						
<b>Available for Appropriation (65% Funding)</b>		<u>327,868</u>						

**COUNTY OF LEXINGTON  
ACCOMMODATIONS TAX  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2120  
Division: General Administrative  
Organization: 101100 - County Council

					<b>BUDGET</b>	
Object Expenditure	2021-22	2022-23	2022-23	2023-24	2023-24	2023-24
Code Classification	Expenditure	Expend	Amended	Requested	Recommend	Approved
<hr/>						
<b>Operating Expenses</b>						
Advertising and Promotion (30% Fund)						
534212	Capital City Lake Murray Country	116,710	31,367	99,019	135,000	<u>116,708</u>
Tourism Related Exp. (65% Fund)						
534201	Columbia Metro Convention/Visitor Bureau	15,000	5,000	20,000	40,000	<u>40,000</u>
534204	West Metro Chamber of Commerce	6,500	0	10,000	15,000	<u>15,000</u>
534205	Lexington Chamber of Commerce	6,500	2,500	10,000	15,629	<u>15,000</u>
534206	Batesburg/Leesville Cham. of Comm.	6,500	2,500	10,000	10,000	<u>15,000</u>
534209	Lex. Cty. Recreation Softball Tournament	18,000	0	20,231	27,000	<u>27,000</u>
534220	Riverbanks Zoo	10,000	3,750	15,000	30,000	<u>25,000</u>
534223	EdVenture Children's Museum	2,000	0	5,500	10,000	<u>7,500</u>
534228	Lexington County Museum	2,000	1,375	5,500	12,000	<u>12,000</u>
534231	Chapin Chamber of Commerce	6,500	2,500	10,000	15,000	<u>15,000</u>
534233	Columbia Regional Sports Council	10,000	5,000	20,000	25,000	<u>25,000</u>
534242	Irmo/Chapin Recreation Commission	10,000	5,000	20,000	30,000	<u>30,000</u>
534244	Lex. Cty. Recreation & Aging - Tennis	10,000	0	17,000	20,000	<u>20,000</u>
534252	Greater Irmo Chamber of Commerce	6,500	2,500	10,000	12,000	<u>15,000</u>
534282	Harbison Theatre at Midlands Tech	2,500	2,000	8,000	15,000	<u>15,000</u>
534284	City of West Columbia - Kinetic Derby Day	1,000	0	0	0	<u>0</u>
534286	Greater Columbia Ed. Advancement Foundation	12,000	4,000	16,000	16,000	<u>16,000</u>
534287	Chapin Theater Company	1,350	0	0	92,000	<u>5,000</u>
534289	Lexington County Blowfish	0	750	3,000	5,000	<u>5,000</u>
	Run Hard Half Marathon	0	0	0	4,000	<u>4,000</u>
	Town of Lexington - Icehouse Amphitheater	0	0	0	30,000	<u>21,368</u>
<b>* Total Operating</b>		<b>243,060</b>	<b>68,242</b>	<b>299,250</b>	<b>558,629</b>	<b><u>444,576</u></b>
<b>** Total Personnel &amp; Operating</b>		<b>243,060</b>	<b>68,242</b>	<b>299,250</b>	<b>558,629</b>	<b><u>444,576</u></b>
<b>* Recommendations are made from the Accommodations Tax Board.</b>						
<b>** Funding may be reduced if revenue projections are less.</b>						
<b>*** Total Budget Appropriation</b>		<b>243,060</b>	<b>68,242</b>	<b>299,250</b>	<b>558,629</b>	<b><u>444,576</u></b>



...Regional Tourism District  
Promoting Columbia, Lake Murray, Lexington, Newberry, Richland & Saluda

*Jewel of South Carolina™*

December 1, 2022

Ms. Alicia Spires  
Executive Assistant to Clerk of County Council  
Lexington County Council  
212 South Lake Drive  
Lexington, SC 29072

RE: 2023-2024 Accommodation Tax Funding Application

Dear Alicia:

We are pleased to enclose our application for funding for 2023-2024 from Lexington County's Accommodations Tax Funding. We are looking forward to presenting our organization's marketing efforts to the ATAX Committee. As our application reflects, Capital City/Lake Murray Country RTB works hard to bring visitors into Lexington County every day.

Thank for you this opportunity and all you do for Lexington County.

Sincerely,

A handwritten signature in blue ink that reads "Miriam".

Miriam Atria  
President/CEO

Enclosures



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**APPLICATION**  
**FY 2023/24**

**1. Name of Project/Event:**

Capital City/Lake Murray Country Leisure Marketing Promotion/Visitor's Center

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County
<input type="checkbox"/>	Municipal
<input checked="" type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	501(c) 3
<input type="checkbox"/>	Other

**3. Sponsoring Organization**

Name of Organization:	Capital City/Lake Murray Country Regional Tourism Board (CCLMC)
Mailing Address:	P O Box 1783 Irmo, SC 29063

**4. Director of Project/Event**

Name & Title:	Miriam Atria, President/CEO
Contact Number(s):	803-781-5940 ext. 4
Email:	miriam@lakemurraycountry.com

**5. Project/Event Website Address:**

lakemurraycountry.com and/or scjewel.com

**6. Project/Event Category (check one):**

<input checked="" type="checkbox"/>	Tourism – Advertising / Promotion <i>(see #10 for advertising/promotion sources)</i>
<input type="checkbox"/>	Tourism Related Expenditures



**7. Project/Event Timeline**

Beginning Date:	07/01/2023
End Date:	06/30/2024

**8. Location of Project/Event:**

Lexington County & surrounding 3 counties

**9. Number of Employees**

Full-time:	5
Part-time:	2

**10. Do you advertise outside of a 50-mile radius?**

Yes       No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
<input checked="" type="checkbox"/> Rack Cards	260,236	Statewide	Complete <b>Attachment A</b> for Listing Details for Ads used in <i>Magazines, Newspapers, the Radio, and Billboards and Websites</i> . Please include targeted audience.
<input checked="" type="checkbox"/> Brochures	320,177	Nationally	
<input type="checkbox"/> Posters	0		
<input checked="" type="checkbox"/> Magazine Ads	3,105,000	Nationally	
<input type="checkbox"/> Newspaper Ads	0		
<input checked="" type="checkbox"/> Radio Ads	1,912,000	Statewide	
<input checked="" type="checkbox"/> Billboard Ads	1,600,000	NC&SC	
<input checked="" type="checkbox"/> Websites (other than primary)	29,455,000	Worldwide	
<input type="checkbox"/> Other			

**11. Number of Project/Event Attendance:**

Expected Number:	247,075
Of this number, how many are tourists?	148,245

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work."* [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]

**12. List the methods used to track tourists:**

Select Methods Used:	
<input checked="" type="checkbox"/>	Webpage Inquiries
<input checked="" type="checkbox"/>	Phone Call Inquiries
<input checked="" type="checkbox"/>	Brochure Mailings
<input type="checkbox"/>	Event Ticket Sales
<input checked="" type="checkbox"/>	Event Registration
<input checked="" type="checkbox"/>	Hotel Sales
<input checked="" type="checkbox"/>	License Plates
<input checked="" type="checkbox"/>	Surveys
<input checked="" type="checkbox"/>	Other

Provide the Estimated Numbers:	
Inquiries per month:	97,727/ 10.7YTD
Phone calls per month:	2782
Brochures mailed per month:	4879
Tickets sold per event:	
Registrants per event:	275
Sales per event / per month:	28,450
Count per event:	178
Responses per survey:	150
Brochures delivered to 135 locations	40,200

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington onl**

Hotel Name & Location	Number of Rooms*	Number of Nights*
DoubleTree by Hilton	937	4685
Wingate by Wyndham	97	146
Hampton Inn	94	188
Comfort Suites	81	162
Hilton Garden Inn	141	423
Sleep Inn	72	144
Best Western	81	162
*used and planned		

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

Yes

No

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	1,001,600
b. Amount of Accommodations Funds Requested for this Project/Event:	\$ 135,000
c. This Request Equals What Percent of the Total Project/Event Budget:	13 %
d. Use <b>Attachment B</b> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <b>Attachment B</b> to complete.

**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

Yes

No

*If you answered yes, please answer items a-e below.*

<b>a. Year(s):</b>	2022-23	2021-22:	2020-21:
<b>b. Amount(s):</b>	\$117,598	\$116,710	\$62,768
<b>c. Source(s):</b>	Lexington County		
<b>d. Purpose(s)</b>	Marketing and Advertising		
<b>e. For each award year, did you expend 100% of the ATAX funds you received?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>		

**17. Project Description – Please use *Attachment C* to complete the following information that is required by the *Tourism Expenditure Review Committee* to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

<b>a. General Project/Event Description</b>	<i>Please use Attachment C to complete answers a-f.</i>
<b>b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.</b>	
<b>c. Total attendance to the Project/Event versus the number of total tourists in attendance.</b>	
<b>d. Economic impact generated by tourism towards the Project/Event.</b>	
<b>e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.</b>	
<b>f. Additional Comments.</b>	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

**Signature of Project/Event Director:**

Miriam Atria

**Print Name**

*Miriam Atria*

**Signature**

President/CEO

**Title**

12-1-2022

**Date**



**ATTACHMENT A**  
**Item #10 – Advertisements**

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites.* Please include the targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience
USA TODAY: Hunt and Fish	100K	National fishing visitors
USA TODAY: Southern Escape	100K	National visitors
USA TODAY:National Parks	100K	National outdoor rec visitors
The Local Palate	200K	National foodies
National Geographic UK	165K	International visitors
Discover SC	360K	Out-of-state visitors
Southern Travel and Lifestyle	270K	Out-of-state visitors
MLF Bass	50K	National fishing visitors
American Road	120	National visitor's
Blue Ridge Outdoors	350K	Outdoor rec visitors
Adventure Outdoor	600K	Outdoor rec visitors

**Newspaper Ads**

Ad Listing	Distribution Range	Targeted Audience

**Television Ads**

Ad Listing	Distribution Range	Targeted Audience
Bassmaster Elite	4.5M	National fishing visitors
WISTV	365,850	Regional and outside surrounding counties
WOLO weather cam	402,000	Regional and outside surrounding counties
BAMA Q	300,000	Atlanta, New Orleans, Las Vegas, Norfolk, VA and Chicago

### Radio Ads

Ad Listing	Distribution Range	Targeted Audience
Woods and Water SC	1.95 M	Outdoor recreation
B106	210K	locals
iheart	140K	Regional and outside surrounding counties

### Billboard Ads

Ad Listing	Distribution Range	Targeted Audience
Crenshaw visions-177 boards	1.6M	NC and SC
Grace Billboard	16M	Instate visitors

### Website Ads (other than primary website)

Ad Listing	Distribution Range	Targeted Audience
WISTV.com	2.6M	Regional and outside surrounding counties
WOLO weather cam	402,000	Regional and outside surrounding counties

### Other Ads

Ad Listing	Distribution Range	Targeted Audience
Welcome Centers: Video Boards, Landrum & Ft. Mill	76,500	Out of State visitors
Local IQ Wordstream	Digital ads: Google ads, Retargeting, OTT, YouTube	National visitors
Style Blueprint	300K	Female visitors
6am City	Chatanooga, Raleigh, Asheville, Greenville, Columbia-31M	Visitors from outside of our region
BG Podcast	3100 (120 platforms)	National visitors
Social media ads	501,000	National visitors
Threshold Media	113K	National visitors



**ATTACHMENT B**  
**Item #15 - Project / Event Budget**

**Provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)**

Item	Estimated Amount
Branding Material/Brochures	\$97,000
National Events	\$300,000
Digital Marketing	\$145,330
Print Media Ads	\$79,877
Radio	\$15,050
Television	\$155,700
Billboards	\$44,600
Welcome Centers	\$12,000
Golf promotion	\$12,600
Special Events-staycation/playcation, Ag/Art Tour, July 4th	\$82,843
SCATR/Rev War	\$12,000
Visitor's Center	\$29,600
Trade/Travel Shows	\$15,000
<b>Total</b>	<b>\$1,001,600</b>



## ATTACHMENT C ITEM #17 – PROJECT / EVENT DESCRIPTION

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

### **a. General Project/Event Description:**

CCLMC continues our mission and goal to promote tourism and our great outdoors in this four-county region which also encompasses the small towns and communities within those four counties. Funding requested from Lexington County's ATAX goes directly towards marketing and promotion of the region to leisure visitors for tourism. The specifics of the marketing plan are outlined within this document. Lexington County's funding is matched with funding from other counties in the region, as well as local municipalities of the City of Columbia and Towns of Lexington, Irmo, Cayce, Blythewood and West Columbia reflecting a true regional effort in the promotion of tourism. This is the basis of our project. We are advertising your products, encouraging them to visit your attractions/businesses, tracking them through the Visitor's Center as the leisure destination marketing organization for this region.

### **b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.**

As a destination marketing organization, CCLMC's leisure marketing campaign funds are used to generate more ATAX funds and impact tourism revenues. The region continues to be marketed through our efforts via radio, print media ads, digital online ads, billboards, published articles, televised shows, social media, website, trade shows and many more marketing outlet. Thousands of golfers, anglers and vacationing families have heard or seen our ads across the U.S. and the world.

Some results from last year's efforts benefiting Lexington County:

\*Regional and national television coverage of: Excursion Show (Clinton Sease Farm, Bodhi Ag+Art Tour, Lake Murray, and Icehouse Amphitheatre), Purple Martin Documentary, SC Rev War, fishing tournaments.

\*Hosted the Final Table Event (The most high-stakes competition in Food Sport, over 2,473 visitors).

\*Hosted multiple Fishing Tournaments: The Striped Bass Challenge (280 Anglers), Big Bass Tour (900+), Carolina Bass Challenge (207) MLF Fishing(125) and 19 local fishing tournaments around the lake. A total of 7,463 room nights from these events and other fishing tournaments.

\* Hosted the CLASH Volleyball National Championship in Lexington, (125 athletes).

\*Hosted the Bass World Championship with 25 nations represented (498 participants) with an economic impact of \$21M

COMING SPRING 2023:

\*Hosting MLF Bass Pro Tour and Bassmasters

Our robust marketing plan and planned events for 2023/24 will benefit Lexington County while luring visitors into our region. Current Lexington County planned events for 2023-24: Queen City Kayak Bass Fishing Tournament, SC BASS Nation, BAMA Q television competition, SC Youth Angling Championship, NC, SC and GA Motorcoach conference the Great American Car Race and national fishing tournaments.

### **c. Total attendance to the Project/Event versus the number of total tourists in attendance.**

Based on a projected 2% increase, the expected number of attendees is 247,075 with a number of tourist of 148,245.

CCLMC booked more business at the DoubleTree by Hilton (Bush River Rd.) that has ever been booked in the month of October.

**d. Economic impact generated by tourism towards the Project/Event.**

CCLMC marketing investment for 2021-22 was \$816,004. This investment represented 47 % of the budget.

One portion of our marketing budget and efforts resulted in 296 Published articles on the region resulting in 24,348,687,138 total impressions with a total estimated value of \$225,221,751.

Lastly, due to CCLMCs effort, the Lake Murray Country region was named a Top Southern Destination by Forbes and a Top Summer Destination by Travel and Leisure, bringing national attention to our region. These designations have been adopted across all media platforms and placed media.

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

CCLMC's national and regional TV ad campaigns during the year are used to generate more ATAX funds and impact tourism revenues. The region continues to be marketed through radio, print media ads, digital online ads, billboards as well. Thousands of golfers, fishing and vacationing families have heard or seen our ads across the U.S. and world. Foreign visitors, as well are stopping in to check out the region.

We are bringing visitors to Lexington County daily through our hosting of numerous events and our Visitor's Center traffic. Tourists are hearing about our area through all of our marketing efforts, visiting here because of our marketing of hotels, attractions and events. Also, we market Lexington County through lakemurraycountry.com, provide support information and assistance to the Department of Tourism and Lexington County business listings in the Visitors Guide.

**f. Additional Comments.**

As mentioned earlier, there is rapid growth in the outdoor recreation market and increasing demand. In the last year and preceding times during the pandemic, fishing licenses sales have increased 15%, golf in our region up 18%, demand to host events more competitive and our region is in high in demand. In addition, more niche markets are evolving through our trade show efforts and therefore our goals will increase during this upcoming year adding 6 additional events that are all new to the region. Over the years it has been difficult for CCLMC to receive funding from all government entities to lure business to our region, however, now with more regional and corporate financial support our doors and goals are opening and growing. CCLMC's continued target market is an exploitable niche and our service is differentiated.

Our staff provides quality service with prestige value. We are known for making things happen!





**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**FUNDING SOURCES**  
**FY 2023/24**

**Organization Name:** Capital City/Lake Murray Country RTB

<b>List of Funding Sources</b>	<b>Actual FY 2021/22</b>	<b>Current FY 2022/23</b>	<b>Estimated FY 2023/24</b>
City of Columbia ATAX	\$263,420	\$375,000	\$350,000
Lexington County ATAX	\$116,710	\$117,598	\$135,000
Richland County ATAX	\$25,000	\$30,000	\$50,000
Newberry County ATAX	\$20,087	\$18,875	\$20,000
Saluda County ATAX	\$0	\$600	\$600
West Columbia ATAX	\$0	\$6,000	\$6,000
Town of Irmo ATAX	\$25,000	\$12,000	\$15,000
Richland County HTAX	\$154,334	\$150,000	\$150,000
Town of Lexington ATAX	\$5,000	\$5,000	\$5,000
City of Cayce ATAX	\$8,000	\$10,000	\$10,000
Town Of Blythewood ATAX	\$23,335	\$31,667	\$30,000
City of Columbia HTAX	\$0	\$50,000	\$60,000
SC PRT Matching Grant	\$99,500	\$69,000	\$95,000
SC ATAX	\$75,618	\$58,247	\$75,000
<b>Total</b>	<b>\$816,004</b>	<b>\$933,987</b>	<b>\$1,001,600</b>



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**EXPENDITURES**  
**FY 2023/24**

**Organization Name:** Capital City/Lake Murray Country RTB

List of Expenditures	Actual FY 2021/22	Current FY 2022/23	Estimated FY 2023/24
Brochures	39,988	46,645	97,000
National/Regional Fishing Events	66,324	101,370	300,000
Television	67,044	78,000	155,700
Radio	17,550	21,000	15,050
Web/Digital Marketing/Billboards	132,642	164,000	189,930
SCATR/Rev War	7,000	12,000	12,000
Special Events-Staycation/Promotion, Raggaetronics, July 4 <sup>th</sup> , conferences, Ag+Art,	377,307	357,823	82,843
Trade/Travel Shows	\$17,186	3824	15,000
Visitor's Center	28,284	26,500	29,600
Print Ads/Publications	57,049	59,911	79,877
Ad Production (tv)	5,630	45,414	0
Welcome Center	0	12,000	12,000
Golf Promotion	0	5500	12,600
<b>Total</b>	<b>816,004</b>	<b>933,987</b>	<b>1,001,600</b>
400			

**Capital City/Lake Murray Country Regional Tourism Board**  
**Balance Sheet**  
 As of November 30, 2022

	<u>Nov 30, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
First Community Bank	211,184.59
Regions Business Savings	500.38
Regions Checking Account	4,253.05
Reserve Relief Account at FCB	41,359.63
	<hr/>
<b>Total Checking/Savings</b>	257,297.65
<b>Accounts Receivable</b>	256,344.57
<b>Other Current Assets</b>	11,024.71
	<hr/>
<b>Total Current Assets</b>	524,666.93
<b>Fixed Assets</b>	
Accumulated Depreciation	-296,661.52
Building Structure	557,904.45
Computers	920.92
Historic Structure	52,000.00
Property, Plant, Equipment	134,264.00
	<hr/>
<b>Total Fixed Assets</b>	448,427.85
<b>Other Assets</b>	
Petty Cash Drawer	65.00
	<hr/>
<b>Total Other Assets</b>	65.00
	<hr/>
<b>TOTAL ASSETS</b>	<b>973,159.78</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	8,950.00
<b>Credit Cards</b>	
Regions Business Visa Card	5,323.22
	<hr/>
<b>Total Credit Cards</b>	5,323.22
<b>Other Current Liabilities</b>	
Payroll Liabilities	8,924.96
Sales	1.65
Sales Tax Payable	827.94
	<hr/>
<b>Total Other Current Liabilities</b>	9,754.55
	<hr/>
<b>Total Current Liabilities</b>	24,027.77
<b>Long Term Liabilities</b>	
FCB Loan	192,285.36
	<hr/>
<b>Total Long Term Liabilities</b>	192,285.36
	<hr/>
<b>Total Liabilities</b>	216,313.13
<b>Equity</b>	
Opening Bal Equity	100.00
Retained Earnings	565,435.76
Net Income	191,310.89
	<hr/>
<b>Total Equity</b>	756,846.65
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>973,159.78</b>
	<hr/> <hr/>

**AUDIT TO BE DELIVERY BY MID-DECEMBER 2022**

**Capital City/Lake Murray Country Regional Tourism Board**  
**Profit & Loss**  
 July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
Ordinary Income/Expense	
Income	
Advertising Income	51,225.00
Corporate Sponsors	60,500.00
Destination Landmark Income	400.00
Lake Murray Souvenir Shoppe	19,851.60
Partnership Income	8,825.00
QtlyAtax/Hospitality Grants	513,048.02
Reimbursement Income	1,075.43
State Grants	471,624.85
Taste of Lake Murray	55,680.90
<b>Total Income</b>	<u>1,182,230.80</u>
Cost of Goods Sold	
Cost of Goods Sold	49.20
<b>Total COGS</b>	<u>49.20</u>
<b>Gross Profit</b>	<u>1,182,181.60</u>
Expense	
Bank Fees	1,783.16
Computer Repair/Maintenance	3,262.26
Contract Services	640.00
Destination Landmark Expense	61,134.87
Dues & Subscriptions	200.00
Equipment/Leasing	2,712.46
Insurance	12,904.54
Insurance Claims	29,544.92
Interest Expense	10,386.95
Marketing & Advertising	566,420.24
Materials For Resale	14,998.97
Meetings	6,208.50
Office Supplies	1,573.93
Payroll Expenses	232,989.52
Postage	3,877.87
Printing	1,983.06
Reclass Expenses	1,043.00
Telephone	4,367.95
Travel Expenses	5,124.83
Visitors Center Expenses	29,713.68
<b>Total Expense</b>	<u>990,870.71</u>
<b>Net Ordinary Income</b>	<u>191,310.89</u>
<b>Net Income</b>	<u><u>191,310.89</u></u>



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**APPLICATION**  
**FY 2023/24**

**1. Name of Project/Event:**

Marketing Lexington County to Tourists and Convention Groups

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County
<input type="checkbox"/>	Municipal
<input checked="" type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	501(c) 3
<input type="checkbox"/>	Other

**3. Sponsoring Organization**

Name of Organization:	Columbia Metropolitan CVB (DBA Experience Columbia SC)
Mailing Address:	1101 Lincoln Street Columbia, SC 29201

**4. Director of Project/Event**

Name & Title:	Kelly Barbrey
Contact Number(s):	803-545-0018
Email:	kbarbrey@experiencecolumbiasc.com

**5. Project/Event Website Address:**

www.experiencecolumbiasc.com

**6. Project/Event Category (check one):**

<input checked="" type="checkbox"/>	Tourism – Advertising / Promotion <i>(see #10 for advertising/promotion sources)</i>
<input type="checkbox"/>	Tourism Related Expenditures

**7. Project/Event Timeline**

Beginning Date:	7/1/2023
End Date:	6/30/2024

**8. Location of Project/Event:**

Lexington County and the entire Columbia, South Carolina region

**9. Number of Employees**

Full-time:	18
Part-time:	3

**10. Do you advertise outside of a 50-mile radius?**

Yes       No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
	N/A		Complete <i>Attachment A</i> for Listing Details for Ads used in <i>Magazines, Newspapers, the Radio, and Billboards and Websites</i> . Please include targeted audience.
x Rack Cards			
x Brochures	100,000	regional/national	
	N/A		
x Magazine Ads	see attached	regional/national	
x Newspaper Ads	see attached	regional/national	
x Radio Ads	see attached	regional	
x Billboard Ads	see attached	regional	
x Websites (other than primary)	see attached	regional/national	
x Other	various	various	

**11. Number of Project/Event Attendance:**

Expected Number:	15.2 million
Of this number, how many are tourists?	15.2 million; 5.4M overnight

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work." [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]*

**12. List the methods used to track tourists:**

Select Methods Used:	
<input checked="" type="checkbox"/>	Webpage Inquiries
<input type="checkbox"/>	Phone Call Inquiries
<input checked="" type="checkbox"/>	Brochure Mailings
<input type="checkbox"/>	Event Ticket Sales
<input type="checkbox"/>	Event Registration
<input checked="" type="checkbox"/>	Hotel Sales
<input type="checkbox"/>	License Plates
<input type="checkbox"/>	Surveys
<input checked="" type="checkbox"/>	Other

Provide the Estimated Numbers:	
Inquiries per month:	79,165
Phone calls per month:	
Brochures mailed per month:	890
Tickets sold per event:	
Registrants per event:	
Sales per event / per month:	1535 RN/M
Count per event:	
Responses per survey:	
Hotel searches from ad views	4,641

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights
Doubletree By Hilton	150	10
Tru by Hilton	60	5
Residence Inn Columbia W	60	5
Courtyard by Marriott	60	5
Approx. 2400 hotel rooms	to be booked by CVB FY23-24	in Lex. County hotels

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

Yes

No

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	\$ 5.7M
b. Amount of Accommodations Funds Requested for this Project/Event:	\$ 40,000
c. This Request Equals What Percent of the Total Project/Event Budget:	< 1 %
d. Use <b>Attachment B</b> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <b>Attachment B</b> to complete.

**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

Yes

No

*If you answered yes, please answer items a-e below.*

a. Year(s):	FY22-23
b. Amount(s):	\$20,000
c. Source(s):	Lexington County Accommodations Tax Fund
d. Purpose(s)	Tourism marketing and advertising
e. For each award year, did you expend 100% of the ATAX funds you received?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

**17. Project Description – Please use *Attachment C* to complete the following information that is required by the *Tourism Expenditure Review Committee* to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

a. General Project/Event Description	<i>Please use Attachment C to complete answers a-f.</i>
b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.	
c. Total attendance to the Project/Event versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the Project/Event.	
e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.	
f. Additional Comments.	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

**Signature of Project/Event Director:**

Kelly Barbrey  
Print Name

VP of Marketing & Communications  
Title

Kelly Barbrey  
Signature

1/3/23  
Date





**ATTACHMENT A  
ITEM #10 – ADVERTISEMENTS**

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites.* Please include targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience
Southern Living	Regional	Leisure Travelers
Garden & Gun	National	Leisure Travelers
Meetings Today	National	Meeting Planners
RCMA Aspire	National	Religious Meeting Planners
The Local Palate	Regional/National	Foodies/Culinary Travelers
Atlanta Magazine	Atlanta, GA	Leisure Travelers
Charlotte Magazine	Charlotte, NC	Leisure Travelers

Newspaper Ads		
Ad Listing	Distribution Range	Targeted Audience
Atlanta Journal Constitution (AJC)	Regional (Atlanta, GA)	Leisure Travelers
Post & Courier	South Carolina	Leisure Travelers
Greenville Journal	Greenville, SC	Leisure Travelers
Augusta Chronicle	Augusta, GA	Leisure Travelers

Television Ads		
Ad Listing	Distribution Range	Targeted Audience
Streaming Television	Southeast/Regional	Leisure Travelers

Radio Ads		
Ad Listing	Distribution Range	Targeted Audience
Streaming Radio (Pandora/Spotify)	Southeast/Regional	Leisure Travelers

Billboard Ads		
Ad Listing	Distribution Range	Targeted Audience
Greenville 2-84 Church Street	Greenville, SC	Drive Market Travelers
Augusta Washington Road	Augusta, GA	Drive Market Travelers
Charleston 1-26 at mile 215	Charleston, SC	Drive Market Travelers
Charlotte i-77 Tyvola Rd.	Charlotte, NC	Drive Market Travelers
Charlotte Waverly Center	Charlotte, NC	Drive Market Travelers

Website Ads (other than primary website)		
Ad Listing	Distribution Range	Targeted Audience
TripAdvisor annual digital campaign	Geotargeted SE cities	Leisure Travelers
6AM City (GVL, CLT, CHS, AVL, RAL)	Southeastern Cities	Leisure Travelers
Q City Metro	Charlotte NC	African American Leisure Travelers
Cvent Digital Campaign	Geo-targeted/National	Meeting Planners
Connect	National	Meeting Planners
NorthStar	National	Meeting Planners
MPI	National	Meeting Planners

Other Ads		
Ad Listing	Distribution Range	Targeted Audience
Discover SC Vacation Guide	National/International	Leisure Travelers
Capital City Lake Murray Country Guide	National	Leisure Travelers



## ATTACHMENT B ITEM #15 – PROJECT / EVENT BUDGET

**Provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)**

Item	Estimated Amount
Administration	\$1,270,176
Program (includes marketing and advertising)	\$3,159,979
Other operating expenses	\$1,167,698
<b>Total</b>	<b>\$5,697,853</b>



## ATTACHMENT C

### ITEM #17 – PROJECT / EVENT DESCRIPTION

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

#### **a. General Project/Event Description:**

As an official destination marketing organization for our region, the Columbia Metropolitan Convention & Visitors Bureau (DBA Experience Columbia SC) actively markets the entire midlands region of South Carolina for meetings, conventions and leisure travel. We use the funds from Lexington County Accommodations Tax to drive hotel room nights into the unincorporated areas of Lexington County through advertising, convention sales and marketing initiatives.

#### **b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.**

While our team's mission is to increase visitation throughout the region, we do drive significant business specifically to Lexington County in the form of meetings, conventions and leisure travel. According to an economic impact study of the visitation to the Columbia region conducted to Tourism Economics, 15.1 million visitors came to our region in 2021. This is up significantly from the 11.6 million visitors to the region in 2020 (due to the pandemic) and not far off from our region's record number of visitors (15.2 million) in 2019. In FY21-22, our team booked 18,416 hotel room nights into the region with TBDTBD booked into Lexington County hotels.

Additionally, all of our advertising drives traffic to our website, which resulted in 949,975 individual website users and 2,640,673 page views in FY21-22. Also, our digital advertising efforts resulted in 55,690 searches for hotel accommodations, which shows results from potential visitors seeing an Experience Columbia SC digital ad, then taking action by searching for a hotel room. While this does not capture all hotel searches for regional stays, it does show that our advertising program is working by driving interest in visitation to the region and results in visitors booking trips.

#### **c. Total attendance to the Project/Event versus the number of total tourists in attendance.**

2019: 15.2 million total tourists with 5.5 million spending the night; 12,503 CVB-booked room nights  
2020: 11.6 million total tourists with 4.1 million spending the night; 6,784 CVB-booked room nights  
2021: 15.1 million total tourists with 5.4 million spending the night; 18,416 CVB-booked room nights  
PROJECTED  
2022: 15.2 million total tourists with 5.6 million spending the night; 23,000 CVB-booked room nights

**d. Economic impact generated by tourism towards the Project/Event.**

In FY 21-22, tourism to our region generated \$2.4 billion, with over \$2 million from conventions booked by Experience Columbia SC. Additionally, Experience Columbia SC's digital leisure advertising campaign generated 55,690 hotel searches from travelers interested in booking a visit to the region.

Also, Experience Columbia SC's website generated 1,679 bookings to area hotels \$462,501 in booked revenue for local hotels from individual travelers.

Special programs such as our CoolPass and CulturePass multi-attractions tickets and our Pimento Cheese Passport (which has 715 downloads since April of 2022!) are additional ways we drive visitors to our attractions and restaurants.

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

Experience Columbia SC uses the accommodations tax funds provided to advertise through digital, outdoor/billboard, streaming television/radio, print media and social media. We drive advertising traffic to our website, ExperienceColumbiaSC.com where we showcase meeting and convention venues, hotels, restaurants, attractions and provide travel information and inspiration for group and leisure visitors. Additionally, we send sales representatives to tradeshow where they connect with meeting planners who could potentially bring a convention to the region. We have consistent branding and messaging that reaches the consumer at every point on their journey to decide where they will take their meeting, convention or vacation. From digital geotargeting to our website to our sales collateral to the talking points discussed at tradeshow, we show a full picture of the assets of our region to potential travelers.

**f. Additional Comments.**

We thank Lexington County for continued support of Experience Columbia SC.



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**FUNDING SOURCES**  
**FY 2023/2024**

**Organization Name: Columbia Metropolitan CVB DBA Experience Columbia SC**

List of Funding Sources	Actual FY 2021/2022	Current FY 2022/2023	Estimated FY FY2023/2024
City of Columbia A-Tax	1,492,711	1,600,000	1,600,000
West Columbia	0	6,890	6,890
City of Cayce	24,154	18,135	18,135
Town of Lexington	40,000	40,000	40,000
SCPRT State Grant	804,251	800,000	800,000
Governor's Carolighting	11,423	13,000	13,000
SCPRT Recovery Funds	504,602	0	0
Richland County Accommodations Tax	25,000	25,000	25,000
Lexington County Accommodations Tax	15,000	20,000	40,000
Richland County Hospitality Tax	201,091	201,091	201,091
Visitors Center Merchandise Sales	8,412	9,000	9,000
Co-op Advertising Sales	15,101	25,000	25,000
Destination Marketing Fee Collections	1,698,825	1,800,000	1,800,000
Interest Earned	3,111	100	100
Debt Forgiveness	214,042	0	0
Unappropriated PY Unassigned Net Position	0	1,119,737	1,119,737
<b>Total</b>	<b>5,058,023</b>	<b>5,677,853</b>	<b>5,697,853</b>



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**EXPENDITURES**  
**FY 23-24**

**Organization Name: Columbia Metropolitan CVB DBA Experience Columbia SC**

List of Expenditures	Actual FY 2021/22	Current FY 2022/23	Estimated FY 2023/24
Administration	1,142,063	1,270,176	1,270,176
Program Expenses (including Marketing & Advertising)	2,748,845	3,139,979	3,159,979
Other Operating Expenses	1,095,919	1,167,698	1,167,698
<b>TOTAL</b>	<b>4,986,827</b>	<b>5,677,853</b>	<b>5,697,853</b>

**Midlands Authority for Conventions, Sports & Tourism in Conj. with Columbia Metropolitan Convention & Visitors Bureau**  
**Statement of Revenues and Expenditures - Lexington Co Financial Statement**  
From 7/1/2022 Through 6/30/2023  
(In Whole Numbers)

	<u>Prior Year Actual 21-22</u>	<u>Fiscal Year 22-23 Budget</u>
Revenue		
Municipal Grant		
4000	1,492,711	1,600,000
4002	0	6,890
4004	24,154	18,135
4005	40,000	40,000
	<u>1,556,864</u>	<u>1,665,025</u>
State Grant		
4103	804,251	800,000
4105	11,723	13,000
4107	504,602	0
	<u>1,320,576</u>	<u>813,000</u>
County Grant		
4001	25,000	25,000
4006	15,000	20,000
4021	201,091	201,091
	<u>241,091</u>	<u>246,091</u>
Merchandise/Concessions		
4205	8,412	9,000
	<u>8,412</u>	<u>9,000</u>
Advertising		
4104	15,101	25,000
	<u>15,101</u>	<u>25,000</u>
Contributed Income		
4100	1,698,825	1,800,000
	<u>1,698,825</u>	<u>1,800,000</u>
Other		
4207	3,111	100
4390	214,042	0
4400	0	1,119,637
	<u>217,153</u>	<u>1,119,737</u>
	<u>5,058,023</u>	<u>5,677,853</u>
<b>Total Revenue</b>	<u><b>5,058,023</b></u>	<u><b>5,677,853</b></u>
Expenditures		
Administration		
5002	802,669	796,146
5021	1,146	49,266
5040	0	27,476
5050	68,950	69,831
5055	23,175	34,915
5060	102,549	149,016
5061	4,752	8,232
5062	8,966	11,829
5063	(336)	0
5070	3,576	3,400
5071	1,529	875
5075	110,520	102,190
5076	7,216	7,200
5080	7,353	9,800
	<u>1,142,063</u>	<u>1,270,176</u>
Program Expenses	414	



**Midlands Authority for Conventions, Sports & Tourism in Conj. with Columbia Metropolitan Convention & Visitors Bureau**  
**Statement of Revenues and Expenditures - Lexington Co Financial Statement**  
From 7/1/2022 Through 6/30/2023  
(In Whole Numbers)

	<b>Prior Year Actual 21-22</b>	<b>Fiscal Year 22-23 Budget</b>	
5100	Client Recruitment & Entertainment	14,069	15,000
5111	Convention Recruitment Fund	44,004	125,000
5112	Partner & Community Relations	32,025	45,250
5200	Marketing & Advertising	789,668	850,000
5201	Targeted Digital Advertising	242,104	266,000
5202	Meeting Advertising	122,403	163,248
5203	Content Development	139,842	167,500
5204	Municipality Specific Marketing	20,750	52,000
5210	Public Relations	1,150	0
5211	Online Booking Engine	16,500	17,500
5212	Governor's Carol Lighting	11,896	13,000
5214	Cooperative Advertising	6,091	0
5215	Hotel DMF Partner Ads	345,091	720,000
5216	Special Events	8,925	71,000
5218	Market Research	55,200	102,300
5222	SCPRT-Tourism Recovery Marketing	504,602	0
5327	Website Enhancements	109,675	190,981
5334	Tradeshows	154,050	125,050
5335	Tradeshow/Event Sponsorship	0	19,000
5425	Promotional Materials	18,259	47,150
5426	Collateral Materials	69,135	91,500
5427	Employee Travel, Meals & Accomodations	43,408	58,500
	Total Program Expenses	<u>2,748,845</u>	3,139,979
	Other Operating Expenses		
5086	Professional Service Fees	0	16,000
5300	Office Space Rental	24,097	25,704
5310	Utilities	7,232	7,000
5313	Telephone	3,055	6,168
5315	General Insurance	8,934	0
5320	Repairs & Maintenance	65	2,600
5321	General - Maintenance Supplies	192	1,225
5322	Office Equipment Lease	6,370	6,700
5325	Computer Expense & Maintenance	27,756	4,500
5340	Postage	31,563	35,000
5341	Printing	7,828	9,090
5342	Office Supplies	5,970	4,200
5400	Contract Building Service	98,749	122,012
5405	Depreciation	33,053	31,200
5415	Parking	4,800	4,800
5416	Membership Dues & Subscriptions	26,993	27,320
5424	Visitors Center Merchandise	6,974	9,000
5429	Uniforms	3,022	3,450
5430	Employee Training & Development	1,443	11,395
5435	Payroll Processing Fees	3,081	9,806
5436	Banking & Merchant Fees	3,890	2,000
5438	Vehicle Maintenance	967	1,500
5455	Interest Expense	3	0
5460	Amortization Expense	3,981	0
5700	Transferred out to Authority	385,901	527,028
5701	Transferred out Sports	400,000	400,000
	Total Other Operating Expenses	<u>1,095,919</u>	1,267,698
	Total Expenditures	<u>4,986,827</u>	5,677,853
	Total Expenditures	<u>4,986,827</u>	5,677,853

**Midlands Authority for Conventions, Sports & Tourism in Conj. with Columbia Metropolitan Convention & Visitors Bureau**  
**Statement of Revenues and Expenditures - Lexington Co Financial Statement**  
 From 7/1/2022 Through 6/30/2023  
 (In Whole Numbers)

	<b>Prior Year Actual 21-22</b>	<b>Fiscal Year 22-23 Budget</b>
Net Revenue Over Expenditures	<u>71,196</u>	0
Net Revenue Over Expenditures (After Transfers)	<u><u>71,196</u></u>	0

**Midlands Authority for Conventions, Sports & Tourism in Conj. with Columbia Metropolitan Convention & Visitors Bureau  
Statement of Revenues and Expenditures - Monthly-Financial Statement FY2023**

**902 - Experience Columbia SC (CVB)**

From 7/1/2022 Through 6/30/2023

	<u>Current Period Actual</u>	<u>Year To Date Actual</u>	<u>Fiscal Year 22-23 Budget</u>	<u>Budget Variance YTD</u>	
<b>Revenue</b>					
Municipal Grant					
4000	City of Columbia - Accom Tax	400,000.00	400,000.00	1,600,000.00	(1,200,000.00)
4002	City of West Columbia - Accom Tax	0.00	0.00	6,890.00	(6,890.00)
4004	Cayce - Accom Tax	0.00	0.00	18,135.00	(18,135.00)
4005	Town of Lexington - Accom Tax	10,000.00	10,000.00	40,000.00	(30,000.00)
	<b>Total Municipal Grant</b>	<u>410,000.00</u>	<u>410,000.00</u>	<u>1,665,025.00</u>	<u>(1,255,025.00)</u>
County Grant					
4001	Richland County - Accom Tax	30,000.00	30,000.00	25,000.00	5,000.00
4006	Lexington County - Accom Tax	5,000.00	5,000.00	20,000.00	(15,000.00)
4021	Richland County - Hospitality Tax	50,272.75	50,272.75	201,091.00	(150,818.25)
	<b>Total County Grant</b>	<u>85,272.75</u>	<u>85,272.75</u>	<u>246,091.00</u>	<u>(160,818.25)</u>
Merchandise/Concessions					
4205	Visitor Center Merchandise	5,228.55	5,228.55	9,000.00	(3,771.45)
	<b>Total Merchandise/Concessions</b>	<u>5,228.55</u>	<u>5,228.55</u>	<u>9,000.00</u>	<u>(3,771.45)</u>
Other					
4207	Interest Earned	0.00	0.00	100.00	(100.00)
4400	Appropriation PY Unassigned Net Position	0.00	0.00	565,986.00	(565,986.00)
	<b>Total Other</b>	<u>0.00</u>	<u>0.00</u>	<u>566,086.00</u>	<u>(566,086.00)</u>
	<b>Total Revenue</b>	<u>500,501.30</u>	<u>500,501.30</u>	<u>2,486,202.00</u>	<u>(1,985,700.70)</u>
	<b>Total Revenue</b>	<u>500,501.30</u>	<u>500,501.30</u>	<u>2,486,202.00</u>	<u>(1,985,700.70)</u>
<b>Expenditures</b>					
Administration					
5002	Salaries - FT Sales & Marketing	238,677.63	238,677.63	515,480.00	276,802.37
5021	Salaries - PT Sales & Marketing	0.00	0.00	49,266.00	49,266.00
5040	Personnel Contingency	0.00	0.00	18,354.00	18,354.00
5050	Payroll Tax Expense	20,113.31	20,113.31	46,648.00	26,534.69
5055	Retirement - 401k	6,399.17	6,399.17	23,324.00	16,924.83
5060	Health Insurance	32,547.38	32,547.38	95,796.00	63,248.62
5061	Dental Insurance	1,831.18	1,831.18	5,292.00	3,460.82
5062	Life & Disability Insurance	2,764.88	2,764.88	7,732.00	4,967.12
5070	Workers Compensation	1,941.72	1,941.72	2,551.00	609.28
5071	Unemployment Insurance	218.74	218.74	750.00	531.26
5075	Incentives	23,350.09	23,350.09	65,340.00	41,989.91
5076	Auto Allowance	2,400.06	2,400.06	4,800.00	2,399.94
5080	Contract Labor	4,100.00	4,100.00	7,800.00	3,700.00
	<b>Total Administration</b>	<u>334,344.16</u>	<u>334,344.16</u>	<u>843,133.00</u>	<u>508,788.84</u>
Program Expenses					
5112	Partner & Community Relations	6,742.04	6,742.04	12,000.00	5,257.96
5200	Marketing & Advertising	0.00	0.00	175,000.00	175,000.00
5201	Targeted Digital Advertising	225,625.00	225,625.00	266,000.00	40,375.00
5202	Meeting Advertising	86,537.55	86,537.55	75,000.00	(11,537.55)
5204	Municipality Specific Marketing	0.00	0.00	52,000.00	52,000.00
5327	Website Enhancements	161,140.65	161,140.65	190,981.00	29,840.35
5425	Promotional Materials	1,566.12	1,566.12	32,150.00	30,583.88
5426	Collateral Materials	0.00	0.00	90,000.00	90,000.00
5427	Employee Travel, Meals & Accomodations	302.03	302.03	3,500.00	3,197.97
	<b>Total Program Expenses</b>	<u>481,913.39</u>	<u>481,913.39</u>	<u>896,631.00</u>	<u>414,717.61</u>
Other Operating Expenses					
5086	Professional Service Fees	0.00	0.00	16,000.00	16,000.00
5300	Office Space Rental	12,048.72	12,048.72	25,704.00	13,655.28
5310	Utilities	2,868.27	2,868.27	7,000.00	4,131.73

**Midlands Authority for Conventions, Sports & Tourism in Conj. with Columbia Metropolitan Convention & Visitors Bureau**  
**Statement of Revenues and Expenditures - Monthly-Financial Statement FY2023**  
**902 - Experience Columbia SC (CVB)**  
From 7/1/2022 Through 6/30/2023

	<u>Current Period Actual</u>	<u>Year To Date Actual</u>	<u>Fiscal Year 22-23 Budget</u>	<u>Budget Variance YTD</u>
5313 Telephone	1,406.78	1,406.78	6,168.00	4,761.22
5320 Repairs & Maintenance	4,025.00	4,025.00	2,600.00	(1,425.00)
5321 General - Maintenance Supplies	522.41	522.41	1,225.00	702.59
5322 Office Equipment Lease	4,478.30	4,478.30	6,700.00	2,221.70
5325 Computer Expense & Maintenance	31.42	31.42	4,500.00	4,468.58
5340 Postage	9,093.41	9,093.41	30,000.00	20,906.59
5341 Printing	2,341.74	2,341.74	7,590.00	5,248.26
5342 Office Supplies	2,128.41	2,128.41	4,200.00	2,071.59
5400 Contract Building Service	10,554.78	10,554.78	20,312.00	9,757.22
5405 Depreciation	13,771.90	13,771.90	31,200.00	17,428.10
5415 Parking	2,025.00	2,025.00	4,800.00	2,775.00
5416 Membership Dues & Subscriptions	13,736.98	13,736.98	15,760.00	2,023.02
5424 Visitors Center Merchandise	3,068.73	3,068.73	9,000.00	5,931.27
5429 Uniforms	201.08	201.08	3,450.00	3,248.92
5430 Employee Training & Development	1,294.00	1,294.00	11,395.00	10,101.00
5435 Payroll Processing Fees	1,353.46	1,353.46	9,806.00	8,452.54
5436 Banking & Merchant Fees	2,295.15	2,295.15	2,000.00	(295.15)
5700 Transferred out to Authority	160,428.72	160,428.72	527,028.00	366,599.28
Total Other Operating Expenses	<u>247,674.26</u>	<u>247,674.26</u>	<u>746,438.00</u>	<u>498,763.74</u>
Total Expenditures	<u>1,063,931.81</u>	<u>1,063,931.81</u>	<u>2,486,202.00</u>	<u>1,422,270.19</u>
Total Expenditures	<u>1,063,931.81</u>	<u>1,063,931.81</u>	<u>2,486,202.00</u>	<u>1,422,270.19</u>
Net Revenue Over Expenditures	<u>(563,430.51)</u>	<u>(563,430.51)</u>	<u>0.00</u>	<u>(563,430.51)</u>
Net Revenue Over Expenditures (After Transfers)	<u>(563,430.51)</u>	<u>(563,430.51)</u>	<u>0.00</u>	<u>(563,430.51)</u>

**Midlands Authority for Conventions, Sports & Tourism in Conj. with Columbia Metropolitan Convention & Visitors Bureau  
Statement of Revenues and Expenditures - Monthly-Financial Statement FY2023**

**905 - Destination Marketing**

From 7/1/2022 Through 6/30/2023

	<u>Current Period Actual</u>	<u>Year To Date Actual</u>	<u>Fiscal Year 22-23 Budget</u>	<u>Budget Variance YTD</u>	
<b>Revenue</b>					
State Grant					
4103	SC Parks, Recreation, & Tourism	800,000.00	800,000.00	800,000.00	0.00
4105	Governor's Carol Lighting	0.00	0.00	13,000.00	(13,000.00)
4107	SCPRT-Tourism Recovery Funds	495,397.75	495,397.75	0.00	495,397.75
	<b>Total State Grant</b>	<u>1,295,397.75</u>	<u>1,295,397.75</u>	<u>813,000.00</u>	<u>482,397.75</u>
Advertising					
4104	Co-op Special Project	19,089.82	19,089.82	25,000.00	(5,910.18)
	<b>Total Advertising</b>	<u>19,089.82</u>	<u>19,089.82</u>	<u>25,000.00</u>	<u>(5,910.18)</u>
Contributed Income					
4100	Desination Marketing Fee - (Hotel Rooms)	919,709.44	919,709.44	1,800,000.00	(880,290.56)
	<b>Total Contributed Income</b>	<u>919,709.44</u>	<u>919,709.44</u>	<u>1,800,000.00</u>	<u>(880,290.56)</u>
Other					
4207	Interest Earned	20,381.54	20,381.54	0.00	20,381.54
4400	Appropriation PY Unassigned Net Position	0.00	0.00	553,651.00	(553,651.00)
	<b>Total Other</b>	<u>20,381.54</u>	<u>20,381.54</u>	<u>553,651.00</u>	<u>(533,269.46)</u>
	<b>Total Revenue</b>	<u>2,254,578.55</u>	<u>2,254,578.55</u>	<u>3,191,651.00</u>	<u>(937,072.45)</u>
	<b>Total Revenue</b>	<u>2,254,578.55</u>	<u>2,254,578.55</u>	<u>3,191,651.00</u>	<u>(937,072.45)</u>
<b>Expenditures</b>					
Administration					
5002	Salaries - FT Sales & Marketing	134,091.57	134,091.57	280,666.00	146,574.43
5040	Personnel Contingency	0.00	0.00	9,122.00	9,122.00
5050	Payroll Tax Expense	11,956.15	11,956.15	23,183.00	11,226.85
5055	Retirement - 401k	3,196.68	3,196.68	11,591.00	8,394.32
5060	Health Insurance	13,374.40	13,374.40	53,220.00	39,845.60
5061	Dental Insurance	537.48	537.48	2,940.00	2,402.52
5062	Life & Disability Insurance	1,000.76	1,000.76	4,097.00	3,096.24
5070	Workers Compensation	176.52	176.52	849.00	672.48
5071	Unemployment Insurance	8.52	8.52	125.00	116.48
5075	Incentives	20,837.97	20,837.97	36,850.00	16,012.03
5076	Auto Allowance	1,200.03	1,200.03	2,400.00	1,199.97
5080	Contract Labor	98.74	98.74	2,000.00	1,901.26
	<b>Total Administration</b>	<u>186,478.82</u>	<u>186,478.82</u>	<u>427,043.00</u>	<u>240,564.18</u>
Program Expenses					
5100	Client Recruitment & Entertainment	1,766.92	1,766.92	15,000.00	13,233.08
5111	Convention Recruitment Fund	1,777.20	1,777.20	125,000.00	123,222.80
5112	Partner & Community Relations	4,022.82	4,022.82	33,250.00	29,227.18
5200	Marketing & Advertising	483,964.01	483,964.01	675,000.00	191,035.99
5202	Meeting Advertising	30,280.00	30,280.00	88,248.00	57,968.00
5203	Content Development	61,746.77	61,746.77	167,500.00	105,753.23
5211	Online Booking Engine	20,720.00	20,720.00	17,500.00	(3,220.00)
5212	Governor's Carol Lighting	12,287.80	12,287.80	13,000.00	712.20
5215	Hotel DMF Partner Ads	111,936.90	111,936.90	720,000.00	608,063.10
5216	Special Events	17,327.03	17,327.03	71,000.00	53,672.97
5218	Market Research	38,350.00	38,350.00	102,300.00	63,950.00
5222	SCPRT-Tourism Recovery Marketing	196,501.54	196,501.54	0.00	(196,501.54)
5334	Tradeshows	110,344.17	110,344.17	125,050.00	14,705.83
5335	Tradeshow/Event Sponsorship	0.00	0.00	19,000.00	19,000.00
5425	Promotional Materials	652.91	652.91	15,000.00	14,347.09
5426	Collateral Materials	0.00	0.00	1,500.00	1,500.00
5427	Employee Travel, Meals & Accomodations	17,318.54	17,318.54	55,000.00	37,681.46

**Midlands Authority for Conventions, Sports & Tourism in Conj. with Columbia Metropolitan Convention & Visitors Bureau  
Statement of Revenues and Expenditures - Monthly-Financial Statement FY2023**

**905 - Destination Marketing**  
From 7/1/2022 Through 6/30/2023

	<u>Current Period Actual</u>	<u>Year To Date Actual</u>	<u>Fiscal Year 22-23 Budget</u>	<u>Budget Variance YTD</u>
Total Program Expenses	<u>1,108,996.61</u>	<u>1,108,996.61</u>	<u>2,243,348.00</u>	<u>1,134,351.39</u>
Other Operating Expenses				
5313 Telephone	(70.00)	(70.00)	0.00	70.00
5315 General Insurance	4,654.50	4,654.50	0.00	(4,654.50)
5340 Postage	0.00	0.00	5,000.00	5,000.00
5341 Printing	1,104.84	1,104.84	1,500.00	395.16
5400 Contract Building Service	50,172.18	50,172.18	101,700.00	51,527.82
5416 Membership Dues & Subscriptions	9,787.97	9,787.97	11,560.00	1,772.03
5428 Employee Relations	25.90	25.90	0.00	(25.90)
5438 Vehicle Maintenance	427.29	427.29	1,500.00	1,072.71
5701 Transferred out Sports	200,000.00	200,000.00	400,000.00	200,000.00
Total Other Operating Expenses	<u>266,102.68</u>	<u>266,102.68</u>	<u>521,260.00</u>	<u>255,157.32</u>
Total Expenditures	<u>1,561,578.11</u>	<u>1,561,578.11</u>	<u>3,191,651.00</u>	<u>1,630,072.89</u>
Total Expenditures	<u>1,561,578.11</u>	<u>1,561,578.11</u>	<u>3,191,651.00</u>	<u>1,630,072.89</u>
Net Revenue Over Expenditures	<u>693,000.44</u>	<u>693,000.44</u>	<u>0.00</u>	<u>693,000.44</u>
Net Revenue Over Expenditures (After Transfers)	<u>693,000.44</u>	<u>693,000.44</u>	<u>0.00</u>	<u>693,000.44</u>



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**APPLICATION**  
**FY 2023/24**

**1. Name of Project/Event:**

Greater Cayce West Columbia Chamber of Commerce and Visitor Programs

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County
<input type="checkbox"/>	Municipal
<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	501(c) 3
<input checked="" type="checkbox"/>	Other Visitor Center

**3. Sponsoring Organization**

Name of Organization:	Greater CWC Chamber and Visitor Program
Mailing Address:	1006 12th Street Cayce SC 29033

**4. Director of Project/Event**

Name & Title:	Timothy M James - Christina West
Contact Number(s):	803-794-6504
Email:	info@cwchamber.com

**5. Project/Event Website Address:**

visitcaycewestcolumbia.com

**6. Project/Event Category (check one):**

<input checked="" type="checkbox"/>	Tourism – Advertising / Promotion <i>(see #10 for advertising/promotion sources)</i>
<input type="checkbox"/>	Tourism Related Expenditures

**7. Project/Event Timeline**

Beginning Date:	July 1, 2023
End Date:	June 30, 2024

**8. Location of Project/Event:**

Greater Cayce/West Columbia/Springdale and surrounding Unincorporated areas of Lexington County

**9. Number of Employees**

Full-time:	0
Part-time:	3

**10. Do you advertise outside of a 50-mile radius?**

Yes       No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
Rack Cards	+/- 3K	50-300 miles	Complete <b>Attachment A</b> for Listing Details for Ads used in <i>Magazines, Newspapers, the Radio, and Billboards and Websites</i> . Please include targeted audience.
Brochures	+/-3K	50-300 miles	
Posters	500	+/- 100 miles	
<i>Magazine Ads</i>	3	100 miles	
<i>Newspaper Ads</i>			
<i>Radio Ads</i>			
<i>Billboard Ads</i>			
<i>Websites (other than primary)</i>			
<i>Other</i>	Hallmark Channel	Social Media	

**11. Number of Project/Event Attendance:**

Expected Number:	30,000 annually
Of this number, how many are tourists?	1,000 annually

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work."* [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]



**12. List the methods used to track tourists:**

Select Methods Used:		Provide the Estimated Numbers:	
<input checked="" type="checkbox"/>	Webpage Inquiries	Inquiries per month:	+/- 3,000
<input checked="" type="checkbox"/>	Phone Call Inquiries	Phone calls per month:	+/- 60
<input checked="" type="checkbox"/>	Brochure Mailings	Brochures mailed per month:	100
<input type="checkbox"/>	Event Ticket Sales	Tickets sold per event:	
<input type="checkbox"/>	Event Registration	Registrants per event:	
<input checked="" type="checkbox"/>	Hotel Sales	Sales per event / per month:	unknown
<input type="checkbox"/>	License Plates	Count per event:	
<input type="checkbox"/>	Surveys	Responses per survey:	
<input type="checkbox"/>	Other		

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights
Wingate by Windham	15	2
Comfort Inn	15	2
Double Tree-Hilton	20	2
Marriott	15	2
Hampton Inn	15	2
		Above numbers estimated

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

Yes                       No

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	\$ 102,585
b. Amount of Accommodations Funds Requested for this Project/Event:	\$ 15,000
c. This Request Equals What Percent of the Total Project/Event Budget:	14.6 %
d. Use <b>Attachment B</b> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <b>Attachment B</b> to complete.

**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

Yes

No

*If you answered yes, please answer items a-e below.*

a. Year(s):	For the majority of the past years
b. Amount(s):	Varied amounts
c. Source(s):	Cayce, West Columbia and Lexington County
d. Purpose(s)	Visitor Center Operations
e. For each award year, did you expend 100% of the ATAX funds you received?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> Only during COVID did funds remain- they were held to be expended the following year (most effective use of financines)

**17. Project Description – Please use Attachment C to complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

a. General Project/Event Description	Please use Attachment C to complete answers a-f.
b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.	
c. Total attendance to the Project/Event versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the Project/Event.	
e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.	
f. Additional Comments.	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

**Signature of Project/Event Director:**

Timothy M. James  
**Print Name**

CEO -  
**Title**

Timothy M. James for CEO  
**Signature**

1-6-2023  
**Date**



**ATTACHMENT A**  
**Item #10 - Advertisements**

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites.* Please include targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience
Advertisements for 22/23 to be determined by the Visitor and Tourism Committee	+/- 52 Miles	Areas of Greensboro, Atlanta, Raleigh and Charlotte

Newspaper Ads		
Ad Listing	Distribution Range	Targeted Audience

Television Ads		
Ad Listing	Distribution Range	Targeted Audience



## ATTACHMENT B

### Item #15 – PROJECT / EVENT BUDGET

Provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)

Item	Estimated Amount
Rent	\$ 2,520.00
Admin - Director	\$ 58,000.00
Advertising - Print	\$ 2,000.00
Advertising - TV	\$ 2,500.00
Advertising - Web	\$ 5,000.00
Advertising - Radio	\$ 1,000.00
Promotional Materials	\$ 8,000.00
Tradeshows	\$ 2,000.00
Website	\$ 1,400.00
Office Supplies	\$ 2,000.00
Insurance	\$ 2,000.00
Utilities	\$ 600.00
Payroll Taxes	\$ 3,625.00
Dues & Subscriptions	\$ 4,500.00
Other	\$ 7,440.00
<b>Total</b>	<b>\$ 102,585.00</b>



**ATTACHMENT C**  
**Item #17 - Project/Event Description**

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws**

**a. General Project/Event Description**

The Greater Cayce West Columbia Visitors Center (GCWCVS) is a full time Visitors Center providing information to travelers about the Cities of Cayce and West Columbia, and Lexington County. We also promote the attractions in our area regionally and nationally. We promote activities and festivities that draw tourists to promote overnight stays from visitors outside our area. We work with the municipalities on their events to create additional days to again promote longer stays. We try to package our attractions with our central location for a great place to stay as a destination or a stop through.

The Social Media and Web programs are reaching a great deal of followers who are recognized as inquiring visitors; through our Social Posts we encourage *Enjoy Local and Stay Local*, and specifically encourage all that are attending concerts/events to lodge local and enjoy local the many hotels our community offers.

Additionally, during the Holiday Season our Webpage and Social Media highlighted the many Christmas activities that are available in the Lexington County area, - and encourage visitors from other cities and states to see the Christmas decorations and events; all encouraging visitation and tourism.

**b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.**

The GCWCVS works in many ways to promote tourism in our County. We act as an on the ground service office close to the airport and downtown. We provide maps, information, and brochures to newly arriving visitors with our central location.

We continue to act as an advertising wing for the areas we serve by reaching out through our web, newspaper, and magazine advertising telling the benefits of a stay in our area. We promote pooling the attractions and our natural resources as well as specific festival and event ads to sell a broader environment for their stay. We attempt to create a destination by pooling our attractions and create a picture the traveler may not know is available.

We work routinely outside the 50-mile radius to draw in visitors for overnight stays stating a wide variety of activities available within minutes of our Center. We provide full information about hotels, dining, and shopping as well as our attractions.

**c. Total Attendance to the Project/Event versus the number of total tourists in attendance.**

We are continuing to provide advertising for events such as the local Christmas event and other events that have been able to occur throughout our Lexington County community. We will also provide national marketing for our regularly planned events, such as, Tartan Day, Kinetic Derby Day, Riverwalk activities and Soiree on State Street. We are proud to note that in previous years, events such as Tartan Day have drawn 17,000 attendees from 35 states, and another 4,000 visitors coming from 35 cities and towns throughout North and South Carolina (outside of 50 miles of Lexington County). Another highlight of the year was the Town of South Congaree Championship Rodeo which brought in visitors from all over the country and abroad. This was a high-profile promotion for our Visitor Programs to be involved with. We have also partnered with Palmetto Outdoor to ensure to recruit visitors to stay in Lexington County when visiting the park. Promotion of hotels for visitors to Congaree National Park (we partner with them to tag and promote this deal).

Social Media improvements have gained exposure for events and programs; currently there are more than 13,600 Followers across our social media platforms and with an engagement of over 2,800 persons for specific Posts. The Facebook reach of the Greater CWC Chamber in the last 90 days is over 67K people, up 32% from the Fall. Our page visits are up 209%. The Gender and Age of those interested in our Social Media reflecting women in the age bracket of 55-64 Years of Age, which is reflective of the inquiring tourist. In state followers include Charleston, Aiken and Greenville.

**d. Economic impact generated by tourism towards the Project/Event**

As noted above, there are several events that track Zip Codes of those patronizing their programs: and in as much we recognize the events and program's we promote certainly impact our economy by the number of visitors from areas that are from outside the State of South Carolina.

Our goal for the Visitor Program is to promote tourism. It is very difficult to gather the numbers to measure our impact. With over 2,500 plus unique visitors to our web site each month, we know we have upped our visibility through our efforts.

We work with Tartan Day South through data collection and advertising. After record crowds in 2022, we are already receiving phone call inquiries for the 2023 dates.

We recruited visitors to stay in the unincorporated areas of Lexington County's hotels during the University of South Carolina Founders Park baseball games and tournaments in the spring. We do this by tagging the visiting teams on Twitter and Facebook. Attached is sample that was shared in Florida. We use a similar process for Williams Brice Stadium football games, ensuring that the visiting teams understand that Lexington County is closer and has easy access to the stadium. We promote the area as friendly to the visiting teams with clean hotels, in safe areas, with lots of restaurants nearby and with family-friendly hotels to stay overnight.

**e. Overall description of the how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

Accommodations Tax Funds are the basis of our funding to provide the services and advertising that we create. The funds we receive from the county and the municipalities are all of our operating funds which are all are used to accomplish the task of promoting tourism in our area through hands on servicing and placing advertisements in areas that would promote distance travel. We attempt to promote enough activities to require a visitor to stay multiple days.

We accomplish this with several tools and advertising opportunities. We believe our web tools and presence lead the way in our efforts to educate outsiders of the benefits of a visit to our area. Our advertising reaches a wide variety of travelers outside 50 miles

**f. Additional Comments**

Attached you will find example of a Twitter and Facebook tags to promote visiting teams to stay/visit our area during football and baseball seasons.

Sample of our rack card that was distributed and the locations that they were sent too.

Sample of Facebook reach and engagement for the Holiday Parade of Lights and first ever Parade Day in the CWC.



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**EXPENDITURES**  
**FY 2023/24**

Organization Name: Greater Cayce-West Columbia Visitor's Programs

List of Expenditures	Actual FY 2021/22	Current FY 2022/23	Estimated FY 2023/24
Retirement Expense-VC	\$ -	120.14	\$ 1,740.00
Administration Tourism Director	\$ 56,158.21	19474.66	\$ 58,000.00
Advertising - Print	\$ 2,562.00	0	\$ 2,000.00
Advertising -TV	\$ -	0	\$ 2,500.00
Advertising- Web	\$ 2,907.96	4060	\$ 5,000.00
Advertising -Radio	\$ 600.00		\$ 1,000.00
Bank Charges-	\$ 90.00	30	\$ 100.00
Dues & Subscriptions	\$ 4,946.90	2478.68	\$ 4,500.00
Miscellaneous-	\$ -	100	\$ 500.00
Office Supplies-	\$ 1,633.26	921.79	\$ 2,000.00
Insurance-Vc	\$ 2,043.95	449.2	\$ 2,000.00
Promotional Materials	\$ -		\$ 8,000.00
Rent-	\$ 2,520.00	1400	\$ 2,520.00
Repairs & Maintenance-	\$ 90.00	0	\$ 100.00
Spring Rhythm on the River-	\$ 2,084.74	0	\$ 5,000.00
Taxes -Payroll	\$ 4,610.33	1713.5	\$ 3,625.00
Tradeshows	\$ -	0	\$ 2,000.00
VC Utilities	\$ 1,361.13	730.02	\$ 600.00
Website	\$ 1,399.80	315.2	\$ 1,400.00
<b>Total</b>	<b>\$ 83,008.28</b>	<b>\$ 31,793.19</b>	<b>\$ 102,585.00</b>





## **Social Media Parade Weekend**

Dec. 9-Friday thru Dec .10, 2022- Saturday: Reached 38.1K followers

13.1 k Engagements, Likes and Shares

Dec. 11-Sunday- Snow Santa video

-1200 views and 9 shares

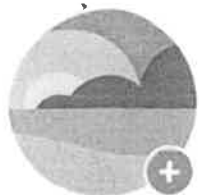
Parade Unit Award post

4K likes

### **Overall Parade Social Media:**

Instagram followers: 1456

Facebook followers: 4548



**322** Posts   **1,456** Followers   **855** Following

## Cayce West Columbia Chamber

Community Organization

We promote local businesses! We'd ❤️ for you to join us!

[www.visitcaycewestcolumbia.com](http://www.visitcaycewestcolumbia.com)

### Professional dashboard

New tools are now available.

**Edit profile**

**Contact**



Parade of L...



ROTR



Accredited



Wheres TIM



Ribbon Cut... M



Merry Christmas



Thank you CWC for an unforgettable day!



# Posts ?

50+ posts published in the last 28 days.

## MOST ENGAGING

## RECENT

### MOST ENGAGING POSTS



Beautiful!!! 🙌🙌



December 26

Reach 4K

Engagements 862



"The Congaree  
Christmas" reci...

December 21

Reach 3K

Engagements 475



"The Rudolph  
Award" for the...

December 21

Reach 3.5K

Engagements 461



"Santa's  
Favorite" for th...

December 21

Reach 1.2K

Engagements 230



The "CWC  
Christmas Caro...

December 21

Reach 798

Engagements 82



# Greater Cayce-West Columbia Chamber & Visitors Program invited you to like this Page



3,533 people like this



4,548 people follow this



539 check-ins

Michael Norris  
Outside the box.  
(803)466-8352

- image0.jpeg (229 KB)
- image1.jpeg (222 KB)
- image2.jpeg (109 KB)



Follow

# George Hunter

@GHunterlaw

Tampa Bay Florida [ghunterlaw.com](http://ghunterlaw.com)

Joined January 2012

492 Following 231 Followers

Not followed by anyone you're following

Tweets

Tweets & replies

Media

Likes

George Hunter Retweeted



Cayce West Columbia Chamber · 23h

Replying to @JUBaseball and @NCAACWS

Welcome! Things to do and places to stay!  
See link in bio!!!

**Going to Founders Park? Stay on the West Side!**

ONLY 9 MILES

The areas of West Columbia, Cayce and Springdale offer:

- Less traffic / Several roads away from Founders Park
- Safe running & biking trails at our major parks
- Crab beer, outdoor pizza, and restaurant fronts bars
- Family friendly and a safe community
- Historic walking tours, restaurants and cafes
- Metropark, playground, and Amphitheater stage
- Our Corporate River is worth the fishing all year

Make it a long weekend and enjoy all that we have to offer!

Founders Park Baseball Stadium

CWC  
Greater Cayce West



# Cayce West Columbia Chamber · 2s

Welcome, Virginia and Texas visitors - stay in Cayce and West Columbia! Hotel shops, & the best food near Founders Park!

#NCAA #SuperRegional #VisitCWC

#VisitCayceWestColumbia

#UVA @UVABaseball #GoHoos

#DallasBaptist #FoundersPark

#BaseballTournament @dbu\_baseball

**Going to Founders Park? Stay on the West Side!**

The areas of West Columbia, Cayce and Springdale offer:

- ✓ Less traffic / Several routes away from Founders Park
- ✓ Safe running & biking trails at our major parks
- ✓ Craft beer, outdoor patios, and legendary sports bars
- ✓ Friendly people and a safe community
- ✓ Instagram-worthy foodie restaurants and cafes
- ✓ Vintage, antiques, thrift, and Army/navy stores
- ✓ Our Congaree River is warm for fishing all year

Make it a long weekend and enjoy all that we have to offer!

**Hotels:**

- 1 Wingate by Wyndham Columbia Westington 108 Skanska North Ct
- 2 DoubleTree by Hilton Hotel 2100 Bush River Rd Columbia
- 3 Residence Inn by Marriott Columbia Westington 122 Mathias Rd
- 4 Hilton Garden Inn Columbia Airport 115 McSwain Dr
- 5 Hampton Inn Columbia I-26 Airport 1094 Ohio Ct
- 6 Courtyard by Marriott Columbia Cayce 1125 Fort Congaree Trail

**Amenities:**

- ▲ West Harts Brewery
- ▲ WC O'Brien & Bergman's
- ▲ Savage Draft & Works

**Founders Park Baseball Stadium**

**Greater Cayce & West Columbia Chamber of Commerce Visitors Program**

For vacation or all nearby hot spots and more!





Cayce West Columbia Cha... · 6/16/21

Ready for 🏈? We've got 2 discounts if you're headed to Williams Brice Stadium:

Wingate by Wyndham:

[wyndhamhotels.com/hotels/30544?c...](https://wyndhamhotels.com/hotels/30544?c...)

DoubleTree by Hilton:

[hilton.com/en/book/reserv...](https://hilton.com/en/book/reserv...)

@troyathletics

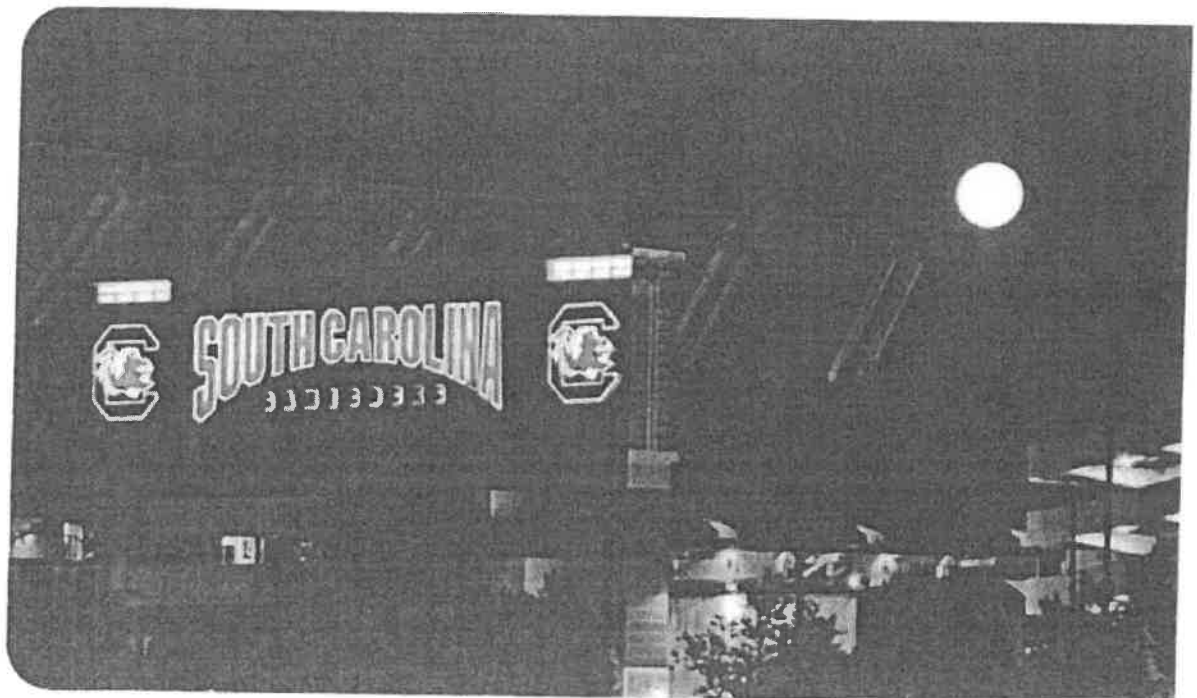
@UKAthletics

@vanderbiltathletics

@GatorsFB

@EIUPanthers

@FootballAU







**Cayce West Columbia Cham... · 6/2/21**  
Coming to the games in Columbia? See our link in bio and this map for places to stay & things to do.

**Going to Founders Park? Stay on the West Side!**

ONLY 9 MILES

ONLY 9 MILES

Founders Park (baseball stadium)

**Greater Cayce 1 Columbia Chamber of Commerce**

For vacation of all nearby hot food and more

- ✓ Less traffic / Several routes away from Founders Park
- ✓ Golf, running & biking trails at our major parks
- ✓ Craft beer, outdoor patios, and legendary sports bars
- ✓ Friendly people and a safe community
- ✓ Instagram-worthy foodie restaurants and cafes
- ✓ Vintage, antique, thrift, and Army/navy stores
- ✓ Our Congaree River is warm for fishing all year

Make it a long weekend and enjoy all that we have to offer!

**CV**

**NCAA Baseball @NCAA... · 6/2/21**



Here's a closer look at the standout players and pitching staffs in the 2021 NCAA baseball to...

# Vacation Ideas?

We're here to help ...



**Bike**  **Walk**  **Fish**  **Canoe** 

**Tube down the Congaree River**

**NATIONAL PARK beer gardens**

**ANTIQUES/VINTAGE SHOPS** RIVERBANKS ZOO

**10+ art murals** **ROOFTOP DINING**

[VisitCayceWestColumbia.com](http://VisitCayceWestColumbia.com)



# Need an escape?

  
**VisitCayceWestColumbia.com**

- Visitors are drawn to our river, the Congaree. It is home to the Riverwalk – over 25 miles of trails. You can walk, bike, bird watch or fish here! Get your tube, kayak and canoe rentals locally through PalmettoOutdoor.com. Modern and clean hotels, all near the river! Take Instagram-worthy photos at over 10 new street murals!
- Ranked as a Top 10 zoo in all of North America, Riverbanks Zoo & Botanical Gardens has an entrance here in West Columbia, too. SC's only national park, Congaree National Park, is a very short drive away...you'll want to stay here near all the food & hotels.
- The cuisine scene is delish with farm-to-table cafes and rooftop dining on the river. Try South Carolina staples like BBQ and legendary burgers or new hits like street tacos. So many options!
- Stay near all the action! For a list of nearby hotel rooms, see our website [www.visitcaycewestcolumbia.com](http://www.visitcaycewestcolumbia.com) today!

**Greater CWC Visitors Center: 1006 12<sup>th</sup> Street, Cayce, SC 29033**  
**Phone: (803) 794-6504**



Cayce West Columbia Chamber  
Tag us #VisitCWC

Greater Cayce-West Columbia Chamber  
& Visitors Program

@CWCCchamber

Cayce West Columbia SC Outdoor  
Vacation Ideas

Printing costs sponsored by Lexington County, the City of West Columbia, and the City of Cayce. Thank you! 5/1/2021

**13.6K**

Post Reach

**2.8K**

Engagements

**154**

Link Clicks

## Posts ?

50+ posts published in the last 28 days.

### MOST ENGAGING

### RECENT

#### MOST ENGAGING POSTS



**🎄 🎄 Holiday  
Parade of Light...**  
November 23

Reach **4.2K**  
Engagements **442**



**Excited to see  
Chamber mem...**  
November 27

Reach **4.5K**  
Engagements **435**



**🎄 🍷 Zesto of  
West Columbia...**  
November 22

Reach **2.9K**  
Engagements **374**

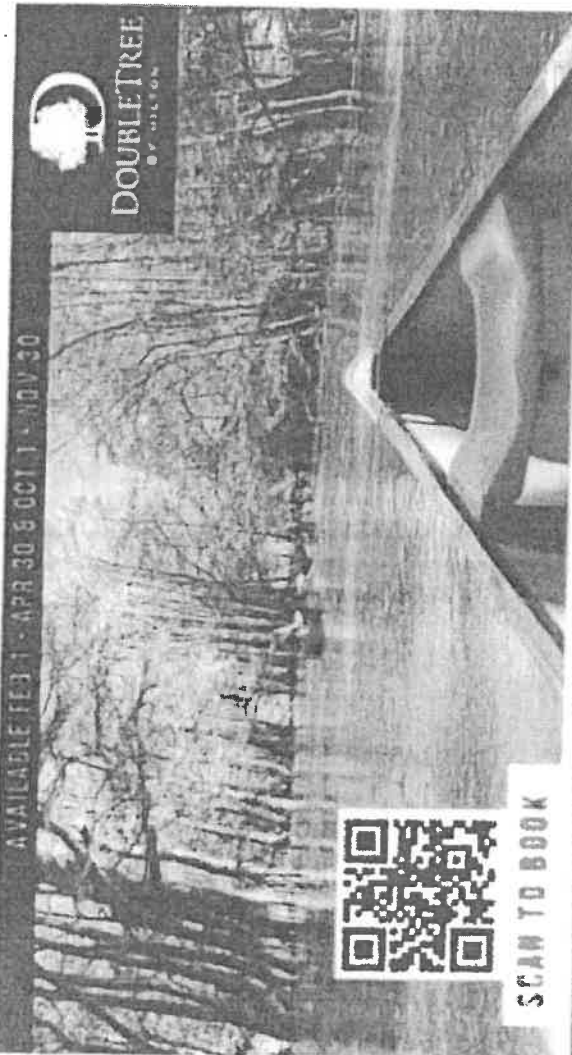


**That's a wrap....  
so much fun at...**  
November 18

Reach **760**  
Engagements **116**

**GUIDED CANOE TRIP** MUST BE BOOKED 7 DAYS  
IN ADVANCE  
**CALL TO BOOK | \$249/NIGHT**  
**TODAY**

**803.731.0300**



AVAILABLE FEB 1 - APR 30 & OCT 1 - NOV 30



**SCAN TO BOOK**

**THE PACKAGE**

- (1) Night stay
- Includes Breakfast for (2) In Hotel Restaurant
- Guided Canoe Trip for (2)
- Pricing subject to availability and season

**THE ADVENTURE**

- Overnight stay in the modern, newly renovated DoubleTree Hotel & Conference Center
- Enjoy breakfast for (2) in Hotel's Restaurant
- Explore the Congaree National Park with Palmetto Outdoors on a Guided Canoe Trip for (2)



**DOUBLETREE COLUMBIA**

2100 Bush River Rd  
Columbia • SC 29210

**PALMETTO OUTDOORS**

07/07/2021

Joe Matthews  
1006 12th ST  
Cayce, SC 29033

Dear Joe Matthews:

The Visit Cayce West Columbia brochure has been received and approved for rack distribution in the South Carolina Welcome Centers. Included is a copy of the current literature distribution guidelines for your files.

Please send a quantity of your publications to each welcome center, a mailing list is also included. When a center's publication supply needs replenishing the manager will notify you. We appreciate your contributions to the state's tourism industry.

Thank you also for your interest in the South Carolina Welcome Center Program. We enjoy working with you to make South Carolina's "Smiling Faces and Beautiful Places" shine.

Sincerely,

Marielena Petruska  
Tourism Supervisor  
Blacksburg Welcome Center  
864-839-6742  
blacksburgwc@scprt.com

cc: Welcome Centers - Visitor Services  
Sales & Marketing Office - SCPRT

## South Carolina Welcome Center Contact List

To email announcements, daily specials and events to all SC Welcome Centers: [welcomecenters@scprt.com](mailto:welcomecenters@scprt.com)

Our "rack cards" were sent to all of the following locations! All are 50+ miles away!

### US 17 SC Welcome Center

Shelby Boulineau, Manager  
843-249-1111; 843-249-9317 fax  
lriverwc@scprt.com  
**UPS/ Fed Ex/ US Postal Service:**  
SC/NC Border  
2121 Highway 17  
Little River, SC 29566  
*\*Georgetown & Horry*

### I-85 South SC Welcome Center

Marielena Petruska, Manager  
864-839-6742; 864-839-3259 fax  
blacksburgwc@scprt.com  
**UPS/ Fed Ex/ US Postal Service:**  
SC/NC Border  
100 Highway I-85 South  
Blacksburg, SC 29702  
*\*Cherokee, Fairfield, Lexington, Richland & Union*

### I-20 East SC Welcome Center

Andrea Wright, Manager  
803-279-6756; 803-278-6250 fax  
northaugustawc@scprt.com  
**UPS/ Fed Ex:** SC/GA Border  
Interstate I-20  
North Augusta, SC 29841  
**US Postal Service:**  
Post Office Box 6728  
North Augusta, SC 29846  
*\*Aiken, Allendale, Bamberg, Barnwell, Charleston, Colleton & Hampton*

### I-95 North SC Welcome Center

Devonte Genwright, Manager  
843-784-3275; 843-784-6054 fax  
hardeevillewc@scprt.com  
**UPS/ Fed Ex:** SC/GA Border  
4968 Jasper Highway  
Hardeeville, SC 29927  
**US Postal Service:**  
Post Office Box 400  
Hardeeville, SC 29927-0400  
*\*Beaufort & Jasper*

### I-26 East SC Welcome Center

Rhonda Eldridge, Manager  
864-457-2228; 864-457-7244 fax  
landrumwc@scprt.com  
**UPS/ Fed Ex:** SC/NC Border  
200 Interstate 26 Eastbound  
Landrum, SC 29356  
**US Postal Service:**  
Post Office Box 429  
Landrum, SC 29356  
*\*Greenville, Laurens, Newberry, Saluda & Spartanburg*

### I-95 South SC Welcome Center

Larry Willard, Manager  
843-774-4711; 843-774-6812 fax  
dillonwc@scprt.com  
**UPS/ Fed Ex/ US Postal Service:**  
SC/NC Border  
195 Mile Marker I-95  
Hamer, SC 29547-7256  
*\*Darlington, Dillon, Florence, Lee, Marion & Sumter*

### I-77 South SC Welcome Center

Kathryn Totherow, Manager  
803-548-2880; 803-548-1173 fax  
fortmillwc@scprt.com  
**UPS/ Fed Ex/ US Postal Service:**  
SC/NC Border  
89 I-77 South  
Fort Mill, SC 29708  
**US Postal Service:**  
Post Office Box 38  
Fair Play, SC 29643  
*\*Chester, Chesterfield, Kershaw, Lancaster, Mariboro & York*

### I-95 South SC Welcome Center

Sandra Middleton, Manager  
803-854-2442; 803-854-4879 fax  
santeewc@scprt.com  
**UPS/ Fed Ex:** Southbound I-95  
Mile Marker 99 at Santee  
Santee, SC 29142  
**US Postal Service:**  
160 Southrest Lane  
Santee, SC 29142  
*\*Berkeley, Calhoun, Clarendon, Dorchester, Orangeburg & Williamsburg*

### I-85 North SC Welcome Center

Dawn Duncan, Manager  
864-972-3731; 864-972-0229 fax  
fairplaywc@scprt.com  
**UPS/ Fed Ex:** SC/GA Border  
100 Welcome Center Place  
Fair Play, SC 29643  
**US Postal Service:**  
Post Office Box 38  
Fair Play, SC 29643  
*\*Abbeville, Anderson, Edgefield, Greenwood, McCormick, Oconee & Pickens*

### SC Welcome Center Program- Central Office

Devon Harris, Program Manager  
803-734-0123; dharris@scprt.com  
Heather Harley, Program Coordinator  
803-734-0005; hharley@scprt.com  
*\*Statewide, government, multi-state, regional & chain destinations with locations represented by more than one center*

*\*Indicates counties of responsibility for literature distribution based on physical location of the destination.*

Please note: The U.S. Postal Service does not accept boxed deliveries to post office boxes. Therefore, when shipping boxes, please use the UPS, Fed Ex, etc., carriers and the "UPS/Fed Ex Address" to ensure delivery to these centers. Packages not mailed properly may be returned to you without our knowledge and at your expense.

March 2018



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**APPLICATION**  
**FY 2023/24**

**1. Name of Project/Event:**

**Lexington Chamber & Visitors Center – Visitors Center Operations**

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County
<input type="checkbox"/>	Municipal
<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	501(c) 3
<input checked="" type="checkbox"/>	Other – 501(c)6

**3. Sponsoring Organization**

Name of Organization:	<b>Lexington Chamber &amp; Visitors Center</b>
Mailing Address:	<b>P. O. Box 44, Lexington, SC 29071</b>

**4. Director of Project/Event**

Name & Title:	<b>Angelle LaBorde, CCE, President &amp; CEO</b>
Contact Number(s):	<b>(803) 359-6113-, ext. 105 (work) or (864) 910-5898</b>
Email:	<b>angelle@lexingtonsc.org</b>

**5. Project/Event Website Address:**

**www.lexingtonsc.org**

**6. Project/Event Category (check one):**

<input type="checkbox"/>	Tourism – Advertising / Promotion <i>(see #10 for advertising/promotion sources)</i>
<input checked="" type="checkbox"/>	Tourism Related Expenditures



**7. Project/Event Timeline**

Beginning Date:	July 1, 2023	(Chamber's Fiscal Year)
End Date:	June 30, 2024	

**8. Location of Project/Event:**

311 W. Main Street, Lexington, SC 29072

**9. Number of Employees**

Full-time:	5 full-time employees and 1 independent contractor
Part-time:	

**10. Do you advertise outside of a 50-mile radius?**

Yes       No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
<input checked="" type="checkbox"/> Rack Cards	3,000		Complete <i>Attachment A</i> for Listing Details for Ads used in <i>Magazines, Newspapers, the Radio, and Billboards and Websites</i> . Please include targeted audience.
<input checked="" type="checkbox"/> Brochures	10,000	US & Internat'l	
<input type="checkbox"/> Posters			
<input type="checkbox"/> Magazine Ads			
<input type="checkbox"/> Newspaper Ads			
<input type="checkbox"/> Radio Ads			
<input checked="" type="checkbox"/> Billboard Ads	Min. 75,000 impressions	TBD-SC, NC, GA	
<input checked="" type="checkbox"/> Websites (other than primary)			
<input checked="" type="checkbox"/> Other		SC, NC, GA	

**11. Number of Project/Event Attendance:**

Expected Number:	N/A – our project is not an event but operations of a Visitors Center
Of this number, how many are tourists?	

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work."* [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]

**12. List the methods used to track tourists:**

Select Methods Used:	
<input checked="" type="checkbox"/>	Webpage Inquiries
<input checked="" type="checkbox"/>	Phone Call Inquiries
<input checked="" type="checkbox"/>	Brochure Mailings
<input type="checkbox"/>	Event Ticket Sales
<input type="checkbox"/>	Event Registration
<input type="checkbox"/>	Hotel Sales
<input type="checkbox"/>	License Plates
<input type="checkbox"/>	Surveys
<input type="checkbox"/>	Other

Provide the Estimated Numbers:	
Inquiries per month:	13,000
Phone calls per month:	40
Brochures mailed per month:	30
Tickets sold per event:	
Registrants per event:	
Sales per event / per month:	
Count per event:	
Responses per survey:	

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights
N/A		

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

Yes

No

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	\$ 120,225.00
b. Amount of Accommodations Funds Requested for this Project/Event:	\$ 15,629.00
c. This Request Equals What Percent of the Total Project/Event Budget:	13%
d. Use <b>Attachment B</b> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <b>Attachment B</b> to complete.

**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

Yes

No

*If you answered yes, please answer items a-e below.*

<b>a. Year(s):</b>	FY 2022-2023 and FY 2021-2022 (and before)
<b>b. Amount(s):</b>	\$10,000 and \$7,500
<b>c. Source(s):</b>	Lexington County
<b>d. Purpose(s)</b>	Lexington Chamber & Visitors Center – Visitor Center Operations
<b>e. For each award year, did you expend 100% of the ATAX funds you received?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

**17. Project Description – Please use *Attachment C* to complete the following information that is required by the *Tourism Expenditure Review Committee* to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

<b>a. General Project/Event Description</b>	<i>Please use Attachment C to complete answers a-f.</i>
<b>b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.</b>	
<b>c. Total attendance to the Project/Event versus the number of total tourists in attendance.</b>	
<b>d. Economic impact generated by tourism towards the Project/Event.</b>	
<b>e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.</b>	
<b>f. Additional Comments.</b>	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

**Signature of Project/Event Director:**

Angelle LaBorde  
**Print Name**

Angelle LaBorde  
**Signature**

President & CEO  
**Title**

January 6, 2023  
**Date**



## ATTACHMENT A

### ITEM #10 – ADVERTISEMENTS

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites.* Please include targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience
Charleston Living Magazine	Est. 2,500 - 5,000	Charleston, SC Visitors

Newspaper Ads		
Ad Listing	Distribution Range	Targeted Audience

Television Ads		
Ad Listing	Distribution Range	Targeted Audience

Radio Ads		
Ad Listing	Distribution Range	Targeted Audience

Billboard Ads		
Ad Listing	Distribution Range	Targeted Audience
Exp. Cola Capital Package- 2 Digital Billboards	Min. 75,000 impressions / per billboard Utilized 2 months prior to key Lexington events	TBD - in either SC, NC, & GA

Website Ads (other than primary website)		
Ad Listing	Distribution Range	Targeted Audience
Exp. Cola Capital Package - Website Banner Ad	50,000 impressions	Feb. '23 - Target TBD (SC,NC,&GA)
Exp. Cola - Website & E-News	Custom Email / Summer Fun	June '23 - Target TBD (SC, NC, & GA)

Other Ads		
Ad Listing	Distribution Range	Targeted Audience
Exp. Cola Capital Package (ECCP) - Tripadvisor Ad	260,000 impressions	March/Apr '23 - Target TBD
ECCP - Geofencing & Retargeting	500,000 impressions	March '23 - Target TBD
Exp. Cola Capital Package - Social Media Mkt.	3 months of promo/4 posts/Boosted posts	Attract visitors - Summer, Fall, Winter



## ATTACHMENT B

### ITEM #15 – PROJECT / EVENT BUDGET

**Provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)**

Item	Estimated Amount
Advertising - Experience COLA Co-Op Capital Package	11,800
Advertising - Exp. Cola SC E-News	875
Advertising - Exp. Cola Social Media	750
Advertising - Tear Off Maps	1,500
Advertising - Creation of Tourism FB Page	450
Advertising - Visitor Guide Promotion/Miles Part. Ad	750
Promo Materials - Visitor Guide	20,000
Promo Materials - Updated Rack Cards	2,500
Promo Materials - Adv. Specialty Items/Visitor Giveaways	1,000
Marketing Support for Photo/Video/Creative	3,000
Media Efforts - Host Travel Writer -Dining on Dam	1,500
Visitor Services - Prof. Dev. (Conference/Dues)	3,900
Visitor Services - Web Hosting	750
Telephone & Internet	1,600
Visitor Services - Property Insurance	950
<b>Total</b>	<b>51,325</b>

Page 1 of 2 (continued)





## ATTACHMENT C

### ITEM #17 – PROJECT / EVENT DESCRIPTION

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

**a. General Project/Event Description:**

See the response to item A on the attached word document.

**b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.**

As a dedicated partner to Lexington County, the Chamber is committed to enhancing value-added visitor services for our community. In our role as the official destination marketing organization serving the Town of Lexington, we are focused on increased visitation, increased spending, and growth in our tourism economy, which will ultimately drive job growth for citizens and tax growth for both the County of Lexington and the Town of Lexington.

The Chamber will continue to provide value-added services as described in our general description (see attached).

**c. Total attendance to the Project/Event versus the number of total tourists in attendance.**

The Chamber's Visitors Center provides tourism related services and does not sponsor specific tourism events. Rather, we see our overall objective as elevating our community's quality of life by promoting travel and tourism that produces jobs and secures tax dollars to upgrade services and infrastructure, and attracts new venues that offer high quality services to both visitors and locals. We believe we can compliment existing attractions, such as the upcoming 2023 Blowfish Baseball Championship game and help to promote the new retail/restaurant venue across from Alodia's Restaurant.



**d. Economic impact generated by tourism towards the Project/Event.**

Because the Visitors Center does not sponsor or host tourism events, there are no economic impact numbers to share.

However, our core project will be further developed in 2023. In 2022, the Chamber was funded by Town a-tax monies to develop a strategic plan that will complement our core services of responding to visitor inquiries, providing valuable online information, and quality printed visitor materials (Visitor Guide/tear off map, etc.). The proposed strategic plan will complete phase two of our initial Lodging and Visitor Analysis, which was conducted in 2021 by Berkeley W. Young, President of Young Strategies, Inc.

Additionally, the Visitors Center partnered with the Town of Lexington on the highly successful fall scarecrow display in downtown Lexington. Although no economic figures were recorded in 2022, the social media exposure was phenomenal. We believe we can attract visitors during the fall to view the scarecrows and experience all that Lexington has to offer.

We believe that we can serve as a convener of Lexington County hospitality providers, leveraging their strengths, and offering a focus to drive more visitors to Lexington. Our reputation is strong, but branding is needed to showcase our visitor assets.

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

The Chamber's projected Visitors Center budget is \$120,225. We are requesting \$15,629 from the County of Lexington (approximately 13%) to support our ongoing visitor services that impact local economic development, to include publications, website marketing, advertising, banner ad campaigns, staffing/personnel, and Center operational expenses.

Our direct personnel resources are essential to responding to visitor inquiries. Visitors desire personal information, and our Visitor Center staff promote and market the County's unique attractions, restaurants, and venues, in addition to Lake Murray & Lexington's downtown Main Street area.

New hospitality attractions and restaurants continue to locate in Lexington. We will continue to design more direct social media messages and marketing campaigns to showcase our popular lodging, dining and shopping amenities and identify the times of the year when our hoteliers desire more traffic. The Center will partner with the Town of Lexington to host a fall 2023 restaurant week to promote our unique dining establishments.

Moreover, phase two of our visitor and lodging study will provide us with a 3-year strategic plan specifically focused on a cohesive branding message to guide our promotional efforts to market Lake Murray, neighboring tourist attractions and Lexington's unique downtown assets.

Another essential factor in our success is the attractive Visitors Center which reflects a positive business and community image for visitors and tourists. It is a primary destination for visitors and is located in the heart of the Town of Lexington on Main Street, just minutes away from 1-20. The Town recently put up new wayfinding signage to focus newcomers to major points of interest.

The Chamber and its staff are eager to market and promote Lexington and its many attractions. This work is essential to the mission of our Chamber of Commerce in supporting businesses, creating new services and companies, and improving our quality of life.

**f. Additional Comments.**

**Staffing:**

As with the majority of companies in the U.S., there are workforce shortages and ongoing employee retention issues. The Chamber experienced high turnover in January 2022 which resulted in the hiring of two new staff members - a new Communications Director and a new Visitors Center Coordinator, both of whom had to learn about the Visitors Center and its operations.

**Dining on the Dam:**

After two years of delays because of COVID restrictions, the Chamber held the 2nd annual event on April 10, 2022. It was highly successful, attracting nearly 1,200 attendees. Although we historically have not been a direct event organizer, this event continues to be popular with ticket requests and inquiries all year long. The Visitors Center will leverage this event as guests dine and socialize on one of Lexington County's most recognized landmarks. As you are aware, beautiful Lake Murray is a tourism destination for the County, and this event will continue to gain traction and create awareness of the area to visitors. The event is set for Sunday, April 2, 2023.

## **Attachment C**

### **Item #17 – Project / Event Description**

#### **A. General Project / Event Description:**

The **Lexington Chamber & Visitors Center** is the first stop for Lexington County visitors and tourists because of our central location in the heart of the county. Located in downtown Lexington, visitors and those interested in relocating to our county can receive information about area attractions, restaurants, events, and lodging. Our proximity to Lake Murray, as well as to interstates I-20 and I-26, is convenient for individuals who prefer face-to-face interaction.

The Chamber will continue to operate the **Lexington Visitors Center** and provide tourism marketing and services to visitors who plan destination trips to Lexington County. Our recent research study has confirmed that visitors rate Lexington highly as a destination to connect with **waterfront activities on Lake Murray** and with **downtown shopping and dining**. We are poised to attract more visitors in the upcoming year.

The Visitors Center and its staff are committed to exploring a variety of marketing opportunities to effectively promote our attractive and appealing destination to leisure, sports and business travelers.

#### **Strategic Plan:**

In 2023, we will launch phase two of our lodging study (funded by the Town of Lexington) to develop a comprehensive strategic tourism plan which will capture input from local travel industry and community leaders. This roadmap will help us become more targeted in our visitor approach in future years. The plan will allow for more focus on building a strong tourism **brand**. Along with the brand, the Chamber desires to launch a separate visitor Facebook page to tell our story, promote Lexington, and attract more visitors.

#### **Co-Op Marketing:**

This year we will partner with **Experience Columbia** to utilize a variety of their existing marketing opportunities, including a mixture of digital marketing, billboards, targeted emails, and print ads to promote our visitor assets. New promotions include additional magazine advertisements, visitor give-aways, rack cards, and creative visitor maps of specific tourist locations.

#### **Core Services:**

Our core services will continue to include the distribution of Lexington County maps and Visitor Guides, in addition to maintaining our website, **lexingtonsc.org**. There is a dedicated "Visit Lexington" page on the website that provides visitors with information about lodging, dining, shopping, attractions, recreation, and other special events, fairs, and festivals. The Chamber's website continues to be a valuable resource for visitors and the community of Lexington. Our team regularly updates and monitors the website while using social media and digital marketing efforts to drive traffic to our site, thus promoting local businesses that may attract visitors.

**Web Statistics:**

The Chamber continues to maintain an interactive website promoting all that Lexington has to offer. In 2022, we received more than 13,000 page views each month totaling over 157,000 for the year. Additionally, there were 13,548 unique users who searched our Chamber name or address on Google Search or Maps.

**Web User Demographics:**

The majority of visitors to our website were located in **South Carolina**. We had a substantial amount of website traffic from **North Carolina, Virginia, Georgia**, and surprisingly, **New York**. In North Carolina, searches came from the Charlotte and Raleigh areas. Of the South Carolina figures, 27% were from the Columbia area and beyond. A large number of local users were from the areas of Lexington, Red Bank and Irmo.

**Continued Partnerships:**

We continue to maintain a close partnership with the Town of Lexington. Together, we kicked off the Fall Scarecrow display in downtown Lexington in October 2022. We received tremendous feedback from the community and believe the scarecrow display has the capacity to attract visitors to our area during the fall and holiday seasons. In September 2023, we plan to launch a Lexington Restaurant Week that will provide exposure to the variety of restaurants in our area.

Additionally, the third **Dining on the Dam** is set for Sunday, April 2, 2023 and is projected to attract more than 1,100 attendees. It is our intent to utilize a travel writer to highlight this signature event, our dynamic community, and showcase beautiful Lake Murray.

**Visitor Center / Chamber Staff:**

In 2022, the Chamber invested in two new employees dedicated to learning about Lexington and the Visitor Center's role in attracting tourists and promoting the area.

**Summary:**

To summarize, our objectives for the upcoming year include:

- *Completion of the tourism strategic plan*
- *Improved branding of our destination and creation of a separate Lexington Facebook page*
- *Utilization of co-op marketing with Experience Columbia*
- *Development of partnerships with key tourism entities*
- *Promotion of key events and festivals throughout the County, including Blowfish Baseball, the Chick Fil A Basketball Classic and more.*
- *Continued education and development of the tourism / communications staff*

Furthermore, the Visitors Center is successful because of our connection to the Lexington Chamber and its shareholders. As an organization with 64 years of history, we strive to offer a more focused marketing approach to yield a stronger quality of life, job growth, and the creation of new tax dollars from travel and tourism. Our sphere of influence helps to create prosperity and a thriving community via our website, programs, and services.



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**FUNDING SOURCES**  
**FY 2023/24**

**Organization Name: Lexington Chamber & Visitors Center – Organizational Budget**

<b>List of Funding Sources</b>	<b>Actual FY 2021/22</b>	<b>Current FY 022/23</b>	<b>Estimated FY 2023/24</b>
Accommodations Tax	43,627.65	63,409.42	101,668
Conference Room Rentals	57,945	50,000	45,000
Membership Revenue	304,643.05	325,000	330,000
Membership Services	79,501.22	106,000	110,000
Non-Dues Revenue (web/publications)	20,000	36,800	37,000
Miscellaneous	1,753.11	38,195.58	2,000
Special / Signature Events	438,316.28	456,500	450,000
Monthly Events	21,134.12		
<b>TOTAL</b>	<b>966,920.43</b>	<b>1,075,905</b>	<b>1,075,668</b>
<b>LCVC – Visitor Center Operations Budget</b>			
County A-Tax	7,500	9,125	14,221.75
Town A-Tax (30%)	36,127.65	43,409.42	78,039.38
Town A-Tax (65%)		10,000	8,000
Visitor Guide Revenue	15,950	19,000	20,000
<b>Total</b>	<b>59,577.65</b>	<b>81,534.42</b>	<b>120,261.13</b>



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**EXPENDITURES**  
**FY 2023/24**

**Organization Name:** Lexington Chamber & Visitors Center Budget Summary

<b>List of Expenditures</b>	<b>Actual FY 2021/22</b>	<b>Current FY 2022/23</b>	<b>Estimated FY 2023/24</b>
Personnel	527,500	530,000	493,000
Facilities	59,406	60,000	72,085
Promotions/Advertising	28,500	28,500	71,300
Monthly Events	19,650	20,000	0 - refer to #1
Special Events	253,000	250,000	277,500
Membership Services	16,674	16,000	62,400
Operational Expense / Administrative	62,600	65,000	46,200
Tourism Consultant	15,000		
Non-Cash Items	51,220	39,000	49,100
EIDL Loan - Payback	3,900	7,800	4,320
#1 Note: Monthly Events moved into Membership Services			
<b>TOTAL</b>	<b>1,037,450</b>	<b>1,016,300</b>	<b>1,075,905</b>
<b>Visitors Center Operations Budget:</b>			
Advertising & Promotions	15,855	25,100	45,125
Building - Space, Maintenance & Repairs	9,457.21	11,724	9,600
Conferences / Professional Development			3,200
Dues for Professional Associations	325		700
Insurance - Property	925.50	900	950
Staff Support (% of Salaries / 2 Staff Members)	45,124.92	39,250	45,500
Telephone & Internet	1504.59	1,506	1,600
Consultant (Lodging/Research Grant Study) + Phase 2 (FY24)	25,341.39		10,000
Utilities	2,646.62	2,500	2,800
Web Hosting - lexingtonsc.org	750.00	750	750
<b>Total</b>	<b>102,123.55</b>	<b>81,730</b>	<b>120,225</b>



## Financial Statement

Attached please find the following:

- 2022 November Financial Statements

# LEXINGTON CHAMBER OF COMMERCE

## Profit and Loss by Month

July - November, 2022

	TOTAL
<b>Income</b>	
Accommodations Tax	
County Accommodations	6,250.00
Town Accommodations Tax	18,087.30
<b>Total Accommodations Tax</b>	<b>24,337.30</b>
Administrative Revenue	216.22
Bank Interest	847.57
Conf Room Rentals	25,025.00
Misc. Income	41,141.60
Visitors Center Programs	
Visitors Center Revenue	710.00
<b>Total Visitors Center Programs</b>	<b>710.00</b>
<b>Total Administrative Revenue</b>	<b>67,940.39</b>
Communications / PR Revenue	
BusinessVIEW Digital Magazine	2,758.94
<b>Total Communications / PR Revenue</b>	<b>2,758.94</b>
Event Revenue	
Annual Meeting / Awards Program	31,909.41
Business Over Breakfast	
Business Over Breakfast At Door Admission fee	2,426.71
Business Over Breakfast Breakfast Cards	1,200.00
Business Over Breakfast Sponsors	5,000.00
<b>Total Business Over Breakfast</b>	<b>8,626.71</b>
Business Over Lunch	7,705.50
Elite Partner Reception	4,000.00
Executive Hustle	6,921.91
Golf Tournament - Fall	40,070.31
Golf Tournament - Spring	0.00
Lexpo Business Expo	-1,000.00
New Shareholder Orientation	1,277.95
Shareholder Appreciation Lunch	3,150.00
<b>Total Event Revenue</b>	<b>102,661.79</b>
Industry Programs	
Executive Leaders Roundtable	750.00
<b>Total Industry Programs</b>	<b>750.00</b>
Membership	-34,353.00
Membership - Tier - NonProfit	4,100.00
Membership - Tier - Retired Individual	420.00
Membership - Tier - Add'l Member	670.00

# LEXINGTON CHAMBER OF COMMERCE

## Profit and Loss by Month

July - November, 2022

	TOTAL
Membership - Tier 1 - Basic	39,199.17
Membership - Tier 2 - Enhanced	16,684.59
Membership - Tier 3 - Premier	17,070.84
Membership - Tier 4 - 7 Elite Levels	31,000.00
New Member Application Fee	150.00
New Memberships	18,367.93
<b>Total Membership</b>	<b>93,309.53</b>
Membership - Misc. Revenue	
Affinity Programs	
BlueCross BlueShield	17,707.80
<b>Total Affinity Programs</b>	<b>17,707.80</b>
Program - Ribbon Cutting	100.00
<b>Total Membership - Misc. Revenue</b>	<b>17,807.80</b>
Small Business Revenue	
Event - HR Cafe	638.97
Event - Morning Mix	1,400.00
Event - MYB Education Series	17.81
<b>Total Small Business Revenue</b>	<b>2,056.78</b>
<b>Total Income</b>	<b>\$311,622.53</b>
<b>GROSS PROFIT</b>	<b>\$311,622.53</b>
Expenses	
Administrative Expenses	
Amoritization Expense	4,415.00
Bank Charges	
Bank Charges	3,591.05
<b>Total Bank Charges</b>	<b>3,591.05</b>
Board/Exec. Comm. Meetings	129.34
Building - Monthly Maintenance & Repairs	2,400.00
Building Cleaners	3,135.00
Building Maintenance & Repairs	5,063.15
Lawn Care	725.00
Trash Fee	514.30
<b>Total Building - Monthly Maintenance &amp; Repairs</b>	<b>11,837.45</b>
Computer Software/Accounting	888.10
Computer Software/Adobe	466.95
Depreciation Expense	16,040.00
Dues & Subscriptions	1,328.98
Independent Contractors	7,264.50
Information Technology Support	4,040.80



# LEXINGTON CHAMBER OF COMMERCE

## Profit and Loss by Month

July - November, 2022

	TOTAL
Insurance	1,590.05
Interest Expenses	
Building Loan Interest	1,753.69
EIDL Interest	1,799.30
<b>Total Interest Expenses</b>	<b>3,552.99</b>
Meetings - Food & Refreshments	243.35
Mileage & Parking	1,064.12
Office Equipment Leases	
Equipment Lease	1,662.53
<b>Total Office Equipment Leases</b>	<b>1,662.53</b>
Office Supplies	2,050.99
Postage	24.22
Printing	207.90
Professional Dev. / Conferences	3,531.80
Promotions & Advertising	5,000.00
Telephone	3,591.78
Utilities	5,058.80
Visitors Center Programs	
Visitors Center Expenses	220.80
<b>Total Visitors Center Programs</b>	<b>220.80</b>
<b>Total Administrative Expenses</b>	<b>77,801.50</b>
Advocacy Expenses	
Advocacy - Misc. Expense	3,727.74
Misc. Advocacy Programs	174.00
<b>Total Advocacy Expenses</b>	<b>3,901.74</b>
Communications / PR Expenses	
Website Expense	1,250.00
<b>Total Communications / PR Expenses</b>	<b>1,250.00</b>
Industry Program Expenses	
Event - Executive Leaders Roundtable	509.64
<b>Total Industry Program Expenses</b>	<b>509.64</b>
Membership Expenses	
Ambassador Expense	695.71
Event - Business Over Breakfast	8,281.48
Event - Business Over Lunch	4,523.14
Event - Elite Partner Reception	3,514.44
Event - Jingle & Mingle	160.21
Event - New Shareholder Orientation	604.72
Event - Shareholder Appreciation Lunch	2,948.54
Membership Database	2,113.20

# LEXINGTON CHAMBER OF COMMERCE

## Profit and Loss by Month

July - November, 2022

	TOTAL
Misc. Member Services	1,018.90
<b>Total Membership Expenses</b>	<b>23,860.34</b>
Payroll Expenses	
Payroll - Employee Benefits	7,193.13
Payroll - Employee Retirement	1,550.00
Payroll - Gross Wages	138,620.00
Payroll - Vendor Fee	1,300.00
Taxes	11,597.22
<b>Total Payroll Expenses</b>	<b>160,260.35</b>
Signature Events Expenses	
Annual Meeting / Awards Program	19,016.30
Executive Hustle	896.88
Golf Tournament - Fall	11,348.05
Lexpo Business Expo	10.00
<b>Total Signature Events Expenses</b>	<b>31,271.23</b>
Small Business Expenses	
Event - MYB Education Series	474.46
HR Cafe Expense	324.19
Small Business Roundtable Mtgs.	246.97
<b>Total Small Business Expenses</b>	<b>1,045.62</b>
<b>Total Expenses</b>	<b>\$299,900.42</b>
NET OPERATING INCOME	<b>\$11,722.11</b>
NET INCOME	<b>\$11,722.11</b>

# LEXINGTON CHAMBER OF COMMERCE

## Balance Sheet

As of November 30, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Ameris #1 -Dining On the Dam	80,728.73
Ameris #2 - EIDL Loan	244,739.76
Building Fund Account	<b>0.00</b>
Cash in Bank - Operating	148,246.07
First Citizens Bank A-Tax x6776	76,690.75
Gift Certificate Account - Truist x 6131	13,871.27
Savings- Southern First Bank-3011012	27.16
Southern First Money Market	100,203.81
<b>Total Savings- Southern First Bank-3011012</b>	<b>100,230.97</b>
Trade - Barter Items/Services	0.00
<b>Total Bank Accounts</b>	<b>\$664,507.55</b>
Accounts Receivable	
Accounts Receivable	11,586.22
County Accommodations Tax	1,625.00
Lexpo	0.00
Membership	0.00
Oyster Roast	0.00
Room Rentals	0.00
Spring Golf	0.00
Town Accommodations Tax	0.00
<b>Total Accounts Receivable</b>	<b>13,211.22</b>
Campaign Pledges	0.00
<b>Total Accounts Receivable</b>	<b>\$13,211.22</b>

# LEXINGTON CHAMBER OF COMMERCE

## Balance Sheet As of November 30, 2022

	TOTAL
<b>Other Current Assets</b>	
Bartercard	0.00
Petty Cash	300.00
Prepaid Events In Process	-7,054.11
Prepaid Events in Process - 2	0.00
Prepaid Insurance	544.39
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$-6,209.72</b>
<b>Total Current Assets</b>	<b>\$671,509.05</b>
<b>Fixed Assets</b>	
Accumulated Amortization	-68,818.60
Building, Land and Property	
Building	844,195.24
Building Improvements	28,027.37
Land Improvements	-3,791.00
Land	20,044.21
<b>Total Land Improvements</b>	<b>16,253.21</b>
West Main Street Property	350,000.00
<b>Total Building, Land and Property</b>	<b>1,238,475.82</b>
Construction in Progress	0.00
Furniture & Equipment	74,751.89
Intangible Assets	
Loan Costs	2,028.86
Splash Website	63,575.00
<b>Total Intangible Assets</b>	<b>65,603.86</b>
Total Accumulated Depreciation	-355,218.74
<b>Total Fixed Assets</b>	<b>\$954,794.23</b>
<b>TOTAL ASSETS</b>	<b>\$1,626,303.28</b>

# LEXINGTON CHAMBER OF COMMERCE

## Balance Sheet

As of November 30, 2022

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	280.00
Accounts Payable - Accrued Salaries	10,000.00
<b>Total Accounts Payable</b>	<b>\$10,280.00</b>
Credit Cards	
Ameris Bank CC VISA x1720	2,386.28
First Community - CC - AL x1827	1,560.83
First Community - CC Billing Acct X2858	0.00
<b>Total Credit Cards</b>	<b>\$3,947.11</b>
Other Current Liabilities	
Accrued Interest	0.00
Accrued Vacation	0.00
Capitalized Loan Costs	0.00
Current Portion Lease Payable	1,987.00
Deferred Revenue	0.00
Accommodations Tax - County	0.00
Accommodations Tax - Town	35,322.12
Deferred Revenue - Event In Process	1,046.86
Deferred Revenue - Business Over Breakfast	2,600.00
Deferred Revenue - Chamber Awards	3,950.00
Deferred Revenue - Conf Room Rentals	890.00
Deferred Revenue - Elite Shareholder Reception	0.00
Deferred Revenue - Executive Hustle	6,125.00
Deferred Revenue - Fall Golf	950.00
Deferred Revenue - Jingle & Mingle	3,362.50
Deferred Revenue - LEXPO	13,500.00
Deferred Revenue - Mind Your Business	500.00
Deferred Revenue - New Shareholder Orientation	1,750.00
Deferred Revenue - Shareholder Appreciation Lunch	0.00
Deferred Revenue - Spring Golf	12,700.00
Deferred Revenue - TBD	28,690.55
Deferred Revenue - Visitor Guide	0.00
<b>Total Deferred Revenue - Event In Process</b>	<b>76,064.91</b>
Event/Advertising Credit	0.00
Membership	119,352.08

# LEXINGTON CHAMBER OF COMMERCE

## Balance Sheet

As of November 30, 2022

	TOTAL
<b>Total Deferred Revenue</b>	<b>230,739.11</b>
Gift Certificates - Sold (In Transit)	11,504.00
Lease Payable	2,222.22
Payroll Liabilities	-290.15
Allstate	0.00
Federal 940	0.00
Federal Taxes (941/944)	0.00
Federal Unemployment (940)	-6.86
Federal Withholdings	0.00
FICA Employer	0.00
FICA Withholding	0.00
Health Insurance Emp (taxable)	0.00
HSA Contribution	-900.00
Retirement Plan	0.00
SC Income Tax	0.00
SC Unemployment Tax	-3.00
Simple IRA Emp.	0.00
State Unemployment	-1.60
State Withholding	0.00
<b>Total Payroll Liabilities</b>	<b>-1,201.61</b>
PPP	0.00
TD Bank Current Portion Bldg Ln	17,836.55
<b>Total Other Current Liabilities</b>	<b>\$263,087.27</b>
<b>Total Current Liabilities</b>	<b>\$277,314.38</b>
Long-Term Liabilities	
Building Loan - LSB	0.00
EIDL	146,807.46
TD Bank Long Term Debit	94,343.11
<b>Total Long-Term Liabilities</b>	<b>\$241,150.57</b>
<b>Total Liabilities</b>	<b>\$518,464.95</b>
Equity	
110% Board Designated Fund	7,751.00
Opening Bal Equity	0.00
Reserve for Building Improvements	0.00
Retained Earnings	1,040,811.22
Undesignated Retained Earnings	47,554.00
Net Income	11,722.11
<b>Total Equity</b>	<b>\$1,107,838.33</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,626,303.28</b>



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**APPLICATION**  
**FY 2023/24**

**1. Name of Project/Event:**

Visitor's Information Center

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County
<input type="checkbox"/>	Municipal
<input checked="" type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	501(c) 3
<input type="checkbox"/>	Other

**3. Sponsoring Organization**

Name of Organization:	Batesburg-Leesville Chamber of Commerce & Visitor's Center
Mailing Address:	P.O. Box 2178, Batesburg-Leesville, SC 29070

**4. Director of Project/Event**

Name & Title:	Robert M. Taylor
Contact Number(s):	803-532-4339 Work; 803-622-9980 Cell
Email:	mike@batesburg-leesvillechamber.org

**5. Project/Event Website Address:**

www.batesburg-leesvillechamber.org

**6. Project/Event Category (check one):**

<input type="checkbox"/>	Tourism – Advertising / Promotion ( <i>see #10 for advertising/promotion sources</i> )
<input checked="" type="checkbox"/>	Tourism Related Expenditures Visitor's Information Center

**7. Project/Event Timeline**

Beginning Date:	01/01/23
End Date:	12/31/23

**8. Location of Project/Event:**

350 E. Columbia Ave., Batesburg-Leesville, SC 29006

**9. Number of Employees**

Full-time:	1
Part-time:	

**10. Do you advertise outside of a 50-mile radius?**

Yes       No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
<input checked="" type="checkbox"/> Rack Cards	205		Complete <b>Attachment A</b> for Listing Details for Ads used in <i>Magazines, Newspapers, the Radio, and Billboards and Websites</i> . Please include targeted audience.
<input checked="" type="checkbox"/> Brochures	102		
<input checked="" type="checkbox"/> Posters	37		
<input type="checkbox"/> Magazine Ads			
<input type="checkbox"/> Newspaper Ads			
<input type="checkbox"/> Radio Ads			
<input type="checkbox"/> Billboard Ads			
<input type="checkbox"/> Websites (other than primary)			
<input type="checkbox"/> Other			

**11. Number of Project/Event Attendance:**

Expected Number:	108,000
Of this number, how many are tourists?	81,000

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work."* [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]



**12. List the methods used to track tourists:**

Select Methods Used:	
<input type="checkbox"/>	Webpage Inquiries
<input checked="" type="checkbox"/>	Phone Call Inquiries
<input checked="" type="checkbox"/>	Brochure Mailings
<input type="checkbox"/>	Event Ticket Sales
<input type="checkbox"/>	Event Registration
<input type="checkbox"/>	Hotel Sales
<input type="checkbox"/>	License Plates
<input type="checkbox"/>	Surveys
<input checked="" type="checkbox"/>	Other

Provide the Estimated Numbers:	
Inquiries per month:	
Phone calls per month:	105
Brochures mailed per month:	12
Tickets sold per event:	
Registrants per event:	
Sales per event / per month:	
Count per event:	
Responses per survey:	

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

Yes

No

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	\$ 91,000
b. Amount of Accommodations Funds Requested for this Project/Event:	\$ 10,000
c. This Request Equals What Percent of the Total Project/Event Budget:	11 %
d. Use <i>Attachment B</i> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <i>Attachment B</i> to complete.

**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

Yes

No

*If you answered yes, please answer items a-e below.*

a. Year(s):	2022/2023 We have received funds each year I have been here since 2011
b. Amount(s):	\$10,000 for 2022/2023 It has varied the 11 other years
c. Source(s):	Lexington County
d. Purpose(s)	Events and Visitor's Center Information
e. For each award year, did you expend 100% of the ATAX funds you received?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

**17. Project Description – Please use Attachment C to complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

a. General Project/Event Description	<i>Please use Attachment C to complete answers a-f.</i>
b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.	
c. Total attendance to the Project/Event versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the Project/Event.	
e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.	
f. Additional Comments.	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

**Signature of Project/Event Director:**

**Robert M. Taylor**  
 \_\_\_\_\_  
 Print Name

**President**  
 \_\_\_\_\_  
 Title

*Robert M Taylor*  
 \_\_\_\_\_  
 Signature

**01/06/23**  
 \_\_\_\_\_  
 Date



**ATTACHMENT A  
ITEM #10 – ADVERTISEMENTS**

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites.* Please include targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience

Newspaper Ads		
Ad Listing	Distribution Range	Targeted Audience
The Twin City News	2,100 per week	12 - 65+

Television Ads		
Ad Listing	Distribution Range	Targeted Audience

Radio Ads		
Ad Listing	Distribution Range	Targeted Audience
Timeless Jukebox Internet Radio	?	25 - 65+

Billboard Ads		
Ad Listing	Distribution Range	Targeted Audience

Website Ads (other than primary website)		
Ad Listing	Distribution Range	Targeted Audience

Other Ads		
Ad Listing	Distribution Range	Targeted Audience





## ATTACHMENT C ITEM #17 – PROJECT / EVENT DESCRIPTION

Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.

### a. General Project/Event Description:

The Batesburg-Leesville Chamber of Commerce & Visitor's Center is the "Information Central" for Batesburg-Leesville and its surrounding area. Visitors stop to pick up information on our businesses, restaurants, hotels in the area, and other information. We are located next to Shealy's Bar-B-Que which gives us a unique opportunity to market additional businesses in town and provide information on upcoming events in our community. Our website is filled with information about the businesses in town and in the surrounding area. A monthly calendar for the year with chamber events as well as community events is listed.

### b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.

The Batesburg-Leesville Chamber of Commerce & Visitor's Center promotes tourism daily by providing individual attention to each visitor and each telephone request. Our reception area provides visitors and tourist with a wealth of information about Batesburg-Leesville and Lexington County. Hotel brochures, maps of the area, and up-to-date details of events in our area are always available. The chamber receives calls from across the country with inquiries on local area businesses, attractions, and information regarding relocation packages. The visitor's center serves as the informational highway for one of Lexington County's largest annual events, The South Carolina Poultry Festival. The toll free number for the SC Poultry Festival comes directly to the center. All request for food, arts & crafts, commercial vendors as well as the antique car show and parade generated from the SC Poultry Festival website are handled by the chamber and directed to the appropriate person.

### c. Total attendance to the Project/Event versus the number of total tourists in attendance.

Last year the SC Poultry Festiva, Peachtree 23 Yard sale, Christmas Parade, and other events brought in over 115,000 people to our community. Approximately 86,000 of those were from outside of our community.

**d. Economic impact generated by tourism towards the Project/Event.**

The Batesburg-Leesville Chamber of Commerce & Visitor's Center is the project and generates tourism through its communication of events in our community and area. We contribute to the success of the SC Poultry Festival which brings close to 100,000 people to our community each year. Peach Tree 23 Yard Sale generates over 10,000 people to our community during a two-day period the first weekend in June. Our Christmas Parade and festivities after the parade continues to grow. These and other chamber events bring tourist to our restaurants and businesses.

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

Hopefully I have answered this in the other sections. The mission statement for the Batesburg-Leesville Chamber of Commerce & Visitor's Center is "Improvement of quality of life in Batesburg-Leesville through the promotion of commerce and industry, economic development, education, and social and cultural matters in our community." The Accommodations Tax Funds will be used to augment the other funding received by the Batesburg-Leesville Chamber of Commerce & Visitor's Center to promote tourist to our events and community.

**f. Additional Comments.**







## Batesburg-Leesville Chamber of Commerce

## Profit &amp; Loss

01/05/23

January through December 2021

Accrual Basis

	Jan - Dec 21
<b>Income</b>	
2015 Christmas Parade	400.00
Accommodation Tax	7,125.00
Annual Auction	16,198.51
Annual Banquet	4,790.00
Annual Christmas Parade	40.00
Arts on the Ridge	1,055.00
Blue Cross Blue Shield	7,079.13
Dancing with the Stars of Hope	2,667.00
Directory Sponsorship	950.00
Dream Catchers Income	150.00
Dues	27,383.00
Golf Tournament	6,883.00
Membership Meeting Sponsorship	1,200.00
Miscellaneous Income	7,442.91
Peach Tree 23 Yard Sale	175.00
Taste of the Town Income	250.00
Website	1,200.00
<b>Total Income</b>	<b>84,988.55</b>
<b>Expense</b>	
Advertising	248.13
Annual Auction Expense	2,692.37
Annual Banquet Expense	3,143.17
Arts on the Ridge Expense	2,981.55
Bank Charges	1,022.95
Christmas Parade	300.00
Contributions Expense	50.00
Dancing with the Stars of Hope2	1,894.70
Directory Expenses	114.83
Dream Catchers	-10.95
Gas & Electric	1,771.63
Golf Tournament Expense	1,579.72
Insurance	1,185.00
Marketing	351.50
Membership Decals	487.07
Membership Meeting Expenses	2,339.41
Misc Expense/Monthly Printing	1,724.69
Office & Yard Maintenance	180.00
Office Supplies	773.40
Organizational Dues	265.00
P.O. Box Rental	100.00
Payroll Expenses	36,824.90
Postage	275.80
Rent Expense	7,650.00
Salary Benefits	6,000.00
Tax Expense	
Unemployment Tax Expense	8.40
Tax Expense - Other	11,506.18
<b>Total Tax Expense</b>	<b>11,514.58</b>
Telephone Expenses	2,045.06
Water	382.68
Web Site	1,460.54
<b>Total Expense</b>	<b>89,347.53</b>
<b>Net Income</b>	<b>-4,358.98</b>

## Batesburg-Leesville Chamber of Commerce

## Profit &amp; Loss

01/05/23

January through December 2022

Accrual Basis

	Jan - Dec 22
<b>Income</b>	
2015 Christmas Parade	500.00
Accomodation Tax	7,375.00
Annual Auction	16,010.29
Annual Banquet	3,530.00
Annual Christmas Parade	60.00
Arts on the Ridge	4,606.48
Blue Cross Blue Shield	6,060.85
Dancing with the Stars of Hope	180.00
Dues	18,334.00
Fall Fashion Show	100.00
Golf Tournament	7,227.00
Membership Meeting Income	150.00
Membership Meeting Sponsorship	900.00
Miscellaneous Income	131.12
Other Sponsorship Opportunities	100.00
Peach Tree 23 Yard Sale	630.00
Taste of the Town Income	4,820.33
Website	600.00
<b>Total Income</b>	<b>71,315.07</b>
<b>Expense</b>	
Advertising	134.00
Annual Auction Expense	2,816.28
Annual Banquet Expense	3,363.75
Arts on the Ridge Expense	3,061.07
Bank Charges	924.08
CEO Community Meetings	17.97
Christmas Parade	900.00
Contributions Expense	250.00
Gas & Electric	1,668.37
Golf Tournament Expense	3,530.77
Insurance	1,234.00
Marketing	37.50
Membership Decals	422.32
Membership Meeting Expenses	2,717.84
Misc Expense/Monthly Printing	1,882.44
Office & Yard Maintenance	150.00
Office Equipment Repair/Mainten	13.90
Office Supplies	501.89
Organizational Dues	365.00
P.O. Box Rental	108.00
Payroll Expenses	38,742.90
Postage	236.20
Rent Expense	7,800.00
Ribbon Cuttings	66.77
Salary Benefits	5,500.00
Taste of the Town Expense	1,617.13
Tax Expense	
Unemployment Tax Expense	8.40
Tax Expense - Other	11,503.70
<b>Total Tax Expense</b>	<b>11,512.10</b>
Telephone Expenses	2,063.13
Water	356.17
Web Site	1,240.53
<b>Total Expense</b>	<b>93,234.11</b>
<b>Net Income</b>	<b>-21,919.04</b>



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**APPLICATION**  
**FY 2023/24**

**1. Name of Project/Event:**

LEXINGTON COUNTY SOFTBALL TOURNAMENTS

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County
<input type="checkbox"/>	Municipal
<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	501(c) 3
<input checked="" type="checkbox"/>	Other-SPECIAL PURPOSE DISTRICT

**3. Sponsoring Organization**

Name of Organization:	LEXINGTON COUNTY RECREATION & AGING COMMISSION
Mailing Address:	563 SOUTH LAKE DRIVE LEXINGTON, SC 29072

**4. Director of Project/Event**

Name & Title:	RANDY GIBSON
Contact Number(s):	(803)359-9961
Email:	RGIBSON@LCRAC.COM

**5. Project/Event Website Address:**

[WWW.LCRAC.COM](http://WWW.LCRAC.COM)

**6. Project/Event Category (check one):**

<input checked="" type="checkbox"/>	Tourism – Advertising / Promotion <i>(see #10 for advertising/promotion sources)</i>
<input type="checkbox"/>	Tourism Related Expenditures

**7. Project/Event Timeline**

Beginning Date:	07/01/2023
End Date:	06/30/2024

**8. Location of Project/Event:**

701 OLD BARNWELL ROAD  
WEST COLUMBIA, SC 29070

**9. Number of Employees**

Full-time:	7
Part-time:	11

**10. Do you advertise outside of a 50-mile radius?**

Yes

No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
Rack Cards			Complete <b>Attachment A</b> for Listing Details for Ads used in <i>Magazines, Newspapers, the Radio, and Billboards and Websites</i> . Please include targeted audience.
Brochures			
Posters			
Magazine Ads			
Newspaper Ads			
Radio Ads			
Billboard Ads			
Websites (other than primary)	5		
Other			

**11. Number of Project/Event Attendance:**

Expected Number:	31,610
Of this number, how many are tourists?	25,287

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work." [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]*

**12. List the methods used to track tourists:**

Select Methods Used:		Provide the Estimated Numbers:	
<input checked="" type="checkbox"/>	Webpage Inquiries	Inquiries per month:	
<input type="checkbox"/>	Phone Call Inquiries	Phone calls per month:	
<input type="checkbox"/>	Brochure Mailings	Brochures mailed per month:	
<input type="checkbox"/>	Event Ticket Sales	Tickets sold per event:	
<input type="checkbox"/>	Event Registration	Registrants per event:	
<input checked="" type="checkbox"/>	Hotel Sales	Sales per event / per month:	
<input type="checkbox"/>	License Plates	Count per event:	
<input type="checkbox"/>	Surveys	Responses per survey:	
<input type="checkbox"/>	Other		

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights
Residence Inn 122 Mathias Road West Columbia, SC 29169		Total of 33 Room Nights
Hampton Inn 1094 Chris Drive West Columbia, SC 29169		Total of 160 Room Nights
DoubleTree by Hilton 2100 Bush River Rd. Columbia, SC 29210		Total of 115 Room Nights
TownePlace Suites 2915 Sunset Blvd West Columbia, SC 29169		Total of 22 Room Nights

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	-----	--------------------------	----

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	\$136,044.00
b. Amount of Accommodations Funds Requested for this Project/Event:	\$27,000.00
c. This Request Equals What Percent of the Total Project/Event Budget:	19.88%
d. Use <b>Attachment B</b> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <b>Attachment B</b> to complete.

**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	-----	--------------------------	----

*If you answered yes, please answer items a-e below.*

a. Year(s):	2022				
b. Amount(s):	18,000.00				
c. Source(s):	COUNTY OF LEXINGTON				
d. Purpose(s)	Host regional and national softball/baseball tournaments.				
e. For each award year, did you expend 100% of the ATAX funds you received?	<table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> </tr> </table> <p><i>If you answered no, please explain:</i></p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No		

**17. Project Description – Please use *Attachment C* to complete the following information that is required by the *Tourism Expenditure Review Committee* to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

a. General Project/Event Description	<i>Please use Attachment C to complete answers a-f.</i>
b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.	
c. Total attendance to the Project/Event versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the Project/Event.	
e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.	
f. Additional Comments.	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

**Signature of Project/Event Director:**

BANDY H. GIBSON  
Print Name

EXEC DIR  
Title

  
Signature

01-06-2023  
Date



**ATTACHMENT A**  
**ITEM #10 – ADVERTISEMENTS**

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites.* Please include targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience

Newspaper Ads		
Ad Listing	Distribution Range	Targeted Audience

Television Ads		
Ad Listing	Distribution Range	Targeted Audience



Radio Ads		
Ad Listing	Distribution Range	Targeted Audience

Billboard Ads		
Ad Listing	Distribution Range	Targeted Audience

Website Ads (other than primary website)		
Ad Listing	Distribution Range	Targeted Audience
<a href="https://gamedayusssa.com/">https://gamedayusssa.com/</a>		Tournament players
<a href="https://www.southcarolinausssa.com/fastpitch">https://www.southcarolinausssa.com/fastpitch</a>		Tournament players
<a href="https://www.freedomsoftball.com/softball.php">https://www.freedomsoftball.com/softball.php</a>		Tournament players
<a href="https://www.southcarolinausssa.com/slowpitch">https://www.southcarolinausssa.com/slowpitch</a>		Tournament players
<a href="https://www.scslowpitch.com/">https://www.scslowpitch.com/</a>		Tournament players

Other Ads		
Ad Listing	Distribution Range	Targeted Audience





## ATTACHMENT C

### ITEM #17 – PROJECT / EVENT DESCRIPTION

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

#### **a. General Project/Event Description:**

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.

#### **b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.**

As previously disclosed, Lexington County Recreation and Aging Commission has and continues to contribute to the growth of tourism in Lexington County. Softball/Baseball tournaments hosted previously have drawn teams from across the United States.

The 2023 tournament season is expected to be another exceptional year, as we have secured several major tournaments. These tournaments include: NSA Super World Series, USSSA Baseball State Directors Challenge, USSSA Baseball National Invitational Tournaments (6 total throughout the year), USSSA Baseball Spring Super NIT, NSA USSSA & ISA Men's & Women's State Championships (All Divisions), USSSA Palmetto Power Showcase (2), USSSA Fastpitch Mid Atlantic Championship, USSSA Baseball Tournament of Champions, NSA Slowpitch 40 & Over/Coed World Series, USSSA Under Armour Series Championship, USSSA Baseball Jay Criscione Super NIT, USSSA Fastpitch Toys 4 Kids, NSA Slowpitch Spring World Series and the NJCAA Region 10 Division 1 Fastpitch Conference Championships.

Each year Lexington County Recreation hosts several high school fast-pitch teams from Michigan who visit us during their spring break. Currently we are expecting one team to visit Lexington County from up North. They stay approximately one week while practicing at the Oak Grove and Pine Grove Sports Complexes.

**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 the possibilities of negative influences of our society.

**c. Total attendance to the Project/Event versus the number of total tourists in attendance.**

Below is a partial list of some of the larger tournaments held in 2022.

TOURNAMENT	# of Teams	# of States	# of Participants
USSSA Baseball Spring Super NIT	116	5	1740
USSSA Fastpitch Palmetto Power Showcase	36	6	540
USSSA Baseball State Director Challenge	58	3	870
USSSA Fastpitch Mid Atlantic Championship	46	4	690
USSSA Under Armour Series Championship	67	4	1050
USSSA Baseball Winter State	52	3	780
USSSA Toys 4 Kids	51	3	765
USSSA Baseball Fall NIT	63	4	945
USSSA Summer Series Fastpitch Championship	46	4	690
USSSA Baseball Jay Criscione Fall Super NIT	118	5	1770

Total 2022 attendance is estimated at 38,048 with total estimated tourists at 30,438.

**d. Economic impact generated by tourism towards the Project/Event.**

Players, their families, and supporters spend an average of three days participating in tournaments. We had over 30,000 participants with a direct economic impact of \$5,136,635 to 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 \$15,409,905.

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...

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

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 its home in Lexington County.

**f. Additional Comments.**





**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**EXPENDITURES**  
**FY 2023/24**

**Organization Name: LEXINGTON COUNTY RECREATION & AGING COMMISSION**

List of Expenditures	Actual FY 2021/22	Current FY 2022/23	Estimated FY 2023/24
TOURNAMENT BIDS & REGULATIONS			\$31,320.00
LABOR			\$39,429.00
MATERIALS & SUPPLIES			\$19,620.00
UTILITIES			\$29,160.00
ADVERTISING & PROMOTIONS			\$16,515.00
<b>Total</b>			<b>\$136,044.00</b>



**COUNTY OF LEXINGTON  
ACCOMMODATIONS TAX FUND  
APPLICATION  
FY 2023/24**

**1. Name of Project/Event:**

Riverbanks Zoo and Garden Advertising Campaign

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County
<input type="checkbox"/>	Municipal
<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	501(c) 3
<input type="checkbox"/>	Other - Special Purpose District

**3. Sponsoring Organization**

Name of Organization:	Riverbanks Zoo and Garden
Mailing Address:	500 Wildlife Pkwy, Columbia SC 29210-8014

**4. Director of Project/Event**

Name & Title:	Monique Jacobs, VP of Advancement
Contact Number(s):	803.602.0809
Email:	mjacobs@riverbanks.org

**5. Project/Event Website Address:**

www.riverbanks.org

**6. Project/Event Category (check one):**

<input checked="" type="checkbox"/>	Tourism – Advertising / Promotion (see #10 for advertising/promotion sources)
<input type="checkbox"/>	Tourism Related Expenditures



**7. Project/Event Timeline**

Beginning Date:	July 1, 2023
End Date:	June 30, 2024

**8. Location of Project/Event:**

Riverbanks Zoo and Garden

**9. Number of Employees**

Full-time:	150
Part-time:	187

**10. Do you advertise outside of a 50-mile radius?**

Yes       No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
Rack Cards			Complete <i>Attachment A</i> for Listing Details for Ads used in <i>Magazines, Newspapers, the Radio, and Billboards and Websites</i> . Please include targeted audience.
Brochures			
Posters			
Magazine Ads	Varied	Outer Markets	
Newspaper Ads			
Radio Ads			
Billboard Ads	Varied	Charlotte, Augusta, Charleston	
Websites (other than primary)	Varied	Outer markets	
Other			

**11. Number of Project/Event Attendance:**

Expected Number:	1,200,000
Of this number, how many are tourists?	840,000

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work."* [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]

**12. List the methods used to track tourists:**

Select Methods Used:		Provide the Estimated Numbers:	
<input checked="" type="checkbox"/>	Webpage Inquiries	Inquiries per month:	500,000
<input checked="" type="checkbox"/>	Phone Call Inquiries	Phone calls per month:	3,000
<input type="checkbox"/>	Brochure Mailings	Brochures mailed per month:	
<input type="checkbox"/>	Event Ticket Sales	Tickets sold per event:	
<input type="checkbox"/>	Event Registration	Registrants per event:	
<input type="checkbox"/>	Hotel Sales	Sales per event / per month:	
<input type="checkbox"/>	License Plates	Count per event:	
<input type="checkbox"/>	Surveys	Responses per survey:	
<input checked="" type="checkbox"/>	Other Zip codes		Zip Codes

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights
DoubleTree by Hilton, 2100 Bush River Rd, Columbia 29210	25	TBD
Hilton Garden Inn 110 McSwain Dr, West Columbia 29169	40	TBD
Towne Place Suites, 915 Sunset Blvd, West Columbia 29169	28	TBD

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
-----------------------------------------	-----------------------------

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	\$ 410,000
b. Amount of Accommodations Funds Requested for this Project/Event:	\$ \$30,000
c. This Request Equals What Percent of the Total Project/Event Budget:	7 %
d. Use <i>Attachment B</i> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <i>Attachment B</i> to complete.

**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

Yes

No

*If you answered yes, please answer items a-e below.*

<b>a. Year(s):</b>	FY15 - FY22
<b>b. Amount(s):</b>	has varied each year, ranging anywhere from \$30,000-\$134,000
<b>c. Source(s):</b>	Lexington County, Richland County, West Columbia
<b>d. Purpose(s)</b>	to help offset costs of general advertising campaign
<b>e. For each award year, did you expend 100% of the ATAX funds you received?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

**17. Project Description – Please use Attachment C to complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

<b>a. General Project/Event Description</b>	<i>Please use Attachment C to complete answers a-f.</i>
<b>b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.</b>	
<b>c. Total attendance to the Project/Event versus the number of total tourists in attendance.</b>	
<b>d. Economic impact generated by tourism towards the Project/Event.</b>	
<b>e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.</b>	
<b>f. Additional Comments.</b>	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

**Signature of Project/Event Director:**

Monique Jacobs

Print Name

VP of Advancement

Title

Monique Jacobs Digitally signed by Monique Jacobs  
Date: 2023.01.06 09:54:38 -05'00'

Signature

1/6/2023

Date



## ATTACHMENT A ITEM #10 – ADVERTISEMENTS

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites.* Please include targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience
Ads were placed by our ad agency through MobileFuse, a programmatic partner that allows the purchase of bid-based inventory across a wide variety of mobile sites and apps. Rather than buying specific sites, we purchase targeted ads by audience to run in a wide range of places.		Moms with kids through middle school

Newspaper Ads		
Ad Listing	Distribution Range	Targeted Audience

Television Ads		
Ad Listing	Distribution Range	Targeted Audience

Radio Ads		
Ad Listing	Distribution Range	Targeted Audience

Billboard Ads		
Ad Listing	Distribution Range	Targeted Audience
Digital out of home/outdoor boards	Charlotte, Augusta, Charleston, Florence, Greenville	Moms with kids through middle school

Website Ads (other than primary website)		
Ad Listing	Distribution Range	Targeted Audience
Banner ads	Charlotte, Augusta, Charleston, Florence, Greenville	Moms with kids through middle school

Other Ads		
Ad Listing	Distribution Range	Targeted Audience





## ATTACHMENT C ITEM #17 – PROJECT / EVENT DESCRIPTION

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

**a. General Project/Event Description:**

Riverbanks Park Commission is requesting \$30,000 from the Lexington County Accommodations Tax Fund for the purpose of marketing the state's premier gated attraction to visitors living outside the Midlands' SMSA (standard metropolitan statistical area). Thanks to prior investments of the Lexington County A-Tax fund, Riverbanks has maximized its general advertising efforts aimed at tourists living outside a 50-mile radius.

**b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.**

As a primary tourist destination in South Carolina, a visit to Riverbanks serves as a springboard for area restaurant visits, shopping and overnight stays supporting tourism and benefiting the Lexington County community. According to a recent economic impact study, Riverbanks Zoo and Garden generates more than \$51 million in off-site spending in the local area. More than \$25 million of that was spent on accommodations and food and beverage. Riverbanks' total annual economic impact is \$149 million.

**c. Total attendance to the Project/Event versus the number of total tourists in attendance.**

Riverbanks Zoo and Garden is the Southeast's most-visited Zoo and South Carolina's largest gated tourist attraction, attracting more than one million visitors annually. In fiscal year 2022, Riverbanks welcomed a total of 1,154,660 visitors of which more than 690,000 were tourists living outside a 50-mile radius. Riverbanks is on track to repeat this in FY23.

**d. Economic impact generated by tourism towards the Project/Event.**

According to a recent economic impact study, Riverbanks is a powerful economic driver in the Midlands, pumping more than \$149 million in the local economy and creating more than 1,800 jobs throughout the community that support our park operations. Riverbanks' visitors spend nearly \$40 million before and/or after their visit on off-site food, beverage, retail and accommodations. Additionally, on and off-site sales generates nearly \$1 million in additional sales and occupancy taxes. Nearly 60% of Riverbanks' paid visitors originate from outside a 50-mile radius, encouraging overnight stays and boosting local spending in gas, meals and shopping.

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

Riverbanks' "Live a Wild Life" advertising campaign will highlight the newly renovated Darnall W. and Susan F. Boyd Aquarium & Reptile Conservation Center. Fun fact: The opening of the original Aquarium-Reptile Complex in 1989 was the first time the Zoo attracted more than one million visitors. We expect the opening of the re-imagined conservation center to be a tremendous draw. The goal of the FY23 ad campaign is to continue to attract tourists from across the country to Riverbanks. We intend to achieve this goal by building on the success of previous campaigns and continuing to target visitors living and traveling within a 2 to 3 hour drive of the Midlands. Target markets will continue to include Charlotte, NC; Augusta, GA; Charleston, SC; and the Upstate of South Carolina. The bulk of the advertising budget will be spent during the 2nd and 3rd calendar quarters when families are more likely to be traveling.

**f. Additional Comments.**

Thanks to the ongoing support of the Lexington County Accommodations Tax Fund, Riverbanks is a destination attraction, fueling tourism in the county and having a significant impact on the quality of life in the community. Continued investments are vital to boost incremental attendance and serve as a catalyst for area restaurant visits and overnight stays in Lexington County. Additional marketing efforts will promote the opportunity for brides to book weddings in the Botanical Garden and build exposure to Riverbanks' signature Garden event, Wine Tasting at Riverbanks Botanical Garden. We deeply appreciate your consideration and support.







**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**FUNDING SOURCES**  
**FY 2023/24**

Organization Name: Riverbanks Zoo and Garden

List of Funding Sources	Actual FY 2021/22	Current FY 2022/23	Estimated FY 2023/24
Lexington County A-Tax	\$10,000	\$15,000	\$30,000
Richland County A-Tax	\$5,000	\$20,000	\$40,000
City of Columbia H-Tax	\$45,000	\$50,000	\$45,000
SCPRT TAG	\$16,800	\$17,800	\$20,000
City of West Columbia A-Tax	\$15,000	\$15,000	\$15,000
Riverbanks Park Commission	\$292,200	\$292,200	\$300,000
<b>Total</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$450,000</b>

# RIVERBANKS ZOO & GARDEN

Columbia south carolina

## STATEMENT OF REVENUES AND EXPENSES - GENERAL FUND

	YTD Actual		YTD Budget		Actual to Budget		YTD Actual	YTD Actual		YTD Actual to PY
	November 30, 2022	November 30, 2021	November 30, 2022	November 30, 2021	Variance	% Var		November 30, 2022	November 30, 2021	
<b>Total Attendance</b>	381,207		385,500		(4,293)	-1.1%	381,207	446,545	(65,338)	-14.6%
<b>Revenues</b>										
Earned revenues										
1 General admission fees	\$ 2,536,458	\$ 2,590,900	\$ 2,590,900	\$ (54,442)	\$ (54,442)	-2.1%	\$ 2,536,458	\$ 2,953,554	\$ (417,096)	-14.1%
2 Parking fees	127,420	145,000	145,000	(17,580)	(17,580)	-12.1%	127,420	151,555	(24,135)	-15.9%
3 Concession and retail commissions	853,719	765,000	765,000	88,719	88,719	11.6%	853,719	949,545	(95,826)	-10.1%
4 Society operating contribution	1,000,000	1,000,000	1,000,000	0	0	0.0%	1,000,000	375,000	625,000	166.7%
5 Rides and attractions, net	467,946	474,400	474,400	(6,454)	(6,454)	-1.4%	467,946	608,136	(140,190)	-23.1%
6 Classes and programs, net	80,729	56,880	56,880	23,849	23,849	41.9%	80,729	68,601	12,128	17.7%
7 Events	602,401	344,700	344,700	257,701	257,701	74.8%	602,401	622,895	(20,494)	-3.3%
8 Facility rental & group admission fees	71,247	47,700	47,700	23,547	23,547	49.4%	71,247	49,185	22,062	44.9%
9 Sponsorships	71,167	70,000	70,000	1,167	1,167	1.7%	71,167	61,479	9,688	15.8%
10 Miscellaneous revenues	228,036	29,500	29,500	198,536	198,536	673.0%	228,036	23,795	204,241	858.3%
<b>11 Total earned revenues</b>	<b>\$ 6,039,123</b>	<b>\$ 5,524,080</b>	<b>\$ 5,524,080</b>	<b>\$ 515,043</b>	<b>\$ 515,043</b>	<b>9.3%</b>	<b>\$ 6,039,123</b>	<b>\$ 5,863,745</b>	<b>\$ 175,378</b>	<b>3.0%</b>
Governmental support										
12 Lexington County	\$ 500,000	\$ 450,000	\$ 450,000	\$ 50,000	\$ 50,000	11.1%	\$ 500,000	\$ 450,000	\$ 50,000	11.1%
13 Richland County	138,748	275,000	275,000	(136,252)	(136,252)	-49.5%	138,748	432,625	(293,877)	-67.9%
14 State Funding	0	0	0	0	0	0.0%	0	0	0	0.0%
15 Federal Funding	0	0	0	0	0	0.0%	0	6,571,318	(6,571,318)	0.0%
16 Accom, hosp & other government payments	3,750	0	0	3,750	3,750	100.0%	3,750	(1,986)	5,736	288.8%
<b>17 Total Governmental support</b>	<b>\$ 642,498</b>	<b>\$ 725,000</b>	<b>\$ 725,000</b>	<b>\$ (82,502)</b>	<b>\$ (82,502)</b>	<b>-11.4%</b>	<b>\$ 642,498</b>	<b>\$ 7,451,957</b>	<b>\$ (6,809,459)</b>	<b>-91.4%</b>
<b>18 Total revenues</b>	<b>\$ 6,681,621</b>	<b>\$ 6,249,080</b>	<b>\$ 6,249,080</b>	<b>\$ 432,541</b>	<b>\$ 432,541</b>	<b>6.9%</b>	<b>\$ 6,681,621</b>	<b>\$ 13,315,702</b>	<b>\$ (6,634,081)</b>	<b>-49.8%</b>
<b>Departmental expenditures</b>										
19 Administration	\$ 1,367,624	\$ 1,354,568	\$ 1,354,568	\$ 13,056	\$ 13,056	1.0%	\$ 1,367,624	\$ 1,245,640	\$ 121,984	9.8%
20 Animal care	2,057,354	2,083,899	2,083,899	(26,545)	(26,545)	-1.3%	2,057,354	1,870,350	187,004	10.0%
21 Botanical, zoo & garden	425,513	427,750	427,750	(2,237)	(2,237)	-0.5%	425,513	375,937	49,576	13.2%
22 Education	153,299	122,600	122,600	30,699	30,699	25.0%	153,299	88,526	64,773	73.2%
23 Events	226,585	153,300	153,300	73,285	73,285	47.8%	226,585	149,485	77,100	51.6%
24 Facility & life support management	1,164,643	1,122,495	1,122,495	42,148	42,148	3.8%	1,164,643	1,111,348	53,295	4.8%
25 Guest services	1,065,924	1,094,250	1,094,250	(28,326)	(28,326)	-2.6%	1,065,924	966,708	99,216	10.3%
26 Marketing and public relations	219,244	213,050	213,050	6,194	6,194	2.9%	219,244	152,919	66,325	43.4%
27 Utilities	795,763	750,400	750,400	45,363	45,363	6.0%	795,763	690,963	104,800	15.2%
<b>28 Total departmental expenditures</b>	<b>\$ 7,475,949</b>	<b>\$ 7,322,312</b>	<b>\$ 7,322,312</b>	<b>\$ 153,637</b>	<b>\$ 153,637</b>	<b>2.1%</b>	<b>\$ 7,475,949</b>	<b>\$ 6,651,876</b>	<b>\$ 824,073</b>	<b>12.4%</b>
29 Revenues over (under) dept expenditures	(794,328)	(1,073,232)	(1,073,232)	278,904	278,904	26.0%	(794,328)	6,663,826	(7,458,154)	-111.9%
30 Net operating transfers	0	0	0	0	0	0.0%	0	0	0	0.0%
<b>Revenues over (under) departmental expenditures and transfers</b>	<b>\$ (794,328)</b>	<b>\$ (1,073,232)</b>	<b>\$ (1,073,232)</b>	<b>\$ 278,904</b>	<b>\$ 278,904</b>	<b>26.0%</b>	<b>\$ (794,328)</b>	<b>\$ 6,663,826</b>	<b>\$ (7,458,154)</b>	<b>-111.9%</b>



# COUNTY OF LEXINGTON

## ACCOMMODATIONS TAX FUND

### APPLICATION

FY 2023/24

#### 1. Name of Project/Event:

FY23/24 Marketing: EdVenture Brings Tourists to Lexington County

#### 2. Type of Organization (please select one):

<input type="checkbox"/>	County
<input type="checkbox"/>	Municipal
<input checked="" type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	501(c) 3
<input type="checkbox"/>	Other

#### 3. Sponsoring Organization

Name of Organization:	EdVenture Children's Museum
Mailing Address:	211 Gervais Street, P.O. Box 1638 Columbia, SC 29202

#### 4. Director of Project/Event

Name & Title:	Robin Harriford, Director of Development
Contact Number(s):	(803) 400-1138
Email:	rharriford@edventure.org

#### 5. Project/Event Website Address:

[HTTPS://WWW.EDVENTURE.ORG/](https://www.edventure.org/)

**6. Project/Event Category (check one):**

<input checked="" type="checkbox"/>	Tourism – Advertising / Promotion (see #10 for advertising/promotion sources)
<input type="checkbox"/>	Tourism Related Expenditures

**7. Project/Event Timeline**

Beginning Date:	July 1, 2023
End Date:	June 30, 2024

**8. Location of Project/Event:**

EdVenture Children’s Museum 211 Gervais Street Columbia, SC; 146 W. Carolina Ave. Hartsville, SC; 3061 Howard Avenue Myrtle Beach, SC.

**9. Number of Employees**

Full-time:	23
Part-time:	32

**10. Do you advertise outside of a 50-mile radius?**

Yes                       No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad		Total # Distributed	Range of Ad	For Ad Listings Complete <i>Attachment A</i> for Listing Details for Ads used in <i>Magazines, Newspapers, the Radio, and Billboards and Websites</i> . Please include targeted audience.
<input checked="" type="checkbox"/>	Rack Cards	30,000	50+ miles	
<input type="checkbox"/>	Brochures			
<input type="checkbox"/>	Posters			
<input type="checkbox"/>	Magazine Ads			
<input type="checkbox"/>	Newspaper Ads			
<input type="checkbox"/>	Radio Ads			
<input type="checkbox"/>	Billboard Ads			
<input checked="" type="checkbox"/>	Websites (other than primary)	2.5 million impressions	50+ miles	
<input checked="" type="checkbox"/>	Other (TV ads)	estimated 40% reach	50+ miles	

**11. Number of Project/Event Attendance:**

Expected Number:	240,000
Of this number, how many are tourists?	48,000 (20% of total visitors)

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work."* [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]

**12. List the methods used to track tourists:**

Select Methods Used:	
<input type="checkbox"/>	Webpage Inquiries
<input type="checkbox"/>	Phone Call Inquiries
<input type="checkbox"/>	Brochure Mailings
<input type="checkbox"/>	Event Ticket Sales
<input type="checkbox"/>	Event Registration
<input type="checkbox"/>	Hotel Sales
<input type="checkbox"/>	License Plates
<input type="checkbox"/>	Surveys
<input checked="" type="checkbox"/>	Other

Provide the Estimated Numbers:	
Inquiries per month:	
Phone calls per month:	
Brochures mailed per month:	
Tickets sold per event:	
Registrants per event:	
Sales per event / per month:	
Count per event:	
Responses per survey:	
Zip codes at point of sale	48,000

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights
various	2,400 5% of tourists	2,400+

14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?

Yes

No

15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.

a. Estimated Total Cost of Project/Event:	\$25,000
b. Amount of Accommodations Funds Requested for this Project/Event:	\$10,000
c. This Request Equals What Percent of the Total Project/Event Budget:	40 %
d. Use <i>Attachment B</i> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <i>Attachment B</i> to complete.

16. Has your Project/Event or Organization previously received Accommodations Tax Funds?

Yes

No

*If you answered yes, please answer items a-e below.*

a. Year(s):	FY23 / FY22 / FY21 / FY20 / FY19 / FY18 / FY17 / FY16		
b. Amount(s):	\$5,500/\$2,000/\$2,000/\$6,997/\$7,500/\$4,500/\$4,000/\$2,500		
c. Source(s):	Lexington County A-Tax		
d. Purpose(s)	Advertising		
e. For each award year, did you expend 100% of the ATAX funds you received?	<table border="1"> <tr> <td><input checked="" type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table> <p><i>If you answered no, please explain:</i></p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		

17. Project Description – Please use *Attachment C* to complete the following information that is required by the *Tourism Expenditure Review Committee* to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.

a. General Project/Event Description	<i>Please use Attachment C to complete answers a-f.</i>
b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.	
c. Total attendance to the Project/Event versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the Project/Event.	
e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.	
f. Additional Comments.	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING THE REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

**Signature of Project/Event Director:**

Andy Marquart

Print Name

CEO

Title



Signature

1-6-2023

Date





**ATTACHMENT A**  
**Item #10 – Advertisements**

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites.* Please include a targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience

Newspaper Ads		
Ad Listing	Distribution Range	Targeted Audience

Television Ads		
Ad Listing	Distribution Range	Targeted Audience
Broadcast (Columbia DMA 913 counties), Florence, Myrtle Beach	50 + miles	Women (25-54), parents with young children (birth to age 10)
Cable (Columbia, Aiken, Rock Hill/Lancaster, GSA, Greenwood, Florence/Myrtle Beach, Charleston)	50+ miles	Women (25-54), parents with young children (birth to age 10)

Radio Ads		
Ad Listing	Distribution Range	Targeted Audience

Billboard Ads		
Ad Listing	Distribution Range	Targeted Audience

Website Ads (other than primary website)		
Ad Listing	Distribution Range	Targeted Audience
Digital (Online Video) (Columbia, Aiken, Rock Hill/Lancaster, GSA, Greenwood, Florence/Myrtle Beach, Charleston)	50+ miles	Women (25-54), parents with young children (birth to age 10)

**Other Ads: Rack Cards/Brochures**

Ad Listing	Distribution Range	Targeted Audience
Myrtle Beach Visitor Centers	50 + miles	Women (25-54), parents with young children (birth to age 10)
Select hotels in Columbia, Hartsville, and Myrtle Beach	Within Columbia, Hartsville, and Myrtle Beach communities.	Women (25-54), parents with young children (birth to age 10)
SCPRT Visitor Centers	50+ miles	Women (25-54), parents with young children (birth to age 10)



**ATTACHMENT B**  
**Item #15 – Project / Event Budget**

**Provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)**

<b>Item</b>	<b>Estimated Amount</b>
Digital/Online Video	\$10,000
TV Advertisements	\$12,000
Rack Cards/Brochures	\$3,000
<b>Total</b>	\$25,000



## **ATTACHMENT C**

### **Item #17 – Project / Event Description**

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

#### **a. General Project/Event Description:**

EdVenture is a 501c3 registered non-profit educational institution dedicated to creating new generations of lifelong learners through museum experiences, daily floor programming, camps, and outreach. Our mission is to inspire children from birth to age 10 and the adults who care about them to experience the joy of learning as individuals, as families, and as a community.

EdVenture respectfully requests \$10,000 to assist with FY2023-24 out-of-market tourism marketing promoting EdVenture's exhibits, programs, and events. The objectives for EdVenture's 2023-24 tourism advertising include the following:

1. Promoting EdVenture's many service offerings/educational programs and exhibits such as EDDIE, World of Work, Flight, and many others along with annual signature events such as StoryBook Ball, Summertime Series, and Countdown to Kindergarten.
2. Building awareness with out-of-market audiences that EdVenture is a unique attraction for individuals/families with children planning a trip to the Midlands region of South Carolina or looking for a memorable, rewarding day trip for kids. EdVenture will also cross-promote all EdVenture locations including EdVenture Myrtle Beach and EdVenture Hartsville.

EdVenture's overall advertising campaign for out-of-market visitors is heavily weighted toward late fall, to capture travelers to fall sporting events and to position EdVenture as an attraction for the "winter break" season from schools; toward early spring, to capture "spring break" travelers; and toward summer to reach those making summer travel plans. These time frames depict peak attendance trends for out-of-area visitors.

The out-of-market media mix we plan to use this year to reach our primary and secondary target audiences will include digital outdoor (out-of-home) and television advertising supported by targeted online advertising, social media, and PR strategies to increase the reach and frequency of our messaging.

EdVenture will measure the viability and effectiveness of its 2023-24 marketing campaign through a variety of tracking methods that encompass different visitor details and habit patterns such as zip codes, website usage, and visitor surveys.

**b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.**

EdVenture Children's Museum continues to be one of the most exciting attractions of its kind statewide, and it draws significant crowds of our target demographic--children from birth to age 10, parents, families, school groups, and other organized groups from across the state. We are the only children's museum in the Midlands and the largest in the Southeast.

EdVenture serves as a catalyst for economic vitality and growth. In 2008, the Subcommittee on Healthy Families and Communities told the US House of Representatives Committee on Education and Labor that "Libraries and museums contribute to the health and welfare of the community year round" ([govinfo.gov](http://govinfo.gov)).

Since 2003, EdVenture Children's Museum has been a vital resource for residents of Lexington County and throughout South Carolina with museum exhibits and programs. We are also an important part of many children's lives through school field trips, after-school programs, and/or family visits.

"Hearing before the Subcommittee on Healthy Families and Communities." US House of Representatives Committee on Education and Labor. 11 September, 2008,  
<https://www.govinfo.gov/content/pkg/CHRG-110hrg44215/html/CHRG-110hrg44215.htm>.

**c. Total attendance to the Project/Event versus the number of total tourists in attendance.**

In last year's application, we predicted that our total attendance would be over 170,000 at all 3 locations with 42,500 (25%) tourists. We exceeded those numbers.

In FY22, our attendance began to approach pre-pandemic levels. With a total attendance of 180,670 at all three locations and 154,926 in Columbia alone, we were happy to see that visitors trust EdVenture to keep families safe.

For FY22, EdVenture followed the practice set by Richland County and identified all visitors from outside Richland County as tourists. According to this metric, 103,941 of our attendees (67%) can be identified as tourists for FY22. Even so,, 125,901 of our visitors hail from SC zip codes.

For FY23, our goal is 240,000 visitors with 20% (48,000) of those being tourists.

**d. Economic impact generated by tourism towards the Project/Event.**

Because of your investment in EdVenture, as many as 4,800 or more hotel/motel overnight stays will be added to our local economy. To determine the projected accommodations, we calculated 5% of guests coming from outside Richland County, with the assumption that they may require overnight accommodations. To convert attendance numbers to local meals and accommodations, we calculate that 40% of all guests choose to dine at local restaurants, allowing that some guests may not dine out and others might dine out multiple times—a potential of 96,000 meals.

EdVenture is able to configure our Economic Impact Analysis from data collected through our reservation and admissions software program that allows us to track the origin of all visitors. This system is fully integrated, and we use it to input each visitor's zip code as well as how they learned about EdVenture. Attendance data is tracked daily, reported monthly, and reviewed regularly by our managers and trustees. This information serves as a critical guide when making decisions regarding marketing strategies.

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

EdVenture's Marketing/Public Relations Department will continue to work closely with Experience Columbia, SC PRT, and the Capital City/Lake Murray Country Regional Tourism Board to develop strategies to attract out-of-state tourists to Lexington County, including listings on the "Discover South Carolina" website. EdVenture's PR strategies also include submitting press releases and announcements for listings in monthly community calendars, online newspapers, and television station websites. We will also cross-promote with local businesses, such as hotels and restaurants, to offer reciprocal discount opportunities to travelers from EdVenture and partner businesses.

The multimedia campaign plan for FY24 for out of market tourism is anticipated to include television, digital, and rack card placements. Use of social media, blogs, our website ([www.edventure.org](http://www.edventure.org)), and cross promotions with EdVenture Hartsville and EdVenture Myrtle Beach will also be included in our marketing plan.

Accommodations Tax Funds will be used to market EdVenture throughout the state and region as noted above. Additionally, other tourism marketing ads will highlight EdVenture as an area attraction in these same markets.

**f. Additional Comments.**

Thank you for the opportunity to apply for Lexington County A-Tax Funds that will assist EdVenture in promoting our museum to tourists.



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**EXPENDITURES**  
**FY 2023/24**

**Organization Name: EdVenture Children's Museum**

List of Expenditures	Actual FY 2021/22	Current FY 2022/23	Estimated FY 2023/24
TV Advertising	\$12,000	\$12,000	\$12,000
Billboards	\$2,500	\$0	\$0
Digital/Web	\$7,500	\$7,500	\$10,000
Rack Cards/Brochures	\$3,000	\$3,000	\$3,000
<b>Total</b>	<b>\$25,000</b>	<b>\$22,500</b>	<b>\$25,000</b>





**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**FUNDING SOURCES**  
**FY 2022/23**

**Organization Name: EdVenture Children's Museum**

List of Funding Sources	Actual FY 2021/22	Current FY 2022/23	Estimated FY 2023/24
Lexington County	\$2,000	\$5,500	\$10,000
City of West Columbia	\$5,735	\$6,000	\$6,000
SC Parks, Recreation, and Tourism	\$17,200	\$18,150	\$17,000
<b>Total</b>	<b>\$24,935</b>	<b>\$29,650</b>	<b>\$32,000</b>



COUNTY OF LEXINGTON  
ACCOMMODATIONS TAX FUND  
APPLICATION  
FY 2023/24

1. Name of Project/Event:

Museum Advertising and Restoration

2. Type of Organization (please select one):

<input checked="" type="checkbox"/>	County x
<input type="checkbox"/>	Municipal
<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	501(c) 3
<input type="checkbox"/>	Other

3. Sponsoring Organization

Name of Organization:	Lexington County Museum
Mailing Address:	PO Box 637 Lexington, SC 29071

4. Director of Project/Event

Name & Title:	J.R. Fennell, Museum Director
Contact Number(s):	803-359-8369
Email:	jrfennell@lex-co.com

5. Project/Event Website Address:

<https://lex-co.sc.gov/lexington-county-museum>

6. Project/Event Category (check one):

<input type="checkbox"/>	Tourism – Advertising / Promotion (see #10 for advertising/promotion sources)
<input checked="" type="checkbox"/>	Tourism Related Expenditures x

**7. Project/Event Timeline**

Beginning Date:	7/3/2023
End Date:	6/24/2024

**8. Location of Project/Event:**

Lexington County Museum 231 Fox Street Lexington, SC 29072

**9. Number of Employees**

Full-time:	2
Part-time:	6

**10. Do you advertise outside of a 50-mile radius?**

Yes       No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
<input type="checkbox"/> Rack Cards			<b>Complete Attachment A for Listing Details for Ads used in Magazines, Newspapers, the Radio, and Billboards and Websites. Please include targeted audience.</b>
<input checked="" type="checkbox"/> Brochures	2,000	Statewide	
<input type="checkbox"/> Posters			
<input checked="" type="checkbox"/> Magazine Ads	Unknown	Midlands	
<input type="checkbox"/> Newspaper Ads			
<input type="checkbox"/> Radio Ads			
<input type="checkbox"/> Billboard Ads			
<input checked="" type="checkbox"/> Websites (other than primary)	12	Nationwide	
<input type="checkbox"/> Other			

**11. Number of Project/Event Attendance:**

Expected Number:	10,500
Of this number, how many are tourists?	4,200

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work."* [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]

**12. List the methods used to track tourists:**

Select Methods Used:	
<input type="checkbox"/>	Webpage Inquiries
<input checked="" type="checkbox"/>	Phone Call Inquiries
<input checked="" type="checkbox"/>	Brochure Mailings
<input type="checkbox"/>	Event Ticket Sales
<input type="checkbox"/>	Event Registration
<input type="checkbox"/>	Hotel Sales
<input checked="" type="checkbox"/>	License Plates
<input checked="" type="checkbox"/>	Surveys
<input type="checkbox"/>	Other

Provide the Estimated Numbers:	
Inquiries per month:	
Phone calls per month:	150
Brochures mailed per month:	100
Tickets sold per event:	
Registrants per event:	
Sales per event / per month:	
Count per event:	150
Responses per survey:	

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights
Museum does not track	Museum does not track	Museum does not track

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

Yes

No

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	\$ 54,000.00
b. Amount of Accommodations Funds Requested for this Project/Event:	\$ 12,000
c. This Request Equals What Percent of the Total Project/Event Budget:	22%
d. Use <i>Attachment B</i> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <i>Attachment B</i> to complete.

**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

Yes

No

*If you answered yes, please answer items a-e below.*

a. Year(s):	FY22-23
b. Amount(s):	10500
c. Source(s):	Lexington County and the Town of Lexington
d. Purpose(s)	Museum exhibit construction and promotion
e. For each award year, did you expend 100% of the ATAX funds you received?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

**17. Project Description – Please use Attachment C to complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

a. General Project/Event Description	<i>Please use Attachment C to complete answers a-f.</i>
b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.	
c. Total attendance to the Project/Event versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the Project/Event.	
e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.	
f. Additional Comments.	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

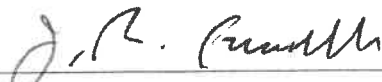
**Signature of Project/Event Director:**

J.R. Fennell

Print Name

Director

Title



Signature

1/6/2023

Date



## ATTACHMENT A ITEM #10 - ADVERTISEMENTS

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites.* Please include targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience
Free Times Guide to Lexington	Midlands	Visitors and Current Residents of the Midlands

Newspaper Ads		
Ad Listing	Distribution Range	Targeted Audience

Television Ads		
Ad Listing	Distribution Range	Targeted Audience

Radio Ads		
Ad Listing	Distribution Range	Targeted Audience

Billboard Ads		
Ad Listing	Distribution Range	Targeted Audience

Website Ads (other than primary website)		
Ad Listing	Distribution Range	Targeted Audience
Facebook	National	No targeted audience
Tripadvisor and Yelp	National	Visitors to the Midlands
Lexington Chamber of Commerce	National	Visitors to the Midlands and Residents
Instagram	National	No targeted audience

Other Ads		
Ad Listing	Distribution Range	Targeted Audience







## ATTACHMENT C ITEM #17 – PROJECT / EVENT DESCRIPTION

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

### **a. General Project/Event Description:**

This fiscal year, the Lexington County Museum would like to request \$12,000 from the Lexington County's accommodation tax fund to help pay for several different projects. The museum is requesting funds again this year to help pay for and advertise its Christmas Open House and Spring Open House. We held our annual Christmas Open House in 2022 and saw around 350 visitors again. The Christmas open house is an annual tradition that normally attracts over 500 people (on average) to the museum the second Sunday of every December. This event allows visitors to experience the traditions of Christmas past and features live music and refreshments. A sizeable portion of those that have attended the Open House in the past are from more than fifty miles away. Many of those traveling from fifty miles away or more will sleep and eat in unincorporated Lexington County. We are also hoping to continue to expand the spring open house and add more living history events to that day. Funds are needed again this fiscal year to not only pay for advertising but to also pay for a program entitled "Inalienable Rights." This program features living historians who portray the enslaved. This program helps educate the public about the African-American history of Lexington County and the state. Funds are needed to pay for travel costs for these living historians as well as supplies for the "Inalienable Rights" program. That program has been quite a success and allows us to provide a better interpretation of life in the first half of the 19th century in Lexington County.

The museum would also use accommodations tax money to pay for exhibit costs. The museum is working with the Lexington County Library to develop a new exhibit to house on the bottom floor of the library. Funds are needed to pay for text panels for this exhibit. We also need to pay for a new exhibit case for the exhibit room in the John Fox House. The old exhibit case was damaged during the roof replacement and needs to be replaced. Funds are also needed to create new labels for some new additions in our exhibit room in the Horace Harmon Exhibit Hall.

Furthermore, we will be in need of more brochures in the coming fiscal year. Funds from the county's accommodations tax will be used to print the brochures. The museum sends these brochures out to welcome centers, hotels, chambers of commerce, etc. and are a valuable way for the museum to advertise.

**b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.**

The projects will attract and promote tourism by further tapping into the heritage tourism market and making tourists more aware of the museum and the events happening there. Visitors traveling along the interstate will be much more likely to eat and stay in the county if there are worthwhile attractions such as the Lexington County Museum. It will also make the County a more attractive place to visit by strengthening the County's identity and promoting a sense of community. Accommodations tax funds will be used as a supplement to the funds provided by the Friends of the Lexington County Museum and from the general fund of Lexington County. Because of the amount of money involved in the aforementioned projects and advertising, the Friends and county general fund cannot cover everything.

**c. Total attendance to the Project/Event versus the number of total tourists in attendance.**

In FY 2021-22, the Lexington County Museum saw 8,600 visitors as visitation rebounded after the pandemic. Over the past fiscal year, the museum was visited by tourists from thirty-six states (not including Washington, DC and Puerto Rico) and nine foreign countries. The number of visitors not affiliated with a school group continues to be high as the museum hosts more events and advertises more. On average, at least 76% of the visitors to the Museum not affiliated with school groups are tourists from over 50 miles away who eat at restaurants in the county and stay in hotels in the county. Since the museum began putting more of an emphasis on advertising and creating more public programming in 2007, the museum has seen a 52% increase in the number of people taking guided tours and a 44% increase in the overall number of visitors (3,000 last fiscal year) not associated with a school group. Museum staff members expect that the number of tourists attending our events and viewing our exhibits at the museum will continue to grow as the impact of the virus recedes. This will again generate more revenue for local restaurants and hotels due to our continued focus on advertising and public programming.

**d. Economic impact generated by tourism towards the Project/Event.**

Although the museum does not have the resources to measure the exact economic impact of the museum's visitors on the county, we believe that since so many of the visitors to the Museum are tourists, the impact is substantial. Through surveys given to visitors over the last three months of 2011, the staff members of the museum have discovered that ninety four percent of out of state visitors to the museum eat in the Lexington area and thirty-one percent stay at least one night in a hotel/motel within the county. Furthermore, museums and historic sites in general contribute greatly to local economies according to a national study completed in October 2009 by the Cultural Heritage Tourism organization. This study found that 78% of all U.S. leisure travelers participate in cultural and/or heritage activities while traveling and that cultural and heritage travelers travel more frequently, reporting an average of 5.01 leisure trips in the past 12 months versus non-cultural/heritage travelers with 3.98 trips. This study indicates that historic sites and museums like the Lexington County Museum are important to tourists and help add revenue to the local economy. Museum staff members feel that these national trends are reflected here locally.

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

These projects will promote tourism by drawing tourists to visit the museum and the events being held there. By making them aware of the museum and showcasing what Lexington County has to offer in terms of cultural organizations, tourists will be more likely to visit and buy food, lodging, etc. in the county. Lexington County will become a more attractive place to tourists if they know that they can attend fun, educational events. This will make them more inclined to visit the museum and the county. The community will be enhanced by the visibility of the museum, making the community a more attractive place to visit. Accommodations tax money was and will be used to create new and exciting events and exhibits at the museum. This ensures that the museum is always offering something new to attract tourists as well as locals.

**f. Additional Comments.**



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**EXPENDITURES**  
**FY 2023/24**

Organization Name: Lexington County Museum

<b>List of Expenditures</b>	<b>Actual FY 2021/22</b>	<b>Current FY 2022/23</b>	<b>Estimated FY 2023/24</b>
Personnel	214,164	246,847	248,000
Education	1,000	1,700	2,100
Restoration/Repair	28,500	45,250	46,000
Exhibits/Events	2,000	5,100	9,000
Operating Expenses	29,571	30,738	31,000
Advertising	1,000	1,000	2,000
Strategic Planning			8,000
<b>Total</b>	<b>276,235</b>	<b>330,275</b>	<b>346,100</b>



**COUNTY OF LEXINGTON  
ACCOMMODATIONS TAX FUND  
FUNDING SOURCES  
FY 2023/24**

Organization Name: Lexington County Museum

<b>List of Funding Sources</b>	<b>Actual FY 2021/22</b>	<b>Current FY 2022/23</b>	<b>Estimated FY 2023/24</b>
County of Lexington General Fund	246,955	312,544	310,000
Friends of the Lexington County Museum	17,000	5,000	15,000
County of Lexington Accommodations Tax	2,000	5,500	12,000
Town of Lexington Accommodations Tax	8,000	5,000	8,000
Midlands Gives	1100	3,291	1100
<b>Total</b>	<b>275,055</b>	<b>331,335</b>	<b>346,100</b>



**GREATER  
CHAPIN**  
CHAMBER of COMMERCE  
*And Visitors Center*

January 8, 2023

Lexington Town Council  
Attn: Alicia Spies  
111 South Lake Drive, Suite 601  
Lexington, SC 29072

Re: FY 2024 Accommodations Tax Fund Application  
The Greater Chapin Chamber of Commerce and Visitors Center

Dear Ms. Spies and Council Members,

Please find enclosed our request for Accommodations Tax Funds for 2023-2024. Thank you for allowing the Greater Chapin Chamber of Commerce and Visitors Center the opportunity to submit this application. We are requesting our \$15,000 request to support advertising programs that bring in visitors, promotion, and a new member directory. We feel that with the support, we will be able to recruit more visitors to our community and encourage them to shop, eat, and play locally.

Past support from the ATAX Fund has truly helped the Greater Chapin Chamber of Commerce and Visitors Center to operate efficiently and to promote and produce better events which attract visitors from outside our direct area.

As always, we truly appreciate the consideration. This financial support will assist in our ongoing efforts to attract visitors and tourists to Chapin and Lexington County.

Please contact me at 803-345-1100 if you have any questions or concerns regarding our application.

Sincerely,

Paul Spies

President & CEO

The Greater Chapin Chamber of Commerce and Visitors Center

302 Columbia Avenue / P.O. Box 577 Chapin, SC 29036  
803-345-0266 • [www.chapinchamber.com](http://www.chapinchamber.com)

**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**APPLICATION**  
**FY 2023/24**

1. Name of Project/Event:

The Greater Chapin Chamber of Commerce & Visitors Center

2. Type of Organization (please select one):

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/>            | County                               |
| <input type="checkbox"/>            | Municipal                            |
| <input checked="" type="checkbox"/> | Non-Profit Organization              |
| <input type="checkbox"/>            | Community Service Club, Church, etc. |
| <input type="checkbox"/>            | 501(c)3                              |
| <input type="checkbox"/>            | Other                                |

3. Sponsoring Organization

Name of Organization: The Greater Chapin Chamber of Commerce  
Mailing Address: 302 Columbia Ave. Chapin, SC 29036

4. Director of Project/Event

Name & Title: Paul Sadler  
Contact Number(s): 803 345 1100  
Email: paul@chapinchamber.com

5. Project Event Website Address:

ChapinChamber.com

6. Project Event Category (check one):

- |                                     |                                                                                      |
|-------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Tourism - Advertising - Promotion <i>(see #10 for advertising promotion sources)</i> |
| <input type="checkbox"/>            | Tourism Related Expenditures                                                         |

7. Project/Event Timeline

Beginning Date: 07/01/2023

End Date: 06/31/2024

8. Location of Project/Event:

302 Columbia Ave. Chapin, SC 29036

9. Number of Employees

Full time: 1

Part time: 2

10. Do you advertise outside of a 50-mile radius?

Yes

No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
<input checked="" type="checkbox"/> Rack Cards	2500	Country Wide	Complete Attachment A for Listing Details for Ads used in Magazines, Newspapers, the Radio, and Billboards and Websites. Please include targeted audience.
<input checked="" type="checkbox"/> Brochures	4000	Country Wide	
<input type="checkbox"/> Posters			
<input type="checkbox"/> Magazine Ads			
<input type="checkbox"/> Newspaper Ads			
<input type="checkbox"/> Radio Ads			
<input checked="" type="checkbox"/> Billboard Ads	3		
<input checked="" type="checkbox"/> Websites (other than primary)	1	TasteOfChapin.com	
<input type="checkbox"/> Other			

11. Number of Project/Event Attendance:

Expected Number: 50000

Of this number, how many are tourists? 30000

*Tourists: "People taking trips outside of their home communities for any purpose, except daily commuting to and from work" [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]*



12. List the methods used to track tourists:

Select Methods Used:	Provide the Estimated Numbers:
<input checked="" type="checkbox"/> Webpage Inquiries	Inquiries per month: 150
<input checked="" type="checkbox"/> Phone Call Inquiries	Phone calls per month: 400
<input checked="" type="checkbox"/> Brochure Mailings	Brochures mailed per month: 50
<input checked="" type="checkbox"/> Event Ticket Sales	Tickets sold per event: 200
<input checked="" type="checkbox"/> Event Registration	Registrants per event: 5000
Hotel Sales	Sales per event / per month:
License Plates	Count per event:
Surveys	Responses per survey:
Other	

13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:

Hotel Name & Location	Number of Rooms	Number of Nights
DoubleTree	10	30
Hyatt Place	10	30
Hampton Inn	15	30

14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?

Yes       No

15. Project Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.

a. Estimated Total Cost of Project/Event:	\$ 30,000
b. Amount of Accommodations Funds Requested for this Project Event:	\$ 15,000
c. This Request Equals What Percent of the Total Project Event Budget:	50 %
d. Use <i>Attachment B</i> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <i>Attachment B</i> to complete.

16. Has your Project Event or Organization previously received Accommodations Tax Funds?

Yes  No

*If you answered yes, please answer items a-c below*

- a. Year(s)
- b. Amount(s)
- c. Source(s)
- d. Purpose(s)
- e. For each award year, did you

22/23

10,000

Lexington Co. ATAX Fund

Advertising, Directory & Relocation Guide, Upkeep of Visitors Center, Chapin Art Project, Taste of Chapin

- e. For each award year, did you expend 100% of the ATAX funds you received?

Yes  No

*If you answered no, please explain*

17. Project Description – Please use Attachment C to complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.

- a. General Project/Event Description
- b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.
- c. Total attendance to the Project/Event versus the number of total tourists in attendance
- d. Economic impact generated by tourism towards the Project/Event.
- e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.
- f. Additional Comments

*Please use Attachment C to complete answers a-f.*

**PLEASE NOTE: APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.**

Signature of Project/Event Director:

Print Name PAUL SADLER

Title President + CEO

Signature *Paul J. Sadler*

Date JAN 6, 2023

## ATTACHMENT A ITEM #10 – ADVERTISEMENTS

Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites*. Please include targeted audience.

	Magazine Ads	
Ad Listing	Distribution Range	Targeted Audience
Chapin Neighbors	5000 Homes	Residents
Newberry Neighbors	7500 Homes	Newberry County Residents

	Newspaper Ads	
Ad Listing	Distribution Range	Targeted Audience

	Television Ads	
Ad Listing	Distribution Range	Targeted Audience

Radio Ads

Ad Listing	Distribution Range	Targeted Audience
HIS Radio 92.1	Midlands	Visitors, tourists

Billboard Ads

Ad Listing	Distribution Range	Targeted Audience
Holiday Open House	25K Views/DAY Iroquois, Lexington, Columbia	Visitors, tourists Residents

Website Ads (other than primary website)

Ad Listing	Distribution Range	Targeted Audience
Facebook boosted Ads ↳ Golf tournament Holiday Open House	100,000 +	Residents, tourists Visitors, Golfers Shoppers

Other Ads

Ad Listing	Distribution Range	Targeted Audience

## Attachment C

### Item #17 – Project / Event Description

Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.

a. General Project/Event Description:

-2023-24 Business Directory and Welcome Guide

-Chapin Art Project - A destination site for visitors and tourists to take pictures and share on social media and use the appropriate hashtags to increase awareness and visibility in Chapin.

-Labor Day Parade - Float, Booth, Candy, Prizes

-Advertising: Billboards - Taste of Chapin, Golf Tournaments, Holiday Open House

-Promotional Material

-Facebook Boosted Ads

-Welcome Center Upgrades

b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.

The benefits of having the 2023/24 Welcome Guide and Business Directory is to educate visitors and potential residents on all that Chapin has to offer and why they should live, work, and eat here. It's vital to have these at every welcome center in SC. We plan to commission a local artist to paint a mural on the back of a building in downtown Chapin. We plan to promote this and hope that it will be as popular as those murals in Nashville, TN. The Labor Day Parade is the largest parade in our area. The promotion we will do to get visitors and tourists to come will pay dividends to the local economy. The benefits of our Welcome Center Upgrades is to really make it feel welcoming when we have guests visiting. We plan to update the furniture and fittings in the Welcome Center to make it feel more inviting.

c. Total attendance to the Project Event versus the number of total tourists in attendance.

150,000 vs 100,000

1

d. Economic impact generated by tourism towards the Project/Event.

Upwards of \$1M

e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.

By doing and completing the proposed projects in the next year will encourage tourists, visitors, and residents to enjoy all that Chapin, SC has to offer. We believe we have a lot to offer and want the neighboring counties and the rest of the state to see. Everything that we do from the Visitors Center standpoint, is to bring awareness to our little corner of Lexington County. These ATAX funds will greatly help us reach those people and bring them to our neck of the woods.

**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**EXPENDITURES**  
**FY 2023/24**

Organization Name: The Greater Chari Chamber of Commerce

List of Expenditures	Actual FY 2021/22	Current FY 2022/23	Estimated FY 2023/24
Accountant	525	524. <sup>00</sup>	1000
Scholarship	2000	1000	2000
Conferences /meetings	<del>0</del>	750	4000
Dues	6936.39	6936.39	7000
Events	17,000	17,518	20,000
Insurance	2500	2608	3000
Member Service Expenses	1630	1500	2000
Office Supplies	3793.64	3500	4000
Payroll	78,682.14	70000	90,000
Repairs	6510	6000	9000
Staff Expenses	4150	2500	5000
Utilities	6290	6000	7000
Board Meetings	4000	4,910.04	3000
<b>Total</b>	<b>134,017.27</b>	<b>123,746.<sup>43</sup></b>	<b>156,000</b>







COUNTY OF LEXINGTON  
ACCOMMODATIONS TAX FUND  
APPLICATION  
FY 2023/24

1. Name of Project/Event:

2023-2024 Regional Sports Marketing Campaign

2. Type of Organization (please select one):

<input type="checkbox"/>	County
<input type="checkbox"/>	Municipal
<input checked="" type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	501(c) 3
<input type="checkbox"/>	Other

3. Sponsoring Organization

Name of Organization:	Experience Columbia SC Sports
Mailing Address:	1010 Lincoln St., Columbia, SC 29201

4. Director of Project/Event

Name & Title:	S. Scott Powers
Contact Number(s):	803-545-0009
Email:	spowers@experiencecolumbiasc.com

5. Project/Event Website Address:

www.columbiascsports.com

6. Project/Event Category (check one):

<input checked="" type="checkbox"/>	Tourism – Advertising / Promotion (see #10 for advertising/promotion sources)
<input type="checkbox"/>	Tourism Related Expenditures

**7. Project/Event Timeline**

Beginning Date:	July 1, 2023
End Date:	June 30, 2024

**8. Location of Project/Event:**

Midlands region (all of Lexington & Richland Counties)

**9. Number of Employees**

Full-time:	2
Part-time:	0

**10. Do you advertise outside of a 50-mile radius?**

Yes       No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
<input type="checkbox"/> Rack Cards			Complete <i>Attachment A</i> for Listing Details for Ads used in <i>Magazines, Newspapers, the Radio, and Billboards and Websites</i> . Please include targeted audience.
<input type="checkbox"/> Brochures			
<input type="checkbox"/> Posters			
<input checked="" type="checkbox"/> Magazine Ads	8	National readership	
<input type="checkbox"/> Newspaper Ads			
<input checked="" type="checkbox"/> Radio Ads	240	Midlands/state-wide/Internet	
<input type="checkbox"/> Billboard Ads			
<input checked="" type="checkbox"/> Websites (other than primary)	6	National	
<input checked="" type="checkbox"/> Other	10	State-wide television	

**11. Number of Project/Event Attendance:**

Expected Number:	100,000
Of this number, how many are tourists?	40,000

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work."* [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]

**12. List the methods used to track tourists:**

Select Methods Used:	
<input checked="" type="checkbox"/>	Webpage Inquiries
<input type="checkbox"/>	Phone Call Inquiries
<input type="checkbox"/>	Brochure Mailings
<input type="checkbox"/>	Event Ticket Sales
<input checked="" type="checkbox"/>	Event Registration
<input checked="" type="checkbox"/>	Hotel Sales
<input type="checkbox"/>	License Plates
<input type="checkbox"/>	Surveys
<input type="checkbox"/>	Other

Provide the Estimated Numbers:	
Inquiries per month:	6
Phone calls per month:	
Brochures mailed per month:	
Tickets sold per event:	
Registrants per event:	487
Sales per event / per month:	560
Count per event:	
Responses per survey:	

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights
Doubletree Hotel	800	10
Courtyard by Marriott Caye	100	6
Aloft Harbison	100	6
Tru Harbison	100	6

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

Yes

No

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	\$ 25,000
b. Amount of Accommodations Funds Requested for this Project/Event:	\$ 25,000
c. This Request Equals What Percent of the Total Project/Event Budget:	4.5 %
d. Use <i>Attachment B</i> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <i>Attachment B</i> to complete.

**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

Yes

No

*If you answered yes, please answer items a-e below.*

a. Year(s):	2016-2023
b. Amount(s):	\$10,000 - \$10,000 - \$10,000 - \$21,024 - \$15,996 - \$22,500 - \$10,000 - \$20,000
c. Source(s):	Lexington County Accommodations Tax
d. Purpose(s)	Regional Sports Marketing Campaign
e. For each award year, did you expend 100% of the ATAX funds you received?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

**17. Project Description – Please use Attachment C to complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

a. General Project/Event Description	<i>Please use Attachment C to complete answers a-f.</i>
b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.	
c. Total attendance to the Project/Event versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the Project/Event.	
e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.	
f. Additional Comments.	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

**Signature of Project/Event Director:**

S. Scott Powers

Print Name



Signature

Executive Director

Title

01/05/23

Date



**ATTACHMENT A  
ITEM #10 – ADVERTISEMENTS**

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites.* Please include targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience
Sports Events Magazine	National	Sports Events Rights Holders
Sports Destination Management	National	Sports Events Rights Holders
The Sports Planning Guide	National	Sports Events Rights Holders
SportsTravel Magazine	National	Sports Events Rights Holders

Newspaper Ads		
Ad Listing	Distribution Range	Targeted Audience
N/A		

Television Ads		
Ad Listing	Distribution Range	Targeted Audience
SC High School Football State Finals	State-wide + streaming nationwide	Families and fans of high school football

Radio Ads		
Ad Listing	Distribution Range	Targeted Audience
SportsTalk	State-wide + Internet	Gamecock fans coming to Columbia for football games
Talking Sports	Midlands + Internet	Gamecock fans coming to Columbia for football games

Billboard Ads		
Ad Listing	Distribution Range	Targeted Audience
N/A		

Website Ads (other than primary website)		
Ad Listing	Distribution Range	Targeted Audience
www.sportsdestinations.com	Worldwide	Sports Events Rights Holders
www.sportseventsmagazine.com	Worldwide	Sports Events Rights Holders
www.sportsplanningguide.com	Worldwide	Sports Events Rights Holders

Other Ads		
Ad Listing	Distribution Range	Targeted Audience
N/A		



**ATTACHMENT B**  
**ITEM #15 – PROJECT / EVENT BUDGET**

**Provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)**

<b>Item</b>	<b>Estimated Amount</b>
Sports Events Print & Digital	5000
Sports Destination Management Print & Digital	4000
Sports Planning Guide Print & Digital	3000
SportsTravel Print & Digital	3000
SportsTalk Radio	2000
Talking Sports Radio	2000
Sports Trade Show Attendance	6000
<b>Total</b>	<b>25000</b>



## ATTACHMENT C ITEM #17 – PROJECT / EVENT DESCRIPTION

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

### **a. General Project/Event Description:**

Experience Columbia SC Sports is committed to serving as the central clearinghouse for information regarding the sponsorship, promotion and hosting of sporting events; facilities and associations in Lexington and Richland Counties as well as the City of Columbia.

The mission of the Experience Columbia SC Sports is to strengthen the area's economy by marketing and selling the Columbia, SC region (City of Columbia, Lexington County, Richland County) as a premier destination for sporting events, partnering with local sports organizations to grow and develop existing events, and by recruiting new events which provide an economic benefit to the region by generating room nights, food and beverage sales, and associated tax revenues.

We have been successful in attracting new and unique sporting events to the region since our inception in 2002 using limited funds. Added funding is needed to enhance our current sales and marketing efforts used to recruit regional and national sports events to our community. The 2022-2023 Regional Sports 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 creates awareness and communicates the advantages of our community's sports products and facilities, allowing us to recruit more events, resulting in increased room nights for our area hotel properties and economic benefit for our entire region.

### **b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.**

Spectators, athletes and their support groups all utilize the same services used by other kinds of tourists: accommodations, transport services, food and beverage services, retail businesses and attractions. However, sports events have the ability to spread the use of these services into off-peak periods, such as the summer and winter months, when occupancy rates and consumer consumptions tend to go down. Since Experience Columbia SC Sports was established and started receiving funding from Lexington County, Richland County and the City of Columbia; we have discovered new events that had never considered our community for their activities or events. Events like recruiting NXT Events to host their South Carolina Shootout Lacrosse Championships at the Fields at Saluda Shoals Complex or winning bids to host events like the US Quidditch National Cup & Southeast Regionals or the US Boomerang Nationals.

The staging of sports events has the potential to raise the profile of the community 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. Events enhance the quality of life for local residents by providing year-round recreational alternatives but can also be used as a tool for economic and other development purposes. As events attract more visitors to the community, the market demand for lodging, restaurants, retail stores and entertainment venues also increases. The economic impact of playing host to these sporting events is endless and benefits the community by showing our region as a destination for hosting successful regional and nation events.

### **c. Total attendance to the Project/Event versus the number of total tourists in attendance.**

Experience Columbia SC Sports tracks the number of hotel room nights for each of our events. Our goal is to book or assist with booking 6,000 contracted hotel room nights to the region during FY 2023-24 from sporting events.  $6,000 \text{ room nights} / 2.0 \text{ nights} \times 3.0 \text{ tourists per room} = 9,000 \text{ overnight tourists in FY2023-24}$ . Based on our research (ticket sales, event owner surveys, event registrations) with our events, an additional estimated 23,000 out-of-town tourists drive in and do not stay in hotels rooms. We are projecting 100,000 total attendance for FY2023-2024, of which 40,000 (40%) are tourists.



**d. Economic impact generated by tourism towards the Project/Event.**

Our goal of 6,000 contracted room nights along with our projection of 23,000 non-overnight tourists, we estimate we will generate an estimated economic impact of \$6,000,000 in 2023-24. Our direct economic impact in FY21-22 was \$5,602,080 (even after losing a few events to COVID). Sports tourism was the leading segment of the tourism industry that continued to generate room night throughout this year.

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

We use Lexington County Accommodations Tax funds to specifically market directly to national, regional or state-wide sporting event owners or national governing bodies (I.E. USA Boxing, NCAA, AAU, etc.) that control where certain major sporting events are held. We promote the region and our sports facilities as potential hosts to these decision makers. We target them with attractive ads in sports-travel industry publications, we meet with them in person at national trade shows and we send out promotional materials, visitor guides and facility guides that showcase our hotels, sports facilities, restaurants, attractions, etc. We use the accommodations tax funds to purchase advertising space, create promotional materials and travel to national trade shows.

**f. Additional Comments.**

In FY2021-22, we estimate our sales efforts booked or assisted 42 sports events that contracted 7,170 hotel room nights, attracting 31,050 tourists and generating an estimated economic impact of \$5,602,080. A great return on Lexington County's investment!







## ATTACHMENT A ITEM #10 – ADVERTISEMENTS

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites.* Please include targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience

Newspaper Ads		
Ad Listing	Distribution Range	Targeted Audience

Television Ads		
Ad Listing	Distribution Range	Targeted Audience

**Radio Ads**

Ad Listing	Distribution Range	Targeted Audience
93.1 The Lake	South Carolina, Digital Stream World Wide	Ages 25-54
94.3 The Dude	South Carolina, Digital Stream World Wide	Ages 25-54
Fox 102	South Carolina, Digital Stream World Wide	Ages 25-54
Q93.5	South Carolina, Digital Stream World Wide	Ages 25-54
Steve FM	South Carolina, Digital Stream World Wide	Ages 25-54

**Billboard Ads**

Ad Listing	Distribution Range	Targeted Audience

**Website Ads (other than primary website)**

Ad Listing	Distribution Range	Targeted Audience
YouTube	South Carolina	Ages 25-54
Facebook	South Carolina	Ages 25-54
Cola Daily	Email Blast World Wide	Ages 25-54

**Other Ads**

Ad Listing	Distribution Range	Targeted Audience



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**APPLICATION**  
**FY 2023/24**

**1. Name of Project/Event:**

ICRC Sports Tourism

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County
<input type="checkbox"/>	Municipal
<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	501(c) 3
<input checked="" type="checkbox"/>	Other Special Purpose District

**3. Sponsoring Organization**

Name of Organization:	Irmo Chapin Recreation Commission
Mailing Address:	5605 Bush River Road, Columbia, SC 29212

**4. Director of Project/Event**

Name & Title:	Mark A. Smyers, Executive Director
Contact Number(s):	803.772.1228
Email:	msmyers@icrc.net

**5. Project/Event Website Address:**

www.icrc.net

**6. Project/Event Category (check one):**

<input checked="" type="checkbox"/>	Tourism – Advertising / Promotion ( <i>see #10 for advertising/promotion sources</i> )
<input type="checkbox"/>	Tourism Related Expenditures

**7. Project/Event Timeline**

Beginning Date:	July 1, 2023
End Date:	June 30, 2024

**8. Location of Project/Event:**

Crooked Creek Park, Melvin Park, Mungo Park, Saluda Shoals Park, Seven Oaks Park

**9. Number of Employees**

Full-time:	72
Part-time:	244

**10. Do you advertise outside of a 50-mile radius?**

Yes       No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
			Complete <b>Attachment A</b> for Listing Details for Ads used in <i>Magazines, Newspapers, the Radio, and Billboards and Websites</i> . Please include targeted audience.
x Rack Cards			
x Brochures	500	Nationwide	
Posters			
x Magazine Ads	10	Nationwide	
Newspaper Ads			
Radio Ads			
x Billboard Ads	4	Regional	
x Websites (other than primary)	5	Nationwide	
x Other	Trade Shows (3)	Nationwide	

**11. Number of Project/Event Attendance:**

Expected Number:	157,648
Of this number, how many are tourists?	33,107

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work."* [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]

**12. List the methods used to track tourists:**

Select Methods Used:		Provide the Estimated Numbers:	
<input checked="" type="checkbox"/>	Webpage Inquiries	Inquiries per month:	10
<input checked="" type="checkbox"/>	Phone Call Inquiries	Phone calls per month:	20
<input checked="" type="checkbox"/>	Brochure Mailings	Brochures mailed per month:	10
<input type="checkbox"/>	Event Ticket Sales	Tickets sold per event:	
<input checked="" type="checkbox"/>	Event Registration	Registrants per event:	850
<input type="checkbox"/>	Hotel Sales	Sales per event / per month:	
<input type="checkbox"/>	License Plates	Count per event:	
<input type="checkbox"/>	Surveys	Responses per survey:	
<input type="checkbox"/>	Other		

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights
Baymont by Windham North	25	500
DoubleTree by Hilton	50	1000
Wingate by Windham	10	250
Country Inn & Suites	10	250

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

Yes

No

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	\$ 208,600
b. Amount of Accommodations Funds Requested for this Project/Event:	\$ 30,000
c. This Request Equals What Percent of the Total Project/Event Budget:	14 %
d. Use <i>Attachment B</i> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <i>Attachment B</i> to complete.



**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

Yes

No

*If you answered yes, please answer items a-e below.*

a. Year(s):	FY 2023
b. Amount(s):	\$20,000
c. Source(s):	Lexington County A Tax
d. Purpose(s)	ICRC Sports Tourism
e. For each award year, did you expend 100% of the ATAX funds you received?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

**17. Project Description – Please use Attachment C to complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

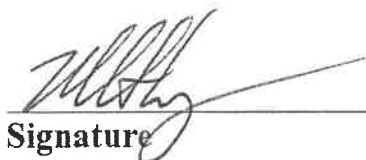
a. General Project/Event Description	<i>Please use Attachment C to complete answers a-f.</i>
b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.	
c. Total attendance to the Project/Event versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the Project/Event.	
e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.	
f. Additional Comments.	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

**Signature of Project/Event Director:**

Mark A. Smyers  
 Print Name

Executive Director  
 Title

  
 Signature

12/22/22  
 Date



## ATTACHMENT A ITEM #10 – ADVERTISEMENTS

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites.* Please include targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience
Sports Events Magazine	Nationwide	Sports Event Owners
Sports Planning Guide	Nationwide	Sports Event Owners
Sports Destination Management	Nationwide	Sports Event Owners

Newspaper Ads		
Ad Listing	Distribution Range	Targeted Audience

Television Ads		
Ad Listing	Distribution Range	Targeted Audience

**Radio Ads**

Ad Listing	Distribution Range	Targeted Audience

**Billboard Ads**

Ad Listing	Distribution Range	Targeted Audience
Nike Palmetto Cup	Regional	Soccer Spectators
LMVC "Soda City Classic"	Regional	Volleyball Spectators

**Website Ads (other than primary website)**

Ad Listing	Distribution Range	Targeted Audience
Sports Event Magazine	Nationwide	Sports Event Owners
Sports Planning Guide	Nationwide	Sports Event Owners
Sports Destination Management	Nationwide	Sports Event Owners
Gameday USSSA	Regional	Baseball Teams & Spectators

**Other Ads**

Ad Listing	Distribution Range	Targeted Audience
TEAMS Trade Show	Nationwide	Sports Event Owners
SPORTS Conference	Nationwide	Sports Event Owners
Connect Sports Trade Show	Nationwide	Sports Event Owners





## ATTACHMENT C ITEM #17 – PROJECT / EVENT DESCRIPTION

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

### **a. General Project/Event Description:**

The Irmo Chapin Recreation Commission (ICRC), established in 1969, exists to enhance the quality of life for people in the Midlands through the development of recreation programs that promote a lifestyle of wellness, physical activities and cultural experiences for all ages. ICRC has earned a reputation for program and facility excellence that has attracted participants from throughout the Midlands and across the State. Our well-maintained, five-park system is built to support modern competition and rewards fans with a fun, memorable getaway in an amenity-packed area.

With athletic venues at Crooked Creek Park (Chapin), Melvin Park (Chapin), Mungo Park (St. Andrews Area) Saluda Shoals Park (St. Andrews area), and Seven Oaks Park (St. Andrews area). ICRC will be able to host a minimum of 60 sporting events in the 2023-24 year. Tournaments and events include:

- Travel Baseball/Softball Tournaments (40 tournaments)
- 20 additional sporting events (races, runs, lacrosse, rugby, soccer, quidditch)

### **b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.**

In 2023-2024, ICRC plans to host a minimum of 60 sporting events at ICRC facilities in Lexington County. These events will bring an estimated 157,648 people to Lexington County from throughout SC and the United States. The events planned through June 2024 are 40 baseball baseball/softball events and 20 events that include lacrosse, runs, and non-traditional sporting events.

These sporting events also impact Lexington County by building community commitment, creating jobs and promoting other tourist attractions in the Midlands including Lake Murray, Riverbanks Zoo, area museums and historic sites. Clusters of recreational facilities and attractions offer a critical mass that is not present when facilities are widely scattered. As this critical mass becomes greater, people will travel from a wider geographical area to visit them, visitors will stay longer in the area, and they will spend more dollars.

### **c. Total attendance to the Project/Event versus the number of total tourists in attendance.**

Total Attendance: 157,648  
Overnight Tourist: 20,495 (13%)  
Day Tourist: 12,612 (8%)  
(Based on 21% from outside the 50 miles radius 33,107)

**d. Economic impact generated by tourism towards the Project/Event.**

Total Economic Impact: \$4,363,943  
Overnight & Day Tourist Economic Impact: \$916,428

(Note: Information was determined using the DMAI Event Impact Calendar in partnership with the Columbia Regional Sports Council.)

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

Funds will be used to market, advertise and create tournament packages including Rights Fees promoting ICRC tournament facilities and Lexington County amenities. Ads will be placed in national sports publications and on websites. Staff will promote facilities at national trade show events and in one-on-one meetings. A brochure highlighting the region and ICRC sports facilities will be distributed at trade shows. Tournament packages will be developed targeting national, regional and statewide sporting event planners.

**f. Additional Comments.**

ICRC is excited to expand into the sports tourism market and further contribute to the growth of tourism in Lexington County. Funding from the Lexington County Accommodations Tax will help us develop new markets, engage new partners and bring exciting new events to Lexington County.









**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**APPLICATION**  
**FY 2023/24**

**1. Name of Project/Event:**

LEXINGTON COUNTY TENNIS TOURNAMENTS

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County
<input type="checkbox"/>	Municipal
<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	501(c) 3
<input checked="" type="checkbox"/>	Other-SPECIAL PURPOSE DISTRICT

**3. Sponsoring Organization**

Name of Organization:	LEXINGTON COUNTY RECREATION & AGING COMMISSION
Mailing Address:	563 SOUTH LAKE DRIVE LEXINGTON, SC 29072

**4. Director of Project/Event**

Name & Title:	RANDY GIBSON – EXECUTIVE DIRECTOR
Contact Number(s):	(803)359-9961
Email:	RGIBSON@LCRAC.COM

**5. Project/Event Website Address:**

[WWW.LCRAC.COM](http://WWW.LCRAC.COM)

**6. Project/Event Category (check one):**

<input checked="" type="checkbox"/>	Tourism – Advertising / Promotion <i>(see #10 for advertising/promotion sources)</i>
<input type="checkbox"/>	Tourism Related Expenditures

**7. Project/Event Timeline**

Beginning Date:	07/01/2023
End Date:	06/30/2024

**8. Location of Project/Event:**

425 OAK DRIVE, LEXINGTON, SC 29073  
 1120 FORT CONGAREE TRAIL, CAYCE, SC 29033

**9. Number of Employees**

Full-time:	9
Part-time:	16

**10. Do you advertise outside of a 50-mile radius?**

Yes       No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
Rack Cards			Complete <i>Attachment A</i> for Listing Details for Ads used in <i>Magazines, Newspapers, the Radio, and Billboards and Websites</i> . Please include targeted audience.
Brochures			
Posters			
Magazine Ads			
Newspaper Ads			
Radio Ads			
Billboard Ads			
Websites (other than primary)	3		
Other			

**11. Number of Project/Event Attendance:**

Expected Number:	10,443
Of this number, how many are tourists?	5,617

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work."* [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]

**12. List the methods used to track tourists:**

Select Methods Used:		Provide the Estimated Numbers:	
<input checked="" type="checkbox"/>	Webpage Inquiries	Inquiries per month:	
<input type="checkbox"/>	Phone Call Inquiries	Phone calls per month:	
<input type="checkbox"/>	Brochure Mailings	Brochures mailed per month:	
<input type="checkbox"/>	Event Ticket Sales	Tickets sold per event:	
<input type="checkbox"/>	Event Registration	Registrants per event:	
<input checked="" type="checkbox"/>	Hotel Sales	Sales per event / per month:	
<input type="checkbox"/>	License Plates	Count per event:	
<input type="checkbox"/>	Surveys	Responses per survey:	
<input type="checkbox"/>	Other		

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights
Hampton Inn 1094 Chris Drive West Columbia, SC 29169		Total of 57 Room Nights
DoubleTree by Hilton 2100 Bush River Rd. Columbia, SC 29210		Total of 200 Room Nights
Residence Inn 122 Mathias Road West Columbia, SC 29169		Total of 66 Room Nights
TownePlace Suites 2915 Sunset Blvd West Columbia, SC 29169		Total of 35 Room Nights

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	-----	--------------------------	----

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	\$68,946.00
b. Amount of Accommodations Funds Requested for this Project/Event:	\$20,000.00
c. This Request Equals What Percent of the Total Project/Event Budget:	29.01 %
d. Use <b>Attachment B</b> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <b>Attachment B</b> to complete.

**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	-----	--------------------------	----

*If you answered yes, please answer items a-e below.*

a. Year(s):	2022				
b. Amount(s):	\$10,000.00				
c. Source(s):	COUNTY OF LEXINGTON				
d. Purpose(s)	Host regional and national tennis tournaments.				
e. For each award year, did you expend 100% of the ATAX funds you received?	<table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> </tr> </table> <p><i>If you answered no, please explain:</i></p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No		

**17. Project Description – Please use *Attachment C* to complete the following information that is required by the *Tourism Expenditure Review Committee* to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

a. General Project/Event Description	<i>Please use Attachment C to complete answers a-f.</i>
b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.	
c. Total attendance to the Project/Event versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the Project/Event.	
e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.	
f. Additional Comments.	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

**Signature of Project/Event Director:**

RANDY H. GIBSON  
Print Name

EXEC DIR  
Title

  
Signature

01-06-2023  
Date



**ATTACHMENT A**  
**ITEM #10 – ADVERTISEMENTS**

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites.* Please include targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience

Newspaper Ads		
Ad Listing	Distribution Range	Targeted Audience

Television Ads		
Ad Listing	Distribution Range	Targeted Audience

Radio Ads		
Ad Listing	Distribution Range	Targeted Audience

Billboard Ads		
Ad Listing	Distribution Range	Targeted Audience

Website Ads (other than primary website)		
Ad Listing	Distribution Range	Targeted Audience
<a href="http://www.lexingtoncountytennis.com">www.lexingtoncountytennis.com</a>		Tournament players
<a href="http://www.usta.com">www.usta.com</a>		Tournament players
<a href="http://www.itftennis.com">www.itftennis.com</a>		Tournament players

Other Ads		
Ad Listing	Distribution Range	Targeted Audience





## ATTACHMENT C

### ITEM #17 – PROJECT / EVENT DESCRIPTION

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

#### **a. General Project/Event Description:**

The Lexington County Recreation and Aging Commission's two tennis facilities, the Cayce Tennis and Fitness Center and the Lexington County Tennis Complex include forty-four lighted seventy-eight foot hard courts, seven thirty-six foot courts and four permanent and four painted Pickle ball courts designed to provide first class tennis opportunities for county residents of all ages and tourists generating events.

The Cayce Tennis and Fitness Center has been awarded the 2013 Featured Facility Award for Outstanding Public Facility and Southern Member Facility of the Year by the USTA along with being named the 2013 Professional Tennis Registry Public Facility of the Year. The Lexington County Recreation and Aging Commission has also been named the Parks and Recreation Agency of the Year by the "Tennis Industry Magazine".

The Lexington County Tennis Complex has been named and awarded the 2003 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 facilities will be hosting numerous major tennis events that will draw revenue and people to Lexington County and the midlands.



**b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.**

The Lexington County Recreation and Aging Commission feels the Lexington County Tennis Complexes have the potential to generate growth of tourism in Lexington County even greater than its softball tournaments have experienced.

The 2023 calendar of tournaments and events scheduled for the Lexington County Tennis facilities includes six big events: The USTA/International Tennis Federation (ITF) South Carolina Junior Championships, Big East Conference Championships, Junior Team Tennis State Championships, Tri-Level Adult Championships, USTA South Carolina Mixed Doubles State Championships and an additional Junior Tennis Team State Championship. Other tournaments that continue bringing players and fans to Lexington County are: Levels 6 and 7 Junior Tournaments, LATA Spring City Playoffs, the Tennis on Campus SC Club Team Invitational and Sunburn Open.

**c. Total attendance to the Project/Event versus the number of total tourists in attendance.**

Some of the major tennis events projected to generate the most economic impact for Lexington County are the USTA/ITF South Carolina Championships, the Big East Conference Championships, the SC JTT Championships, the Cayce Junior Championships, and the Tri-Level Adults Championship

The Big East Conference Championships will have 11 women teams and 8 men teams, each team has 8 to 10 players plus coaches and trainer. All these teams are from the North East. We are expecting over 200 participants.

The International Tennis Federation South Carolina Junior Championships will feature the top 64 boys' and 64 girls' tennis players' ages 13 to 18 in the world, including but not limited to South America, Australia, Asia and Europe, competing for world rankings. The tournament also requires a qualifying tournament with an estimated 64 players worldwide competing for 8 spots into the main draw.

The impact from the USTA/ITF South Carolina Championships will generate approximately 250 room nights in Lexington County. With 192 participants this year along with their coaches, academy members, families, college coaches and spectators also visiting the Lexington County Tennis Complex.

The South Carolina Junior Team Tennis Championships brought in approximately 220 players to the event this year. With parents, siblings and grandparents coming to watch their family members play in this tournament, Lexington County saw a good number of hotels booked over that weekend. We will have this event in 2023 plus a second event in December 2023.

The 2023 USTA South Carolina Mixed Doubles State Championships will be in late August. We expect over 1300 players to participate in this tournament. We expect well over 2000 people visiting Lexington County in late August this year.

Pickleball tournaments/events have been hugely popular throughout the United States the past couple of years with over 500 players participating in a single tournament. We are looking to add at least two major pickleball tournaments in 2023 with potentially a few smaller events as well.

**d. Economic impact generated by tourism towards the Project/Event.**

The Cayce Tennis and Fitness Center and 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, summer camps, Team Challenge, Team Tournaments, Junior Team Tennis, adult socials and adult leagues for all levels. The combined scheduled events at the tennis facilities drawing an estimated 4,000-4,500 participants and spectators requiring over 2,500 room nights will provide a direct economic impact to Lexington County of \$374,000. 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 \$1,122,000.

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

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.

**f. Additional Comments.**







**GREATER IRMO**  
CHAMBER OF COMMERCE

1235 Columbia Avenue, Irmo, South Carolina 29063 | T: (803) 749 9355 | [CEO@GreaterIrmoChamber.com](mailto:CEO@GreaterIrmoChamber.com)

January 5, 2023

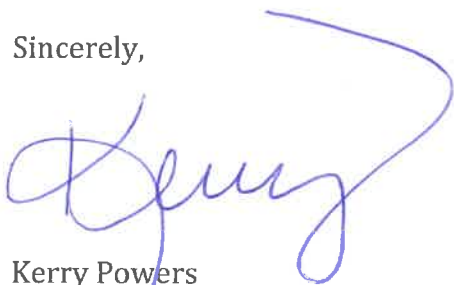
Lexington County Council  
212 South Lake Drive, Suite 601  
Lexington, South Carolina 29072

RE: Accommodations Tax Request from the Greater Irmo Chamber of Commerce

Thank you for the opportunity once again to request Accommodations Tax funding for the fiscal year 2023-2024. The Greater Irmo Chamber of Commerce is pleased to operate the Greater Irmo Welcome and Visitor's Center to promote the Greater Irmo area and Lexington County. We have greatly enhanced our Visitor's Center after a renovation of our Chamber House in 2021. Additionally, we have rebranded the Chamber and we have launched a brand new website, enhanced our social media and our staff is dedicated to continuing the promotion of the Greater Irmo area and Lexington County as an attractive place to visit, raise families and do business.

Enclosed you will find our completed application with all the necessary documentation as requested. I look forward to meeting with you soon and I thank you for your continued support for our Accommodations Tax funding request. I hope each and every one of you have a prosperous New Year!

Sincerely,



Kerry Powers  
President & CEO  
Greater Irmo Chamber of Commerce

---

Growing a Stronger Business Community

[GreaterIrmoChamber.com](http://GreaterIrmoChamber.com)

JOE WILSON  
2ND DISTRICT, SOUTH CAROLINA

ASSISTANT MINORITY WHIP

COMMITTEE:

FOREIGN AFFAIRS

RANKING MEMBER: MIDDLE EAST, NORTH  
AFRICA, & INTERNATIONAL TERRORISM

ARMED SERVICES

EDUCATION & LABOR

Congress of the United States  
House of Representatives

COUNTIES:  
AIKEN  
BARNWELL  
LEXINGTON  
ORANGEBURG\*  
RICHLAND\*  
(\* PARTS OF)

January 3, 2023

Lexington County Council

212 South Lake Drive, Suite 601

Lexington, South Carolina 29072

Dear Council:

It has come to my attention that the Greater Irmo Chamber of Commerce has recently applied for the County of Lexington Accommodations Tax Fund for the fiscal year 2023-2024 for the Visitor's Center aimed at elevating the status of the Irmo community for tourism. As a former board member of the Greater Irmo Chamber of Commerce, I would like to request that you give the Chamber's request your full consideration.

It is my understanding that the Greater Irmo Chamber of Commerce and Visitor's Center has a proactive program in place that would greatly enhance its ability to attract tourism to the community, which would benefit Lexington County as a whole. Thank you for your consideration.

It is an honor to represent the people of the Second Congressional District of South Carolina and I value your input.

If I may be of further assistance to you, please do not hesitate to contact me.

Sincerely,



JOE WILSON  
Member of Congress

MIDLANDS OFFICE:  
1700 SUNSET BLVD. (US 378), SUITE 1  
WEST COLUMBIA, SC 29169  
(803) 939-0041  
FAX: (803) 939-0078

1436 LONGWORTH HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515-4002  
(202) 225-2452  
FAX: (202) 225-2455  
[www.joewilson.house.gov](http://www.joewilson.house.gov)

AIKEN OFFICE:  
1930 UNIVERSITY PARKWAY, SUITE 1600  
AIKEN, SC 29801  
(803) 642-6416  
FAX: (803) 642-6418

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  
410 GRESSETTE BUILDING  
COLUMBIA, SC 29202  
TELEPHONE (803) 212-6240  
FAX (803) 212-6299  
EMAIL: RONNIECROMER@SC.SENATE.GOV

January 3, 2023

Lexington County Council  
212 South Lake Drive, Suite 601  
Lexington, SC 29072

I support the Greater Irmo Chamber of Commerce's application for the fiscal year 2023-2024 County of Lexington Accommodations Tax Fund request. The funds will help as the Greater Irmo Chamber of Commerce continues to enhance their Welcome and Visitor's Center to elevate the community's status and develop better networking opportunities for small and minority owned businesses. This funding source will go a long way in helping the Chamber continue to promote and encourage tourism in the Greater Irmo area and Lexington County.

The Greater Irmo Chamber of Commerce is a viable group of business and professional men and women who are committed to making this area the best that it can be. The Chamber has a proactive program in place that would help them with the goal to attract tourism. All of Lexington County would benefit from this project. The program will generate overnight stays in Lexington County's lodging facilities. The county's historical and cultural venues, recreational facilities and events, and the uniqueness and flavor of the local community and Lexington County will be promoted and highlighted. I believe that the Accommodations Tax Fund will be a wise investment in this community. Your support of their effort would be greatly appreciated.

I am honored to represent a large part of the the Greater Irmo area in the South Carolina Senate, and I thank you for your past support of the Greater Irmo Chamber. If I can provide additional information or whenever I may be of assistance, please feel free to contact me.

With regards,

A handwritten signature in cursive script that reads 'Ronnie'.

**Nathan Ballentine**  
District No. 71 - Lexington &  
Richland Counties  
108 Tapp Pointe  
Chapin, SC 29036

**Committee:**  
Ways and Means



320-B Blatt Building  
Columbia, SC 29201  
Tel. (803) 734-2969

**House of Representatives**  
State of South Carolina

**January 4, 2023**

**Lexington County Council**  
212 South Lake Drive, Suite 601  
Lexington, SC 29072

**Dear Council:**

I am writing on behalf of The Greater Irmo Chamber of Commerce that has recently applied for Lexington County Accommodations Tax Funding for fiscal year 2023-2024. Those funds will be used to continue the tourism program that has been in place for many years at the Irmo Chamber and it is designed to encourage tourists and visitors to spend their time and their dollars in the Irmo area of Lexington County.

The use of County of Lexington Accommodations Tax Fund for this program would be a responsible investment in the community, and I support the use of these funds for the Greater Irmo Chamber of Commerce and Visitor's Center. 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,

**Nathan Ballentine**

NB/vhr/2022jan4-2



**Chris Wooten**  
District No. 69 - Lexington County  
5347 B Sunset Boulevard  
Lexington, SC 29072



323-D Blatt Building  
Columbia, SC 29201  
Tel. (803) 212-6897

**Committees:**  
Judiciary  
Legislative Oversight, 1st V.C.

## House of Representatives

State of South Carolina

January 3, 2023

Lexington County Council  
212 South Lake Drive, Suite 601  
Lexington, SC 29072

Dear Council:

I am writing on behalf of The Greater Irmo Chamber of Commerce that has recently applied for County of Lexington Accommodations Tax Fund for fiscal year 23-24. Those funds will be used for the Irmo Welcome and Visitor's Center designed to advance the status of the community and Lexington County for tourism. The Greater Irmo Chamber of Commerce has my support in their effort to market the Greater Irmo community as a tourist destination.

The Greater Irmo Chamber of Commerce has a positive program in place that would greatly enhance its ability to attract tourism to the community, and this would benefit Lexington County as a whole. The use of County of Lexington Accommodations Tax Fund for this program would be a responsible investment in the community, and I support the use of these funds for the Greater Irmo Chamber of Commerce and Visitor's Center. 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,

A handwritten signature in black ink, appearing to read "Chris Wooten".

Chris Wooten

CW/dkh/2023jan5-1



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**APPLICATION**  
**FY 2023/24**

**1. Name of Project/Event:**

Greater Irmo Chamber of Commerce-Shop Local Stay Local

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County
<input type="checkbox"/>	Municipal
<input checked="" type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	501(c) 3
<input type="checkbox"/>	Other

**3. Sponsoring Organization**

Name of Organization:	Greater Irmo Chamber of Commerce
Mailing Address:	1235 Columbia Ave., Irmo, SC 29063

**4. Director of Project/Event**

Name & Title:	Kerry Powers, President/CEO
Contact Number(s):	803-749-9355
Email:	ceo@greaterirmochamber.com

**5. Project/Event Website Address:**

www.funchamber.com

**6. Project/Event Category (check one):**

<input checked="" type="checkbox"/>	Tourism – Advertising / Promotion <i>(see #10 for advertising/promotion sources)</i>
<input type="checkbox"/>	Tourism Related Expenditures

**7. Project/Event Timeline**

Beginning Date:	7/1/23
End Date:	6/30/24

**8. Location of Project/Event:**

Greater Irmo Chamber of Commerce

**9. Number of Employees**

Full-time:	2
Part-time:	

**10. Do you advertise outside of a 50-mile radius?**

Yes       No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
Rack Cards			Complete <b>Attachment A</b> for Listing Details for Ads used in <i>Magazines, Newspapers, the Radio, and Billboards and Websites</i> . Please include targeted audience.
Brochures	5000		
Posters			
<i>Magazine Ads</i>			
<i>Newspaper Ads</i>	24		
<i>Radio Ads</i>			
<i>Billboard Ads</i>			
<i>Websites (other than primary)</i>			
<i>Other</i>			

**11. Number of Project/Event Attendance:**

Expected Number:	N/A
Of this number, how many are tourists?	N/A

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work." [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]*

**12. List the methods used to track tourists:**

Select Methods Used:	
<input type="checkbox"/>	Webpage Inquiries
<input type="checkbox"/>	Phone Call Inquiries
<input type="checkbox"/>	Brochure Mailings
<input type="checkbox"/>	Event Ticket Sales
<input type="checkbox"/>	Event Registration
<input type="checkbox"/>	Hotel Sales
<input type="checkbox"/>	License Plates
<input type="checkbox"/>	Surveys
<input type="checkbox"/>	Other

Provide the Estimated Numbers:	
Inquiries per month:	12000
Phone calls per month:	250
Brochures mailed per month:	30
Tickets sold per event:	
Registrants per event:	
Sales per event / per month:	
Count per event:	
Responses per survey:	

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights
Doubletree By Hilton	40	1+

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
-----------------------------------------	-----------------------------

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	\$ 12000
b. Amount of Accommodations Funds Requested for this Project/Event:	\$ 12000
c. This Request Equals What Percent of the Total Project/Event Budget:	100 %
d. Use <i>Attachment B</i> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <i>Attachment B</i> to complete.

**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

Yes       No

*If you answered yes, please answer items a-e below.*

<b>a. Year(s):</b>	22-23
<b>b. Amount(s):</b>	10000
<b>c. Source(s):</b>	Lexington County
<b>d. Purpose(s)</b>	Shop Local Stay Local program
<b>e. For each award year, did you expend 100% of the ATAX funds you received?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

**17. Project Description – Please use *Attachment C* to complete the following information that is required by the *Tourism Expenditure Review Committee* to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

<b>a. General Project/Event Description</b>	<i>Please use Attachment C to complete answers a-f.</i>
<b>b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.</b>	
<b>c. Total attendance to the Project/Event versus the number of total tourists in attendance.</b>	
<b>d. Economic impact generated by tourism towards the Project/Event.</b>	
<b>e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.</b>	
<b>f. Additional Comments.</b>	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

**Signature of Project/Event Director:**

**Kerry Powers**

Print Name



Signature

**President/CEO**

Title

**010523**

Date

12:03 PM

12/21/22

Accrual Basis

**Greater Irmo Chamber of Commerce**  
**CONDENSED PROFIT & LOSS STATEMENT**  
**July 1, 2021 through July 1, 2022**

	Jul 1, '21 - Jul 1, 22	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Grants/Funding	41,295.00	18,265.10	23,029.90
Membership	157,985.13	151,516.13	6,469.00
Non Dues Revenue	5,661.03	7,825.81	(2,164.78)
Other Income	5,454.50	5,776.13	(321.63)
Projects Income	107,291.18	82,625.81	24,665.37
<b>Total Income</b>	<b>317,686.84</b>	<b>266,008.98</b>	<b>51,677.86</b>
<b>Expense</b>			
Accounting Fees	8,485.00	7,430.16	1,054.84
Advertising	0.00	1,206.45	(1,206.45)
Bank Charges & C/C Discounts	5,584.59	3,868.48	1,716.11
Chamber Dues	2,315.00	2,202.45	112.55
Compensation	162,724.50	152,849.77	9,874.73
Copier Expense	3,627.99	3,909.68	(281.69)
Depreciation	9,211.00	6,316.13	2,894.87
Diplomat Meeting	1,288.62	723.87	564.75
Donations & Contributions	200.00	887.74	(687.74)
Information Technology	5,894.94	5,712.90	182.04
Insurance	4,188.44	4,199.77	(11.33)
Interest Expense	20.22	0.00	20.22
Janitorial Service	1,800.00	1,804.84	(4.84)
Maintenance & Repairs	6,061.01	3,851.77	2,209.24
Meetings Expense	1,832.23	2,104.84	(272.61)
Mortgage Payment	13,802.04	12,635.48	1,166.56
Office Supplies & Expense	2,552.05	8,059.68	(5,507.63)
Postage	578.41	553.61	24.80
Professional Development	44.00	2,406.45	(2,362.45)
Project Expenses	57,116.90	71,418.91	(14,302.01)
Property Tax	5,325.56	5,500.00	(174.44)
Utilities and Telephone	7,951.51	7,400.00	551.51
<b>Total Expense</b>	<b>300,604.01</b>	<b>305,042.98</b>	<b>(4,438.97)</b>
<b>Net Ordinary Income</b>	<b>17,082.83</b>	<b>(39,034.00)</b>	<b>56,116.83</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Billing Adjustments	16.00	0.00	16.00
PPP Loan Forgiven	25,155.00	0.00	25,155.00
Restricted Income	406.25	0.00	406.25
<b>Total Other Income</b>	<b>25,577.25</b>	<b>0.00</b>	<b>25,577.25</b>
<b>Other Expense</b>			
Reserve Fund	3,000.00	3,016.13	(16.13)
Building Renovations	3,970.76	0.00	3,970.76
<b>Total Other Expense</b>	<b>6,970.76</b>	<b>3,016.13</b>	<b>3,954.63</b>
<b>Net Other Income</b>	<b>18,606.49</b>	<b>(3,016.13)</b>	<b>21,622.62</b>
<b>Net Income</b>	<b>35,689.32</b>	<b>(42,050.13)</b>	<b>77,739.45</b>

Question 10:

The Greater Irmo Chamber of Commerce uses the New Irmo News and the Lexington Chronicle to publish our monthly newsletter in print, as well as advertise our Chamber and community events several times per month. The Greater Irmo Chamber Visitor and Welcome Center contracts with Spring Hill Publications to produce the Greater Irmo map. We distribute the maps at all nine South Carolina welcome centers, other chambers in the Midlands and it is available online. Each relocation and visitors packet we distribute here at the Welcome Center contains a map. We also distribute the maps at community events, including the Irmo Okra Strut. Distribution is approximately 5000 maps per year.

The Greater Irmo Chamber Visitor and Welcome Center contracts with SC Biz News to produce the Irmo Visitor's Guide. We distribute the guides at all nine South Carolina welcome centers, via mail in our relocation packages and in the lobby of the Chamber House. It is also available online. Distribution is approximately 5000 books per year.



**ATTACHMENT A**  
**ITEM #10 – ADVERTISEMENTS**

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites*. Please include targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience

Newspaper Ads		
Ad Listing	Distribution Range	Targeted Audience

Television Ads		
Ad Listing	Distribution Range	Targeted Audience



Radio Ads		
Ad Listing	Distribution Range	Targeted Audience

Billboard Ads		
Ad Listing	Distribution Range	Targeted Audience

Website Ads (other than primary website)		
Ad Listing	Distribution Range	Targeted Audience

Other Ads		
Ad Listing	Distribution Range	Targeted Audience





## ATTACHMENT C

### ITEM #17 - PROJECT / EVENT DESCRIPTION

Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.

**a. General Project/Event Description:**

The Greater Irmo Chamber Welcome and Visitor's Center is located conveniently off 1-26 approximately one half mile from the interstate and is just off the main route to the Lake Murray Dam. In June 2021, The Greater Irmo Chamber renovated the Chamber House on Columbia Avenue in the heart of Irmo, right across from Irmo Town Park. Our project for 23/24 is to continue to enhance the functionality of our Welcome Center and maintain our robust online tourism campaign to encourage visitors to shop, stay and eat locally or consider moving their families and

**b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.**

The Greater Irmo Chamber Welcome and Visitor's Center will continue to assist in promoting tourism to our area by maintaining the Welcome Center, employing a Welcome Center Coordinator, maintaining up to date content on our website and social media for tourists and visitors to access. We are available by phone and email to assist visitors to the area. Additionally, we maintain a solid presence on social media platforms to attract and assist visitors.

**c. Total attendance to the Project/Event versus the number of total tourists in attendance.**

We receive approximately 250 phone calls per month from potential visitors to the area. We maintain a close relationship with the Town of Irmo and we field most of their calls from potential visitors. We receive approximately 12,00 hits to our website each month and we mail out an average of 30 relocation packages each month. Since COVID, online traffic has increased 38% to our relocation page.

**d. Economic impact generated by tourism towards the Project/Event.**

1The Greater Irmo Chamber is one of the first places visitors/tourists contact when coming to visit the Irmo area and Lake Murray. We are able to direct them to our hotels, restaurants and other activities here in our area and throughout Lexington County to keep those tourist dollars in our County.

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

The \$12,000 requested by the Greater Irmo Chamber Welcome and Visitor's Center will be used to continue our campaign to encourage people visiting the area to shop, stay and eat in Lexington County.

**f. Additional Comments.**



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**FUNDING SOURCES**  
**FY 2023/24**

**Organization Name: Greater Irmo Chamber of Commerce**

List of Funding Sources	Actual FY 21/22	Current FY 22/23	Estimated FY 23/24
Grants	41295		
Non Dues Revenue	5661		
Partnership Revenue	157985		
Other Income	5455		
Projects Income	107291		
<b>Total</b>	317687		





**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**APPLICATION**  
**FY 2023/24**

**1. Name of Project/Event:**

Mktg Support for 23-24 Season of Harbison Theatre at MTC

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County
<input type="checkbox"/>	Municipal
<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input checked="" type="checkbox"/>	501(c) 3
<input type="checkbox"/>	Other

**3. Sponsoring Organization**

Name of Organization:	MTC Foundation on behalf of Harbison Theatre at MTC
Mailing Address:	7300 College Street, Irmo, SC 29063

**4. Director of Project/Event**

Name & Title:	Kristin Cobb, Executive Director
Contact Number(s):	803-407-5003
Email:	cobbk@midlandstech.edu

**5. Project/Event Website Address:**

www.harbisontheatre.org

**6. Project/Event Category (check one):**

<input checked="" type="checkbox"/>	Tourism – Advertising / Promotion <i>(see #10 for advertising/promotion sources)</i>
<input type="checkbox"/>	Tourism Related Expenditures

**7. Project/Event Timeline**

Beginning Date:	7/1/2023
End Date:	6/30/2024

**8. Location of Project/Event:**

Harbison Theatre at Midlands Technical College - 7300 College Street, Irmo, SC 29063

**9. Number of Employees**

Full-time:	4
Part-time:	1

**10. Do you advertise outside of a 50-mile radius?**

Yes                       No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
	2,500	Columbia @ Surrounding Areas	<b>Complete Attachment A for Listing Details for Ads used in Magazines, Newspapers, the Radio, and Billboards and Websites. Please include targeted audience.</b>
X Brochures	50,000	Columbia & Surrounding Areas	
Posters	150	Columbia	
X Magazine Ads	2	138,000	
X Newspaper Ads	9	366,000	
X Radio Ads	60+	153,500	
X Billboard Ads	5	3,378,776	
X Websites (other than primary)	21	1,681,155	
Other			

**11. Number of Project/Event Attendance:**

Expected Number:	23,000
Of this number, how many are tourists?	12,190

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work." [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]*



**12. List the methods used to track tourists:**

Select Methods Used:	
<input checked="" type="checkbox"/>	Webpage Inquiries
<input checked="" type="checkbox"/>	Phone Call Inquiries
<input type="checkbox"/>	Brochure Mailings
<input checked="" type="checkbox"/>	Event Ticket Sales
<input checked="" type="checkbox"/>	Event Registration
<input type="checkbox"/>	Hotel Sales
<input type="checkbox"/>	License Plates
<input type="checkbox"/>	Surveys
<input checked="" type="checkbox"/>	Other

Provide the Estimated Numbers:	
Inquiries per month:	100
Phone calls per month:	55
Brochures mailed per month:	
Tickets sold per event:	250 average
Registrants per event:	175
Sales per event / per month:	
Count per event:	
Responses per survey:	
Raise your hand surveys	Varies

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights
Hilton Garden Inn Columbia/Harbison	6	1
Hilton Garden Inn Columbia/Harbison	8	2
Hilton Garden Inn Columbia/Harbison	2	1
Hilton Garden Inn Columbia/Harbison	8	1
Hilton Garden Inn Columbia/Harbison	6	1
Hilton Garden Inn Columbia/Harbison	1	1
Hilton Garden Inn Columbia/Harbison	2	1

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

Yes

No

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	\$ 430,000
b. Amount of Accommodations Funds Requested for this Project/Event:	\$ 15,000
c. This Request Equals What Percent of the Total Project/Event Budget:	3.5 %
d. Use <i>Attachment B</i> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <i>Attachment B</i> to complete.

**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

Yes

No

*If you answered yes, please answer items a-e below.*

a. Year(s):	2020-2021, 2021-2022, 2022-2023
b. Amount(s):	Awarded \$9,500 and received \$7,600 for 2020-2021, awarded \$2,500 for 2021-2022, awarded \$8,000 for 2022-2023
c. Source(s):	Lexington County ATAX Grant
d. Purpose(s)	Marketing Support for Harbison Theatre at MTC
e. For each award year, did you expend 100% of the ATAX funds you received?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

**17. Project Description – Please use Attachment C to complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

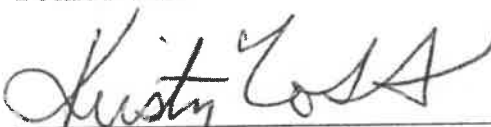
a. General Project/Event Description.	<i>Please use Attachment C to complete answers a-f.</i>
b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.	
c. Total attendance to the Project/Event versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the Project/Event.	
e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.	
f. Additional Comments.	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

**Signature of Project/Event Director:**

Kristin Cobb

Print Name

  
Signature

Executive Director

Title

1/5/23

Date



## ATTACHMENT A ITEM #10 – ADVERTISEMENTS

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites.* Please include targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience
1x Free Times 101 Things to Do in SC	135,000	Adults 18-59
1x Jasper Magazine	3,000	Adults 25+

Newspaper Ads		
Ad Listing	Distribution Range	Targeted Audience
3x Free Times	150,000	Adults 18-49
3x The State Newspaper	195,000	Adults 18-59
3x Carolina Panorama	21,000	Adults 18-59

Television Ads		
Ad Listing	Distribution Range	Targeted Audience
WOLO Sponsorship	42 promo tv spots (:15)	Adults 18-59

Radio Ads		
Ad Listing	Distribution Range	Targeted Audience
WWDM - 30 spots - see coverage map	86,400	Adults 18-49 in Columbia SC and surrounding areas
WCOS - 30 spots - see coverage map	67,100	Adults 18-49 in Columbia SC and surrounding areas
WFMV - recorded promos and live liners	Trade	Adults 18-49 in Columbia SC and surrounding areas

Billboard Ads		
Ad Listing	Distribution Range	Targeted Audience
See document with locations and maps	3,378,776	Columbia, SC and surrounding areas

Website Ads (other than primary website)		
Ad Listing	Distribution Range	Targeted Audience
11x Facebook	486,583	Adults 25+ in Columbia, SC area
3x Digital Video and Display	763,481	Adults 25+ in Columbia, SC area
1x Email Blast	194,136	Adults 25+ in Columbia, SC area
1x Streaming Audio (Pandora/Spotify)	16,852	Adults 25+ in Columbia, SC area
2x Free Times E-Newsletter - 2 weeks each	132,840	Adults 25+ in Columbia, SC area
1x Geofencing	87,263	Students on Midlands Tech campuses

Other Ads		
Ad Listing	Distribution Range	Targeted Audience
WOLO Sponsorship	Logo placement on Morning Menu and appearances with Tyler on Morning Show	Adults 18-59



**ATTACHMENT B**  
**ITEM #15 - PROJECT / EVENT BUDGET**

**Provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)**

<b>Item</b>	<b>Estimated Amount</b>
Brochures	\$35,000
Clings	\$5,000
Per Show Advertising	\$22,000
Season Marketing	\$43,000
Artist Fees	\$175,000
Salaries	\$150,000
<b>Total</b>	<b>\$430,000</b>



**ATTACHMENT C**  
**ITEM #17 – PROJECT / EVENT DESCRIPTION**

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

**a. General Project/Event Description:**

Please see attached PDF for all Attachment C / Item #17 answers.

**b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.**

Please see attached PDF for all Attachment C / Item #17 answers.

**c. Total attendance to the Project/Event versus the number of total tourists in attendance.**

Please see attached PDF for all Attachment C / Item #17 answers.

**d. Economic impact generated by tourism towards the Project/Event.**

Please see attached PDF for all Attachment C / Item #17 answers.

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

Please see attached PDF for all Attachment C / Item #17 answers.

**f. Additional Comments.**



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**EXPENDITURES**  
**FY 2023/24**

**Organization Name:** MTC Foundation on behalf of Harbison Theatre at MTC

<b>List of Expenditures</b>	<b>Actual FY 2021/22</b>	<b>Current FY 2022/23</b>	<b>Estimated FY 2023/24</b>
Brochure Printing	16,776	33,354	35,000
Window Clings	5,279	5,000	5,000
Per Show Advertising	17,645	4,731	22,000
Season Marketing	35,365	4,492	43,000
Artist Fees	163,758	163,784	175,000
Salaries	150,000	150,000	150,000
<b>Total</b>	<b>388,823</b>	<b>361,361</b>	<b>430,000</b>





## **A. General Project/Event Description:**

### **Mission Statement**

Rooted in the performing arts, Harbison Theatre at Midlands Technical College (HT@MTC) offers programs and productions that encourage reflection, examination and discovery; and that provide entertainment, education and opportunity to professionals, learners and community members in all stages of life.

Looking ahead to our 2023-24 season, we are excited about the return to normalcy and the excellent attendance we have seen thus far this year. Executive Director Kristin Cobb will return to New York in January for the Association of Presenting Arts Professionals conference to meet with agents and finalize plans. The conference was not held the last two years due to the pandemic. Our average visitor count continues to climb back to numbers nearing the 20,000 mark again. Our hope is that this year we will be closer to or exceed 25,000 especially as the demand for a regional rental venue continues.

### **About Us**

With the support from Lexington County ATAX funds, Harbison Theatre presents world-class entertainment for the regional community, serves as a showcase for Midlands Technical College (MTC), and stands as a community resource for rentals and productions for outside organizations. The theatre, centered on the historic MTC Harbison campus, is a 400-seat state of the art facility and is often referred to by MTC President Dr. Ronald Rhames as "MTC's 50-yard line." The theatre not only is a centerpiece to the community culture but also puts the Harbison community and the Irmo/Lexington area on the map as a significant tourist draw. In addition, the local community benefits greatly from the many events and activities at the theatre.

One of the centerpieces of our season marketing is our full color brochure with all the signature events as well as a calendar listing of other rentals and community productions. The distribution plan for the 23-24 season will be to mail this first-class brochure to approximately 65,000 households in late summer, with 70,000 printed for distribution around the college and the Midlands. We also work with media buyers to implement strong strategies for marketing with an emphasis on the digital platform. We are focusing a good bit of attention on social media in addition to the more traditional advertising mediums. Our latest update on traction includes:

Facebook: 5,006

Instagram: 982

Twitter: 1,286

With the MTC marketing department working closely with the Executive Director, the team produces high-quality collateral for the theatre, including billboard, print, and digital advertising. In addition, welcome center rack cards are distributed across the state, and media partnerships with local television and radio stations position the theatre to have an even wider reach. This past season we forged a new sponsorship with ABC Columbia-WOLO TV to have a consistent presence on their morning show anchored by prominent TV personality, Curtis Wilson.

Harbison Theatre has a continued mission to make the arts and tourism flourish in the Irmo/Lexington area, and with your continued marketing support, we will make that happen and establish HT@MTC as "the place to see a show in Columbia."

Plans and considerations for the 23-24 season will include:

- American Idol Stars Ruben Studdard and Clay Aiken
- Amos Nachoum--A master at photographing big animals, and an expedition leader to the most remote locations worldwide. Amos brings his photographic vision and leadership to the stage, and evokes the ocean & river giants to life.
- Disney Princess the Concert
- Roseanne Cash
- Jim Brickman
- Puppy Pals Live
- SC Philharmonic (2 shows)
- SC Jazz Masterworks Ensemble featuring Robert Gardiner (3 shows)
- Columbia Children's Theatre (2 shows)
- Carolina Shout Music Series including an All-Day music festival in the spring
- RUMORS- Fleetwood Mac Tribute Show
- American Football-American Rock Band from Illinois
- The String Queens- recently featured on CBS News Sunday Morning
- Peking Acrobats
- John Lakin's Gospel Extravaganza
- Tiffany
- Roberta Flack
- Richard Dreyfuss

Executive Director Kristin Cobb will travel to NYC the second week in January to secure these acts and possibly add others to the mix, but this gives the committee the broad scope of performances we plan to bring to Harbison Theatre. The objective still being to bring in world-class touring shows as well as standout regional talent, and local professional organizations as well. It is also our hope to build the Music Festival (renaming it to Thunder Fest this year) to a larger regional attraction every spring.

**B. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County:**

Harbison Theatre at Midlands Technical College is a wonderful entity for attracting tourists. The Irmo/Lexington area continues to grow, and the theatre provides a cultural hub for the community, as well as a tourism engine to excite visitors about a stay. With the vast choices of restaurants and hotels, and the friendly faces to greet you, we know that HT@MTC provides an anchor for a thriving tourism initiative. Until its construction, the community and the surrounding area lacked a space that could technically sustain nationally touring performing acts. Even with the impact of the pandemic, Harbison Theatre at Midlands Technical College increases the draw of an evening/dinner and overnight audience to both Irmo and Lexington.

In addition to featuring nationally recognized companies and performers, HT@MTC serves as a showplace for the best in local, Lexington county-based performing arts. The theatre is a second home to Chapin Theatre Company and the Lake Murray Symphony Orchestra, in addition to several dance academies that perform in the space throughout the year. Another new partnership with

Jasper Magazine has the theatre using its gallery space in the lobby for rotating artist exhibitions. This is another draw for visitors to the theatre, and also a way to be supportive of the visual arts community as well as the performing arts. Many other organizations and arts groups are looking to perform and hold events at our first-class theatre. The demand for rental space has risen dramatically in the last few years bringing in more overnight stays and visitors. We are able to sustain our sponsorships with Lexington Medical Center and Capital City Lake Murray Country.

**C. Total attendance to the Project/Event versus the number of total tourists in attendance:**

Total attendance to our 2021-22 Season was **14,080** and of those attendees **7,462** were tourists traveling outside of Lexington County. (These numbers still reflect the impact from the COVID pandemic, and we are seeing more stable numbers and increased patrons this 22-23 season.)

**D. Economic impact generated by tourism towards the Project/Event:**

Based on information gathered in our ticketing system, during our 2021-22 Season tourists traveling from outside of Lexington County comprised about 53% of our audience (7,462).

- If half of our tourists eat in restaurants in addition to the meals we have provided for performers, that would equal 3,821 meals.
- In the 2021-22 Season, 6% of our audience traveled two hours or more to attend shows = 845; if 1/3 of those audience members stay in hotels, and we add the number of hotel rooms that the theatre books for visiting performers, that would equal 344 rooms.

**E. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this:**

The Accommodations Tax Funds will assist us in accomplishing these tasks by helping fund the paid advertising efforts we have planned for our 2023-2024 Season. Our marketing and advertising budget are key to promoting the shows and engaging the entire area, as well as reaching out-of-state patrons. We greatly appreciate the committee's support over the past years as it is critical to the growth and success of our programming.

**Here is the Marketing Plan Outline:**

**Spring 2023** - Season performances finalized; graphic design for print and digital pieces created; season and performance sponsorships finalized

**Mid-Summer 2023** - Season brochure and postcard mailed to 70,000 residents; rack cards distributed to hotels and visitor centers around the state; print and digital advertisement of season packages; season tickets on sale

**Early Fall 2023** - Television and radio advertising for individual shows begins; season billboards go up

**Per-show advertising throughout the season (September 2023 through May 2024):** Appropriate print ad placement; large social media presence with Facebook advertising and others; press releases; expanded website and page features; Harbison Theatre E-newsletter; billboards; radio and television; magazines; advertising partnerships with local businesses; direct mail reinforcement

## 2022 Lexington Accommodations Tax Advertising Source Information for Harbison Theatre at Midlands Technical College

### Newspaper Ads (115,000 circulation):

- 3x - Free Times - 150,000 total circulation
- 3x – The State Newspaper circulation – 65,000 daily circulation
- 3x – Carolina Panorama
- 1x - Free Times 101 Things to Do in SC – 135,000 total circulation

### WOLO Morning Menu Sponsorship

- 2x Show Promotions (42 total promo spots)
- Logo placement on Morning Menu

### Radio Ads – 3 stations in Columbia, SC area

- 120 total spots – WFMV, WWDM & WCOS

### Digital: (1,681,155 total impressions)

- Target: Central SC residents
  - 2x Targeted Free Times E-newsletter 2 week run each – 132,840 total emails sent
  - 11x Facebook campaigns (Total 486,583 impressions)
  - 3x Digital Display campaigns (Total 763,481 impressions)
  - 1x Streaming Audio campaign (Total 16,852 impressions)
  - 1x Geofencing campaign (Total 87,263 impressions)
  - 1x Email Blast (194,136 emails delivered)

### Outdoor: (3,378,776 total impressions)

(5 locations – 4 paid and 1 trade in Columbia, SC area)

- 1x - 1678 Lake Murray Blvd – 30 day run (917,700 imp)
- 2x - 1722 Sunset Blvd – 30 day run each (1,893,360 imp)
- W/S I-126 .2mi N/O Greystone Blvd – 2 week run (391,154 imp)
- 911 North Lake Drive – 2 week run (176,562 imp)

# PANEL #121

911 NORTH LAKE DR



LOCATION #1

**ADVERTISING STRENGTHS:** Captures inbound traffic from immediate Lake Murray Communities. Surrounded by numerous retail, restaurant, service businesses.

**WEEKLY IMPRESSIONS:** 68,231 (period?)

**MEDIA TYPE/STYLE:** Permanent Bulletin - Digital

**LAT/LONG:** [33.994160, -81.530572](#)

**MARKET:** COLUMBIA

**GEOGRAPHIC ID:** 0024500

**PANEL SIZE:** 10.8' x 38.0' [View Spot Sheet](#)

**FACING/READ:** North/Right

**SLOTS/DWELL:** 8 slots / 8 seconds



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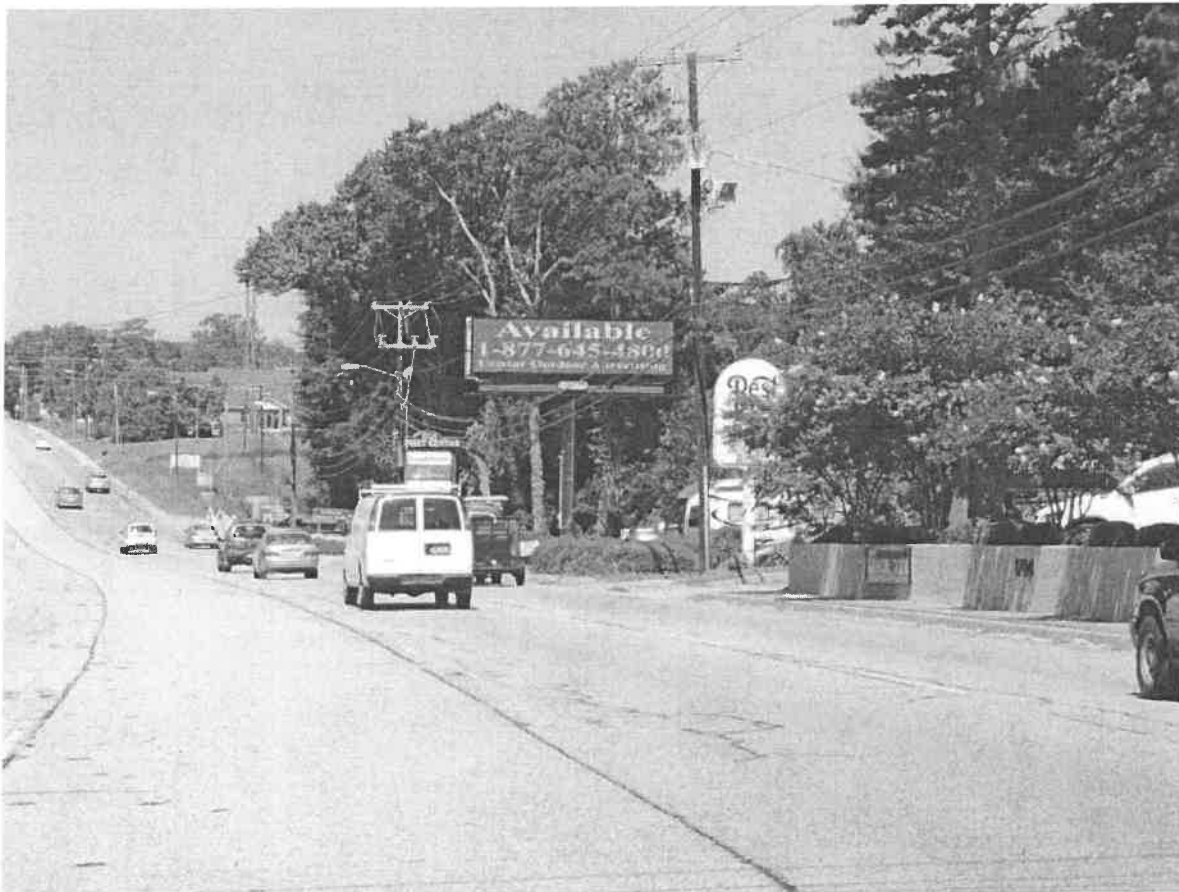


### Illuminated Digital Location

City: Columbia, SC 29212  
Face ID: IRM-266-2-W-CR  
Facing: West (CR)  
Latitude/Longitude: 34.080777-81.19687  
Digital Face Size: 12'0 x 24'0  
Weekly Circulation 18+: 229,425







### Illuminated Digital Location

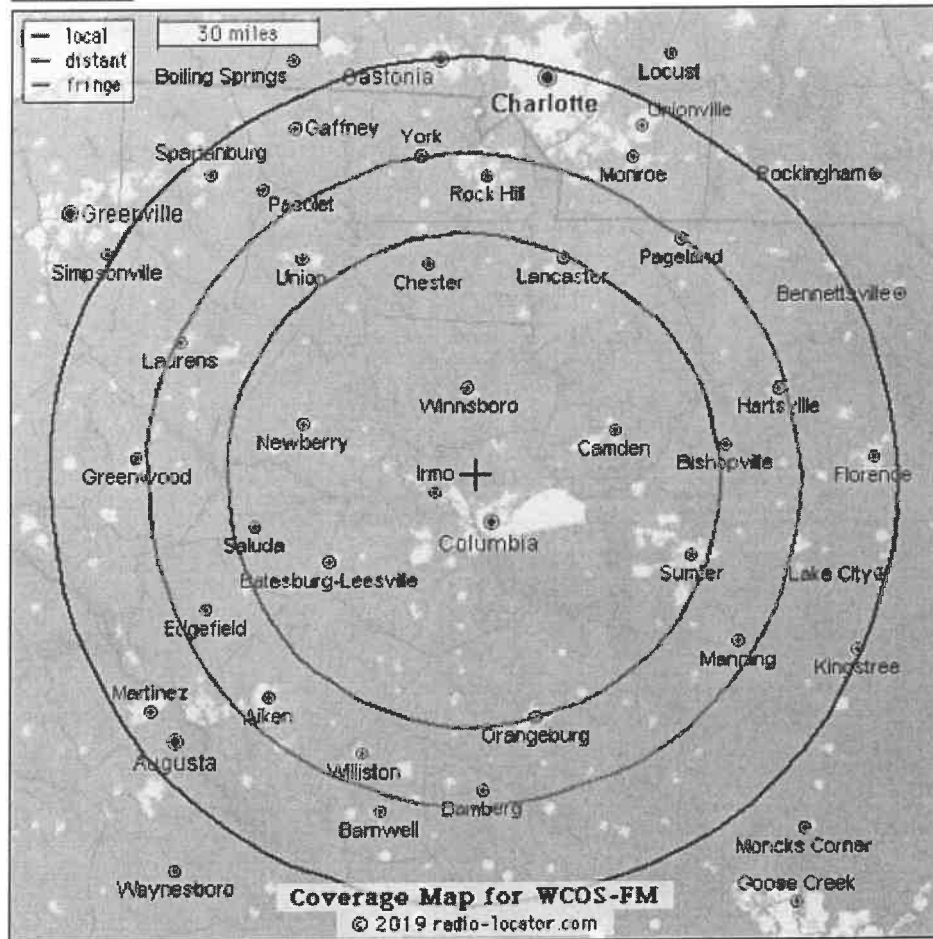
City: West Columbia, SC 29169  
 Face ID: WES-277-1-E-RR  
 Facing: East (RR)  
 Latitude/Longitude: 33.99909/-81.09025  
 Digital Face Size: 10'0 x 36'0  
 Weekly Circulation 18+: 236,670



### Coverage Area for WCOS 97.5 FM, Columbia, SC

[Zoom Out](#)

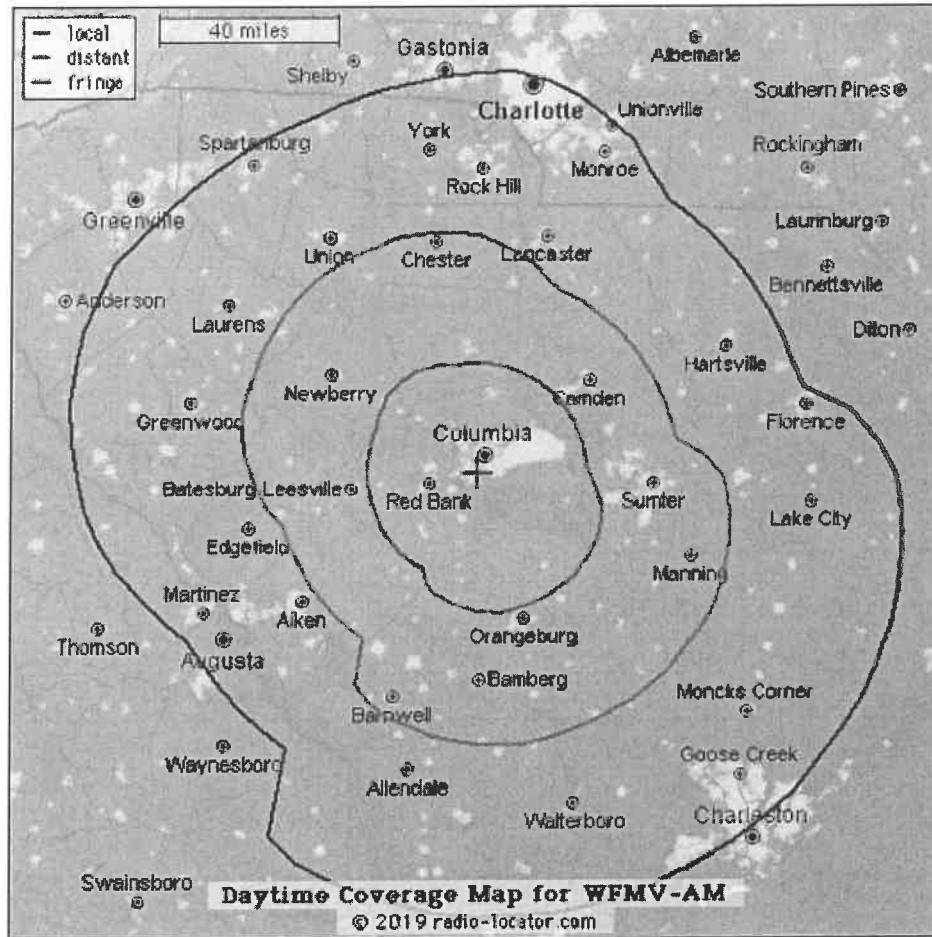
[Zoom In](#)



# Daytime Coverage Area for WFMV 620 AM, Cayce, SC

[Zoom Out](#)

[Zoom In](#)



# PANEL #901

W/S I-126 .2MI N/O GREYSTONE BLVD



LOCATION #1

**ADVERTISING STRENGTHS:** Overpass location captures outbound commuters from downtown Columbia to I-126 communities, located at Riverbanks Zoo exit.

**WEEKLY IMPRESSIONS:** 195,877 per week

**MEDIA TYPE/STYLE:** Permanent Bulletin - Digital

**LAT./LONG:** 34.012725 / -81.079061

**MARKET:** COLUMBIA

**GEOGRAPHIC ID:** 60840000

**PANEL SIZE:** 14' 0" x 48' 0" View Over Street

**FACING/READ:** East / Left

**SLOTS/DWELL:** 6 slots / 9 seconds

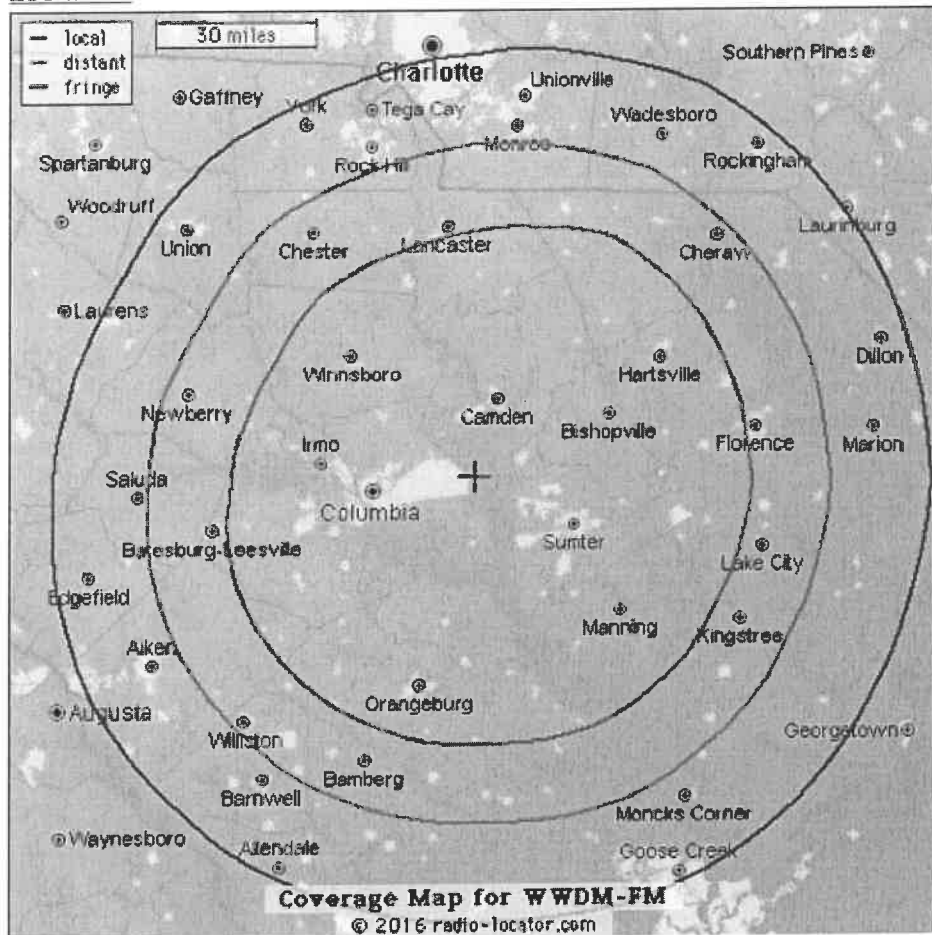


Map data ©2023

### Coverage Area for WWDM 101.3 FM, Sumter, SC

[Zoom Out](#)

[Zoom In](#)



**COUNTY OF LEXINGTON  
ACCOMMODATIONS TAX FUND  
APPLICATION  
FY 2023/24**

**1. Name of Project/Event:**

**21st Annual Chick-fil-A Classic Basketball Tournament**

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County
<input type="checkbox"/>	Municipal
<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input checked="" type="checkbox"/>	501(c) 3
<input type="checkbox"/>	Other

**3. Sponsoring Organization**

Name of Organization:	<b>Greater Columbia Educational Advancement Foundation (GCEAF)</b>
Mailing Address:	<b>1824 Saturn Lane, Columbia SC 29209</b>

**4. Director of Project/Event**

Name & Title:	<b>Gary Fulmer, GCEAF President</b>
Contact Number(s):	<b>803-600-1957</b>
Email:	<b>cfaclassic2002@gmail.com</b>

**5. Project/Event Website Address:**

**www.chick-fil-aclassic.com**

**6. Project/Event Category (check one):**

<input checked="" type="checkbox"/>	<b>Tourism – Advertising / Promotion (see #10 for advertising/promotion sources)</b>
<input type="checkbox"/>	<b>Tourism Related Expenditures</b>

**7. Project/Event Timeline**

Beginning Date:	December 27, 2023
End Date:	December 30, 2023

**8. Location of Project/Event:**

River Bluff High School, Lexington

**9. Number of Employees**

Full-time:	1
Part-time:	4

**10. Do you advertise outside of a 50-mile radius?**

Yes       No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
<input type="checkbox"/> Rack Cards			Complete <i>Attachment A</i> for Listing Details for Ads used in <i>Magazines, Newspapers, the Radio, and Billboards and Websites</i> . Please include targeted audience.
<input type="checkbox"/> Brochures			
<input type="checkbox"/> Posters			
<input type="checkbox"/> Magazine Ads			
<input type="checkbox"/> Newspaper Ads			
<input checked="" type="checkbox"/> Radio Ads	200	120 miles	
<input checked="" type="checkbox"/> Billboard Ads	16	100 miles	
<input type="checkbox"/> Websites (other than primary)			
<input checked="" type="checkbox"/> Other	TV/Cable 60/240	100 miles	

**11. Number of Project/Event Attendance:**

Expected Number:	7,000+ over 4 days
Of this number, how many are tourists?	600-700

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work." [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]*

**12. List the methods used to track tourists:**

Select Methods Used:		Provide the Estimated Numbers:	
<input type="checkbox"/>	Webpage Inquiries	Inquiries per month:	
<input type="checkbox"/>	Phone Call Inquiries	Phone calls per month:	
<input type="checkbox"/>	Brochure Mailings	Brochures mailed per month:	
<input checked="" type="checkbox"/>	Event Ticket Sales	Tickets sold per event:	1,800+ per day
<input checked="" type="checkbox"/>	Event Registration	Registrants per event:	320
<input checked="" type="checkbox"/>	Hotel Sales	Sales per event / per month:	38,000
<input type="checkbox"/>	License Plates	Count per event:	
<input checked="" type="checkbox"/>	Surveys	Responses per survey:	16
<input type="checkbox"/>	Other		

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights
Wingate by Wyndam	40	4
Holiday Inn Express & Suites	38	4
Best Western Plus	22	4
TownePlace Suites	18	4

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

Yes                       No

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	\$ 165,750
b. Amount of Accommodations Funds Requested for this Project/Event:	\$ 16,000
c. This Request Equals What Percent of the Total Project/Event Budget:	10 %
d. Use <i>Attachment B</i> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <i>Attachment B</i> to complete.



**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

Yes

No

*If you answered yes, please answer items a-e below.*

a. Year(s):	2021 and 2022
b. Amount(s):	\$14,000 / \$16,000
c. Source(s):	A-TAX
d. Purpose(s)	Advertising and Marketing
e. For each award year, did you expend 100% of the ATAX funds you received?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

**17. Project Description – Please use Attachment C to complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

a. General Project/Event Description	<i>Please use Attachment C to complete answers a-f.</i>
b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.	
c. Total attendance to the Project/Event versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the Project/Event.	
e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.	
f. Additional Comments.	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

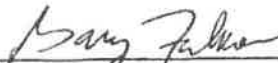
**Signature of Project/Event Director:**

Gary Fulmer

Print Name

GCEAF President

Title

  
Signature

1/3/2023

Date



**ATTACHMENT A  
ITEM #10 - ADVERTISEMENTS**

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards* and *Websites*. Please include targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience

Newspaper Ads		
Ad Listing	Distribution Range	Targeted Audience

Television Ads		
Ad Listing	Distribution Range	Targeted Audience
WLTX (CBS)	Columbia, Lexington, Newberry, Sumter, Orangeburg, Aiken, Saluda, Kershaw, Florence	Primary adults 25+, Secondary 18+
WACH (FOX)	Columbia, Lexington, Newberry, Sumter, Orangeburg, Aiken, Saluda, Kershaw, Florence	Primary adults 25+, Secondary 18+
Cable	Columbia, Lexington, Newberry, Kershaw, Clarendon, Sumter, Orangeburg, Aiken, Florence, Marion, Dillon, Horry	Primary adults 25+, Secondary 18+

**Radio Ads**

Ad Listing	Distribution Range	Targeted Audience
WWDM (Big DM)	Columbia, Lexington, Camden, Orangeburg, Newberry, Sumter, Aiken	Primary adults 25+, Secondary 18+
WNKT (The Game)	Columbia, Lexington, Camden, Orangeburg, Newberry, Sumter, Aiken	Primary adults 25+, Secondary 18+
WHXT (Hot 103.9)	Columbia, Lexington, Camden, Orangeburg, Newberry, Sumter, Aiken	Primary adults 25+, Secondary 18+
WYNN (106.3) - Florence	Florence, Darlington, Marion, Dillon, Conway	Primary adults 25+, Secondary 18+
Streaming Audio	Columbia, Lexington, Orangeburg, Newberry, Sumter, Aiken, Florence, Darlington, Marion, Dillon, Conway	Primary adults 25+, Secondary 18+

**Billboard Ads**

Ad Listing	Distribution Range	Targeted Audience
Lamar, Grace, Accel, Adams	Columbia, Lexington, Orangeburg, Florence, Sumter	Primary adults 25+, Secondary 18+

**Website Ads (other than primary website)**

Ad Listing	Distribution Range	Targeted Audience

Other Ads

Ad Listing	Distribution Range	Targeted Audience
Facebook/Instagram	Columbia, Lexington, Florence, Sumter, Newberry, Orangeburg, Aiken, Kershaw, Clarendon, Saluda, Fairfield	Primary adults 25+, Secondary 18+



**ATTACHMENT B**  
**ITEM #15 – PROJECT / EVENT BUDGET**

**Provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)**

<b>Item</b>	<b>Estimated Amount</b>
Broadcast Television/Cable Advertising	\$9,000
Outdoor Billboard Advertising	\$9,000
Radio/Streaming Audio Advertising	\$5,000
Facebook/Instagram Advertising	\$1,500
Advertising at out of state football/basketball games (announcements)	\$500
<b>Total</b>	<b>\$25,000</b>



## ATTACHMENT C ITEM #17 – PROJECT / EVENT DESCRIPTION

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

### **a. General Project/Event Description:**

The Chick-fil-A Classic is a nationally recognized boy's high school basketball tournament that is very similar to a music festival where renowned music bands/artists are contracted to perform. Such a festival will attract both local and non-local (tourists) spectators to attend.

The Chick-fil-A Classic is organized by the Greater Columbia Educational Advancement Foundation (GCEAF). GCEAF is a 501(c)3 charitable organization. GCEAF's Federal Tax ID # is 13-4239656. The mission of the GCEAF is 3-fold: to award educational scholarships to deserving students within the Greater Columbia area; to promote tourism spending within the host county; and to provide memorable athletic experiences for the participating student-athletes, coaches and community. Since 2004 GCEAF has awarded over \$220,000 in educational scholarships to students living within the Greater Columbia area.

The Chick-fil-A Classic annually features top ranked high school teams and players from across the nation that attracts both local and out of town/state tourist along with dozens of out of state media and college coaches.

Since 2003 fifty-eight (58) tournament participants have been selected to the McDonald's All American team. Fifty-one (51) former tournament participants have played professionally in the NBA and there were 37 former participants on NBA rosters during the 2022 season including such notables as Stephen Curry (2-time NBA MVP), Derrick Jones (2020 NBA Slam Dunk Champion), Miles Bridges (2020 NBA Rising Stars Game MVP) and Zion Williamson (2019 Overall #1 Draft Pick)

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

The Chick-fil-A Classic is very similar to a music festival where renowned music bands/artists are contracted to perform. Such a festival will attract both local and non-local (tourists) spectators to attend. Like any popular music festival, our success will depend upon the talent and popularity of the entertainment that is brought in to perform. In our case the highly ranked teams/players that perform are our entertainment. The anticipation of being able to watch future college stars and professional players while in high school is what attracts both tourists and locals to attend our tournament.

We used ATAX dollars to purchase Broadcast Television/Cable and Radio advertisements on stations with strong signals that reach out beyond a 50 mile radius, social media advertisements (facebook/twitter) and for billboards placed outside of Lexington County (Florence, Orangeburg, Sumter).

**f. Additional Comments.**









Central Bank Operations - DAC02  
 P.O. Box 27131  
 Raleigh, NC 27611-7131

IM EST  
 057

06003  
 GREATER COLUMBIA EDUCATIONAL ADVANCEMEN  
 3 LAKECREST DRIVE  
 COLUMBIA SC 29206-1334

**Your Account(s) At A Glance**

**Checking  
 Balance** **85,816.48+**

Statement Period: December 1, 2022 Thru December 31, 2022 Account Number .

Enclosures In Statement: 0

<b>Beginning Balance</b>	<b>80,289.42+</b>	Statement Period Days	31
3 Deposits	18,987.00+	Average Ledger Balance	88,383.00+
23 Other Credits	34,547.28+		
16 Checks	36,498.28-		
31 Other Debits	11,508.94-		
Monthly Service Charge	0.00		
<b>Ending Balance</b>	<b>85,816.48+</b>		

**Deposits To Your Account**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
12-07	9,950.00	12-16	4,162.00	12-22	4,875.00

**Other Credits To Your Account**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12-01	Ballerinc Edi Pymnts *****7691	3,000.00
12-01	Fcbmerchant Comb. Dep. *****0678	700.00
12-05	Stripe Transfer St-L*z*s5K8V3H5	1,821.46
12-05	Fcbmerchant Comb. Dep. *****0678	1,200.00
12-06	Stripe Transfer St-Z*c*s8O4U7A8	338.91
12-07	Stripe Transfer St-W*g*i1Z7F9W3	130.59
12-08	Fcbmerchant Comb. Dep. *****0678	600.00
12-13	Stripe Transfer St-L*p*b7f1Q0V9	139.60
12-14	Stripe Transfer St-F*z*n1Y8G1W1	302.36
12-15	Stripe Transfer St-O*a*h7U0V7M8	130.89
12-16	Stripe Transfer St-A*w*o0X9I4V7	120.88
12-19	Stripe Transfer St-K*w*i6D2Z2L3	165.52
12-20	Stripe Transfer St-E*j*k6Z9C7T4	416.86
12-21	Stripe Transfer St-N*k*o0U4P6I2	198.42
12-22	Stripe Transfer St-T*y*b7X5L4Y7	275.35
12-23	Stripe Transfer St-U*r*m0Y7P2V1	260.47
12-27	Stripe Transfer St-M*o*f6K4X6K3	889.93
12-28	Stripe Transfer St-M*m*w6J3C6F6	184.85
12-28	Square Inc 221228P2 L*****7893	92.03
12-29	Stripe Transfer St-H*p*e7A7K2C6	11,033.09
12-29	Square Inc 221229P2 L*****6565	267.05



Direct Customer Inquiry Calls To  
 Personal 1-888-323-4732  
 Business 1-866-322-4249



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**APPLICATION**  
**FY 2023/24**

**1. Name of Project/Event:**

New Theatre Construction Campaign

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County
<input type="checkbox"/>	Municipal
<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input checked="" type="checkbox"/>	501(c) 3
<input type="checkbox"/>	Other

**3. Sponsoring Organization**

Name of Organization:	Chapin Community Theatre, Inc. (DBA: "Chapin Theatre Company")
Mailing Address:	830 Columbia Avenue, Chapin, SC, 29036

**4. Director of Project/Event**

Name & Title:	James DeFelice   Board President
Contact Number(s):	803.240.8544
Email:	ChapinTheatre@att.net

**5. Project/Event Website Address:**

www.ChapinTheatre.org

**6. Project/Event Category (check one):**

<input type="checkbox"/>	Tourism – Advertising / Promotion <i>(see #10 for advertising/promotion sources)</i>
<input checked="" type="checkbox"/>	Tourism Related Expenditures ✓ - Tourism Related Expenditures

**7. Project/Event Timeline**

Beginning Date:	September 1, 2022
End Date:	December 31, 2023

**8. Location of Project/Event:**

830 Columbia Avenue, Chapin, SC, 29036

**9. Number of Employees**

Full-time:	0 - (everyone who is paid to work for Chapin Theatre Company is an independent contractor).
Part-time:	0

**10. Do you advertise outside of a 50-mile radius?**

Yes       No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
<input type="checkbox"/> Rack Cards			Complete <b>Attachment A</b> for Listing Details for Ads used in <i>Magazines, Newspapers, the Radio, and Billboards and Websites</i> . Please include targeted audience.
<input checked="" type="checkbox"/> Brochures	3,000/year	SC & NC	
<input type="checkbox"/> Posters			
<input type="checkbox"/> Magazine Ads			
<input type="checkbox"/> Newspaper Ads			
<input type="checkbox"/> Radio Ads			
<input type="checkbox"/> Billboard Ads			
<input type="checkbox"/> Websites (other than primary)	Facebook = 20,640 reached/year	SC (statewide)	
<input checked="" type="checkbox"/> Other	7,000/year	SC & NC	

**11. Number of Project/Event Attendance:**

Expected Number:	5,500
Of this number, how many are tourists?	1,100

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work."* [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]

**12. List the methods used to track tourists:**

Select Methods Used:	
<input checked="" type="checkbox"/>	Webpage Inquiries
<input checked="" type="checkbox"/>	Phone Call Inquiries
<input checked="" type="checkbox"/>	Brochure Mailings
<input checked="" type="checkbox"/>	Event Ticket Sales
<input type="checkbox"/>	Event Registration
<input type="checkbox"/>	Hotel Sales
<input type="checkbox"/>	License Plates
<input type="checkbox"/>	Surveys
<input checked="" type="checkbox"/>	Other - Postcard mailings

Provide the Estimated Numbers:	
Inquiries per month:	12
Phone calls per month:	12
Brochures mailed per month:	250
Tickets sold per event:	25
Registrants per event:	
Sales per event / per month:	
Count per event:	
Responses per survey:	
Postcards mailed per month:	583

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights
Residence Inn NW - Harbison	67	135
Home 2 Suites by Hilton - Harbison	68	135

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

Yes

No

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	\$ 250,000
b. Amount of Accommodations Funds Requested for this Project/Event:	\$ 92,000
c. This Request Equals What Percent of the Total Project/Event Budget:	36.8 %
d. Use <b>Attachment B</b> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <b>Attachment B</b> to complete.

**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

Yes

No

*If you answered yes, please answer items a-e below.*

<b>a. Year(s):</b>	FY 2021/22
<b>b. Amount(s):</b>	\$1,500
<b>c. Source(s):</b>	Tourism-Related Expenditures
<b>d. Purpose(s)</b>	CTC Field of Dreams - Preparing Land for Outdoor Events at Home of New Theatre
<b>e. For each award year, did you expend 100% of the ATAX funds you received?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

**17. Project Description – Please use *Attachment C* to complete the following information that is required by the *Tourism Expenditure Review Committee* to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

<b>a. General Project/Event Description</b>	<i>Please use Attachment C to complete answers a-f.</i>
<b>b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.</b>	
<b>c. Total attendance to the Project/Event versus the number of total tourists in attendance.</b>	
<b>d. Economic impact generated by tourism towards the Project/Event.</b>	
<b>e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.</b>	
<b>f. Additional Comments.</b>	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

**Signature of Project/Event Director:**

*JAMES DEFELICE*

**Print Name**

*PRESIDENT*

**Title**

*[Handwritten Signature]*

**Signature**

*1/5/23*

**Date**



## ATTACHMENT A

### ITEM #10 – ADVERTISEMENTS

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites.* Please include targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience
N/A	N/A	N/A

Newspaper Ads		
Ad Listing	Distribution Range	Targeted Audience
N/A	N/A	N/A

Television Ads		
Ad Listing	Distribution Range	Targeted Audience
N/A	N/A	N/A

Radio Ads		
Ad Listing	Distribution Range	Targeted Audience
N/A	N/A	N/A

Billboard Ads		
Ad Listing	Distribution Range	Targeted Audience
N/A	N/A	N/A

Website Ads (other than primary website)		
Ad Listing	Distribution Range	Targeted Audience
Facebook	8,600/month; SC (statewide)	~1,720 tourists & 6,880 locals

Other Ads		
Ad Listing	Distribution Range	Targeted Audience
Season Brochure mailings	15,000/year	3,000 tourists & 12,000 locals
Postcard mailings	35,000/year	7,000 tourists & 28,000 locals







## ATTACHMENT C

### ITEM #17 – PROJECT / EVENT DESCRIPTION

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

#### **a. General Project/Event Description:**

The Chapin Theatre Company (CTC) will open a permanent public theatre performance and education venue in March 2023. The total cost of this project is \$250,000, and we request \$92,000 from the Accommodations Tax Fund to cover the cost of bathrooms, drainfield expansion, parking lot expansion, and an upgraded HVAC system.

#### **b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.**

Establishing a permanent community theatre in Chapin, SC will both promote tourism and benefit Lexington County in the following ways:

- Our new theatre is conveniently located less than 1 mile from I-26 East, making it easy for guests to find and for our leaders to provide directions to newcomers. Prior to 2023, we hosted our theatre productions in rented space at the Firehouse Theatre in the Chapin American Legion Post 193. A lack of adequate lighting and signage at this location made it difficult for both tourists and locals to find us at our old location; thanks to the more accessible location of our new venue, we anticipate welcoming even more tourists to our theatre in 2023.
- The new theatre will also benefit the Community of Lexington County by providing educational programs for both locals and tourists (e.g. after school programming and lectures from acclaimed theatre experts). Prior to securing our own space, it was not possible for us to meet our audience's frequent requests for these types of educational services.

#### **c. Total attendance to the Project/Event versus the number of total tourists in attendance.**

We will host 58 performances in 2023, and we anticipate having 5,500 audience members, in total. The predicted number of tourists in attendance is 1,100 (20% of the total number of attendees).

**d. Economic impact generated by tourism towards the Project/Event.**

All 58 of our planned performances will take place at either 3:00 pm or 8:00 pm - this is the optimal time for tourists to enjoy a lunch or dinner meal at a local restaurant prior to the show. Of the 34 restaurants, cafes, and bars located less than 10 minutes away from the new theatre, 28 are locally-owned businesses.

In addition to restaurants, our playbill advertisements direct tourists to visit other local businesses, such as Lake Murray Tire and Automotive. 24 businesses paid to place advertisements in our 2022 playbills, and several of these businesses routinely invest in buying ad space every year; this demonstrates that local business leaders have confidence in the value of advertising to our audience.

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

To provide an enjoyable, comfortable theatre experience to our audience, we need to have bathrooms, air conditioning, and decent parking. Without this grant, we would need to reduce our advertising budget to fund this essential construction work. \$92,000 from the Accommodations Tax Fund will allow us to:

- Move the existing toilet to the backstage area for actors to use;
- Establish 2 new bathrooms for guests that each have 3 stalls;
- Expand the drainfield to allow our newly-installed plumbing to work properly;
- Install an upgraded HVAC system that will maintain a comfortable temperature for 75 audience members and up to 25 actors performing under hot stage lights; and
- Pave a new parking lot that will include ADA-accessible spaces.

This is a one-time investment in the essential infrastructure needed for us to provide an excellent theatre experience that attracts tourists to Lexington County for years to come.

**f. Additional Comments.**

Attached are the following documents to support this application:

- **Appendix A:** New Theatre Construction Campaign Timeline
- **Appendix B:** Price Quote from Springhill Construction
- **Appendix C:** The latest WLTX News 19 article featuring our new building

We are happy to provide any additional information requested by the Accommodations Tax Fund Review Committee.



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**EXPENDITURES**  
**FY 2023/24**

**Organization Name:** Chapin Theatre Company

List of Expenditures	Actual FY 2021/22	Current FY 2022/23	Estimated FY 2023/24
Advertising <i>(Business)</i>	\$885.00	\$1,500.00	\$3,000.00
Construction	\$16,735.00	\$150,000.00	\$30,000.00
Dues	\$175.00	\$175.00	\$175.00
Email Service	\$854.00	\$900.00	\$900.00
Fees & Charges:Bank Fee	\$53.00	\$50.00	\$50.00
Financial	\$139.00	\$350.00	\$350.00
General/Misc. Expenses	\$2,360.01	\$957.00	\$357.00
Graphics	\$550.00	\$595.00	\$595.00
Honorariums	\$10,355.00	\$10,225.00	\$11,575.00
Insurance <i>(Business)</i>	\$3,620.00	\$3,600.00	\$4,800.00
Interest Exp	\$1,122.00	\$7,984.00	\$16,524.00
Lobby <i>(including concessions &amp; refreshments)</i>	\$765.00	\$770.00	\$1,620.00
Maintenance	\$3,857.00	\$3,857.00	\$6,000.00
Performance Supplies <i>(Costumes, Props, T-Shirts)</i>	\$5,433.00	\$6,350.00	\$6,950.00
Postage and Delivery <i>(Business)</i>	\$0.00	\$200.00	\$200.00
Printing <i>(brochures, playbills, postcards, &amp; posters)</i>	\$10,466.00	\$12,800.00	\$13,800.00
Rental Fees <i>(Firehouse &amp; Harbison Theatres)</i>	\$6,609.00	\$9,400.00	\$7,000.00
Royalties	\$9,948.00	\$9,948.00	\$10,000.00
Scripts	\$219.00	\$650.00	\$650.00
Set Construction & Decoration	\$3,838.00	\$7,600.00	\$7,600.00
Tech Equip	\$4,334.00	\$10,000.00	\$4,000.00
Ticket Svc Costs	\$2,006.00	\$2,006.00	\$2,100.00
Trailer Maintenance	\$10,375.00	\$0.00	\$0.00
Transfer	\$207,679.00	\$150,000.00	\$22,500.00
Utilities <i>(including electricity, internet, and phone)</i>	\$1,087.00	\$5,798.52	\$7,400.00
Web Services	\$740.00	\$655.00	\$655.00
<b>Total</b>	<b>\$304,204.01</b>	<b>\$396,370.52</b>	<b>\$158,801.00</b>



**Lexington County Accommodations Tax Grant FY 2023/24**

**Applicant:** Chapin Theatre Company

**Project:** New Theatre Construction Campaign

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**Appendix A: New Theatre Construction Campaign Timeline**

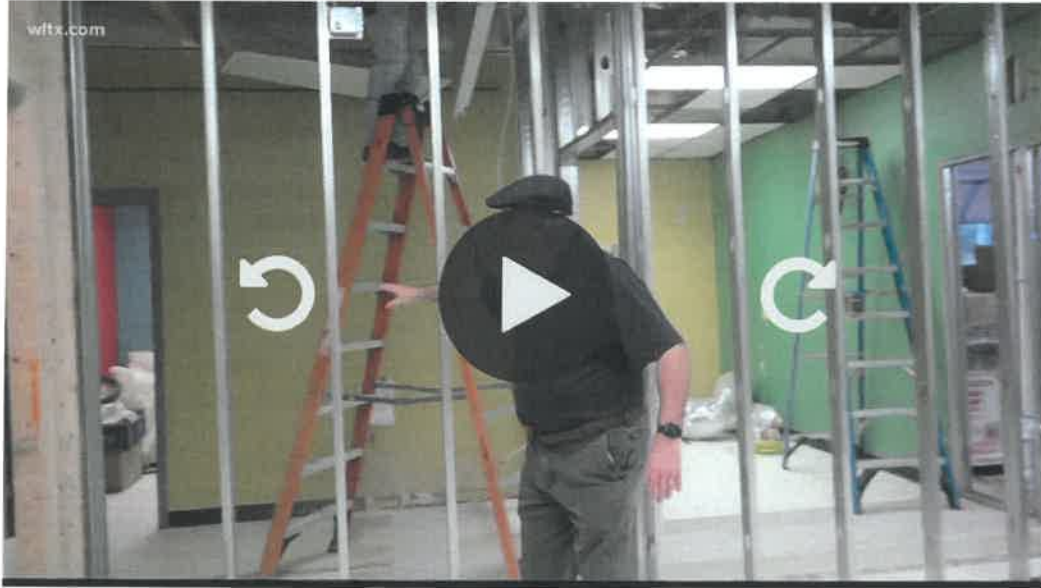
<b>Construction-Related Activities that are Done</b>
<ul style="list-style-type: none"><li>● <b>August 2022:</b> Architecture Design, Civil Engineering Design</li><li>● <b>September 2022:</b> Design tiered audience platform</li><li>● <b>October 2022:</b> Approve platform design</li><li>● <b>November 2022:</b> Purchase 100 lightweight folding chairs with funds from SC Arts Commission for audience seating</li><li>● <b>December 2022:</b> Moved all performance materials (props, audience seats, signage, etc.) from temporary rental space at the Firehouse to the new building.</li><li>● <b>December 2022:</b> Electrical, plumbing and HVAC engineering completed</li></ul>
<b>Construction-Related Activities that are In Process (not finished yet)</b>
<ul style="list-style-type: none"><li>● <b>January 2023:</b> Complete all inspections required prior to construction (to be completed by February 2023).</li><li>● <b>Jan/Feb 2023</b> Put up new walls in auditorium and bathroom expansion (to be completed by January 2023).</li><li>● <b>Jan/Feb 2023:</b> work on electrical and plumbing to be completed by February</li><li>● <b>Jan/Feb:</b> finish HVAC upgrades including new outside air intake and special filtration</li></ul>
<b>Construction-Related Activities that are Upcoming (not started yet)</b>
<ul style="list-style-type: none"><li>● <b>March, 2023:</b> Springhill Construction to expand the drain field to establish the infrastructure needed to install/operate 3 toilets (It will take approximately 3 weeks to complete this phase).</li><li>● <b>March, 2023:</b> Finish restrooms, install fixtures and sinks, install 3 toilets ( 3 for theatre guests and 1 backstage is being moved for actors) It will take approximately 3 weeks to complete this phase.</li><li>● <b>May, 2023:</b> Throrer Construction to grade and spread crush and run for parking lot (It will take approximately 1 week to complete this phase).</li><li>● <b>May 2023:</b> Carolina Outdoor services will rework drains to accommodate new parking changes. It will take approximately 2 weeks to complete this phase.</li></ul>



<b>Project:</b>	Chapin Theatre 1st Billing 10 28 2022	<b>Contractor:</b> Springhill Construction LLC Tim Ellisor 1303 Chapin Road (803) 407-1905 <a href="mailto:tim.ellisor@springhillcon.com">tim.ellisor@springhillcon.com</a>
<b>Architect:</b>	Steve Beckham	
<b>Plans Dated:</b>	5/19/22	
<b>Addendums:</b>	-	

Work Division	Description	Price
<b>OWNER DIRECT COST/OWNER PROVIDED</b>		<b>NOT INCLUDED IN TOTAL SPRINGHILL COST BELOW</b>
ARCHITECT DESIGN FEE	straight cost without Springhill mark up fee	\$5,500
CIVIL DESIGN FEE	straight cost without Springhill mark up fee	\$5,000
HVAC DESIGN FEE	Revisions made for County Official review straight cost without Springhill mark up fee	\$2,000
ARCHITECT FEE	Revisions made per County Official review	\$1,500
PERMIT FEES	Owner to purchase building permit without Springhill mark up fee	TBD
LANDSCAPING	Owner to provide without Springhill mark up fee	BY OWNER
TEMPORARY UTILITIES	Owner to provide electrical, water, sewer, heating & air during duration of project	BY OWNER
OWNER TO PROVIDE	countertops/base cabinets, drywall finishing, painting/staining, exterior upgrades, stage equipment, seating, lighting, A/V IT/DATA systems, flooring, final floor cleaning, toilet partitions, toilet accessories, fire protection, windows/shades, roof repairs, any other items not part of Springhill scope of work below.	BY OWNER
HVAC	Modifications/cost TBD upon HVAC engineering design * (budget placeholder until design)	* \$20,000
SURVEYING COST		BY OWNER
LAND RECORDING FEES		BY OWNER
CONTINGENCY	Owner may want to consider providing a 10% contingency factor for potential unknowns	

		<b>SPRINGHILL COST</b>	<b>1st billing 10/28/22</b>	<b>2nd billing 11/28/22</b>
<b>SPRINGHILL (SCOPE OF WORK)</b>	Work provided by Springhill employees and direct hired subcontractors			
GENERAL CONDITIONS	Includes supervision, dumpsters, trucks, gas, phones, temp restrooms, equipment/lifts/scaffolding/etc.	\$14,350	\$3,500	\$4,500
DEMOLITION	Demolition of existing walls, flooring (at stage area), (ceiling grid/tile as needed), demolition and install concrete for new underlab plumbing, demolition for new doors/service shaft/archway	\$10,300	\$4,120	\$2,500
WALL FRAMING	Framing new walls, adding walls to deck for fire rating, install in wall insulation for fire rating, hang 5/8" drywall for fire rated walls, (drywall mud/tape/finishing by Owner)	\$13,150		\$8,500
ACOUSTIC CEILING	Provide reinstallation of ceiling grid/tile at theatre area only above lower chord of wood truss, reinstall acoustic grid and tile where fire walls will need to be extended to the roof deck (reuse materials if possible)	\$2,800		
RATED DOORS/FRAMES	Provide new hollow metal door frames and rated wood doors & hardware at rated wall assembly	\$16,600		\$4,000
HARDWARE	Provide ADA locksets throughout remaining doors and panic device hardware at main theatre area exit doors	\$2,100		
PLUMBING	Provide 3 new toilets, 2 new wall hung sinks with single lever faucets, 1 hi lo watercooler, grinder pump system per plumbing engineer review/design	\$40,450		\$6,500
Added Springhill scope ELECTRICAL	Providing items noted as part of Alan Gibson estimate 8/23/22 - not inclusive of any electrical engineer design/notes	\$8,800		\$2,800
GENERAL DAILY CLEANING	Daily clean up of Springhill related construction activities (final cleaning by Owner)	\$850		\$150
PAYROLL TAXES/INSURANCE		\$2,200	\$400	\$600
OVERHEAD & PROFIT	Springhill Construction Fee	\$11,160	\$2,800	\$2,800
Added Springhill scope SEPTIC	Septic line revision by Springhill	\$10,000		
<b>CHANGES</b>	Relocate existing sink/add new door/wall off old door/relocate electrical switch at actor's toilet	\$3,000		\$500
	Added electrical for HVAC, lights, misc electrical from 10/26 precon meeting	TBD		
	Added framing for HVAC above trusses for 1 unit from 10/26 precon meeting	\$440		\$440
	Added exterior door/concrete stoop at shop for egress	\$2,340		
	Added wall extension at front corridor to seating area	\$480		
<b>TOTAL COST FOR SPRINGHILL</b>	Budget based upon architect design and limited engineering review/notes	<b>\$139,020</b>	<b>\$10,820</b>	<b>\$33,290</b>
Springhill Construction LLC - Tim Ellisor				



STREET SQUAD

Want to see a local play, musical? There will soon be a new place for that!

After 44 years since starting in 1979, the Chapin Theatre Company now lives at 830 Columbia Avenue.

Author: Rachel Ripp

Published: 7:59 PM EST January 4, 2023

Updated: 7:59 PM EST January 4, 2023



CHAPIN, S.C. — The green building at 830 Columbia Avenue in Chapin is about to be a hotspot for the local



# Want to see a local play, musical? There will soon be a new place for that!

After 44 years since starting in 1979, the Chapin Theatre Company now lives at 830 Columbia Avenue.

CHAPIN, S.C. — The green building at 830 Columbia Avenue in Chapin is about to be a hotspot for the local community.

The [Chapin Theatre Company](#) is moving in and setting up shop right now.

"If my dream comes true, they'll be done in January or the first week in February," said Jim DeFelice, president of the Chapin Theatre Company. "Then, I'll have three weeks to get this ready -- hang lights, build a set, get the chairs in place."

DeFelice explains they plan to have inspections of electrical, plumbing and the HVAC system very soon.

"We bought this 6.25 acres with help from sale of that property that we were given by our patron and then donations and a little bit of a loan," DeFelice said.

This plan has been in the works since 2010, from the old auditorium of [Chapin High School](#) to [Harbison Theatre](#), to the [Firehouse Theatre](#), this group now has a place to call home.

"The nice thing about having our own building that we own, first time

we've ever owned a building in our 44 years, is that we control the calendar," DeFelice said. "So, we can juggle things around. Maybe we push the May show back a week."

Almost \$850,000 is what it cost for this huge undertaking, all funded through [Midlands Gives](#), their 10 minute play festival, their summer musical and other patron donations.

DeFelice tells News 19 he hopes their first show of the season can run in March at least 11 times. It's called [Death by Design](#), with a cast of about a dozen people.

The Chapin Theatre Company has open registration for classes right now. If you'd like to learn more or sign up, click [here](#).

According to DeFelice, the company plans to upgrade parking, curtains, lighting and sound, and add headsets for those who are hearing impaired at a later date. The company also has another four acres for future use or expansion.



## An All-Star Summer In Lexington County

County of Lexington  
Accommodations Tax Fund Application

January 5, 2023

Greetings from the Blowfish,

The Lexington County Blowfish are beginning our ninth year at Lexington County Baseball Stadium (18th overall). Blowfish Baseball is honored to have 10 players that have made it to "The Show"- Major League Baseball. The Blowfish were voted the Coastal Plain League Organization of the Year in 2022!

The Blowfish were also awarded the 2023 CPL All-Star Game! This will be our second time we have hosted since arriving in Lexington County. We are anticipating an exciting two days of family fun events. Tuesday July 18th will be the All-Star Fan Fest with USA Baseball on site to work with the CPL All-Star players in the skills competition followed by a Celebrity Softball Game. Wednesday will be the night we showcase the Stars of the CPL at Lexington County Baseball Stadium!

In addition to the All Star Summer Classic, Blowfish players will once again be proudly representing the towns and cities of Lexington County as this year's themed All Star Summer jerseys will have each city honored on the left breast of the jersey.

The Blowfish are proud to represent Lexington County locally as we travel to 14 cities & 4 states competing in the summer collegiate Coastal Plain League.

Enthusiastically!

*Bill Shanahan*

Bill Shanahan

Co Owner



474 Ballpark Road Lexington, SC 29072 803-254-FISH

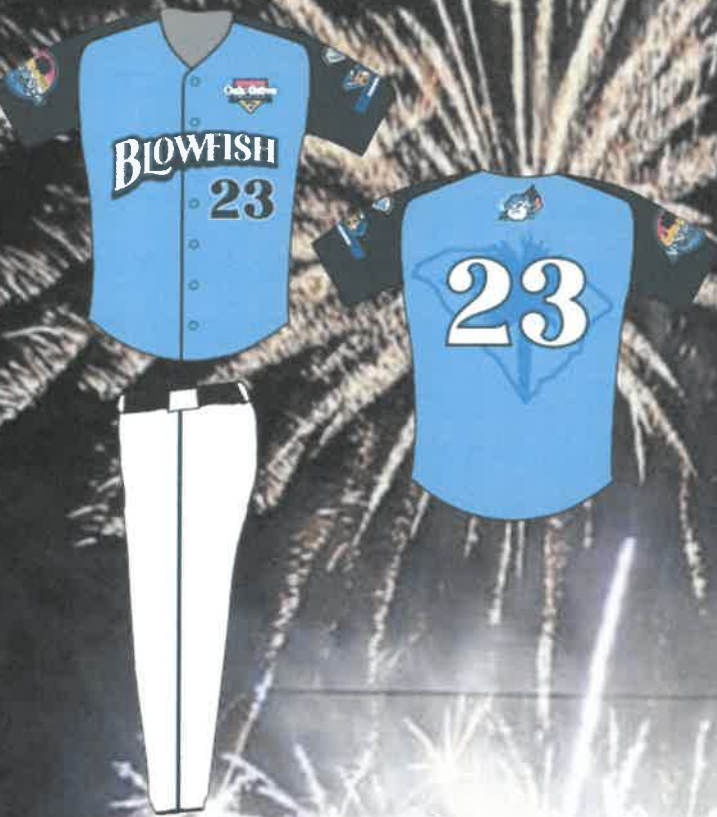
# CPL ORGANIZATION OF THE YEAR



July 18th & 19th



# PROUDLY REPRESENTING



## 2023 Lexington County Blowfish Baseball Schedule

Fireworks

MAY/JUNE JULY/AUG

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					26	27
					BN	BN
28	29	30	31	1	2	3
				FC	MA	MA
4	5	6	7	8	9	10
DH	FC		WM		MA	MA
11	12	13	14	15	16	17
	FL	FL	MA	CV	MA	MA
18	19	20	21	22	23	24
	FL		MA	WM	FL	FL
25	26	27	28	29	30	1
	FL		CV	MA	FC	FC

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
	AS	Glow Fish			AS	FL
9	10	11	12	13	DH 14	BM 15
	FL	FL	MA	MA	FC	MA
16	17	18	19	20	21	22
BN		CPL All-Star Fan Fest	Game	FL	MA	MA
23	24	25	26	27	28	29
	FC	BN	MA	FC	MA	CV
30	31	1	2	3	4	5
	FL		FL		MA	MA
6	7	8	9	10	11	12
<b>PETTIT CUP PLAYOFFS</b> AUGUST 6 - AUGUST 12						



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**APPLICATION**  
**FY 2023/24**

**1. Name of Project/Event:**

"An All-Star Summer in Lexington County"

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County
<input type="checkbox"/>	Municipal
<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	501(c) 3
<input checked="" type="checkbox"/>	Other X

**3. Sponsoring Organization**

Name of Organization:	Shanahan & Company Sports Mgmt llc/Blowfish Baseball
Mailing Address:	

**4. Director of Project/Event**

Name & Title:	Bill & Vicki Shanahan/ Owners
Contact Number(s):	251-654-4003
Email:	billshanahan24@gmail.com

**5. Project/Event Website Address:**

www.goblowfish.com

**6. Project/Event Category (check one):**

<input checked="" type="checkbox"/>	Tourism – Advertising / Promotion (see #10 for advertising/promotion sources)
<input type="checkbox"/>	Tourism Related Expenditures

**7. Project/Event Timeline**

Beginning Date:	May 2023
End Date:	August 2023

**8. Location of Project/Event:**

Lexington County Baseball Stadium

**9. Number of Employees**

Full-time:	4
Part-time:	25

**10. Do you advertise outside of a 50-mile radius?**

Yes  No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
<input type="checkbox"/> Rack Cards			Complete <i>Attachment A</i> for Listing Details for Ads used in <i>Magazines,</i> <i>Newspapers, the Radio,</i> <i>and Billboards and</i> <i>Websites.</i> Please include targeted audience.
<input type="checkbox"/> Brochures			
<input checked="" type="checkbox"/> Posters			
<input checked="" type="checkbox"/> Magazine Ads			
<input checked="" type="checkbox"/> Newspaper Ads			
<input type="checkbox"/> Radio Ads			
<input type="checkbox"/> Billboard Ads			
<input checked="" type="checkbox"/> Websites (other than primary)			
<input checked="" type="checkbox"/> Other			

**11. Number of Project/Event Attendance:**

Expected Number:	4,000
Of this number, how many are tourists?	500-1000

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work." [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]*

**12. List the methods used to track tourists:**

Select Methods Used:		Provide the Estimated Numbers:	
<input checked="" type="checkbox"/>	Webpage Inquiries	Inquiries per month:	
<input checked="" type="checkbox"/>	Phone Call Inquiries	Phone calls per month:	
<input type="checkbox"/>	Brochure Mailings	Brochures mailed per month:	
<input checked="" type="checkbox"/>	Event Ticket Sales	Tickets sold per event:	
<input type="checkbox"/>	Event Registration	Registrants per event:	
<input type="checkbox"/>	Hotel Sales	Sales per event / per month:	
<input type="checkbox"/>	License Plates	Count per event:	
<input type="checkbox"/>	Surveys	Responses per survey:	
<input checked="" type="checkbox"/>	Other		

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights
Holiday Inn Ex		
Comfort Inn		
Hampton Inn		

*TBD*

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

Yes       No

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	\$ 25,000
b. Amount of Accommodations Funds Requested for this Project/Event:	\$ 5,000
c. This Request Equals What Percent of the Total Project/Event Budget:	20%
d. Use <b>Attachment B</b> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <b>Attachment B</b> to complete.



**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

Yes

No

*If you answered yes, please answer items a-e below.*

a. Year(s):	2022
b. Amount(s):	\$3,000
c. Source(s):	
d. Purpose(s)	
e. For each award year, did you expend 100% of the ATAX funds you received?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> We have only received one of four payments so far

**17. Project Description – Please use *Attachment C* to complete the following information that is required by the *Tourism Expenditure Review Committee* to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

a. General Project/Event Description	Please use <i>Attachment C</i> to complete answers a-f.
b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.	
c. Total attendance to the Project/Event versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the Project/Event.	
e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.	
f. Additional Comments.	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

**Signature of Project/Event Director:**

Bill Shanahan

Print Name

*Bill Shanahan*

Signature

Co-Owner

Title

January 5, 2023

Date



## **Attachment C**

### **Item #17 – Project / Event Description**

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

**a. General Project/Event Description:**

**Lexington County Blowfish Baseball Club is celebrating “An All-Star Summer in Lexington County” as the Blowfish will be hosting the 2023 Coastal Plain League All-Star Show July 18th (Fan Fest) & July 19th (All Star Game) at Lexington County Baseball Stadium. In addition, the Blowfish have created “Themed Player Jerseys” utilizing the CPL All Star Show Logo/Brand and each Lexington County town and city will be showcased on individual jerseys (see example).**

**b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.**

**We will have All Star Players coming from 15 cities from the states of Virginia, North Carolina, South Carolina and Georgia. In addition to the All Stars, Team officials will be attending, Fans of the teams in the CPL, plus Major League Baseball Executives and scouts along with USA Baseball Officials.**

**c. Total attendance to the Project/Event versus the number of total tourists in attendance.**

**We are anticipating 3,000 in attendance and / 500 to 1000 being from 50 miles or further.**

**d. Economic impact generated by tourism towards the Project/Event.**

**Players will be staying in Lexington County hotels along with other visitors attending the two day event (see above)**

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

**The Coastal Plain League along with the fourteen teams in the league will be asked to promote the annual event for people to attend. Social Media will be used along with each teams website along with promotional announcements at each game leading up the the all star events. In addition, all CPL games are streamed live on FloSports across the nation and tv commercials will be produced to run. The commercials will run during the beginning of the season leading right up to the All Star events. Thats over 150 “live” events that Lexington County will receive opportunities to promote our area.**

**f. Additional Comments.**

**The Blowfish are constantly promoting Lexington County whether it be at the games or the annual Lexington County Chili Cookoff which we produce along with the Annual Shamrock Parade for our community. In addition, the Blowfish will once again be hosting the Fort Jackson Commanding General and nearly 1,000 basic training soldiers during our Annual Ft Jackson Night with the Blowfish!**



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUNDS**  
**FY 2023/2024**

**APPLICATION CONTENT LIST**

**ATAX Application Instructions**

**ATAX Application for FY 23-24**

**Attachment A to ATAX Application**

**Attachment B to ATAX Application**

**Attachment C to ATAX Application**

**FY 23-24 ATAX Expenditures Form**

**FY 23-24 ATAX Funding Sources Form**

**FY 23-24 ATAX Final Report Form**

**APPLICATION DEADLINE IS FRIDAY, JANUARY 6, 2023.**

**Alicia Spires, Executive Assistant to Clerk of Council**  
Lexington County Council  
212 South Lake Drive, Suite 601  
Lexington, SC 29072  
803.785.8103 Fax: 803.785.8101  
Email: [amspires@lex-co.com](mailto:amspires@lex-co.com)



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUNDS**  
**FY 2023/2024**

**APPLICATION INSTRUCTIONS**

1. Please fill in all blanks. *Incomplete applications will be deemed unresponsive and will be returned to the applicant.*
2. Organizations applying for funding must list any additional source of funding they have requested or received from other municipalities or counties for the same funding year.
3. Include the Final Report for FY 2022/2023 for Accommodations Tax Funds Funding if previously funded.
4. Accommodations Tax Funds *must be used for tourism-related expenditures which comply with Section 6-4-10 of the South Carolina Code of Laws, 1976, as amended.*
5. Organizations *must submit a current financial statement* with their application.
6. In order to receive final funding, organizations *must submit a Final Report* (enclosed) for expenditures that are in alignment with their original request, including documentation.
7. An electronic copy of the *Accommodations Tax Application* may be found on the County website at [www.lex-co.sc.gov](http://www.lex-co.sc.gov).
8. Organizations must report any change to the point of contact person, mailing address, email address, telephone, etc., immediately to:

**APPLICATION DEADLINE IS FRIDAY, JANUARY 6, 2023.**

**Alicia Spires, Executive Assistant to Clerk of Council**  
Lexington County Council  
212 South Lake Drive, Suite 601  
Lexington, SC 29072  
803.785.8103 Fax: 803.785.8101  
Email: [amspires@lex-co.com](mailto:amspires@lex-co.com)



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**APPLICATION**  
**FY 2023/24**

**1. Name of Project/Event:**

Run Hard Half Marathon Event

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County
<input type="checkbox"/>	Municipal
<input checked="" type="checkbox"/>	Non-Profit Organization X
<input type="checkbox"/>	Community Service Club, Church, etc.
<input checked="" type="checkbox"/>	501(c) 3 X
<input type="checkbox"/>	Other

**3. Sponsoring Organization**

Name of Organization:	Crossover Athletics
Mailing Address:	P.O. Box 2515 Lexington, SC 29071

**4. Director of Project/Event**

Name & Title:	Jesse Harmon, CEO
Contact Number(s):	803-414-9508
Email:	Jesse@runhard.org

**5. Project/Event Website Address:**

www.runhardhalf.org

**6. Project/Event Category (check one):**

<input checked="" type="checkbox"/>	Tourism – Advertising / Promotion <i>(see #10 for advertising/promotion sources)</i>
<input type="checkbox"/>	Tourism Related Expenditures

**7. Project/Event Timeline**

Beginning Date:	11/10/23
End Date:	11/11/23

**8. Location of Project/Event:**

Blowfish Stadium 474 Ballpark Rd. Lexington, 29072

**9. Number of Employees**

Full-time:	1
Part-time:	0

**10. Do you advertise outside of a 50-mile radius?**

Yes       No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
Rack Cards			Complete <i>Attachment A</i> for Listing Details for Ads used in <i>Magazines,</i> <i>Newspapers, the Radio,</i> <i>and Billboards and</i> <i>Websites.</i> Please include targeted audience.
Brochures			
Posters			
Magazine Ads			
Newspaper Ads			
Radio Ads			
Billboard Ads			
Websites (other than primary)			
<input checked="" type="checkbox"/> Other	Social Media		

**11. Number of Project/Event Attendance:**

Expected Number:	1200
Of this number, how many are tourists?	120

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work."* [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]



**12. List the methods used to track tourists:**

Select Methods Used:	
<input type="checkbox"/>	Webpage Inquiries
<input type="checkbox"/>	Phone Call Inquiries
<input type="checkbox"/>	Brochure Mailings
<input type="checkbox"/>	Event Ticket Sales
<input checked="" type="checkbox"/>	Event Registration
<input type="checkbox"/>	Hotel Sales
<input type="checkbox"/>	License Plates
<input type="checkbox"/>	Surveys
<input type="checkbox"/>	Other

Provide the Estimated Numbers:	
Inquiries per month:	
Phone calls per month:	
Brochures mailed per month:	
Tickets sold per event:	
Registrants per event:	72
Sales per event / per month:	
Count per event:	
Responses per survey:	

**13. Must Complete - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights
Comfort Suites 325 W. Main St.	20	2
Best Western Plus 601 Columbia Ave.	20	2

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

Yes

No

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	\$ 25,000
b. Amount of Accommodations Funds Requested for this Project/Event:	\$ 4000
c. This Request Equals What Percent of the Total Project/Event Budget:	16 %
d. Use <i>Attachment B</i> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <i>Attachment B</i> to complete.

**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

Yes

No

*If you answered yes, please answer items a-e below.*

a. Year(s):	
b. Amount(s):	
c. Source(s):	
d. Purpose(s)	
e. For each award year, did you expend 100% of the ATAX funds you received?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

**17. Project Description – Please use Attachment C to complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

a. General Project/Event Description	<i>Please use Attachment C to complete answers a-f.</i>
b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.	
c. Total attendance to the Project/Event versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the Project/Event.	
e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.	
f. Additional Comments.	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

**Signature of Project/Event Director:**

Jesse Harmon

**Print Name**

*Jesse Harmon*

**Signature**

Chief Executive Officer

**Title**

01/05/23

**Date**



**ATTACHMENT A  
ITEM #10 – ADVERTISEMENTS**

**Please provide the information below for Ads used in *Magazines, Newspapers, the Radio, and Billboards and Websites.* Please include targeted audience.**

Magazine Ads		
Ad Listing	Distribution Range	Targeted Audience

Newspaper Ads		
Ad Listing	Distribution Range	Targeted Audience

Television Ads		
Ad Listing	Distribution Range	Targeted Audience

Radio Ads		
Ad Listing	Distribution Range	Targeted Audience

Billboard Ads		
Ad Listing	Distribution Range	Targeted Audience

Website Ads (other than primary website)		
Ad Listing	Distribution Range	Targeted Audience

Other Ads		
Ad Listing	Distribution Range	Targeted Audience
Social Media	Continental US	Runners aged 18-64





## ATTACHMENT C ITEM #17 – PROJECT / EVENT DESCRIPTION

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

### **a. General Project/Event Description:**

The Run Hard Half Marathon event begins with a race expo on November 10th. On Saturday, the 11th, a 5k, 10k, and half marathon are hosted at the Blowfish Stadium in Lexington. Runners and walkers take part in the event and then enjoy food and fun at the finish line. Food trucks are present for spectators and participants to enjoy.

### **b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.**

Out of town guests typically rent a hotel room for the night before the race and the night of the race. This brings tourists to our restaurants and shops in Lexington. We strive to continuously improve the experience of the race with on-course support, post-race food and entertainment, and a well-organized event. Giving runners and walkers a great experience keeps them coming back year after year. Not only is this a benefit to hotels and restaurants, but also to our community. Funds from this event help to support the Run Hard children's program in Lexington County. The children's program teaches important life skills to 2nd-8th graders through the sport of running.

### **c. Total attendance to the Project/Event versus the number of total tourists in attendance.**

We expect approximately 1200 people to attend the event. This number includes runners, volunteers, and spectators. Of that, we expect approximately 10% of those in attendance to be tourists.

**d. Economic impact generated by tourism towards the Project/Event.**

Tourists who attend the race stay in hotels, eat at restaurants, put gas in their cars, and attend other events and attractions while visiting Lexington, SC.

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

The Run Hard Half Marathon event is promoted on social media. This helps us to reach a large audience of runners in other cities and states. With the Accommodations Tax Funds we will have the ability to increase targeted social media advertisements in order to reach a larger audience outside of the 50-mile radius.

**f. Additional Comments.**

International tourists participated in the Run Hard event as well as tourists from 20 other states within the US. This is a great event that we feel will grow with the ability to advertise to a larger number of people with the proper funds.



**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**EXPENDITURES**  
**FY 2023/24**

**Organization Name:** Crossover Athletics

List of Expenditures	Actual FY 2021/22	Current FY 2022/23	Estimated FY 2023/24
Awards	948.69	1189.68	1320
Medals	3298.35	2772.25	3300
Police	4885.93	6122.17	6300
Other race supplies	142.21		200
Race expense	1607.43		
Merchant Card Fees	925.02	850	900
Postage and Shipping	49.70		55
Supplies	288.06		180
Marketing/Web/Social Media	342.42	1800	4000
Website design and maintenance	3775	0	
Website and communication expense	1650.17	0	
Timing	2222.50	2167.50	2300
Shirts	4268.50	3868.05	4400
Medical Transport		472.50	550
Photographer		500	550
Portajohns		750	825
Signage		107	120
<b>Total</b>	24,403.98	20,599.15	25,000





**COUNTY OF LEXINGTON**  
**ACCOMMODATIONS TAX FUND**  
**FUNDING SOURCES**  
**FY 2023/24**

Organization Name: Crossover Athletics

List of Funding Sources	Actual FY 2021/22	Current FY 2022/23	Estimated FY 2023/24
Registration Fees	26,045.21	19,958.54	27,000
Sponsorships	1295	6950	10,000
A-Tax Town of Lexington	8000	0	0
A-Tax County of Lexington	0	0	4000
<b>Total</b>	<b>35,340.21</b>	<b>26,908,54</b>	<b>41,000</b>



**COUNTY OF LEXINGTON  
ACCOMMODATIONS TAX FUND  
FY 2023/24 FINAL REPORT**

(SUBMIT BY END OF FISCAL YEAR WITH FINAL NOTICE)

**I. PROJECT INFORMATION**

Organization Name:	
Project/Event Name:	
Contact Name & Phone Number:	

**II. PROJECT COMPLETION**

Were you able to complete the Project/Event as stated in your original application?

Yes

No

*If no, state any problems you encountered.*

**III. PROJECT SUCCESS**

Please share any additional comments regarding the Project/Event (e.g., lessons learned, successes, problems encountered, etc.):

**IV. PROJECT ATTENDANCE**

Record numbers in the table below as requested by the Tourism Expenditure Review Committee. Numbers are to reflect attendance and funds received for projects/events for current and previous years.

<b>Total Budget of Project/Event</b>	<b>Current Year FY 2022/23</b>	<b>Previous Year FY 2021/22</b>
Amount funded by Lexington County Accommodations Tax Funds		
Amount funded by Accommodations Tax Funds from all sources		
Total Attendance		
Total Tourists*		

*\*Tourists are generally defined as those who travel 50 miles or more to attend.*

**V. METHODS**

Please describe the methods used to capture the attendance data listed above (i.e. license plates, surveys, etc.):

**VI. PROJECT BUDGET**

Attach a report indicating what Project/Event expenses were paid for using the Lexington County Accommodations Tax Funds for the fiscal year.

**VII. ORGANIZATION SIGNATURE**

Provide signature of official with the organization verifying accuracy of above statements.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Crossover Athletics**  
**Profit and Loss for Run Hard Half Marathon Event**  
**2022**

Net sales (registration)	19,958.54
Net income (sponsorships)	6,950
Gross income	26,908.54
Project expense	20,599.15
Net income	6,309.39



**COUNTY OF LEXINGTON  
ACCOMMODATIONS TAX FUND  
APPLICATION  
FY 2023/24**

**1. Name of Project/Event:**

Icehouse Amphitheater

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County
<input checked="" type="checkbox"/>	Municipal Town of Lexington
<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	501(c) 3
<input type="checkbox"/>	Other

**3. Sponsoring Organization**

Name of Organization:	Town of Lexington
Mailing Address:	111 Maiden Lane, Lexington, SC 29072

**4. Director of Project/Event**

Name & Title:	Walker Brewer, Downtown Venue Promoter
Contact Number(s):	803-358-7275
Email:	wbrewer@lexsc.com

**5. Project/Event Website Address:**

www.icehouseamphitheater.com

**6. Project/Event Category (check one):**

<input type="checkbox"/>	Tourism – Advertising / Promotion ( <i>see #10 for advertising/promotion sources</i> )
<input checked="" type="checkbox"/>	Tourism Related Expenditures

**7. Project/Event Timeline**

Beginning Date:	July 1, 2023
End Date:	June 30, 2024

**8. Location of Project/Event:**

107 West Main Street, Lexington, SC 29072

**9. Number of Employees**

Full-time:	1
Part-time:	0

**10. Do you advertise outside of a 50-mile radius?**

Yes       No

*If you answered yes, please check all that apply for advertising sources outside of Lexington County, and include the total number of each distributed.*

Type of Ad	Total # Distributed	Range of Ad	For Ad Listings
<input type="checkbox"/> Rack Cards			Complete <i>Attachment A</i> for Listing Details for Ads used in <i>Magazines, Newspapers, the Radio, and Billboards and Websites</i> . Please include targeted audience.
<input type="checkbox"/> Brochures			
<input type="checkbox"/> Posters			
<input type="checkbox"/> Magazine Ads			
<input type="checkbox"/> Newspaper Ads			
<input checked="" type="checkbox"/> Radio Ads	2,500	South Carolina	
<input type="checkbox"/> Billboard Ads			
<input checked="" type="checkbox"/> Websites (other than primary)	4,854,358 Impressions	South Carolina	
<input type="checkbox"/> Other			

**11. Number of Project/Event Attendance:**

Expected Number:	130,000
Of this number, how many are tourists?	20,000

*Tourists - "People taking trips outside of their home communities for any purpose, except daily commuting to and from work."* [SC Code of Laws, Chapter 6, Section 6-4-5 (4)]

**12. List the methods used to track tourists:**

Select Methods Used:		Provide the Estimated Numbers:	
<input type="checkbox"/>	Webpage Inquiries	Inquiries per month:	
<input type="checkbox"/>	Phone Call Inquiries	Phone calls per month:	
<input type="checkbox"/>	Brochure Mailings	Brochures mailed per month:	
<input checked="" type="checkbox"/>	Event Ticket Sales	Tickets sold per event:	85 average
<input type="checkbox"/>	Event Registration	Registrants per event:	
<input type="checkbox"/>	Hotel Sales	Sales per event / per month:	
<input type="checkbox"/>	License Plates	Count per event:	
<input type="checkbox"/>	Surveys	Responses per survey:	
<input checked="" type="checkbox"/>	Other Digital Reports		20,000

**13. *Must Complete* - County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of rooms and nights you have used or plan to use for your Project/Event located in the unincorporated areas of Lexington County only:**

Hotel Name & Location	Number of Rooms	Number of Nights
Double Tree, Columbia	20	20

**14. Please indicate that you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?**

Yes

No

**15. Project/Event Budget: Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Project/Event:	\$ 30,000
b. Amount of Accommodations Funds Requested for this Project/Event:	\$ 30,000
c. This Request Equals What Percent of the Total Project/Event Budget:	100 %
d. Use <i>Attachment B</i> and provide a detailed list of what the funds will be used for and the estimated amount for each item (i.e. brochures - \$1,500, etc.)	Use <i>Attachment B</i> to complete.

**16. Has your Project/Event or Organization previously received Accommodations Tax Funds?**

Yes

No

*If you answered yes, please answer items a-e below.*

a. Year(s):	
b. Amount(s):	
c. Source(s):	
d. Purpose(s)	
e. For each award year, did you expend 100% of the ATAX funds you received?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

**17. Project Description – Please use Attachment C to complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

a. General Project/Event Description	<i>Please use Attachment C to complete answers a-f.</i>
b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.	
c. Total attendance to the Project/Event versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the Project/Event.	
e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.	
f. Additional Comments.	

**PLEASE NOTE:** APPLICANT AND/OR REPRESENTATIVES MUST BE PRESENT DURING REVIEW PROCESS BY THE ACCOMMODATIONS TAX ADVISORY BOARD IN ORDER TO BE CONSIDERED FOR FUNDING.

**Signature of Project/Event Director:**

Walker Brewer

Print Name



Signature

Downtown Venue Promoter

Title

1/4/23

Date











## ATTACHMENT C ITEM #17 – PROJECT / EVENT DESCRIPTION

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Section 6-4-10 of the S.C. Code of Laws.**

### **a. General Project/Event Description:**

In March 2022, the Icehouse Amphitheater began a plan to upgrade the audio system that is used for events at the Icehouse. Phase 1 was completed in August 2022. When all phases are completed, the system will be able to be used for all events at the Amphitheater. By having this system in place it will help keep the cost of shows lower, allowing the Icehouse Amphitheater to bring more entertainment to the Lexington area. This funding request is for Phase 2 and 3 of the audio system upgrade.

### **b. Benefits that the Project/Event will serve toward promoting tourism and the benefits to the Community of Lexington County.**

Since the Icehouse Amphitheater opened in October 2016, we have seen over 500,000 visitors. From July 1, 2021 to June 30, 2022 the Icehouse Amphitheater saw over 136,000 visits, including over 20,000 from tourists verified to be from outside of a 50 mile radius of the Town. By completing Phase 2 and 3 of the sound sytem upgrade, it will help keep the cost of shows down and in turn allow the Icehouse Amphitheater to host more events and bring more tourists to the Lexington region.

### **c. Total attendance to the Project/Event versus the number of total tourists in attendance.**

In the fiscal year 21/22 the Icehouse Amphitheater saw over 130,000 people attend events, with over 20,000 of those being tourists.

**d. Economic impact generated by tourism towards the Project/Event.**

When guests come to the Icehouse Amphitheater, data shows that over 25% of them are coming from a hospitality or retail location. When the Amphitheater opened in October 2016, there were two restaurants on the 100 block of Main Street. Now there, are seven with three more coming soon along with a hotel. The Amphitheater has and will continue to serve as the catalyst of foot traffic on Main Street.

**e. Overall description of how the Project/Event attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.**

When Phase 2 and 3 of the audio system upgrade are completed, it will help drop the cost of hosting an event at the Icehouse Amphitheater. By saving money on shows, we will be able to host more events and bring more people to Main Street.

**f. Additional Comments.**

The Town of Lexington Accommodations Tax Committee has supported the Icehouse Amphitheater with yearly grants to cover around half of the advertising budget for the Icehouse Amphitheater. The Icehouse Amphitheater also received a one time award for a special project that covered Phase 1 of the Audio System Upgrade. As the impact of the Icehouse Amphitheater continues to grow, we wanted to ask for assistance from Lexington County Accommodations to help complete the next steps in the Audio System Upgrade.

**COUNTY OF LEXINGTON  
TOURISM DEVELOPMENT FEE  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Tourism Development Fee 2130:</b>								
<b>Revenues:</b>								
435300	Tourism Development Fees	1,452,165	657,030	1,400,000	1,400,000	0		
435302	TDF - Discount Travel Websites	260,651	132,045	200,000	200,000	0		
<b>Other Revenue:</b>								
461000	Investment Interest	183	579	130	130	0		
<b>** Total Revenue</b>		<u>1,712,999</u>	<u>789,654</u>	<u>1,600,130</u>	<u>1,600,130</u>	<u>0</u>		
<b>***Appropriation Total</b>					1,600,130	0		
FUND BALANCE								
Beginning of Year					150,922	150,922	150,922	150,922
FUND BALANCE - Projected								
End of Year					<u>150,922</u>	<u>150,922</u>	<u>150,922</u>	<u>150,922</u>

Fund 2130  
Division: General Administrative  
Organization: 101100 - County Council

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<b>BUDGET</b>	
					2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
<b>* Total Personnel</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
<b>Operating Expenses</b>						
534400	Convention Center Facility	1,707,676	789,654	1,600,130	0	
<b>* Total Operating</b>		<u>1,707,676</u>	<u>789,654</u>	<u>1,600,130</u>	<u>0</u>	
<b>** Total Personnel &amp; Operating</b>		<u>1,707,676</u>	<u>789,654</u>	<u>1,600,130</u>	<u>0</u>	
<b>*** Total Budget Appropriation</b>		<u>1,707,676</u>	<u>789,654</u>	<u>1,600,130</u>	<u>0</u>	

**COUNTY OF LEXINGTON  
 TOURISM DEVELOPMENT FEE SURPLUS  
 Annual Budget  
 Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Tourism Development Fee Surplus 2131:</b>								
<b>Revenues:</b>								
435301	Tourism Development Fees Surplus	0	0	0	0	0		
<b>Other Revenue:</b>								
461000	Investment Interest	0	0	0	0	0		
<b>** Total Revenue</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
<b>***Appropriation Total</b>					0	0		
FUND BALANCE								
Beginning of Year					<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected								
End of Year					<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Fund 2131  
 Division: General Administrative  
 Organization: 101100 - County Council

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
<b>* Total Personnel</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
<b>Operating Expenses</b>						
529903	Contingency	0	0	0	0	
<b>* Total Operating</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
<b>** Total Personnel &amp; Operating</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
<b>*** Total Budget Appropriation</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	

**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**Annual Budget**  
**Fiscal Year 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Temporary Alcohol Beverage License Fee 2140:</b>								
<b>Revenues:</b>								
435400	Temp. Alcohol Beverage Permit Fee	76,150	9,450	75,000	75,000	75,000		
461000	Investment Interest	300	1,058	250	250	1,000		
<b>** Total Revenue</b>		<b>76,450</b>	<b>10,508</b>	<b>75,250</b>	<b>75,250</b>	<b>76,000</b>		
<b>***Appropriation Total</b>					<b>73,176</b>	<b>68,176</b>		
FUND BALANCE								
Beginning of Year					170,963	173,037	173,037	173,037
FUND BALANCE - Projected								
End of Year					173,037	180,861	173,037	173,037

Fund 2140  
Division: Non-departmental  
Organization: 999900 Non-departmental

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Operating Expenses</b>						
534070	Gaston Collard Festival	2,500	2,500	2,500	0	
534071	Lexington County Peach Festival	0	0	2,500	0	
534072	SC Poultry Festival	0	0	2,500	0	
534074	Chapin Labor Day Festival	2,500	0	2,500	2,500	
534075	Irmo Okra Strut	2,500	0	2,500	2,500	
534098	Tartan Day South - The River Alliance	2,500	0	2,500	5,000	
534285	Fall Back Fest: City of W. Columbia	2,500	0	2,500	2,500	
534288	ICRC Holiday Lights on the River	2,500	0	2,500	2,500	
<b>* Total Operating</b>		<b>15,000</b>	<b>2,500</b>	<b>20,000</b>	<b>15,000</b>	
<b>** Total Personnel &amp; Operating</b>		<b>15,000</b>	<b>2,500</b>	<b>20,000</b>	<b>15,000</b>	
<b>Other Financing Uses</b>						
812501	Op Trn to Community Juvenile Arbitration	53,176	0	53,176	53,176	
<b>**Total Other Financing Uses</b>		<b>53,176</b>	<b>0</b>	<b>53,176</b>	<b>53,176</b>	
<b>*** Total Budget Appropriation</b>		<b>68,176</b>	<b>2,500</b>	<b>73,176</b>	<b>68,176</b>	





**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**FY 2023/2024**

**APPLICATION CONTENT LIST**

**Festivals Application Instructions**

**Festivals Application for FY 23-24**

**Attachment A - Festivals Application**

**FY 23-24 Festival Expenditures Form**

**FY 23-24 Festival Funding Sources Form**

**FY 23-24 Festival Final Report Form**

**APPLICATION DEADLINE IS FRIDAY, JANUARY 6, 2023.**

**Alicia Spires, Executive Assistant to Clerk of Council**  
Lexington County Council  
212 South Lake Drive, Suite 601  
Lexington, SC 29072  
803.785.8103 Fax: 803.785.8101  
Email: [amspires@lex-co.com](mailto:amspires@lex-co.com)



**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**FY 2023/24**

**APPLICATION INSTRUCTIONS**

1. Please fill in all blanks. *Incomplete applications will be deemed unresponsive and will be returned to the applicant.*
2. Organizations applying for funding must list any additional source of funding they have requested or received from other municipalities or counties for the same funding year.
3. Include the Final Report for FY 2022/23 for Temporary Alcohol Beverage License Fee Funding if previously funded.
4. Temporary Alcohol Beverage License Fee funds are for *Lexington County festivals only*.
5. Organizations *must submit a current financial statement* with their application.
6. In order to receive final funding, organizations *must submit a Final Report* (enclosed) for expenditures that are in alignment with their original request, including documentation.
7. An electronic copy of the *Temporary Alcohol Beverage License Fee Application* may be found on the County website at [www.lex-co.sc.gov](http://www.lex-co.sc.gov).
8. Organizations must report any change to the point of contact person, mailing address, email address, telephone, etc., immediately to:

**APPLICATION DEADLINE IS FRIDAY, JANUARY 6, 2023.**

**Alicia Spires, Executive Assistant to Clerk**  
Lexington County Council  
212 South Lake Drive, Suite 601  
Lexington, SC 29072  
803.785.8103 Fax: 803.785.8101  
Email: [amspires@lex-co.com](mailto:amspires@lex-co.com)



**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**APPLICATION**  
**FY 2023/24**

**1. Name of Festival:**

Chapin Labor Day Festival

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County Government
<input checked="" type="checkbox"/>	Municipal
<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	Other

**3. Sponsoring Organization**

Name of Organization:	Town of Chapin
Mailing Address:	157 NW Columbia Ave. Chapin, SC 29036

**4. Director of Festival**

Name & Title:	Nicholle Burroughs, Town Administrator
Contact Number(s):	803-575-8039
Email:	nburroughs@chapin-sc.com

**5. Festival Website Address:**

<https://www.chapin-sc.com/269/Chapin-Labor-Day-Festival-Parade>

**6. Festival Category (check one):**

<input checked="" type="checkbox"/>	Festival
<input type="checkbox"/>	Other – Pursuant to State Statute Section 61-6-2010

**7. Festival Timeline**

Actual Dates of Festival: August 28- September 4

**8. Location of Festival:**

Throughout the Chapin area

**9. How many people do you expect to attend?**

Expected Number: 25000

**10. Festival Budget: Request for funds must meet the requirements of Chapter 61, Section 61-6-2010, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Festival:	\$ 20,000
b. Amount of funds requested for the Festival:	\$ 2,500
c. This Request Equals What Percent of the Total Festival Budget:	12.5 %

**11. Has your Project/Event or Organization previously received Temporary Alcohol Beverage License Fee Funding?**

Yes  No

*If you answered yes, please answer items a-e below.*

a. Year(s):	2022 (and several years prior).
b. Amount(s):	2500
c. Source(s):	Lexington County
d. Purpose(s)	The funds pay for the advertising and marketing costs to attract tourists from the outside area.
e. For each award year, did you expend 100% of the Temporary Alcohol Beverage License Fee funds you received?	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If you answered no, please explain:</i></p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

**12. Festival Description – Please use *Attachment A* to complete the following information that is required by the *Tourism Expenditure Review Committee* to be sure that the Festival is in accordance to Chapter 61, Section 61-6-2010, of the S.C. Code of Laws, 1976 as amended.**

a. General description of the festival and brief history of the organization	<i>Please use Attachment A to complete answers a-f.</i>
b. State the benefits that this festival will serve toward promoting tourism and the Community of Lexington County.	
c. Total attendance to the festival versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the festival	
e. Overall description of how the festival attracts and promotes tourists to the area and specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this.	
f. Additional Comments.	

**ORIGINAL APPLICATION DUE BY:**  
**FRIDAY, JANUARY 6, 2023**  
**FY 2022/23 Festival Application**  
 Lexington County Council  
 212 South Lake Drive, Suite 601  
 Lexington, SC 29072

**Signature of Festival Director:**

Nicholle Burroughs

Town Administrator

**Print Name**

**Title**

*Nicholle Burroughs*

1/5/2023

**Signature**

**Date**



## ATTACHMENT A ITEM #12 – FESTIVAL DESCRIPTION

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Chapter 61, Section 61-6-2010 of the S.C. Code of Laws, 1976 as amended.**

### **a. General description of the festival and brief history of the organization:**

The Chapin Labor Day Parade and Festival will enter its 44th year in 2023, and continues to serve as Chapin's signature public event that brings thousands of residents and visitors to this lakeside community for an extended weekend of activities. The week-long event kicks off with the Taste of Chapin. An event created in 2020 to help struggling restaurants take advantage of the influx of visitors the Labor Day Parade brings. The weekend starts on Saturday morning with a 5K Race (Walk, Run or Ruck) coordinated by the Justin Pepper Foundation to benefit its youth volunteerism programs.

On Sunday evening, we will once again host a free community concert featuring an up-and-coming country band that will bring individuals and families to the Beaufort Street area for fun, enjoyable entertainment. We contract with a couple food vendors and recruit a few market vendors that are specifically tailored toward the evening crowd.

On Monday, the festival goes full throttle with 100+ street vendors lining historic Beaufort, Lexington and Clark Streets selling food, arts and crafts, and other novelties; a Children's Play area with games and activities for younger families; a Classic Car Show featuring a variety of late model automobiles; an annual book sale by the Chapin Branch library; model train display at the old Fire Station/American Legion Post; musical concerts by local artists; and the 100+ entry annual parade that has welcomed local, state and national figures over the years. We have grown exponentially each year and as our population continues to grow and expand the Festival has become an important community builder within our area.

### **b. State the benefits that this festival will serve toward promoting tourism and the Community of Lexington County.**

This long-time annual festival is a popular destination for people throughout the Midlands, South Carolina and beyond, much like its fellow Lexington County festivals (Peach, Poultry, Collard, Okra Strut, etc.). An estimated 25,000+ people come out to participate each year in this end-of-summer send off, which generates a huge impact on local restaurants, shops, and the participating vendors. Several of Chapin's local non-profit organizations and schools also raise vital funds that support their causes by serving as food vendors or providing essential festival services such as parking, festival set up and clean up, and public safety. With 60 % of the vendors coming from outside of the Midlands we pre-negotiate rates with nearby hotels the night preceding the festival.

Four years ago, the Town partnered with the Crooked Creek Arts league to feature a community art installation project. The festival serves as an entrepreneurial opportunity for artists and a showcase for local talent. The inaugural project featured twelve large art installations around the Chapin community. Each installation featured a local artist and was located at a sponsored business. The sculptures are still visible in our community today. The project was so successful we have incorporated an annual aspect of the infusion of art. These projects attract visitors and art enthusiasts to our area. An auction is held over Labor Day weekend for those interested in owning pieces permanently. Very few opportunities exist in our community to showcase local art in this manner. The Festival provides a crucial space for artists and art lovers alike, recruiting interest from outside Lexington County and the state.

### **c. Total attendance to the Festival versus the number of total tourists in attendance.**

Attendance estimates for 2020 were 25,000, traditionally approximately 40% of attendees coming from outside the area. Due to COVID, we weren't able to host the traditional festival and in 2021 additional spacing requirements resulted in less vendors.

Based on an increase in vendor participation, car show entries, parade contestants and festival attendees, the event attendance increased significantly in 2022. Due to the interest in our area and the exposure of our event we saw more tourists in attendance than ever before. Significant percentage vendors were from the regional area of Georgia, North Carolina, Tennessee as well as areas of South Carolina outside of the midlands.

**d. Economic impact generated by tourism towards the Festival.**

Vendors do not provide the Town with their sales information but a conservative estimate of minimum spending by individuals in attendance of \$9 a person, would generate a minimum of \$225,000 in revenues. With most visitors staying the week prior to the event and a couple days afterwards sales generated after the festival are not tracked. Whatever is generated, the impact is far greater than the money spent to put the festival on, because it creates community pride, encourages a diverse group of people to work together for a common cause, generates new visitors to our community as well as positive publicity for our town.

**e. Overall description of how the Festival attracts and promotes tourists to the area and specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this.**

The money (\$2500) received from Lexington County through its Temporary Alcohol Beverage License Fee funds will be used to support advertising and promotions as follows:

- 1,000 Radio advertising with Midlands Media Group
- 750 Full page ad in Regional Magazine (1/2 cost)
- 350 Visitors Guide & Regional Visitors Map
- 400 Billboard signage attracting out of town visitors

Without the Temporary Beverage Funding the Town budget would not support the advertising costs to areas outside of our local community. The event relies on participation of vendors and attendees from across the state. Advertising is a powerful tool to generate excitement and participation.

**f. Additional Comments.**

We were fortunate to partner with Lake Murray Country Tourism Board in the past to cross promote our Labor Day Festival with their activities to promote lake tourism through the provision of 24 two-sided street banners are displayed on the two main Chapin Transportation corridors, Columbia Avenue and Chapin Road (Hwy 76) beginning in early June. This partnership helped save the festival more than \$2500 in promotional expenses. We plan to partner with them again in 2023.



**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**EXPENDITURES**  
**FY 2023/24**

**Organization Name:** Town of Chapin

List of Expenditures	Actual FY 2021/22	Current FY 2022/23	Estimated FY 2023/24
Advertising / Promotions	3468.87	3217.45	3250
Custodial	2744.23	1148.51	1500
Entertainment and Awards	4700.17	3011.54	3000
Program Design and Printing	2211.67	1206.11	1500
Parade, Rentals and Equipment	4696.10	5504.58	6000
Misc. Supplies	208.36	307.79	500
<b>Total</b>	18029.4	14395.98	15750





**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**FUNDING SOURCES**  
**FY 2023/24**

Organization Name: Town of Chapin

List of Funding Sources	Actual FY 2021/22	Current FY 2022/23	Estimated FY 2023/24
Vendor	3475	5050	5250
Sponsor	12642.50	10165	11000
Parade	1655	2380	2500
Car Show	1500	2860	3000
Lexington County Beverage License Fee	2500	2500	2500
<b>Total</b>	21772.5	22955	24250



**COUNTY OF LEXINGTON  
ACCOMMODATIONS TAX FUND  
FY 2022/23 FINAL REPORT**

(SUBMIT BY END OF FISCAL YEAR WITH FINAL NOTICE)

**I. PROJECT INFORMATION**

Organization Name:	Town of Chapin
Project/Event Name:	Chapin Labor Day Festival
Contact Name & Phone Number:	Nicholle Burroughs, 803-575-8039

**II. PROJECT COMPLETION**

Were you able to complete the Project/Event as stated in your original application?

Yes

No

*If no, state any problems you encountered.*

**III. PROJECT SUCCESS**

Please share any additional comments regarding the Project/Event (e.g., lessons learned, successes, problems encountered, etc.):

In 2021, we were impacted by the effects of COVID requiring greater spacing of vendors and a reduction of parade participants. In 2022 we continued with the increased spacing but were able to participate the number of vendors and parade participants. We increased vendor and parade participation by over 30% in each category and support for the Car Show nearly doubled. Due to a greater leverage of relationships, the festival offered even more free events and activities than in the past. At the Town tent, we met more people from outside the Lexington County area than ever before. New this year was a broadcast through Facebook that allowed former residents and community members to watch the Chapin Labor Day Parade. This was very well received and we garnered a lot of attention for our efforts.

**IV. PROJECT ATTENDANCE**

Record numbers in the table below as requested by the Tourism Expenditure Review Committee. Numbers are to reflect attendance and funds received for projects/events for current and previous years.

<b>Total Budget of Project/Event</b>	<b>Current Year FY 2022/23</b>	<b>Previous Year FY 2021/22</b>
Amount funded by Lexington County Accommodations Tax Funds	2500	2500
Amount funded by Accommodations Tax Funds from all sources	2500	2500
Total Attendance	25000	20000
Total Tourists*	12000	10500

*\*Tourists are generally defined as those who travel 50 miles or more to attend.*

**V. METHODS**

Please describe the methods used to capture the attendance data listed above (i.e. license plates, surveys, etc.):

Full Parking Lots, vehicles along the road, giveaways, and number of participants in events.

**VI. PROJECT BUDGET**

Attach a report indicating what Project/Event expenses were paid for using the Lexington County Accommodations Tax Funds for the fiscal year.

**VII. ORGANIZATION SIGNATURE**

Provide signature of official with the organization verifying accuracy of above statements.

Nicholle Burroughs

**Print Name**

Town Administrator

**Title**

*Nicholle Burroughs*

**Signature**

1/5/2023

**Date**

**Transaction Detail by Account**  
January 1 through November 7, 2022

Date	Num	Name	Memo	Amount
08/04/2022	01087348	Champion Media, LLC	Labor Day (Newberry Observer) 8/10/22-9/17/22	500.00
09/01/2022	265513	Professional Printers	Labor Day Booklets 500 - 32 page + cover	720.11
09/14/2022		Bank of America	Link signs & graphics - 4 banners, 6 signs	486.00
10/12/2022	22080401	Midlands Media Group	Labor Day Festival 93.1 The Lake	575.00
10/27/2022			Cola Daily traded a sponsorship for advertising for labor day- Rotating Banner, Eblast Headline	250.00
11/07/2022	3655	Raynet Technologies	Broadcast of Labor Day Parade	250.00
				2,781.11



**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**FY 2023/2024**

**APPLICATION CONTENT LIST**

**Festivals Application Instructions**

**Festivals Application for FY 23-24**

**Attachment A - Festivals Application**

**FY 23-24 Festival Expenditures Form**

**FY 23-24 Festival Funding Sources Form**

**FY 23-24 Festival Final Report Form**

**APPLICATION DEADLINE IS FRIDAY, JANUARY 6, 2023.**

**Alicia Spires, Executive Assistant to Clerk of Council**  
Lexington County Council  
212 South Lake Drive, Suite 601  
Lexington, SC 29072  
803.785.8103 Fax: 803.785.8101  
Email: [amspires@lex-co.com](mailto:amspires@lex-co.com)



**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**FY 2023/24**

**APPLICATION INSTRUCTIONS**

1. Please fill in all blanks. *Incomplete applications will be deemed unresponsive and will be returned to the applicant.*
2. Organizations applying for funding must list any additional source of funding they have requested or received from other municipalities or counties for the same funding year.
3. Include the Final Report for FY 2022/23 for Temporary Alcohol Beverage License Fee Funding if previously funded.
4. Temporary Alcohol Beverage License Fee funds are for *Lexington County festivals only*.
5. Organizations *must submit a current financial statement* with their application.
6. In order to receive final funding, organizations *must submit a Final Report* (enclosed) for expenditures that are in alignment with their original request, including documentation.
7. An electronic copy of the *Temporary Alcohol Beverage License Fee Application* may be found on the County website at [www.lex-co.sc.gov](http://www.lex-co.sc.gov).
8. Organizations must report any change to the point of contact person, mailing address, email address, telephone, etc., immediately to:

**APPLICATION DEADLINE IS FRIDAY, JANUARY 6, 2023.**

**Alicia Spires, Executive Assistant to Clerk**  
Lexington County Council  
212 South Lake Drive, Suite 601  
Lexington, SC 29072  
803.785.8103 Fax: 803.785.8101  
Email: [amspires@lex-co.com](mailto:amspires@lex-co.com)



**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**APPLICATION**  
**FY 2023/24**

**1. Name of Festival:**

Annual Okra Strut Festival

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County Government
<input checked="" type="checkbox"/>	Municipal
<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	Other

**3. Sponsoring Organization**

Name of Organization:	Town of Irmo
Mailing Address:	PO Box 406, Irmo, SC 29063

**4. Director of Festival**

Name & Title:	Mia Wilkins, Director ED & Communications
Contact Number(s):	803-781-7050
Email:	mwilkins@townofirmosc.com

**5. Festival Website Address:**

okrastrut.com

**6. Festival Category (check one):**

<input checked="" type="checkbox"/>	Festival
<input type="checkbox"/>	Other – Pursuant to State Statute Section 61-6-2010

**7. Festival Timeline**

Actual Dates of Festival: September 29 - 30, 2023

**8. Location of Festival:**

7507 Eastview Drive  
Irmo, SC 29063

**9. How many people do you expect to attend?**

Expected Number: Approximately 10,00 - 16,000

**10. Festival Budget: Request for funds must meet the requirements of Chapter 61, Section 61-6-2010, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Festival:	\$ 143,500
b. Amount of funds requested for the Festival:	\$ 2,500
c. This Request Equals What Percent of the Total Festival Budget:	2%

**11. Has your Project/Event or Organization previously received Temporary Alcohol Beverage License Fee Funding?**

Yes  No

*If you answered yes, please answer items a-e below.*

a. Year(s):	2022
b. Amount(s):	2,500
c. Source(s):	Lexington County ABC Fund
d. Purpose(s)	Marketing & Promotion of the 2021 Okra Strut Festival
e. For each award year, did you expend 100% of the Temporary Alcohol Beverage License Fee funds you received?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>



**12. Festival Description – Please use *Attachment A* to complete the following information that is required by the *Tourism Expenditure Review Committee* to be sure that the Festival is in accordance to Chapter 61, Section 61-6-2010, of the S.C. Code of Laws, 1976 as amended.**

a. General description of the festival and brief history of the organization	<i>Please use Attachment A to complete answers a-f.</i>
b. State the benefits that this festival will serve toward promoting tourism and the Community of Lexington County.	
c. Total attendance to the festival versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the festival	
e. Overall description of how the festival attracts and promotes tourists to the area and specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this.	
f. Additional Comments.	

**ORIGINAL APPLICATION DUE BY:**  
**FRIDAY, JANUARY 6, 2023**  
**FY 2022/23 Festival Application**  
 Lexington County Council  
 212 South Lake Drive, Suite 601  
 Lexington, SC 29072

**Signature of Festival Director:**

Mia Wilkins  

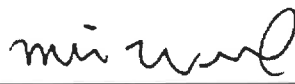

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**Print Name**

Director ED & Communications  


---

**Title**


---

**Signature**

12/13/2022  


---

**Date**



## ATTACHMENT A ITEM #12 – FESTIVAL DESCRIPTION

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Chapter 61, Section 61-6-2010 of the S.C. Code of Laws, 1976 as amended.**

**a. General description of the festival and brief history of the organization:**

The Irmo Okra Strut Festival is a free festival thanks to our sponsors! Individual fees apply for rides, amusements and food/drink. The family fun, live music, and all the goodness that is Okra begins: Friday September 29th 2023, 6:00pm – 11:00pm and runs all day Saturday September 30th 2023, 9:00am – 10:00pm.

**b. State the benefits that this festival will serve toward promoting tourism and the Community of Lexington County.**

Hometown pride is a critical factor in the development and improvement of any community. Residents with community pride are more likely to speak positively about their town to others and to volunteer with organizations and activities that support the common good. The Okra Strut festival provides an opportunity to create an awareness of our community. It has the opportunity to bring communities together and instill a sense of community pride and knowledge of their history. The Okra Strut also provides free marketing and advertising for local businesses as visitors talk about their fun experiences when they go back home. If visitors post comments and photos about their experiences on Facebook or other social media, so much the better. The economic benefits of the Okra Strut ripple throughout Lexington County.

**c. Total attendance to the Festival versus the number of total tourists in attendance.**

We estimate our attendance based on a combination of zip code collection data and Placer reporting. Roughly 50% of our guests come from outside Lexington county with an average size of 3 guests per group. Placer reporting based on cell phone data provided an accurate count on attendance and where attendees came from.

**d. Economic impact generated by tourism towards the Festival.**

Festivals attract visitors, which stimulates the growth of tourism and other businesses in a town. By definition, festivals attract visitors. And visitors spend money, which boosts the local economy both on and off the festival site. On-site spending includes admission fees, parking fees, food, beverage and souvenir sales — and more. Attendees at the 2022 Okra Strut, for example, spent an average of \$50 at the festival. But off-site spending related to festivals generates revenue for communities, too. For example, visitors stop at local gas stations, visit local businesses, and restaurants. Overnight visitors provide another source of off-site revenue to communities that host festivals.

**e. Overall description of how the Festival attracts and promotes tourists to the area and specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this.**

The Okra Strut is a prime opportunity to attract tourism, generate positive media coverage and boost our local economy. During the event, visitors have a unique chance to interact with the local community, gaining a deeper experience of the towns history and culture. The tourists and visitors are spending money within our community, enhancing the local economy and supporting restaurants, hotels and other tourism related businesses. The Okra Strut social media presence has tremendous reach both regionally and nationally. Our website advertising reached 38,000 people each of the 3 weeks leading up to and after the Strut including almost every state. Our radio and TV advertising were focused on multiple surrounding counties, including Lexington, Orangeburg, Calhoun, Sumter, Clarendon, Kershaw, Lee, Florence, Newberry, and Saluda. The Lexington County ABC funds were used to maintain our website.

**f. Additional Comments.**



**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**EXPENDITURES**  
**FY 2023/24**

**Organization Name:** Town of Irmo - Okra Strut Festival

<b>List of Expenditures</b>	<b>Actual FY 2021/22</b>	<b>Current FY 2022/23</b>	<b>Estimated FY 2023/24</b>
Town Staff Overtime	13,890.27	15,087.21	16,000.00
Postage	0	46.74	50.00
Marketing/Media	9,100.00	16,665.67	17,000.00
Trolley/Shuttles	8,691.00	4,225.00	4,300.00
Rentals	12,130.27	13,209.00	13,300.00
Stage Technical Support	4,075.60	11,718.56	11,800.00
Law Enforcement	7,279.96	4,527.07	4,600.00
Site Clean Up/Trash/Recycling	1,998.81	0	0
Miscellaneous Expenses	4,518.10	39,650.83	40,000.00
Entertainment	30,701.57	47,566.74	48,000.00
Donations/Scholarships/Charities/Volunteers	4,000	4,151.27	4,200.00
Resale Items	832.25	4,875.54	4,900.00
Website Support	3,000.00	3,200.00	3,300.00
<b>Total</b>	<b>100,217.83</b>	<b>164,923.63</b>	<b>167,450.00</b>



**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**FUNDING SOURCES**  
**FY 2023/24**

**Organization Name:** Town of Irmo - Okra Strut Festival

<b>List of Funding Sources</b>	<b>Actual FY 2021/22</b>	<b>Current FY 2022/23</b>	<b>Estimated FY 2023/24</b>
Lexington County Hospitality Tax	2,500.00	2,500.00	2,500.00
Richland County Hospitality Tax	11,333.00	55,000.00	55,000.00
Food Booth Rentals/Privilege	8,351.82	13,450.00	13,500.00
Booth Rentals	7,946.45	12,772.68	13,000.00
Parade Fees	1,485.00	3,573.30	4,000.00
Pod Shop Sales	1,701.00	1,160.00	1,200.00
Beer/Wine Sales	3,392.00	6,841.00	6,900.00
Soft Drink/Ice Sales	2,388.22	3,882.00	4,000.00
Amusement Commissions	2,254.90	3,380.80	4,000.00
Parking	0	7,668.00	8,000.00
ATM Surcharge	643.00	742.00	800.00
Corporate Sponsorship	36,610.00	45,104.25	46,000.00
Transfer from Fund 55 Acct	20,000.00	0	0
Transfer in from General	0	10,000.00	10,000.00
Okra Strut Reserves	0	1,425.00	0
<b>Total</b>	<b>98,605.39</b>	<b>167,499.03</b>	<b>168,900.00</b>



**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**FY 2023/24 FINAL REPORT**  
(SUBMIT WITH FINAL EXPENDITURES FOR FUNDING)

**I. FESTIVAL INFORMATION**

Organization Name:	
Festival Name:	
Contact Name & Phone Number:	

**II. FESTIVAL COMPLETION**

Were you able to complete the Festival as stated in your original application?

Yes       No

*If no, state any problems you encountered.*

**III. FESTIVAL SUCCESS**

Please share any additional comments regarding the Festival (e.g., lessons learned, successes, problems encountered, etc.):

**IV. FESTIVAL ATTENDANCE**

Record numbers in the table below as requested by the Tourism Expenditure Review Committee. Numbers are to reflect attendance and funds received for projects/events for current and previous years.

<b>Total Budget of Project/Event</b>	<b>Current Year FY 2023/24</b>	<b>Previous Year FY 2022/23</b>
Total Budget of Festival		
Amount funded by the Temporary Alcohol Beverage License Fee		
Amount funded by the Temporary Alcohol Beverage License Fee from all sources		
Total Attendance		
Total Tourists*		

*\*Tourists are generally defined as those who travel 50 miles or more to attend.*

**V. METHODS**

Please describe the methods used to capture the attendance data listed above (i.e. license plates, surveys, etc.):

**VI. FESTIVAL BUDGET**

Attach a report indicating what Festival expenses were paid for using the Amount funded by the Temporary Alcohol Beverage License Fee for the fiscal year.

**VII. ORGANIZATION SIGNATURE**

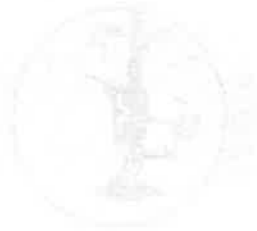
Provide signature of official with the organization verifying accuracy of above statements.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**APPLICATION**  
**FY 2023/24**

**1. Name of Festival:**

Tartan Day South Highland Games and Celtic Festival

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County Government
<input type="checkbox"/>	Municipal
<input checked="" type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	Other

**3. Sponsoring Organization**

Name of Organization:	The River Alliance
Mailing Address:	300 Candi Lane Columbia, SC 29210

**4. Director of Festival**

Name & Title:	John Banks Festival Coordinator
Contact Number(s):	803-665-7620
Email:	johnbanks@columbiaspeedway.com

**5. Festival Website Address:**

TARTANDAYSOUTH.COM

**6. Festival Category (check one):**

<input checked="" type="checkbox"/>	Festival
<input type="checkbox"/>	Other – Pursuant to State Statute Section 61-6-2010



**7. Festival Timeline**

Actual Dates of Festival: April 4th - April 7th 2024

**8. Location of Festival:**

MULTIPLE LOCATIONS: FRIDAY APRIL 5TH, ICEHOUSE AMPHITHEATER DOWNTOWN LEXINGTON  
SATURDAY APRIL 6TH HISTORIC COLUMBIA SPEEDWAY, CAYCE SUNDAY APRIL 6 RIVERWALK AMPITHEATER

**9. How many people do you expect to attend?**

Expected Number: 16,000

**10. Festival Budget: Request for funds must meet the requirements of Chapter 61, Section 61-6-2010, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Festival:	\$150,000	
b. Amount of funds requested for the Festival:	\$5,000	
c. This Request Equals What Percent of the Total Festival Budget:	3.3	%

**11. Has your Project/Event or Organization previously received Temporary Alcohol Beverage License Fee Funding?**

Yes  No

*If you answered yes, please answer items a-e below.*

a. Year(s):	2022, 2021, 2019, 2018, 2017, 2016
b. Amount(s):	\$2,500 each year
c. Source(s):	Lexington County
d. Purpose(s)	Marketing
e. For each award year, did you expend 100% of the Temporary Alcohol Beverage License Fee funds you received?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

**12. Festival Description – Please use *Attachment A* to complete the following information that is required by the *Tourism Expenditure Review Committee* to be sure that the Festival is in accordance to Chapter 61, Section 61-6-2010, of the S.C. Code of Laws, 1976 as amended.**

a. General description of the festival and brief history of the organization	<i>Please use Attachment A to complete answers a-f.</i>
b. State the benefits that this festival will serve toward promoting tourism and the Community of Lexington County.	
c. Total attendance to the festival versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the festival	
e. Overall description of how the festival attracts and promotes tourists to the area and specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this.	
f. Additional Comments.	

**ORIGINAL APPLICATION DUE BY:**

**FRIDAY, JANUARY 6, 2023**

**FY 2022/23 Festival Application**

**Lexington County Council**

**212 South Lake Drive, Suite 601**

**Lexington, SC 29072**

**Signature of Festival Director:**

*John R. Banks*

**Print Name**

*Coordinator*

**Title**

*John R. Banks*

**Signature**

*1/6/2023*

**Date**



**ATTACHMENT A**  
**ITEM #12 – FESTIVAL DESCRIPTION**

**Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Chapter 61, Section 61-6-2010 of the S.C. Code of Laws, 1976 as amended.**

**a. General description of the festival and brief history of the organization:**

Tartan Day South is a multifaceted multiday festival celebrating Celtic Heritage. We have stretched the festival to four days to encourage overnight stays from our visitors. We celebrate National Tartan Day, a holiday created by the US Congress to celebrate the contributions of Americans of Scottish and Irish decent. The River Alliance has been working since 1997 to build access to the local rivers.

**b. State the benefits that this festival will serve toward promoting tourism and the Community of Lexington County.**

This themed festival draws a genre of people who follow these events around the country. The bands we bring in have international and regional followings that also brings tourists. We have had a tremendous success in drawing from outside our area. By collecting Zip Code at last year's event we captured visitors from 191 Cities from 29 states outside of South Carolina. We also captured zip codes from 126 unique South Carolina Zip Codes located outside 50 miles from Lexington County in 2022. This festival opens new eyes to what Lexington County has to offer.

**c. Total attendance to the Festival versus the number of total tourists in attendance.**

The total attendance for the Festival in 2022 was 13,630. The total number of tourists from out of state were 2,300. Another 4,600 from South Carolina were from outside of 50 miles of Lexington County.

**d. Economic impact generated by tourism towards the Festival.**

The economic impact for the festival is far reaching from restaurants, hotels, pubs, and gas stations. Based on figures provided by SCPRT for estimating economic impact the festival conservatively provides over \$1.74 million dollars on the main event day alone. A local business right down the road from the speedway states that it is their busiest day of the year over the last four years.

**e. Overall description of how the Festival attracts and promotes tourists to the area and specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this.**

We will purchase billboards and digital media in Charlotte, Raleigh, and Atlanta at around \$4,000. We purchase over \$9,000 dollars in state wide radio ads through 97.5 FM which reaches 75% of South Carolina's population. We receive \$2,500 last year and that is where it was targeted.

**f. Additional Comments.**







INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 17 2000**

RIVER ALLIANCE  
506 GERVAIS STREET  
COLUMBIA, SC 29201

Employer Identification Number:  
57-1024824  
EIN:  
17053267748030  
Contact Person:  
FRANCIS B BERNHARDT ID# 31258  
Contact Telephone Number:  
(877) 829-5500  
Our Letter Dated:  
AUGUST 1996  
Admission Applies:  
NO

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an admission applies, the admission enclosed is an integral part of this letter.

Letter 1050 (10/00)



RIVER ALLIANCE

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Steven T. Miller  
Director, Exempt Organizations

Letter 1050 (DO/CG)

# Business Entities Online

File, Search, and Retrieve Documents Electronically

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## RIVER ALLIANCE, THE

### Corporate Information

**Entity Type:** Nonprofit

**Status:** Good Standing

**Domestic/Foreign:** Domestic

**Incorporated State:** South Carolina

### Important Dates

**Effective Date:** 10/02/1995

**Expiration Date:** N/A

**Term End Date:** N/A

**Dissolved Date:** N/A

---

### Registered Agent

**Agent:** MICHAEL T DAWSON

**Address:** 300 Candi Lane  
Columbia , South Carolina 29210

### Official Documents On File

Filing Type	Filing Date
Notice of Change of Registered Office	04/08/2020
Change of Agent or Office	08/14/2000
Incorporation	10/02/1995



## Tartan Day South 2022 by the Numbers

13,630 Total Attendees over 4 Days

4,021 Zip Codes were collected  
over 2 days (April 1 and 2)

Attendees from 187 Unique Zip Codes from  
29 states outside of South Carolina

An estimated 2,300 visitors were from outside  
of South Carolina

Zip Codes were collected from 191 Unique  
Zip Code Areas in South Carolina

Over 3,900 Patrons were from 126 Unique  
Zip Codes in South Carolina outside  
of 50 Miles of Lexington County

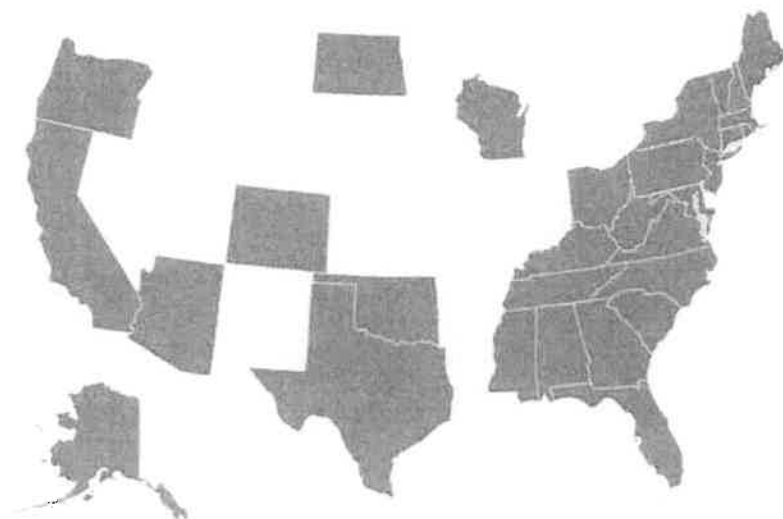
Tartan Day South 2022 Economic Impact  
\$1.74 Million Dollars on the local Economy



Patrons from 346 Unique Zip Codes in the US



Patrons from 191 Unique Zip Codes in the SC



Patrons from 30 States Visited TDS in 2022

# Tartan Day South Patrons Traveling in from outside of South Carolina. 2,300 from 187 Zip Codes in 29 states.

Rhode Island			North Carolina			North Carolina		
2920	CRANSTON	RI	27078	YADKINVILLE	NC	28615	CRESTON	NC
			27150	WINSTON SALEM	NC	28681	TAYLORSVILLE	NC
	<b>New Hampshire</b>		27172	WINSTON SALEM	NC	28711	BLACK MOUNTAIN	NC
			27201	ALAMANCE	NC	28712	BREVARD	NC
3867	ROCHESTER	NH	27205	ASHEBORO	NC	28722	COLUMBUS	NC
			27215	BURLINGTON	NC	28734	FRANKLIN	NC
	<b>Maine</b>		27223	BURLINGTON	NC	28739	HENDERSONVILLE	NC
			27230	CEDAR FALLS	NC	28754	MARS HILL	NC
4080	HARPSWELL	ME	27263	HIGH POINT	NC	28782	TRYON	NC
			27281	JACKSON SPRINGS	NC	28792	HENDERSONVILLE	NC
	<b>Vermont</b>		27376	WEST END	NC	28803	ASHEVILLE	NC
			27410	GREENSBORO	NC	28805	ASHEVILLE	NC
5036	BROOKFIELD	VT	27526	FUQUAY VARINA	NC			
			27540	HOLLY SPRINGS	NC			
	<b>Connecticut</b>		27576	SELMA	NC			
			27705	DURHAM	NC	20877	GAITHERSBURG	MD
6074	SOUTH WINDSOR	CT	27902	WOODLAND	NC	20877	GAITHERSBURG	MD
			28054	GASTONIA	NC	21009	ABINGDON	MD
	<b>New Jersey</b>		28056	GASTONIA	NC	21220	MIDDLE RIVER	MD
			28079	INDIAN TRAIL	NC			
8360	VINELAND	NJ	28105	MATTHEWS	NC			
			28173	WAXHAW	NC			
	<b>New York</b>		28205	CHARLOTTE	NC	22967	ROSELAND	VA
			28207	CHARLOTTE	NC	23139	POWHATAN	VA
11704	WEST BABYLON	NY	28209	CHARLOTTE	NC	23421	PARKSLEY	VA
11752	ISLIP TERRACE	NY	28210	CHARLOTTE	NC	23454	VIRGINIA BEACH	VA
13480	WATERVILLE	NY	28211	CHARLOTTE	NC	24073	CHRISTIANSBURG	VA
14028	BURT	NY	28217	CHARLOTTE	NC	24523	BEDFORD	VA
			28227	CHARLOTTE	NC			
	<b>Pennsylvania</b>		28277	CHARLOTTE	NC			
			28278	CHARLOTTE	NC			
15201	PITTSBURGH	PA	28306	FAYETTEVILLE	NC	25410	BAKERTON	WV
15458	MC CLELLANTOWN	PA	28307	FORT BRAGG	NC	26154	MUNDAY	WV
16028	EAST BRADY	PA	28327	CARTHAGE	NC	26334	BRIDGEPORT	WV
16601	ALTOONA	PA	28376	RAEFORD	NC	26464	WYATT	WV
17003	ANNVILLE	PA	28390	SPRING LAKE	NC	26501	MORGANTOWN	WV
17112	HARRISBURG	PA	28422	BOLIVIA	NC			
18301	EAST STROUDSBURG	PA	28461	SOUTHPORT	NC			
18974	WARMINSTER	PA	28560	NEW BERN	NC			
19333	DEVON	PA	28601	HICKORY	NC	40461	PAINT LICK	KY
19390	WEST GROVE	PA	28610	CLAREMONT	NC	41053	KENTON	KY

# Tartan Day South Patrons Traveling in from outside of South Carolina. 2,300 from 187 Zip Codes in 29 states.

	<b>Florida</b>			<b>North Dakota</b>	
32694	WALDO	FL	58105	FARGO	ND
32941	MELBOURNE	FL	58701	MINOT	ND
33065	CORAL SPRINGS	FL	58719	BERTHOLD	ND
33478	JUPITER	FL			
33565	PLANT CITY	FL		<b>Oklahoma</b>	
33810	LAKELAND	FL			
			73099	YUKON	OK
	<b>Alabama</b>			<b>Texas</b>	
36907	CUBA	AL			
			77399	LIVINGSTON	TX
	<b>Tennessee</b>		79036	FRITCH	TX
37026	BRADYVILLE	TN		<b>Colorado</b>	
37343	HIXSON	TN			
37604	JOHNSON CITY	TN	80221	DENVER	CO
37801	MARYVILLE	TN	80906	COLORADO SPRINGS	CO
37821	NEWPORT	TN			
37830	OAK RIDGE	TN		<b>Arizona</b>	
	<b>Massachusetts</b>		85138	MARICOPA	AZ
39106	LUDLOW	MA		<b>California</b>	
	<b>Mississippi</b>		91773	SAN DIMAS	CA
39422	BAY SPRINGS	MS		<b>Oregon</b>	
	<b>Ohio</b>		97236	PORTLAND	OR
			97478	SPRINGFIELD	OR
43123	GROVE CITY	OH	97741	MADRAS	OR
43223	COLUMBUS	OH			
44820	BUCYRUS	OH		<b>Alaska</b>	
45244	CINCINNATI	OH			
45459	DAYTON	OH	99829	HOONAH	AK
	<b>Wisconsin</b>				
54937	1 FOND DU LAC	WI			

# Tartan Day South Patrons from South Carolina

## 191 Unique Zip Codes Accounting for 2,874 Groups

29006	BATESBURG	16	29138	SALUDA	5	29326	CLINTON	2
29009	BETHUNE	1	29146	SPRINGFIELD	1	29332	CROSS HILL	1
29010	BISHOPVILLE	1	29148	SUMMERTON	1	29349	INMAN	3
29015	BLAIR	1	29150	SUMTER	12	29356	LANDRUM	6
29016	BLYTHEWOOD	33	29152	SHAW AFB	2	29360	LAURENS	3
29020	CAMDEN	10	29153	SUMTER	1	29384	WATERLOO	1
29023	CAMDEN	1	29154	SUMTER	13	29401	CHARLESTON	8
29025	CAMDEN	1	29160	SWANSEA	22	29403	CHARLESTON	2
29030	CAMERON	2	29163	VANCE	1	29405	NORTH CHARLESTON	9
29032	CASSATT	4	29164	WAGENER	6	29407	CHARLESTON	4
29033	CAYCE	68	29167	WARD	1	29412	CHARLESTON	6
29036	CHAPIN	89	29168	WEDGEFIELD	2	29414	CHARLESTON	5
29038	COPE	3	29169	WEST COLUMBIA	71	29420	NORTH CHARLESTON	3
29040	DALZELL	8	29170	WEST COLUMBIA	89	29429	AWENDAW	1
29044	EASTOVER	5	29172	WEST COLUMBIA	33	29449	HOLLYWOOD	1
29045	ELGIN	43	29179	WHITMIRE	1	29451	ISLE OF PALMS	5
29053	GASTON	39	29180	WINNSBORO	8	29455	JOHNS ISLAND	8
29054	GILBERT	43	29201	COLUMBIA	25	29456	LADSON	2
29055	GREAT FALLS	1	29202	COLUMBIA	4	29461	MONCK'S CORNER	1
29058	HEATH SPRINGS	1	29203	COLUMBIA	17	29464	MOUNT PLEASANT	6
29061	HOPKINS	15	29204	COLUMBIA	32	29465	MOUNT PLEASANT	2
29063	IRMO	101	29205	COLUMBIA	35	29466	MOUNT PLEASANT	7
29069	LAMAR	1	29206	COLUMBIA	57	29472	RIDGEVILLE	1
29070	LEESVILLE	34	29207	COLUMBIA	2	29474	ROUND O	1
29071	LEXINGTON	1	29209	COLUMBIA	46	29483	SUMMERVILLE	14
29072	LEXINGTON	220	29210	COLUMBIA	52	29485	SUMMERVILLE	7
29073	LEXINGTON	158	29212	COLUMBIA	105	29486	SUMMERVILLE	6
29075	LITTLE MOUNTAIN	8	29216	COLUMBIA	2	29487	WADMALAW ISLAND	1
29078	LUGOFF	20	29220	COLUMBIA	4	29488	WALTERBORO	1
29079	LYDIA	1	29222	COLUMBIA	5	29492	CHARLESTON	3
29090	LODGE	3	29223	COLUMBIA	40	29501	FLORENCE	5
29102	MANNING	2	29225	COLUMBIA	3	29504	FLORENCE	2
29106	MONETTA	1	29227	COLUMBIA	6	29520	CHERAW	1
29107	NEESES	3	29229	COLUMBIA	60	29526	CONWAY	2
29108	NEWBERRY	13	29236	COLUMBIA	6	29527	CONWAY	1
29112	NORTH	3	29250	COLUMBIA	3	29532	DARLINGTON	3
29115	ORANGEBURG	6	29273	COLUMBIA	6	29536	DILLON	2
29118	ORANGEBURG	2	29284	COLUMBIA	2	29545	GREEN SEA	1
29120	ORANGEBURG	1	29285	COLUMBIA	4	29550	HARTSVILLE	6
29123	PELION	12	29290	COLUMBIA	8	29556	KINGSTREE	2
29127	PROSPERITY	11	29301	SPARTANBURG	4	29566	LITTLE RIVER	1
29128	REMBERT	3	29302	SPARTANBURG	2	29569	LORIS	1
29130	RIDGEWAY	7	29306	SPARTANBURG	5	29572	MYRTLE BEACH	3
29135	SAINT MATTHEWS	10	29323	CHESNEE	1	29575	MYRTLE BEACH	5
29137	SALLEY	2	29325	CLINTON	2	29576	MURRELLS INLET	6

# Tartan Day South Patrons from South Carolina

## 191 Unique Zip Codes Accounting for 2,874 Groups

29579	MYRTLE BEACH	4	29824	EDGEFIELD	1
29588	MYRTLE BEACH	2	29829	GRANITEVILLE	5
29601	GREENVILLE	2	29832	JOHNSTON	1
29605	GREENVILLE	4	29841	NORTH AUGUSTA	6
29607	GREENVILLE	2	29847	TRENTON	1
29609	GREENVILLE	1	29856	WINDSOR	1
29615	GREENVILLE	1	29860	NORTH AUGUSTA	1
29617	GREENVILLE	3	29902	BEAUFORT	4
29620	ABBEVILLE	1	29906	BEAUFORT	1
29621	ANDERSON	5	29907	BEAUFORT	4
29632	CLEMSON	1	29909	OKATIE	6
29642	EASLEY	4	29910	BLUFFTON	8
29644	FOUNTAIN INN	1	29920	SAINT HELENA ISLAND	1
29646	GREENWOOD	6	29926	HILTON HEAD ISLAND	3
29649	GREENWOOD	5			
29650	GREER	7			
29655	IVA	1			
29663	MAULDIN	2			
29666	NINETY SIX	5			
29670	PENDLETON	2			
29673	PIEDMONT	1			
29680	SIMPSONVILLE	2			
29680	SIMPSONVILLE	5			
29681	SIMPSONVILLE	3			
29687	TAYLORS	1			
29690	TRAVELERS REST	1			
29697	WILLIAMSTON	1			
29702	BLACKSBURG	2			
29706	CHESTER	5			
29707	FORT MILL	6			
29708	FORT MILL	7			
29710	CLOVER	6			
29712	EDGEMOOR	1			
29720	LANCASTER	1			
29732	ROCK HILL	9			
29745	YORK	1			
29801	AIKEN	4			
29803	AIKEN	14			
29805	AIKEN	3			
29810	ALLENDALE	1			
29812	BARNWELL	1			
29817	BLACKVILLE	4			



**WEST**  
**COLUMBIA**  
• HEAD WEST •



January 5, 2023

FY 2023/2024 Festival Application  
Lexington County Council  
212 South Lake Drive, Suite 601  
Lexington, SC 29072

Dear Honorable City Council:

The City of West Columbia is delighted to host "Fall Back Fest", on Friday, November 3, 2023 from 5:30 PM- 9:30 PM p.m. There is something magical about the City of West Columbia's Fall Back Fest, a simple celebration of the time change, the entrance of fall, friends, Friday, and amazing local artists. It is an experience where attendees can come to relax, enjoy the music in the air, the food and beverages of local restaurants, and the live mural painting in the street by local artists. The city installs café lights on State Street for the event which creates a unique ambiance and attracts residents as well as tourists from surrounding cities and counties.

This will be the 7th annual Fall Back Fest. The city strives to provide a creative, family and pet friendly event, that is free to attend. Our goal is to attract people from surrounding cities and counties, making the State Street area the place to come for delicious food, great shopping, and amazing art. The local restaurants and food trucks that were open for previous Fall Back Fests reported record sales and created new customers in the process.

For the 2023 Fall Back Fest, the city is requesting \$2500.00 in Temporary Alcohol Beverage License Fee funds. The funds will be used to increase the marketing opportunities for the event promoting tourism and our Lexington County Community.

The City of West Columbia has a population of approximately 17,600 people. The City of West Columbia provides a full range of municipal services including police and fire protection, street and sanitation services, recreational activities, planning and zoning and water and sewer services.

Thank you for your consideration.

Sincerely,

Kelli Ricard  
Director of Events and Publications  
kricard@westcolumbiasc.gov  
803-939-8623 office  
803-521-7765 cell

**Mayor**

Temus C. "Tem" Miles, Jr.

**Mayor Pro-Tem**

R. Trevor Bedell

**Council Members**

Jimmy Brooks  
Joseph D. Dickey, Jr.  
Mike Green  
Casey Jordan Hallman  
David B. Moyer  
Erin Parnell Porter  
Mickey Pringle

**City Administrator**

Brian E. Carter,  
ICMA-CM, AICP

**Deputy**

**City Administrator**

Michelle M. Dickerson,  
Esquire

**City Treasurer/  
Senior Assistant**

**City Administrator**

Justin R. Black, CPA

**City Clerk**

Crystal Bouknight Parker

(803) 791-1880

FAX (803) 739-6231

200 N. 12th Street  
West Columbia, SC 29169

PO Box 4044  
West Columbia, SC 29171

www.westcolumbiasc.gov



**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**APPLICATION**  
**FY 2023/24**

**1. Name of Festival:**

West Columbia's Fall Back Fest
--------------------------------

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County Government
<input checked="" type="checkbox"/>	Municipal
<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input type="checkbox"/>	Other

**3. Sponsoring Organization**

Name of Organization:	City of West Columbia
Mailing Address:	PO Box 4044, West Columbia, SC 29171

**4. Director of Festival**

Name & Title:	Kelli Ricard - Director of Events & Publications
Contact Number(s):	803-939-8623
Email:	kricard@westcolumbiasc.gov

**5. Festival Website Address:**

westcolumbiasc.gov/events	<a href="https://www.facebook.com/WestColaSC/fallbackfest">https://www.facebook.com/WestColaSC/fallbackfest</a>
---------------------------	-----------------------------------------------------------------------------------------------------------------

**6. Festival Category (check one):**

<input checked="" type="checkbox"/>	Festival
<input type="checkbox"/>	Other – Pursuant to State Statute Section 61-6-2010

**7. Festival Timeline**

Actual Dates of Festival: Friday, November 3, 2023 - Rain Date - Saturday, November 4, 2023

**8. Location of Festival:**

100-200 Block of State Street in West Columbia

**9. How many people do you expect to attend?**

Expected Number: 3500

**10. Festival Budget: Request for funds must meet the requirements of Chapter 61, Section 61-6-2010, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Festival:	\$ 17,500
b. Amount of funds requested for the Festival:	\$ 2,500
c. This Request Equals What Percent of the Total Festival Budget:	14.29 %

**11. Has your Project/Event or Organization previously received Temporary Alcohol Beverage License Fee Funding?**

Yes

No

*If you answered yes, please answer items a-e below.*

a. Year(s):	2019/2020 - 2020/2021 - 2021/2022 - 2022/2023
b. Amount(s):	\$2500 for each
c. Source(s):	Lexington County
d. Purpose(s)	marketing outside of 50-miles

e. For each award year, did you expend 100% of the Temporary Alcohol Beverage License Fee funds you received?

Yes  No

*If you answered no, please explain:*

The 2020/2021 funds were never requested due to COVID.  
We were unable to produce the event.

**12. Festival Description – Please use *Attachment A* to complete the following information that is required by the *Tourism Expenditure Review Committee* to be sure that the Festival is in accordance to Chapter 61, Section 61-6-2010, of the S.C. Code of Laws, 1976 as amended.**

a. General description of the festival and brief history of the organization	<i>Please use Attachment A to complete answers a-f.</i>
b. State the benefits that this festival will serve toward promoting tourism and the Community of Lexington County.	
c. Total attendance to the festival versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the festival	
e. Overall description of how the festival attracts and promotes tourists to the area and specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this.	
f. Additional Comments.	

**ORIGINAL APPLICATION DUE BY:**  
**FRIDAY, JANUARY 6, 2023**  
**FY 2022/23 Festival Application**  
 Lexington County Council  
 212 South Lake Drive, Suite 601  
 Lexington, SC 29072

**Signature of Festival Director:**

Kelli Ricard  
 \_\_\_\_\_  
**Print Name**

*Kelli Ricard*  
 \_\_\_\_\_  
**Signature**

Director of Events & Publications  
 \_\_\_\_\_  
**Title**

1/5/2023  
 \_\_\_\_\_  
**Date**

**1. Festival Description – Please use *Attachment A* to complete the following information that is required by the *Tourism Expenditure Review Committee* to be sure that the Festival is in accordance to Chapter 61, Section 61-6-2010, of the S.C. Code of Laws, 1976 as amended.**

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b. State the benefits that this festival will serve toward promoting tourism and the Community of Lexington County.	
c. Total attendance to the festival versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the festival	
e. Overall description of how the festival attracts and promotes tourists to the area and specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this.	
f. Additional Comments.	

a. General description of the festival and brief history of the organization – The City of West Columbia’s Fall Back Fest event involves bringing 10 mural artists from the midlands area, a live band, food trucks, local bars/breweries, and face painter and balloon artist, to State Street to provide a community event that increase spending with the businesses in the area and to help develop an arts district and relationships with the businesses. We will include a night version of the Meeting Street Artisan Market.

The City of West Columbia has a population of approximately 17,600 people. The City of West Columbia provides a full range of municipal services including police and fire protection, street and sanitation services, recreational activities, planning and zoning and water and sewer services.

- b. Attendees at Fall Back Fest shop, play, and dine in Lexington County.
- c. Fall Back Fest hosted around 3500 people in 2022, and the number of zip codes recorded from outside 50-miles were around 10 %.
- d. The business owners in the area all boasted of significant sales, although the economic impact was not determined.
- e. This will be the 7th annual Fall Back Fest. The city strives to provide a creative, family and pet friendly event, that is free to attend. Our goal is to attract people from surrounding cities and counties, making the State Street area the place to come for delicious food, great shopping, and amazing art. The local restaurants and a food trucks that were open for previous Fall Back Fests reported record sales and created new customers in the process. The funds will be used to increase the marketing opportunities outside 50-miles for the event promoting tourism and our Lexington County Community.
- f. We thank Lexington County for providing additional resources to assist in bringing more tourists to West Columbia.



**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**APPLICATION**  
**FY 2022/23**

**1. Name of Festival:**

Holiday Lights on the River

**2. Type of Organization (please select one):**

<input type="checkbox"/>	County Government
<input type="checkbox"/>	Municipal
<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Community Service Club, Church, etc.
<input checked="" type="checkbox"/>	Other

**3. Sponsoring Organization**

Name of Organization:	Irmo Chapin Recreation Commission
Mailing Address:	5605 Bush River Road, Columbia, SC 29212

**4. Director of Festival**

Name & Title:	Mark Smyers, Executive Director
Contact Number(s):	803-772-1228
Email:	msmyers@icrc.net

**5. Festival Website Address:**

[www.icrc.net/event/holiday-lights-river](http://www.icrc.net/event/holiday-lights-river)

**6. Festival Category (check one):**

<input checked="" type="checkbox"/>	Festival
<input type="checkbox"/>	Other – Pursuant to State Statute Section 61-6-2010

**7. Festival Timeline**

Actual Dates of Festival: November 22-December 31, 2023

**8. Location of Festival:**

Saluda Shoals Park - East, 6071 St. Andrews Road, Columbia, SC 29212

**9. How many people do you expect to attend?**

Expected Number: 105,000

**10. Festival Budget: Request for funds must meet the requirements of Chapter 61, Section 61-6-2010, SC Code of Laws, 1976, as amended.**

a. Estimated Total Cost of Festival:	\$ 232,000
b. Amount of funds requested for the Festival:	\$ 2,500
c. This Request Equals What Percent of the Total Festival Budget:	1.07 %

**11. Has your Project/Event or Organization previously received Temporary Alcohol Beverage License Fee Funding?**

Yes

No

*If you answered yes, please answer items a-e below.*

a. Year(s):	2021, 2022
b. Amount(s):	\$2,500, \$2,500
c. Source(s):	Lexington County
d. Purpose(s)	Holiday Lights on the River Marketing/Advertising
e. For each award year, did you expend 100% of the Temporary Alcohol Beverage License Fee funds you received?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered no, please explain:</i> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

**12. Festival Description – Please use *Attachment A* to complete the following information that is required by the *Tourism Expenditure Review Committee* to be sure that the Festival is in accordance to Chapter 61, Section 61-6-2010, of the S.C. Code of Laws, 1976 as amended.**

a. General description of the festival and brief history of the organization	<i>Please use Attachment A to complete answers a-f.</i>
b. State the benefits that this festival will serve toward promoting tourism and the Community of Lexington County.	
c. Total attendance to the festival versus the number of total tourists in attendance.	
d. Economic impact generated by tourism towards the festival	
e. Overall description of how the festival attracts and promotes tourists to the area and specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this.	
f. Additional Comments.	

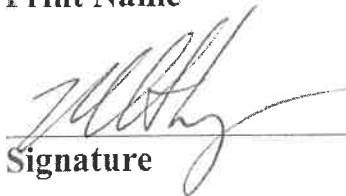
**ORIGINAL APPLICATION DUE BY:**

**FRIDAY, JANUARY 7, 2022**  
**FY 2022/23 Festival Application**  
 Lexington County Council  
 212 South Lake Drive, Suite 601  
 Lexington, SC 29072

**Signature of Festival Director:**

Mark Smyers

Print Name



Signature

Executive Director

Title

1/6/2023

Date





## ATTACHMENT A ITEM #12 – FESTIVAL DESCRIPTION

Please complete the following information that is required by the Tourism Expenditure Review Committee to be sure that the Project/Event is in accordance to Chapter 61, Section 61-6-2010 of the S.C. Code of Laws, 1976 as amended.

### a. General description of the festival and brief history of the organization:

Holiday Lights on the River is the Midlands largest drive-thru light show, featuring millions of sparkling lights on a two-mile loop through Saluda Shoals Park. Since 2002, this outdoor light show has glittered with holiday magic for over one million visitors. In 2022, more than 100,000 people from across the state and southeast made this event part of their holiday traditions.

Established in 1969, ICRC exists to enhance the quality of life for people in the Midlands through the development of recreation programs that promote a lifestyle of wellness, physical activities, and cultural experiences for all ages.

### b. State the benefits that this festival will serve toward promoting tourism and the Community of Lexington County.

Temporary Alcohol Beverage License Fee funding will be used to advertise and promote Holiday Lights on the River across the state of South Carolina. This fun, affordable, family-oriented holiday event draws people from across the state and southeast. Holiday Lights uses its themed light displays to promote not only Saluda Shoals Park but also Lake Murray and its recreational activities. Through the sponsorship program, 45 business sponsors have the opportunity to advertise their products and services to visitors. In 2022, the event attracted more than 100,000 visitors.

People look for special events and activities, especially around the holidays, that allow them to spend time together as well as entertain out-of-town guests. The park's central location, combined with its proximity to a wide variety of restaurants, shopping centers, hotels, Riverbanks Zoo, and other attractions makes it an ideal destination for special events and fun, affordable recreational opportunities.

Saluda Shoals Park is an established tourism destination with more than 949,600 visitors in 2021-22, making it the second most visited attraction in the Midlands. The park is conveniently located between Irmo and downtown Columbia, with nearby access to I-26, I-20, and downtown Lexington.

### c. Total attendance to the Festival versus the number of total tourists in attendance.

Holiday Lights on the River 2022  
Total attendance: 100,180 people  
Tourists: 20,236 people (20%)

**d. Economic impact generated by tourism towards the Festival.**

101,108 people attend the 2022 Holiday Lights on the River. Approximately 20% (or 20,022 people) are considered tourists. The economic impact of these guests would be \$890,384

(NOTE: Calculation is based on the Estimated Expenditures Per Person Per Day Formula's & Amounts from SCPRT for day visitors at \$44 per person per day.)

**e. Overall description of how the Festival attracts and promotes tourists to the area and specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this.**

The 2022 marketing plan utilized a broad range of advertising mediums to reach residents as well as communities across the state including: radio, television, digital retargeting, print, social media, email, and website advertising. Statewide audiences were reached through the following:

\$7,750 Radio Coverage: ad placement with iHeart Media and Midlands Media Group reaching Columbia, Lexington, Orangeburg, Barnwell, Chester, Camden, Sumter, Newberry, Aiken, Augusta, Rock Hill, Florence, Hartsville, Union, Greenwood, Laurens, and surrounding areas.

\$11,250 Television coverage: WLTX TV, WIS TV, and WACH FOX covering 29 Counties throughout the state.

\$1,500 Print coverage in the Free Times and Natural Awakenings Magazine

\$1,000 digital advertising: Columbia CVB, iHeart Media, Midlands Media Group, Free Times, Visit Columbia, WLTX TV, WIS TV and Leisure Fun, Facebook

\$1,000 electronic billboards

The marketing plan for 2023 would include these same components that have driven the success of Holiday Lights.

**f. Additional Comments.**

As stated above, Holiday Lights on the River has an economic impact of approximately \$890,384 on the local economy.

Saluda Shoals Park was established in 1997 through a public-private partnership between the Irmo Chapin Recreation Commission, Dominion Energy (formerly SCE&G) and the Saluda Shoals Foundation with a commitment to be operationally self-sustaining. In order to meet this goal, Holiday Lights on the River was created to provide a fun holiday activity for individuals and families as well as generate revenue to support Saluda Shoals Park operations.



**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**EXPENDITURES**  
**FY 2022/23**

Organization Name: Irmo Chapin Recreation Commission

List of Expenditures	Actual FY 2020/21	Current FY 2021/22	Estimated FY 2022/23
Advertising/Promotion	\$27,092	\$29,884	\$30,000
Operations - Light Displays/Utilities/Infrastructure	\$95,911	\$95,800	\$96,000
Activities/Concessions/Gift Shop	\$39,978	\$41,000	\$45,000
Staff/Public Safety	\$47,190	\$60,517	\$61,000
<b>Total</b>	\$210,171	\$227,201	\$232,000



**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**FUNDING SOURCES**  
**FY 2022/23**

Organization Name: Irmo Chapin Recreation Commission

List of Funding Sources	Actual FY 2020/21	Current FY 2021/22	Estimated FY 2022/23
Admissions	\$643,374	\$773,613	\$775,000
Sponsorships	\$89,000	\$120,885	\$120,000
Concessions/Gift Shop	\$53,702	\$69,170	\$70,000
<b>Total</b>	<b>\$786,076</b>	<b>\$963,668</b>	<b>\$965,000</b>



**COUNTY OF LEXINGTON**  
**TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**  
**FY 2022/23 FINAL REPORT**  
 (SUBMIT WITH FINAL EXPENDITURES FOR FUNDING)

**I. FESTIVAL INFORMATION**

Organization Name:	Irmo Chapin Recreation Commission
Festival Name:	Holiday Lights on the River
Contact Name & Phone Number:	Mark Smyers, 803-772-1228

**II. FESTIVAL COMPLETION**

Were you able to complete the Festival as stated in your original application?

Yes       No

*If no, state any problems you encountered.*

**III. FESTIVAL SUCCESS**

Please share any additional comments regarding the Festival (e.g., lessons learned, successes, problems encountered, etc.):

Holiday Lights on the River experience a slight decrease in attendance this year due to weather. Based on feedback from ICRC social media platforms, the event was very well liked by the public and considered a great value for the cost.

More than 100,000 people visited Holiday Lights on the River this year. In addition to local visitors, many families traveled from around the state to enjoy the event.

Traffic along St. Andrews Road can be a problem on busy nights but the assistance of local law enforcement as traffic control has helped a great deal.

A partnership with the Lexington-Richland School District Five Center for Advance Technical Studies has allowed us to work with students and teachers at the Center over the past few years to design and build several new lights displays.

**IV. FESTIVAL ATTENDANCE**

Record numbers in the table below as requested by the Tourism Expenditure Review Committee. Numbers are to reflect attendance and funds received for projects/events for current and previous years.

Total Budget of Project/Event	Current Year FY 2022/23	Previous Year FY 2021/22
Total Budget of Festival	\$227,201	\$210,171
Amount funded by the Temporary Alcohol Beverage License Fee	\$2,500	\$2,500
Amount funded by the Temporary Alcohol Beverage License Fee from all sources	\$2,500	\$2,500
Total Attendance	101,180	\$103,733
Total Tourists*	20,022	20,747

*\*Tourists are generally defined as those who travel 50 miles or more to attend.*

**V. METHODS**

Please describe the methods used to capture the attendance data listed above (i.e. license plates, surveys, etc.):

License plates and visitor surveys

**VI. FESTIVAL BUDGET**

Attach a report indicating what Festival expenses were paid for using the Amount funded by the Temporary Alcohol Beverage License Fee for the fiscal year.

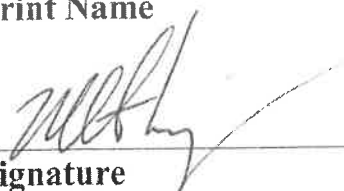
**VII. ORGANIZATION SIGNATURE**

Provide signature of official with the organization verifying accuracy of above statements.

Mark Smyers

Print Name

Signature



Executive Director

Title

Date

01/07/23 1/6/2023

**HL Budget 22**

<b>Radio</b>		
Iheart Media	Nov/Dec Radio live remotes, web, social	6,795.00
Cumulus		
Midlands Media Group	The Dude/ The Lake	1,000.00
<b>Television</b>		
WLTX **	5 weeks commercials, web, story, social	6,965.00
WACH FOX		2,500.00
WIS**	5 weeks commercials, web, story, social	7,000.00
<b>Newspaper</b>		
Free Times	Holiday Guide/Weekly ads Nov/Dec	1,425.00
<b>Web</b>		
Banner Ads	Merry Christmas Columbia email ads	596.00
Facebook ads	Sleigh Bell Trot, Holiday Lights	300.00
<b>Print</b>		
Holiday Lights Program Card	Club Flyers	543.60
Sleigh Bell Trot Postcard	Club Flyers	140.88
HL Passes	Club Flyers (6,000)	329.20
Chairman's Invite Print	Club Flyers (500) envelope, card	472.57
Holiday Lights Rack Card	1000	139.84
Letter to Santa	Club Flyers	537.34
Holiday Lights Tickets	Admit One (26,000)	930.92
<b>Direct Mail</b>		
Sleigh Bell Trot	Postage and handling	208.79
<b>Total</b>		<b>29,884.14</b>

\*\* paid with Temporary Alcoholic Beverage License Fee



WIS  
1111 Bull Street  
Columbia SC 29201

**INVOICE**

Invoice # 2785827A-1	Invoice Date 11/30/22	Invoice Month November 2022	Invoice Period 10/31/22 - 11/27/22
Station WIS	Account Executive Duvall Winns	Sales Office Columbia Local	Sales Region Local
Advertiser Irmo-Chapin Recreation Commision (573675)		IDB#	
Agency Irmo-Chapin Recreation Commision (159406)		Order # 2785827A	Alt Order #
Flight Dates 11/21/22 - 12/25/22		Billing Calendar Broadcast	Billing Type Cash
Advertiser Code	Product Code	Estimate Number	
Product Description 4Q22			

000249  
Irmo-Chapin Recreation Commision  
5605 Bush River Road  
Columbia SC 29212

Send Payment To:  
WIS  
PO Box 14200  
Tallahassee FL 32317-4200

For Billing Inquiries Call: (803) 799-1010

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots / Week	Rate	Type	
1	11/21/22	12/25/22	M-F 6a News	6a-7a	MTWT---	:15	1	\$280.00	NM	
Spots #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
1	WIS	T	11/24/22	06:45 am	M-F 6a News	6a-7a	:15	HOLIDAY LIGHTSONTHE RIVER	\$280.00	NM
2	11/21/22	12/25/22	Soda City	3p-4p	MTWT---	:15	1	\$110.00	NM	
Spots #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
1	WIS	M	11/21/22	03:13 pm	M-F 3p-4p	3p-4p	:15	HOLIDAY LIGHTSONTHE RIVER	\$110.00	NM
3	11/21/22	12/25/22	M-F 530p News	530p-6p	MTWT---	:15	1	\$211.00	NM	
Spots #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
1	WIS	W	11/23/22	05:58 pm	M-F 530p News	530p-6p	:15	HOLIDAY LIGHTSONTHE RIVER	\$211.00	NM
4	11/21/22	11/27/22	NBC Thanksgiving Day Game	8p-1130p	-T---	:15/:15	1	\$1,580.00	BK	
Spots #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
1	WIS	T	11/24/22	08:11 pm	NBC Thanksgiving Game	8p-1130p	:15	HOLIDAY LIGHTSONTHE RIVER	\$790.00	BK
				08:12 pm			:15	HOLIDAY LIGHTSONTHE RIVER	\$790.00	
5	11/21/22	12/25/22	Sat Morning News	630a-10a/7-8a	---S-	:15	1	\$163.00	NM	
Spots #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
1	WIS	S	11/26/22	08:42 am	Sat Morning News	830a-10a/7-8a	:15	HOLIDAY LIGHTSONTHE RIVER	\$163.00	NM
8	11/21/22	12/25/22	DT Rotator	9:00 AM-5:00 PM	MTWTF--	:15	3	\$0.00	NM	
Spots #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
1	WIS	T	11/22/22	09:33 am	Sign-On/Sign-Off	9:00 AM-5:00 PM	:15	HOLIDAY LIGHTSONTHE RIVER	\$0.00	NM
4	WIS	W	11/23/22	11:30 am	Sign-On/Sign-Off	9:00 AM-5:00 PM	:15	HOLIDAY LIGHTSONTHE RIVER	\$0.00	NM
2	WIS	F	11/25/22	11:55 am	Sign-On/Sign-Off	9:00 AM-5:00 PM	:15	HOLIDAY LIGHTSONTHE RIVER	\$0.00	NM

Total Spots 8

Payment Terms 30 days	US Funds Only	Due Date: 12/30/2022	Gross Total	\$2,344.00
			Agency Commission	\$0.00
			Net Amount Due	\$2,344.00
			Invoice Balance as of 12/01/2022	\$2,344.00

PO # 2023 05458

We warrant that the actual broadcast information shown on this invoice was taken from the program log.

Gray does not discriminate in its advertising contracts, and it will not accept advertising intended to discriminate on the basis of race or ethnicity. Advertiser hereto affirms that nothing in this Agreement is intended to discriminate on the basis of race or ethnicity. This Agreement is subject to the Standard Terms and Conditions available at [www.gray.tv/advertising](http://www.gray.tv/advertising).





1111 Bull Street  
Columbia SC 29201

**INVOICE**

Invoice # 2785827B-1	Invoice Date 11/30/22	Invoice Month November 2022	Invoice Period 10/31/22 - 11/27/22
Station GIS	Account Executive Duvall Winns	Sales Office Columbia Local	Sales Region Local
Advertiser Irmo-Chapin Recreation Commision (573575)		IDB#	
Agency Irmo-Chapin Recreation Commision (159406)		Order # 2785827B	Alt Order #
Flight Dates 11/21/22 - 12/25/22		Billing Calendar Broadcast	Billing Type Cash
Advertiser Code	Product Code	Estimate Number	
Product Description 4Q22			

000249  
Irmo-Chapin Recreation Commision  
5605 Bush River Road  
Columbia SC 29212

Send Payment To:  
GIS  
PO Box 14200  
Tallahassee FL 32317-4200

For Billing Inquiries Call: (803) 799-1010

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots / Week	Rate	Type	
1	11/21/22	12/25/22		12:00 PM-9:00 PM	MTWTF--	:15	3	\$25.00	NM	
Spots #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	TV
2	GIS	M	11/21/22	03:59 pm	M-Su 4a-12x	12:00 PM-9:00 PM	:15	HOLIDAY LIGHTSONTHE RIVER	\$25.00	N
5	GIS	T	11/22/22	05:00 pm	M-Su 4a-12x	12:00 PM-9:00 PM	:15	HOLIDAY LIGHTSONTHE RIVER	\$25.00	N
3	GIS	W	11/23/22	06:13 pm	M-Su 4a-12x	12:00 PM-9:00 PM	:15	HOLIDAY LIGHTSONTHE RIVER	\$25.00	N
1	GIS	T	11/24/22	03:29 pm	M-Su 4a-12x	12:00 PM-9:00 PM	:15	HOLIDAY LIGHTSONTHE RIVER	\$25.00	N
4	GIS	F	11/25/22	05:27 pm	M-Su 4a-12x	12:00 PM-9:00 PM	:15	HOLIDAY LIGHTSONTHE RIVER	\$25.00	N

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots / Week	Rate	Type	
2	11/21/22	12/25/22	Weekend Rotator Sa-Su	11a-5p	--SS	:15	4	\$0.00	NM	
Spots #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	TV
21	GIS	S	11/26/22	01:41 pm	Weekend Rotator Sa-Su	11a-5p	:15	HOLIDAY LIGHTSONTHE RIVER	\$0.00	N
1	GIS	S	11/26/22	11:54 am	Weekend Rotator Sa-Su	11a-5p	:15	HOLIDAY LIGHTSONTHE RIVER	\$0.00	N
3	GIS	S	11/26/22	12:21 pm	Weekend Rotator Sa-Su	11a-5p	:15	HOLIDAY LIGHTSONTHE RIVER	\$0.00	N
2	GIS	S	11/27/22	02:53 pm	Weekend Rotator Sa-Su	11a-5p	:15	HOLIDAY LIGHTSONTHE RIVER	\$0.00	N
4	GIS	S	11/27/22	12:43 pm	Weekend Rotator Sa-Su	11a-5p	:15	HOLIDAY LIGHTSONTHE RIVER	\$0.00	N

Total Spots 10

<b>Payment Terms 30 days</b>	<b>US Funds Only</b>	<b>Due Date: 12/30/2022</b>	<u>Gross Total</u>	\$125.00
			<u>Agency Commission</u>	\$0.00
			<u>Net Amount Due</u>	\$125.00
			<u>Invoice Balance as of 12/01/2022</u>	\$125.00

2023-05458

We warrant that the actual broadcast information shown on this invoice was taken from the program log.

Gray does not discriminate in its advertising contracts, and it will not accept advertising intended to discriminate on the basis of race or ethnicity. Advertiser hereto affirms that nothing in this Agreement is intended to discriminate on the basis of race or ethnicity. This Agreement is subject to the Standard Terms and Condition available at [www.gray.tv/advertising](http://www.gray.tv/advertising).



WLTX  
6027 Garners Ferry Road  
Columbia SC 29209

**INVOICE**

Invoice #	2577522-2	Invoice Date	12/25/22	Invoice Month	December 2022	Invoice Period	11/28/22 - 12/24/22
Station	WLTX	Account Executive	Paige Whitaker, (803)647-0232	Sales Office	Columbia Local Sales	Sales Region	Local
Advertiser	Irmo Chapin Recreation Commission (92)		Product	Saluda Shoals Holiday Lights 2022		IOB#	
Agency/Direct Account Advertiser	Irmo Chapin Recreation Commission (9)		Flight Dates	11/21/22 - 12/25/22		Order #	2577522
Billing Calendar		Broadcast		Billing Type		Cash	
Special Handling							
Advertiser Code	Product Code		Estimate Number		q4		
Station Phone No	(803)776-3600		Billing Contact Phone No		(803)783-2971		

000295-0000

**Irmo Chapin Recreation Commission**  
Attention: Accounts Payable  
5605 Bush River Road  
Columbia SC 29212

**Send Payment To:**  
WLTX  
WLTX  
PO BOX: 637386  
Cincinnati OH 45263-7386

For Billing Inquiries Call: (877) 269-2227 Option 3 or  
email: [TEGNAMediaInvoices@teгна.com](mailto:TEGNAMediaInvoices@teгна.com)

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots / Week	Rate	Type	
1	11/21/22	12/25/22	Local News @ 5a M-F	5-6a	MTWTF--	:15	2	\$35.00	NM	
Spots #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
3	WLTX	T	11/29/22	05:50 am	Local News @ 5a M-F	5-6a	:15	HolidayLights_on_River	\$35.00	NM
4	WLTX	F	12/02/22	05:29 am	Local News @ 5a M-F	5-6a	:15	HolidayLights_on_River	\$35.00	NM
6	WLTX	M	12/05/22	05:52 am	Local News @ 5a M-F	5-6a	:15	HolidayLights_on_River	\$35.00	NM
5	WLTX	F	12/09/22	05:40 am	Local News @ 5a M-F	5-6a	:15	HolidayLights_on_River	\$35.00	NM
7	WLTX	W	12/14/22	05:28 am	Local News @ 5a M-F	5-6a	:15	HolidayLights_on_River	\$35.00	NM

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots / Week	Rate	Type	
2	11/21/22	12/25/22	Local News @ 6a M-F	6-7a	MTWTF--	:15	3	\$50.00	NM	
Spots #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
5	WLTX	T	11/29/22	06:13 am	Local News @ 6a M-F	6-7a	:15	HolidayLights_on_River	\$50.00	NM
4	WLTX	W	11/30/22	06:56 am	Local News @ 6a M-F	6-7a	:15	HolidayLights_on_River	\$50.00	NM
6	WLTX	T	12/01/22	06:27 am	Local News @ 6a M-F	6-7a	:15	HolidayLights_on_River	\$50.00	NM
7	WLTX	M	12/05/22	06:39 am	Local News @ 6a M-F	6-7a	:15	HolidayLights_on_River	\$50.00	NM
9	WLTX	T	12/06/22	06:12 am	Local News @ 6a M-F	6-7a	:15	HolidayLights_on_River	\$50.00	NM
8	WLTX	T	12/08/22	06:27 am	Local News @ 6a M-F	6-7a	:15	HolidayLights_on_River	\$50.00	NM
12	WLTX	M	12/12/22	06:21 am	Local News @ 6a M-F	6-7a	:15	HolidayLights_on_River	\$50.00	NM
11	WLTX	T	12/13/22	06:23 am	Local News @ 6a M-F	6-7a	:15	HolidayLights_on_River	\$50.00	NM
10	WLTX	W	12/14/22	06:55 am	Local News @ 6a M-F	6-7a	:15	HolidayLights_on_River	\$50.00	NM
13	WLTX	W	12/21/22	06:42 am	Local News @ 6a M-F	6-7a	:15	HolidayLights_on_River	\$50.00	NM
14	WLTX	T	12/22/22	06:22 am	Local News @ 6a M-F	6-7a	:15	HolidayLights_on_River	\$50.00	NM
15	WLTX	F	12/23/22	06:11 am	Local News @ 6a M-F	6-7a	:15	HolidayLights_on_River	\$50.00	NM

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots / Week	Rate	Type	
3	11/21/22	12/25/22	3-4p M-F	3-4p M-F	MTWTF--	:15	2	\$40.00	NM	
Spots #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
4	WLTX	M	11/28/22	03:10 pm	3-4p M-F	3-4p M-F	:15	HolidayLights_on_River	\$40.00	NM
3	WLTX	F	12/02/22	03:12 pm	3-4p M-F	3-4p M-F	:15	HolidayLights_on_River	\$40.00	NM
6	WLTX	W	12/07/22	03:26 pm	3-4p M-F	3-4p M-F	:15	HolidayLights_on_River	\$40.00	NM
5	WLTX	F	12/09/22	03:28 pm	3-4p M-F	3-4p M-F	:15	HolidayLights_on_River	\$40.00	NM
7	WLTX	M	12/12/22	03:08 pm	3-4p M-F	3-4p M-F	:15	HolidayLights_on_River	\$40.00	NM
8	WLTX	F	12/16/22	03:26 pm	3-4p M-F	3-4p M-F	:15	HolidayLights_on_River	\$40.00	NM
10	WLTX	T	12/22/22	03:08 pm	3-4p M-F	3-4p M-F	:15	HolidayLights_on_River	\$40.00	NM
9	WLTX	F	12/23/22	03:08 pm	3-4p M-F	3-4p M-F	:15	HolidayLights_on_River	\$40.00	NM

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots / Week	Rate	Type	
4	11/21/22	12/25/22	Jennifer Hudson	4-5p	MTWTF--	:15	2	\$45.00	NM	
Spots #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
3	WLTX	F	12/02/22	04:45 pm	Jennifer Hudson	4-5p	:15	HolidayLights_on_River	\$45.00	NM
4	WLTX	T	12/08/22	04:52 pm	Jennifer Hudson	4-5p	:15	HolidayLights_on_River	\$45.00	NM
5	WLTX	T	12/13/22	04:29 pm	Jennifer Hudson	4-5p	:15	HolidayLights_on_River	\$45.00	NM
6	WLTX	T	12/20/22	04:46 pm	Jennifer Hudson	4-5p	:15	HolidayLights_on_River	\$45.00	NM

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots / Week	Rate	Type	
5	11/21/22	12/25/22	Local News @ 5p M-F	5-530p	MTWTF--	:15	3	\$80.00	NM	
Spots #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
4	WLTX	M	11/28/22	05:25 pm	Local News @ 5p M-F	5-530p	:15	HolidayLights_on_River	\$80.00	NM
6	WLTX	W	11/30/22	05:23 pm	Local News @ 5p M-F	5-530p	:15	HolidayLights_on_River	\$80.00	NM
5	WLTX	F	12/02/22	04:59 pm	Local News @ 5p M-F	5-530p	:15	HolidayLights_on_River	\$80.00	NM
7	WLTX	T	12/06/22	05:17 pm	Local News @ 5p M-F	5-530p	:15	HolidayLights_on_River	\$80.00	NM
8	WLTX	T	12/08/22	05:26 pm	Local News @ 5p M-F	5-530p	:15	HolidayLights_on_River	\$80.00	NM
9	WLTX	F	12/09/22	04:59 pm	Local News @ 5p M-F	5-530p	:15	HolidayLights_on_River	\$80.00	NM

744



WLTX  
6027 Gamers Ferry Road  
Columbia SC 29209

**INVOICE**

Invoice # 2577522-2	Invoice Date 12/25/22	Invoice Month December 2022	Invoice Period 11/28/22 - 12/24/22
Station WLTX	Account Executive Paige Whitaker, (803)647-0232	Sales Office Columbia Local Sales	Sales Region Local
Advertiser Irmo Chapin Recreation Commission (92)	Product Saluda Shoals Holiday Lights 2022	IDB#	
Agency/Direct Account Advertiser Irmo Chapin Recreation Commission (9	Flight Dates 11/21/22 - 12/25/22	Order # 2577522	Alt Order #

Total Spots 56

**Payment Terms 30 days**  
**Due Date: 01/24/2023**

Net Amount Due \$2,775.00

Standard Terms: Your purchase of advertising is subject to the TEGNA Standard Advertising Terms and Conditions ("Standard Terms"), which are available on the Station's website at www.wltx.com on the Advertiser page from the Connect menu. You will be deemed to have accepted our Standard Terms upon the earliest of (i) the date you sign the insertion order to which this invoice relates, (ii) the date the campaign contemplated by this invoice first launches, or (iii) the date on which you pay any amounts specified on this invoice. Any claims by Advertiser for a credit related to Campaigns run under this Agreement (e.g., billing disputes, claims that Campaigns ran in the wrong time slot, etc.) must be submitted in writing to Station within ninety (90) days of the invoice date or the claim will be waived. If Advertiser disputes any amounts owed hereunder, Advertiser will pay all amounts not in dispute no later than the due date for the applicable invoice. We warrant that the actual broadcast information shown on this invoice was taken from the program log. We warrant spots are posted within two minutes of actual airtime.

Non-Discrimination: TEGNA and its stations do not discriminate in advertising contracts on the basis of race, gender or ethnicity. Any provision in any order or agreement for advertising that purports to discriminate on the basis of race, gender or ethnicity, even if handwritten, typed or otherwise made a part of the particular contract, is hereby rejected.



WLTX9  
6027 Garners Ferry Road  
Columbia SC 29209



000255-0000

**Irmo Chapin Recreation Commission**  
Attention: Accounts Payable  
5605 Bush River Road  
Columbia SC 29212

**INVOICE**

Invoice # 2577354-2	Invoice Date 12/23/22	Invoice Month December 2022	Invoice Period 11/28/22 - 12/20/22
Station WLTX9	Account Executive Paige Whitaker, (803)647-0232	Sales Office Columbia Local Sales	Sales Region Local
Advertiser Irmo Chapin Recreation Commission (92)	Product Premion, Pre-Roll, High Impact, FB	IDB#	
Agency/Direct Account Advertiser Irmo Chapin Recreation Commission (9	Flight Dates 11/07/22 - 12/20/22	Order # 2577354	Alt Order #
Billing Calendar Broadcast	Billing Type Cash	Special Handling	
Advertiser Code	Product Code	Estimate Number	
Station Phone No. (803)776-3600	Billing Contact Phone No. (803)783-2971		

**Send Payment To:**  
wltx.com  
WLTX  
PO BOX: 637386  
Cincinnati OH 45263-7386

For Billing Inquiries Call: (877) 269-2227 Option 3 or  
email: [TEGNAmediaInvoices@tegnanetwork.com](mailto:TEGNAmediaInvoices@tegnanetwork.com)

**WLTX9**

Line	Start Date	End Date	Description	Imp. Booked	Imp. Delivered	Rate	Rate Type	Total Amount
1	11/07/22	12/15/22	B3334:SC_NDS-Premion OTT	50,000		\$2,000.00	Flat Fee	\$2,000.00
2	11/07/22	12/15/22	B3334:SC_NDS-Social Posts			\$500.00	Flat Fee	\$500.00
3	12/15/22	12/20/22	B3334:DT&MW_ROS_Universal Front&Articles_Im	37,500	37,514	\$20.00	CPM	\$750.00
4	11/09/22	12/15/22	B3334:CrossPlat_ROS_PreRoll_920x508_Imp	10,416	3,836	\$24.00	CPM	\$92.00
5	11/17/22	12/15/22	B3334:CrossPlat-ROS_300x250,728x90&320x50_I	25,000	12,854	\$0.00	GPM	\$0.00

**Payment Terms 30 days**  
**Due Date: 01/24/2023**

**Net Amount Due \$3,342.01**

Standard Terms: Your purchase of advertising is subject to the TEGNA Standard Advertising Terms and Conditions ("Standard Terms"), which are available on the Station's website at www.wltx.com, on the Advertise page from the Connect menu. You will be deemed to have accepted our Standard Terms upon the earliest of (i) the date you sign the Insertion Order to which this invoice relates, (ii) the date the campaign contemplated by this invoice first launches, or (iii) the date on which you pay any amounts specified on this invoice. Any claims by Advertiser for a credit related to Campaigns run under this Agreement (e.g., billing disputes, claims that Campaigns ran in the wrong time slot, etc.) must be submitted in writing to Station within ninety (90) days of the invoice date or the claim will be waived. If Advertiser disputes any amounts owed hereunder, Advertiser will pay all amounts not in dispute no later than the due date for the applicable invoice. We warrant that the actual broadcast information shown on this invoice was taken from the program log. We warrant spots are posted within two minutes of actual airtime.

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**COUNTY OF LEXINGTON  
MINIBOTTLE TAX FUND  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Minibottle Tax Fund 2141:</b>								
<b>Revenues:</b>								
420700	Minibottle Tax	869,752	667,946	600,000	600,000	700,000		
461000	Investment Interest	0	0	0	0	0		
<b>** Total Revenue</b>		<b>869,752</b>	<b>667,946</b>	<b>600,000</b>	<b>600,000</b>	<b>700,000</b>		
<b>***Total Appropriation</b>					<b>600,000</b>	<b>700,000</b>		
<b>FUND BALANCE</b>								
Beginning of Year								
					<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>
<b>FUND BALANCE - Projected</b>								
End of Year								
					<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>

Fund: 2141  
Division: Health & Human Services  
Organization: 171600 - Minibottle Contributions

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<b>BUDGET</b>	
					2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
<b>* Total Personnel</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Operating Expenses</b>						
534000	Contributions (LRADAC)	869,752	100,903	600,000	700,000	
<b>* Total Operating</b>		<b>869,752</b>	<b>100,903</b>	<b>600,000</b>	<b>700,000</b>	
<b>** Total Personnel &amp; Operating</b>		<b>869,752</b>	<b>100,903</b>	<b>600,000</b>	<b>700,000</b>	
<b>Capital</b>						
<b>** Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>*** Total Budget Appropriation</b>		<b>869,752</b>	<b>100,903</b>	<b>600,000</b>	<b>700,000</b>	

**COUNTY OF LEXINGTON  
INDIGENT CARE  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Indigent Care 2200:</b>								
<b>Revenues:</b>		<u>0.500 Mills</u>		<u>0.479 Mills</u>	<u>0.479 Mills</u>	<u>0.479 Mills</u>		
410000	Current Property Taxes	544,581	76,311	581,115	581,115	581,115		
410500	Homestead Exemption Reimbursements	24,312	0	25,000	25,000	25,000		
410520	Manufacturer's Tax Exemption	3,938	0	3,500	3,500	3,500		
410521	Manufacturer Partial Prop Tx Exempt	947	0	0	0	0		
410530	State Sales and Use Tax Credit	3,024	634	2,500	2,500	2,500		
411000	Current Vehicle Taxes	80,408	35,710	83,745	83,745	83,745		
412000	Current Tax Penalties	895	(4)	800	800	800		
413000	Delinquent Taxes	16,458	6,959	15,000	15,000	15,000		
414000	Delinquent Tax Penalties	2,175	1,044	2,500	2,500	2,500		
417100	Fee in Lieu of Taxes	57,142	0	70,000	70,000	70,000		
417120	Fee in Lieu of Taxes - Prior Year	(1,780)	120	0	0	0		
417130	FILOT - Manufacturer's Tax Exemption	6,661	0	5,000	5,000	5,000		
417150	FILOT - Fee for Services	214	0	200	200	200		
418000	Motor Carrier Payments	2,235	864	1,500	1,500	1,500		
418100	Heavy Equip. Rental Surcharge Fees	439	139	250	250	250		
419000	Merchants Exemptions	23,800	11,900	23,800	23,800	23,800		
461000	Investment Interest	1,911	7,143	500	500	500		
<b>** Total Revenue</b>		<b>767,360</b>	<b>140,820</b>	<b>815,410</b>	<b>815,410</b>	<b>815,410</b>		
<b>***Total Appropriation</b>					<b>623,354</b>	<b>623,354</b>		
<b>FUND BALANCE</b>								
Beginning of Year						<b>816,431</b>	<b>1,008,487</b>	<b>1,008,487</b>
<b>FUND BALANCE - Projected</b>								
End of Year						<b>1,008,487</b>	<b>1,200,543</b>	<b>1,008,487</b>

Fund 2200  
Division: Health & Human Services  
Organization: 171200 - Social Services

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<b>BUDGET</b>	
					2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Operating Expenses</b>						
534000 Contributions	629,308	311,678	623,354	623,354		
<b>* Total Operating</b>	<b>629,308</b>	<b>311,678</b>	<b>623,354</b>	<b>623,354</b>		
<b>** Total Personnel &amp; Operating</b>	<b>629,308</b>	<b>311,678</b>	<b>623,354</b>	<b>623,354</b>		
<b>Capital</b>						
<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>629,308</b>	<b>311,678</b>	<b>623,354</b>	<b>623,354</b>		

SECTION I

**COUNTY OF LEXINGTON**  
**GENERAL FUND**  
**SUMMARY OF DEPARTMENTAL REVENUES**  
**Annual Budget**  
**FY 2023-24 Estimated Revenue**

Fund: 2600  
 Division: Professional Bond Fees  
 Organization: 141100 Clerk of Court

Object Code	Revenue Account Title	Actual 2020-21	Actual 2021-22	Anticipated 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>Revenues:</b>							
431100	Clerk of Court Account	10,910	6,750	12,500	<u>12,500</u>		
461000	Investment Interest	193	315	300	<u>300</u>		
<b>** Total Revenue (Section II)</b>					<u>12,800</u>		
<b>*** Total Appropriation (Section III)</b>						<u>91,890</u>	





**COUNTY OF LEXINGTON  
CLERK OF COURT / PROFESSIONAL BOND FEES  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Clerk of Court / Professional Bond Fee 2600:</b>								
<b>Revenues:</b>								
431100	Clerk of Court Fees	6,750	6,380	12,500	12,500	12,500		
461000	Investment Interest	315	1,113	300	300	300		
<b>** Total Revenue</b>		<b>7,065</b>	<b>7,493</b>	<b>12,800</b>	<b>12,800</b>	<b>12,800</b>		
<b>***Total Appropriation</b>					91,890	<u>91,890</u>		
<b>Contingency: Unused</b>								
FUND BALANCE								
Beginning of Year					138,683	59,593	59,593	59,593
FUND BALANCE - Projected								
End of Year					59,593	72,393	59,593	59,593

Fund: 2600  
Division: Judicial  
Organization: 141100 - Clerk of Court

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	BUDGET		
					2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>							
<b>* Total Personnel</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Operating Expenses</b>							
521000	Office Supplies	0	1,320	3,000	3,000		
529903	Contingency	0	0	87,390	87,390		
<b>* Total Operating</b>		<b>0</b>	<b>1,320</b>	<b>90,390</b>	<b>90,390</b>		
<b>** Total Personnel &amp; Operating</b>		<b>0</b>	<b>1,320</b>	<b>90,390</b>	<b>90,390</b>		
<b>Capital</b>							
540000	Small Tools & Minor Equipment	0	0	850	1,500		
	All Other Equipment	1,489	(745)	650	0		
<b>** Total Capital</b>		<b>1,489</b>	<b>(745)</b>	<b>1,500</b>	<b>1,500</b>		
<b>*** Total Budget Appropriation</b>		<b>1,489</b>	<b>575</b>	<b>91,890</b>	<b>91,890</b>		

---

## SECTION V. - PROGRAM OVERVIEW

### Program: Professional Bond Fees - 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 such as 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 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 duty 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. Provide all Jury support services as well as the compilation of all Jury information for trial while Coordinating Jury selection.

#### Service Standards:

The goal of this department is to assure accurately transmitted information pertaining to criminal offenses occurring in Lexington County and to produce revenue for the County by timely collection of fines and continued services to the citizens.

Service Level Indicators:	SERVICE LEVELS			
	Actual <u>FY 19/20</u>	Actual <u>FY 20/21</u>	Estimated <u>FY 21/22</u>	Projected <u>FY 22/23</u>

N/A

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**SECTION VI. - LINE ITEM NARRATIVES**

**SECTION VI. A - SUMMARY OF REVENUES**

**431100 – CLERK OF COURT ACCOUNT** **\$ 12,500.00**

Collecting the 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 Court's 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, \$100.00 annually. When the professional bondsman is doing business in his principal place of business the annual fee is \$150.00. The 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 Court's office (estimated).

**461000 – INVESTMENT INTEREST** **\$ 300.00**

Interest earned (estimated).

---

### SECTION VI. B - 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>		
N/A					

All of these positions require insurance.

Display organization flowchart:

---

**SECTION VI. C - OPERATING LINE ITEM NARRATIVES**

<b>521000 - OFFICE SUPPLIES</b>	<b>\$ 3,000.00</b>
This account is used for pens, pencils, printing, paper, case folders, toner (\$250.00 each) and misc. supplies	
<b>529903 - CONTINGENCY</b>	<b>\$ 87,390.00</b>

## SECTION VI. D - CAPITAL LINE ITEM NARRATIVES

### CAPITAL REQUEST

<b>540000 - Small Tools &amp; Minor Equipment</b>	<b>\$ 1,500.00</b>
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This account is used for calculators, telephone replacement, time stamps and seals.

**COUNTY OF LEXINGTON  
EMERGENCY TELEPHONE SYSTEM E-911  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24	
<b>*Public Safety / Emergency Telephone System E-911 2605:</b>									
<b>Revenues:</b>									
435100	911 Tariff	345,436	156,363	500,000	500,000	500,000			
435101	911 CMRS Cell Phone Surcharge	1,418,596	665,065	1,100,000	1,100,000	1,100,000			
435103	911 CMRS Capital Reimbursements	1,171,535	0	360,000	360,000	360,000			
435110	E911 & CMRS Municipal Disburseme	(15,561)	0	0	0	0			
437550	911 Tape Sales	4,335	1,524	2,000	2,000	2,000			
<b>Other Revenues:</b>									
461000	Investment Interest	20,137	75,059	20,000	20,000	20,000			
490100	Sale of General Fixed Assets	60	0	0	0	0			
<b>** Total Revenue</b>		<u>2,944,538</u>	<u>898,011</u>	<u>1,982,000</u>	<u>1,982,000</u>	<u>1,982,000</u>			
<b>***Total Appropriation</b>					5,117,467	<del>3,493,083</del> 3,596,540			
<b>FUND BALANCE</b>									
Beginning of Year						<u>7,007,561</u>	<u>3,872,094</u>	<u>3,872,094</u>	<u>3,872,094</u>
<b>FUND BALANCE - Projected</b>									
End of Year						<u>3,872,094</u>	<u>2,361,011</u>	<u>3,872,094</u>	<u>3,872,094</u>





**COUNTY OF LEXINGTON  
EMERGENCY TELEPHONE SYSTEM E-911**

**Annual Budget  
Fiscal Year - 2023-24**

Fund: 2605  
Division: Department of Emergency Services  
Organization: 131300 - Communications

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>	
					2023-24 Requested	2023-24 Recommend
<b>Personnel</b>						
510100	Salaries & Wages - 7	320,038	142,450	346,363	346,363	
510200	Overtime	83	20,500	0	0	
511112	FICA - Employer's Portion	21,932	11,160	26,497	26,497	
511113	State Retirement - Employer's Portion	48,183	26,020	60,821	60,821	
511120	Employee Insurance - 7	54,600	27,300	54,600	54,600	
511130	Workers Compensation	2,215	761	1,577	1,577	
<b>* Total Personnel</b>		<b>447,051</b>	<b>228,191</b>	<b>489,858</b>	<b>489,858</b>	
<b>Operating Expenses</b>						
520100	Contracted Maintenance	348,666	318,188	1,004,186	538,699	
520200	Contracted Services (Log Recorder Maint.)	247,309	122,856	865,091	292,433	
520231	Garbage Pickup Service	790	395	799	799	
520300	Professional Services	6,420	0	8,400	8,400	
520400	Advertising & Publicity	0	0	2,000	2,000	
520510	Interpreting Services	12,880	5,651	16,692	17,640	
520702	Technical Currency & Support	79,673	80,794	147,929	97,150	
521000	Office Supplies	10,098	6,708	10,000	10,000	
521100	Duplicating	623	320	700	875	
521200	Operating Supplies	986	47	1,000	1,000	
521213	Public Education Supplies	1,320	0	9,724	4,000	
522000	Building Repairs & Maintenance	3,950	1,099	13,235	13,235	
522050	Generator Repairs & Maintenance	67,520	0	86,998	88,373	
522100	Heavy Equipment Repairs & Maint.	0	0	3,190	3,713	
522200	Small Equip Repairs & Maintenance	481	0	3,000	3,000	
524201	General Tort Liability Insurance	311	0	327	343	
524202	Surety Bonds - 7	0	0	0	0	
525000	Telephone	19,112	9,536	29,022	29,022	
525002	Telephone (800 Service)	96	40	125	125	
525004	WAN Service Charges	5,456	2,487	5,870	5,625	
525021	Smart Phone Charges	3,509	1,696	5,276	6,061	
525030	800 MHz Radio Service Charges - 47	31,388	11,702	33,041	33,041	
525031	800 MHz Radio Maintenance Contracts - 47	225,276	0	258,876	276,997	
525041	E-mail Service Charges - 8	742	215	1,032	1,032	
525100	Postage	791	271	800	800	
525210	Conference, Meeting & Training Expense	46,849	17,992	213,132	98,967	
525230	Subscriptions, Dues, & Books	4,633	3,432	12,129	12,366	
525240	Personal Mileage Reimbursement	249	79	1,000	1,000	
525250	Motor Pool Reimbursement	225	0	2,000	2,000	
525430	Emergency Generator Fuel	1,778	74	4,082	4,082	
525500	Laundry & Linen	80	0	1,000	1,000	
525600	Uniforms & Clothing	4,401	0	4,589	2,793	
525700	Employee Service Awards	968	792	1,684	1,684	
529903	Contingency	0	0	1,338,726	1,338,726	
<b>* Total Operating</b>		<b>1,126,580</b>	<b>584,374</b>	<b>4,085,655</b>	<b>2,896,981</b>	
<b>** Total Personnel &amp; Operating</b>		<b>1,573,631</b>	<b>812,565</b>	<b>4,575,513</b>	<b>3,386,839</b>	

**COUNTY OF LEXINGTON  
EMERGENCY TELEPHONE SYSTEM E-911  
Annual Budget  
Fiscal Year - 2023-24**

Fund: 2605  
Division: Department of Emergency Services  
Organization: 131300 - Communications

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<i>BUDGET</i>	
						2023-24 Recommend	2023-24 Approved
	<b>Capital</b>						
540000	Small Tools and Minor Equipment	10,819	14,560	27,104	28,295		
540010	Minor Software	0	0	0			
	All Other Equipment	120,956	4,631	514,850	<del>77,949</del>	181,406	
	<b>** Total Capital</b>	<b>131,775</b>	<b>19,191</b>	<b>541,954</b>	<u>106,244</u>	<b>209,701</b>	

**\*\*\* Total Budget Appropriation**      1,705,406      831,756      5,117,467      ~~3,493,083~~  
3,596,940



in SECTION V. – PROGRAM OVERVIEW

911 DIVISION

PROGRAM 1 - 911 TRAINING

The 911 Training Program is responsible for the recruitment, selection, initial training and continuing education of all Lexington County Consolidated 911 Telecommunicators, along with coordinating the mandated 911 Telecommunicator Certification through the South Carolina Criminal Justice Academy. Additionally all Lexington County Consolidated 911 Telecommunicators are trained and or certified in the following: Cardio-Pulmonary Resuscitation (CPR), Pro-QA Emergency Medical Dispatch (EMD), Pro-QA Emergency Fire Dispatch (EFD), Pro-QA Emergency Police Dispatch (EPD), National Crime Information Center (NCIC) and National Incident Management System (NIMS). The 911 Training Program is also responsible for establishing and maintaining written directives and standard operating procedures for the Lexington County Communications Center; designing and implementing a career development program; ensuring accreditation compliance by adhering to strict training guidelines and maintaining accurate documentation of all 911 emergency communications training completed by Telecommunicators.

PROGRAM 2 - 911 PUBLIC EDUCATION

The Public Education Team was created to promote a greater understanding of 911 and emergency response services available to the citizens of Lexington County. The public education program has designed presentations for schools, child/adult care facilities, businesses, churches and community groups. Presentation design is to reinforce the proper use of 911 through demonstrations by Department of Emergency Service personnel, digital presentations, posters and informational handouts. The 911 Public Education Team also collects pertinent information from the residents of Lexington County relating to medical, fire service and or law enforcement concerns, such as hearing or speech impaired occupants, which is then entered into a computer aided database to assist the 911 Telecommunicator and emergency responders.

PROGRAM 3 - 911 SYSTEM MANAGEMENT

There have been a number of technological advances in communications, to include voice, data, and video communications services. Information Services currently manages and supports the coordination and maintenance of the database operations along with the 911 related telephone equipment. The System Management Program is dedicated to the research and development of identifying new technologies designed to improve emergency communications.

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – LISTING OF REVENUES

**435100 – 911 Tariff** **\$500,000**

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This is the 911 fees collected from phone companies for all Landline telephones in the Lexington County service area. Landline usage is decreasing. Projection based on the revenues received through Dec 2020.

**435101 – 911 CMRS Cell Phone Surcharges** **\$1,100,000**

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This is the revenues received quarterly from the state 911 funds for the number of cell phone calls processed in Lexington County. Projection based on the revenues received through Dec 2020.

**435103 – 911 Cost Recovery Reimbursements** **\$360,000**

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This is the revenues received quarterly from the state 911 funds for items or charges incurred by Lexington County 911 that are eligible for reimbursement. Projection based on quarterly reports, (Not including special Projects).

**437550 – 911 Tape Sales** **\$2,000**

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This is revenues collected for the processing of 911 recording request.

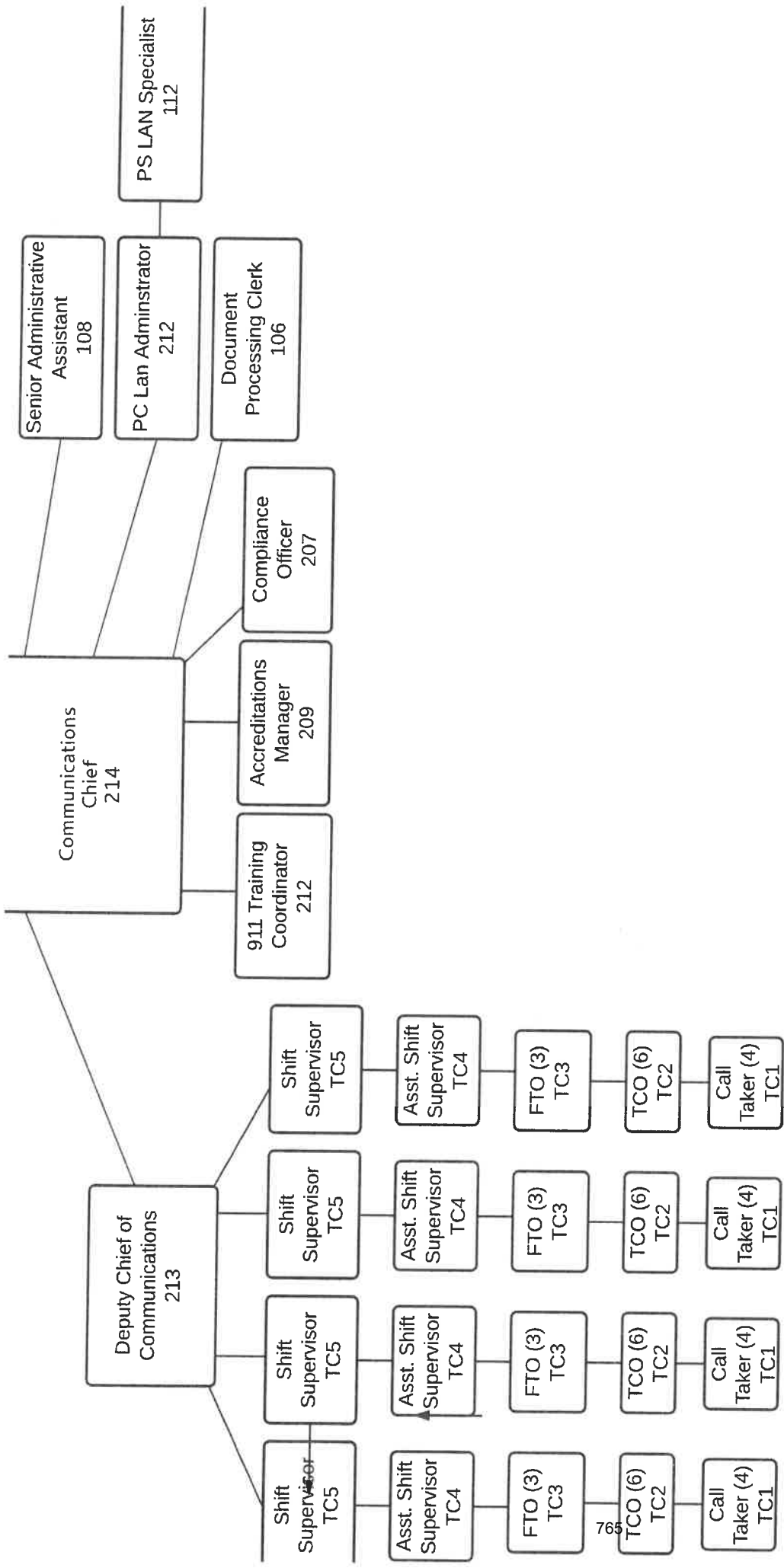
SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

Full Time Equivalent

<u>Job Title</u>	General	Other	<u>Positions</u>	<u>Fund</u>	<u>Fund</u>	<u>Total</u>	<u>Grade</u>
Deputy Chief of Communications			1		1	1	213
Training Coordinator			1		1	1	212
PC LAN Administrator			1		1	1	212
Accreditation Manager			1		1	1	209
Senior Administrative Assistant			1		1	1	108
Document Processing Clerk II			1		1	1	106
PC LAN Specialist II			1		1	1	112
TOTAL POSITIONS			7		7	7	

\*\*7 Positions require insurance



SECTION VI.C. – OPERATING LINE ITEM NARRATIVES

911 DIVISION

520100 - CONTRACTED MAINTENANCE \$538,699

All items below are required by reoccurring contract:

PROGRAM 3 - 911 SYSTEM MANAGEMENT \$538,698.07

This account will cover the cost of maintaining 911 equipment at Lexington backup center and Ball Park Road.

AT&T, Viper & Text 2 9-1-1 = \$14,543.38 x 12mo = \$174,520.56 + tax = \$186,737

This account will also cover cost of maintaining uninterrupted power source (UPS) at the Lexington backup facility.  
UPS Total = \$4,658

This account will cover the cost of maintaining uninterrupted power source (UPS) at the Ball Park Road Facility.  
UPS Total = \$77,444.24

This account will cover the 24x7 maintenance for the National Academy Emergency Medical Dispatch (NAEMD) Priority Dispatch software.  
Priority Dispatch = \$95,280.00 + tax = \$96,387.95

This account will cover the maintenance of PowerDMS Software for Commission on Accreditation for Law Enforcement Agencies (CALEA) Accreditation to include the PowerDMS Policy and PowerDMS Standards. (CALEA Requirement)  
PowerDMS Policy = \$5,869.73 + tax = \$6,280.61

This account will cover the annual maintenance for the Scheduling software, Ragnasoft/Planit.  
PLANIT Total = \$2,536.50

This account will cover the annual maintenance for the Guardian Tracking Employee Performance Documentation/Early Intervention & Recognition Software.  
Guardian Tracking Total = \$3,020

This account will cover the annual System version upgrade from Motorola API on Audiolog TLR Dongle #17380.  
Annual Motorola upgrade Total = \$20,000

PageGate Support Renewal = \$395

This account will cover the annual maintenance for recording equipment at PSAPS.  
Lexington (Backup) \$15,377 + tax = \$16,453.39  
Ball Park Road \$50,524 + tax = \$54,060.68

This account will cover the annual maintenance and support for Lexington Fire Service and Text-2-Speech Module Software = \$10,990

This account will cover the annual maintenance and support for Smart 911 = \$59,734.70



FUND 2605  
DES/911 (131300)  
FY '23-24' BUDGET REQUESTS

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**520200 - CONTRACTED SERVICES**

**\$292,433**

All items below are required by reoccurring contract:

PROGRAM 3 - 911 SYSTEM MANAGEMENT \$292,432.23

This account will also cover the cost of E-911 network service charges. Does NOT include Late Fees.  
AT&T Subscriber Billing (Est.) \$11,123.60 x 12mo = \$133,483.20 + tax = \$142,827.02

Covers the cost of pre-employment testing. Communications on Accreditation for Law Enforcement Agency (CALEA) standards require all 911 Operators must be physically capable of performing their duties and requires a physician to certify the person is capable of performing their duties.

- Criticall = \$5,495
- Hearing Screening \$30 x 40 employees = \$1,200
- Psychological testing \$240 x 40 employees = \$9,600
- Vision Screening \$15 x 40 employees = \$600

This account will provide 24 hours a day 7 days a week including holidays for:

- Admin Building to Pal 800
- 2-T-1 Lines to include line card \$866.57 x 2 x 12mo + tax = \$22,253.52  
(2 Wire Line from Node 2 to Tower on Ball Park Road to tone out Fire for VHF paging)
- Radio Loop for Radio Infrastructure - \$32.83 x 12mo + tax = \$421.54  
(Line from Basement to roof of Admin Building for toning out Fire VHF paging)

- P25 Core Connection (T1 or Ethernet) Ball Park Road - \$500 per month x 12 = \$6,000
- P25 Core Connection (T1 or Ethernet) South Lake Drive - \$500 per month x 12 = \$6,000

- ECC Ball Park Road
- 11-4 Wire Circuits for UHF/VHF Radios & Conventional Paging  
\$1,191.55 per month x 12mo + tax = \$15,299.50  
(4 Wire Line from Node 1 to Tower on Ball Park Road to tone out Fire for VHF paging)

- ECC to Pal 800
- 2 Metro-E Lines for 800 MHz Radio's \$925.76 x 12mo + tax = \$11,886.76

- Phase II Wireless \$213.47 x 1 PSAPS x 12mo + tax = \$2,740.95

- Sonnet Ring \$2771.88 x 12mo + tax = \$35,590.94

- Metro Ethernet GBPS Point to Point \$2,503 x 12mo + tax = \$32,139

Fire Alarm Monitoring - \$378 annually

**520231 - GARBAGE PICK UP SERVICES**

**\$799**

This account will provide the cost for garbage pick-up services for the shared dumpster between Communications and Public Works.

**520300 - PROFESSIONAL SERVICES**

**\$8,400**

PROGRAM 3 - 911 SYSTEM MANAGEMENT & PROGRAM 1 - TRAINING \$8,400

This account will provide the cost for developing and analyzing a comprehensive survey for the 911 center. This will provide vital information to the Leadership team to focus on the strengths and weaknesses of the 911 Communications Center. Additionally, this account will provide contractor to facilitate the annual Department of

FUND 2605  
DES/911 (131300)  
FY '23-24' BUDGET REQUESTS

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Emergency Services / 911 Communications Staff retreat.  
911 Comprehensive Survey - \$3,600  
Contractor for Department of Emergency Services / 911 Communications Staff Retreat - \$4,000

Funds are requested for fit for duty evaluations by a mental health professional where PEER Team referrals are not enough. This can be the result of a high stress call or stressors that accumulate over time. Mental health counseling is required in order to assist affected employees either on or off site. Current cost is \$100 per hour.  
Estimated 8 hours @ \$100/hour = \$800

**520400 – ADVERTISING AND PUBLICITY** **\$2,000**

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PROGRAM 2 – PUBLIC EDUCATION \$2,000

This account provides fees for advertising Job Vacancies at the local, state and national level.

**520510 – INTERPRETER SERVICE** **\$17,640**

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PROGRAM 3 – 911 SYSTEM MANAGEMENT \$17,640

This account will also provide service to allow Lexington County Communication to have access to an interpreter during 9-1-1 operations. 911-call history indicates increasing numbers of 9-1-1 calls from non-English speaking persons. In the recent FY 19/20 the monthly cost has increased due to call volume for non-English speaking citizens. Language Line Monthly Fees - \$1300/mo (average of July 2021-December 2021) x 12mo + tax = \$16,692

**520702 – TECHNICAL CURRENCY & SUPPORT** **\$97,150**

---

PROGRAM 3 – 911 SYSTEM MANAGEMENT \$97,149.86

Cover cost of technical support for:  
Arch view ESRI = \$440

This account will cover 24 x 7 maintenance for the Central Square CAD (Computer Aided Dispatch).  
Central Square CAD (**Contract Required**)  
Total = \$88,038.06 + tax = \$94,200.72

This account will cover maintenance for the security camera system. The total cost of the contract per year is \$309.14 and will be shared by Emergency Management.

**(Contract Required)**

Communications	\$154.57
Emergency Management	\$154.57
Total	\$309.14

This account will be used to purchase an annual service agreement to ensure operability of the audio/visual equipment in the Emergency Operations Center (EOC) and Emergency Communications Center (ECC). For training and response to real world incidents, it is essential the equipment in the EOC remain operable at all times. The service agreement not only allow us to receive timely support from the vendor, but also covers the cost of necessary firmware updates and testing twice a year. The total cost of the contract per year is \$2,200 and will be shared by Emergency Management.

**(Contract Required)**

Communications	\$1,100
Emergency Management	\$1,100
Total	\$2,200

FUND 2605  
DES/911 (131300)  
FY '23-24' BUDGET REQUESTS

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**521000 - OFFICE SUPPLIES** **\$10,000**

---

PROGRAM 3 – 911 SYSTEM MANAGEMENT \$10,000

This account is used to cover the cost of supplies needed to operate at both Node 1 and Node 2. Each 911 center utilizes toner cartridges for printing NCIC related information, FOIA packets, training materials and other daily administrative duties during the course of normal operations. Each 911 center utilizes toner cartridges for fax machines receiving alerts from VC Summer, communications from municipalities and FOIA requests. Other costs include the use of paper, pens, pencils, staples, paper clips, file folders and any other office supplies needed to perform daily operations.

**521100 – DUPLICATING** **\$875**

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PROGRAM 3 – 911 SYSTEM MANAGEMENT \$875

This account is used to make copies of reports for Law Enforcement, Fire Service, Emergency Medical Service, SLED NCIC entries, Quality Assurance reports and training document such as policy and procedure manuals. This will also be used for Duplicating cost associated with printing copies for the Quarterly Department of Emergency Services Leadership Training.

**521200 - OPERATING SUPPLIES** **\$1,000**

---

PROGRAM 3 – 911 MANAGEMENT \$1,000

Covers the cost of office related items that are non-expendable items used in the course of normal 911 operations at Node 1 and Node 2. These items include thermometers for daily temperature monitoring, batteries for thermometer and label maker and label refills for TS to use to label all data lines for technological blue printing of the 911 centers. Supplies also include oil maintenance for the shredder and writable discs for audio FOIA requests.

**521213 – PUBLIC EDUCATION SUPPLIES** **\$4,000**

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PROGRAM 2 - 911 PUBLIC EDUCATION \$4,000

This account covers the costs of flyers, pencils, and other materials required for presentations and special events using the Red E. Fox mascot to bring education into the local schools and other Department of Emergency Services events.

**522000 – BUILDING REPAIRS & MAINTENANCE** **\$13,235**

---

PROGRAM 3 – 911 SYSTEM MANAGEMENT \$13,235

This account will cover facility maintenance for the 911 Center located on Ball Park Road. Standard Maintenance such as gazebo repairs, annual fire suppression testing, Prox card reader replacement, etc. \$13,235

**522050 – GENERATOR REPAIRS & MAINTENANCE** **\$88,373**

---

PROGRAM 3 – 911 SYSTEM MANAGEMENT \$88,372.13

This account covers the repairs or maintenance for the generator located at the Ball Park Road Tower and the 2 units at the Ball Park Road 911 Center. Estimated repair cost based on last fiscal year expenditures. Cost provided by Building Services.

Maintenance - \$1,029 x 2 units + tax = \$2,202.06

Repairs - \$6,050 + tax = 6,473.50

Repairs - unit at Tower = \$1,464.10

Schneider Electric repairs & maintenance (Contract Required) = \$73,114.46 + tax = 78,232.47

FUND 2605  
DES/911 (131300)  
FY '23-24' BUDGET REQUESTS

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**522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE** **\$3,713**

---

PROGRAM 3 - 911 SYSTEM MANAGEMENT \$3,712.28

This account will be used to cover the cost of repairing and maintaining the radio tower, and equipment not covered under contracted maintenance.

Service Order for Tower Lights -  $\$1,452 \times 2 = \$3,107.28$   
Replacement Parts - \$605

**522200 - SMALL EQUIPMENT REPAIR & MAINTENANCE** **\$3,000**

---

PROGRAM 3- 911 SYSTEM MANAGEMENT \$3,000

This account will be used to cover the cost of repairing computers, fax machines, paging system, console equipment, Audio Visual, Camera Equipment, printers and equipment not covered under contracted maintenance. It also covers the Alarm at the Ball Park Road Tower.

**524201 - GENERAL TORT LIABILITY INSURANCE** **\$343**

---

PROGRAM 3 - 911 SYSTEM MANAGEMENT \$342.88

This account will cover cost of general tort liability for Deputy Chief of Communications, Accreditation manager, Training Coordinator, PC LAN Administrator, Document Processing Clerk II, PC LAN Specialist II and 911 Administrative Assistant.

**524202 - SURETY BONDS** **\$0**

---

PROGRAM 3 - 911 SYSTEM MANAGEMENT \$0

This account will cover cost of general tort liability for Deputy Chief of Communications, Accreditation manager, Training Coordinator, PC LAN Administrator, Document Processing Clerk II, PC LAN Specialist II and 911 Administrative Assistant.

**525000 - TELEPHONE** **\$29,022**

---

PROGRAM 3 - 911 SYSTEM MANAGEMENT \$29,021.28

This account covers monthly charges for 47 telephone lines emergency, non-emergency, ringdowns and administrative to include, (16 transferable lines at the Lexington Backup facility).

47 PBT Telephone Lines  $\$1,112 \times 12\text{mo} = \$13,744.32$   
2 Fax Lines  $\$103 \text{ per month} \times 12\text{mo} = \$1,273.08$   
Radio Loops (7) along with 9 cable pairs =  $\$11,457.72$   
Tornado Alarm Loop with 6 cable pairs =  $\$1,909.62$   
Court House Elevator =  $\$636.54$

**525002 - TELEPHONE (800 SERVICE)** **\$125**

---

PROGRAM 3 - 911 SYSTEM MANAGEMENT \$125

This account covers the cost of providing 800-telephone service to citizens living outside the Lexington telephone service area.

FUND 2605  
DES/911 (131300)  
FY '23-24' BUDGET REQUESTS

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**525004 – WAN SERVICE CHARGES** **\$5,625**

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PROGRAM 3 – 911 SYSTEM MANAGEMENT \$5,624.95

This account covers the cost of the modem for redundancy between Node 1 and Node 2.  
131 Modem \$438.08 x 12mo + tax = \$5,624.95

**525021 – SMART PHONES PHONE** **\$6,061**

---

PROGRAM 3 – 911 SYSTEM MANAGEMENT \$6,060.48

Smart Phones for 7 (On Call Personnel), Chief of Communications, Deputy Chief of Communications, Training Coordinator, Accreditation Manager, Compliance Officer, PC LAN Administrator, PC LAN Specialist and Dispatch Supervisors (supervisor phone rotates between shifts) for after hour duties  
4 x \$64/mo x 12mo + tax = \$3,287.04 (Chief, Deputy Chief, Training Coordinator & PC LAN)  
4 x \$54/mo x 12mo + tax = \$2,773.44

**525030 - 800 MHZ RADIO SERVICE CHARGES** **\$33,041**

---

PROGRAM 3 – 911 SYSTEM MANAGEMENT \$33,040.53

This account covers the cost of operating consoles and radios in Central Dispatch operations.  
47 Radios 6 Sites Secure x \$54.75/mo x 12mo+ tax = \$33,040.53 (Contract Required)

**525031 - 800 MHZ MAINTENANCE** **\$276,997**

---

PROGRAM 3 – 911 SYSTEM MANAGEMENT \$276,996.94

This account covers the cost of annual maintenance for the radio equipment used in the daily operations of the 911 center 24 hours a day 7 days a week for the Lexington backup and Ball Park Road. (Contract Required)

MCC7500 Consoles – 18 at Ball Park Road and 8 at Lexington backup  
Advanced Plus Package = \$103,246.08

Infrastructure Repair w/Advanced Replacement = \$28,275.54

Onsite Infrastructure Response = \$36,473.56

Dispatch (Motorola support to call and open incidents) = \$577.39

Technical Support = \$1154.77

Network Monitoring = \$2,002.53

Security Update Service = \$22,986.82

Remote Security Update Service (service for remote patching of SUS) = \$8,372.92

Network Preventative Maintenance = \$3,402.55

RSUS w/Reboot (service for MCA to manually reboot workstations after patching) = \$5,561.33

SUA (software upgrade agreement) = \$61,543.15 = tax = \$65,851.17

SUA Implementation (service for SUA field installation of software & hardware) = \$6,429.59

Configuration Management (MARVLIS) = \$51,319.76

Onsite Response (Motorola call in & onsite response from MCA for VHF radios) = \$3,591.11

Local Device Combo (depot support for consolettes) = \$4,893.97

Local Device Combo (depot support for handhelds) = \$151.94

Security Monitoring (Active Eye) = \$35,952

**525041 – EMAIL SERVICE CHARGES** **\$1,032**

---

PROGRAM 3 – 911 SYSTEM MANAGEMENT \$1,032

7 Full Time Employee Email accounts x \$10.75 x 12 months = \$903

1 Email account to be used to monitor automated dispatching x \$10.75 x 12 = \$129

FUND 2605

DES/911 (131300)

FY '23-24' BUDGET REQUESTS

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**525100 – POSTAGE**

**\$800**

**PROGRAM 3 – 911 SYSTEM MANAGEMENT**

**\$800**

The Communications division is required to correspond with numerous agencies as well as attorney's office. This account will also be used to send correspondence to Smart 911 participants and to comply with the CALEA standards regarding community surveys.

**525210 – CONFERENCE, MEETINGS & TRAINING EXPENSES**

**\$98,967**

**PROGRAM 1 - 911 TRAINING**

**\$98,967.00**

This account will be used to cover cost of state mandated 911 certification courses at SC Criminal Justice Academy and training/continuing education courses required for renewal of all certifications to include Basic 911, Priority Dispatch - (EMD) Emergency Medical Dispatch, Emergency Fire Dispatch (EFD), Emergency Police Dispatch (EPD), NCIC (National Crime Information Center, (NIMS) National Incident Management, Cardiopulmonary Resuscitation (CPR).

Emergency Medical Dispatch \$365/class x 40 employee = \$14,600

**(Required for Emergency Medical Dispatch Certification for Priority Dispatch)**

Emergency Fire Dispatch \$365/class x 40 employees = \$14,600

**(Required for Emergency Fire Dispatch Certification for Priority Dispatch)**

Emergency Police Dispatch \$365/class x 40 employees = \$14,600

**(Required for Emergency Police Dispatch Certification for Priority Dispatch)**

Site Fee for EMD, EPD and EFD = \$500/class x 4 classes per year = \$6,000

**(Required by Priority Dispatch)**

Re-certification for Priority Dispatch to include EMD, EFD, EPD, EMD-Q, EFD-Q and EMD-Q

**(Required for Continued Certification)** for 17 re-certifications = \$800

Bi-Monthly In-Service Training = 6 classes = \$3,000

**(Required Continuing Education Credits for Various Training Certifications)**

Including:

- Cardiopulmonary resuscitation (CPR), National Crime Information Center (NCIC), National Academy for Emergency Medical Dispatch (NAEMD), Emergency Medical Dispatch (EMD), Advanced Vehicle Locating device (AVL), Computer Aided Dispatch (CAD), Mapping, Stress Debriefing
- Dispatching-- Fire, EMS and Law Enforcement Protocols, Helicopters, K-9, Traffic stops, Chases, Entrapments, Active Shooters, Multiple Agency Coordination,
- Call Taking—Suicidal, In-Progress/Active, Domestic Violence, Children, Elderly, TRU, Barricaded Subjects, 911 Hang-ups,
- Professional Development

**(Below are all required for CALEA Reaccreditation)**

Commission on Accreditation for Law Enforcement Agencies (CALEA)

CALEA Annual Continuation Fee = \$4,188

APCO Annual National Conference and Expo. = \$2,500 x 2 employees = \$5,000

NENA National Conference and Expo. = \$2,500 x 2 employees = \$5,000

Department of Emergency Services / 911 Communications Leadership Staff Retreat = \$180 x 13 employees = \$2,340

**FUND 2605**

**DES/911 (131300)**

**FY '23-24' BUDGET REQUESTS**

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This includes the cost for lodging, meals and any materials needed for the offsite retreat.

Department of Emergency Services Quarterly Leadership Training Lunch & Learn (Communications will be responsible for one (1) session.) \$750

A Department of Emergency Services Leadership Lunch & Learn will be scheduled once a quarter and each division of Emergency Services will sponsor one of the Lunch & Learns. To meet this requirement we are requesting \$750 to cover the one quarter Communications will sponsor. This will cover the cost of the lunch meal and the cost associated with any books or learning materials needed for the class

NAVIGATOR – Priority Dispatch, CEO Training & Continuing education for Training Coordinator x 3 employees = \$6,000

Central Square Engage x 1 employee = \$2,500

Leadership Lexington County - \$550.00 (1 employee)

911 National Training & Leadership in Washington x 1 employees = \$2,500

Emergency Number Professional Training x 2 employees = \$840

911 Center Supervisor Training Program = \$4000

CALEA Public Safety Communications Accreditation Manager Course = \$499

National Public Educator Forum (NPEF) Conference designated specifically for the Department of Emergency Services educators. Registration & Lodging = \$3,000

The Peer Team is a peer led support group that offers stress management, critical incident peer support and facilitates access to support resources to all Department of Emergency Services employees. This committee endeavors to help protect and promote the mental integrity and resiliency for all emergency services. These funds will be utilized to hire speakers, trainers, onsite programs and workshops to better educate emergency services employees on maintaining mental and emotional wellbeing and peer to peer support.

PEER Team Training = 3 x \$500 = \$1,500

To cover the cost of attending developmental workshops and state continuing education training sessions for telecommunications operators.

Association of Public Safety Communications Officials/National Emergency Number Association (APCO/NENA) State 911 Training Conference = \$800.00 x 6 employees = \$4,800.00

Telecommunicators Emergency Response Team (T.E.R.T) Training - \$500.00 (**specialized training, required for CALEA Accreditation**)

Emergency Services Leadership Training - \$400

This training program is used for the standardization, unification and enhancement of the Lexington County Department of Emergency Services to include Communications, Fire Services, EMS and Emergency Management. This cost will be used for team building exercises and course materials needed.

FUND 2605  
DES/911 (131300)  
FY '23-24' BUDGET REQUESTS

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**525230 – SUBSCRIPTIONS, DUES & BOOKS** **\$12,366**

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PROGRAM 2 – 911 TRAINING \$12,365.49

This will allow for NENA (National Emergency Number Association), SCPAC (Police Accreditation Coalition) and CPAC (Communications Accreditation Coalition) memberships and training materials for the Communications Coordinator and the 911 Training officers.

- DUES- South Carolina Police Accreditation Coalition (SCPAC) = \$150
- National Emergency Number Association (NENA) = \$725
- Association of Public Safety Communication Officials (APCO) = \$2,514
- Public Safety Communications Accreditation Network (PSCAN) = \$50
- Leadership books (includes True Colors and Professional Leadership) = \$300
- APCO33 Training certification and Accreditation = \$500
- APCO Train the Trainer Course Manuals x 6 = \$1,020.78
- APCO Public Safety Telecommunicator Course Manuals x 60 = \$6,800.71
- Go To Meeting Business \$16 per/mo x 12mo + tax = \$206
- APCO Retain = \$99

**525240 – PERSONAL MILEAGE REIMBURSEMENT** **\$1,000**

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PROGRAM 2 – 911 TRAINING \$1,000

This will allow for the use of mileage reimbursement by employees to attend training courses or meetings when motor pool vehicles are not available.

**525250 – MOTOR POOL REIMBURSEMNT** **\$2,000**

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PROGRAM 1 – 911 TRAINING \$2,000

This will allow for the use of motor pool vehicles by employees to attend APCO/NENA Conferences, meeting/training events and leadership site visits at other communications centers.

**525430 – EMERGENCY GENERATOR FUEL** **\$4,082**

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PROGRAM 3 – 911 MANAGEMENT \$4,082

Covers the cost of Fuel for the backup generators located at Ball Park Road ECC.  
2 Units @ 12.5 gallons (1/2 hour run time) each x 52weeks x \$3.14 per gallon = \$4,082

**525500 – LAUNDRY & LINEN** **\$1,000**

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PROGRAM 3 – 911 MANAGEMENT \$1,000

This account will be used to dry clean uniforms with the purpose of reusing them after an employee has terminated employment. Also the Cleaning of the Red E. Fox mascot to twice annually.



FUND 2605  
DES/911 (131300)  
FY '23-24' BUDGET REQUESTS

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**525600 – UNIFORMS & CLOTHING** **\$2,793**

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PROGRAM 3 – SYSTEM MANAGEMENT \$2,792.70

This will cover uniforms and clothing for the Deputy Chief of Communications, 911 Training Coordinator, Accreditations Manager, Administrative Assistant, Document Processing Clerk, and ECC System Controller.

- 4 Short Sleeve Polo Shirts = \$120
- 4 Uniform Pant = \$160
- 1 T-Shirt/Undershirt = \$18
- 1 Long Sleeve Fleece Shirt = \$25
- 1 Pullover = \$35
- 1 Jacket = \$55
- 1 Knit Beanie = \$10
- 1 Ball Hat = \$12

TOTAL per employee = \$435 x 6 employees + tax = \$2,792.70

**525700 – EMPLOYEE SERVICE AWARDS** **\$1,684**

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Communications has in place an employee recognition program that recognized Employee of the Year, Employee of the Quarter and Shift of the Year. This is based upon attendance, performance, Dispatch Times, and Call Answer Times and other measurements of productivity.

- 4 Dispatcher of the Quarter = \$25 ea + tax = \$107
- 4 Call Taker of the Quarter = \$25 ea + tax = \$107
- 4 Part Time Dispatcher of the Quarter = \$25 + tax = \$107
- 4 Sergeant of the Quarter = \$25 ea + tax = \$107
- 4 Supervisor of the Quarter = \$25 ea + tax = \$107
- 1 Dispatcher of the Year = \$100 + tax = \$107
- 1 Call Taker of the Year = \$100 + tax = \$107
- 1 Sergeant of the Year = \$100 + tax = \$107
- 1 Supervisor of the Year = \$100 + tax = \$107
- 1 Shift of the Year = \$200 + tax = \$214
- Public Education Team Member of the Year = \$100+ tax = \$107

These funds will be used for Divisional Annual Emergency Services Awards and Recognition Ceremony, which will include the divisions of EMS, Fire Services, Emergency Management and Communications.

- Appetizers, drinks, Hors d'oeuvres and venues expenses = \$200
- Emergency Services plaques and awards for 4 awards x \$50 per award = \$200

**529903 - CONTINGENCY** **\$1,338,726**

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PROGRAM 3 - 911 SYSTEM MANAGEMENT \$1,338,726

FUND 2605  
DES/911 (131300)  
FY '23-24' BUDGET REQUESTS

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SECTION V.D. – CAPITAL LINE ITEM NARRATIVE

**540000 – SMALL TOOLS AND MINOR EQUIPMENT** **\$28,295**

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This account will be used to replace small tools and equipment that become damaged or are no longer covered under maintenance.

Wireless Headsets \$90 x 30 + Tax = \$2,889  
Base stations for Wireless Headsets at ECC = \$590 x 8 + tax = \$5,050.40  
Batteries for Wireless Headsets at ECC = \$60 x 64 + tax = \$4108.80  
Fitness and Wellness Equipment = \$2,000  
Back-up KVM switches and cables needed for dispatch positions  
    Switches - \$640 x 8 + tax + shipping = \$5,560  
    Cables - \$9.95 x 32 + tax = 340.69  
KVM Monitor and Keyboard for 2 server racks - \$7,800 + tax = \$8,346

**NEW AND REPLACEMENT MONITORS** **\$2,676**

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Monitors are needed for the 911 center and/or as replacements for monitors that become inoperative. Continuous use shortens the life span and frequent replacement is required. Repair is not an option, according to the manufacturer.

**REPLACEMENT DISPATCH CHAIRS** **\$4,600**

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This account will be used to replace chairs in the Primary PSAP. Chairs purchased will be Intensive use High Backs with Adjustable arms.

3 Intensive use chairs x \$1292.67 + tax and shipping = \$4,599.92

**REPLACEMENT COMPUTERS** **\$77,949**

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TS replacement recommendations for primary/secondary communications centers  
45 Advanced Computers = \$77,535  
1 Laserjet Enterprise Printer = \$414

**FUND 2605**  
**DES/911 (131300)**  
**FY '23-24' BUDGET REQUESTS**

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**PARALLEL RECORDING SYSTEM** **\$18,261**

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Recording software is used to record all 911 emergent / non-emergent calls and radio transmissions at both the Ball Park Road Center (primary) and South Lake Drive Center (secondary.) At this time, when routine maintenance, software updates or equipment replacement is necessary, the recording system is non-operational and no audio is recorded. Adding a parallel recording system will allow for only one system at a time to be turned off for needed maintenance or updates. This system will allow for continuous recording of all dispatch activity.

**TEXT TO 911 RECORDING** **\$6,750**

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Lexington County 911 currently receives text to 911 messaging into the dispatch center. The existing format does not ensure all text messages are retrievable. Adding text to 911 to the recording software will allow all text message conversations to be recorded and retrieved. These records are essential to law enforcement and with the increase in text to 911 messages, it is crucial that all records are maintained and preserved.

**OPERATIONS SUITE** **\$2,884**

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Operations Suite allows for Communications to manage all operational activity. The suite combines the current four operating systems to be managed under one. The software will manage scheduling, employee performance tracking, employee intervention, employee recognition and employee feedback which are all requirements for CALEA Accreditation.

**EMERGENCY SERVICES IP NETWORK** **\$66,286**

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ESInets for Next Generation 911 are IP networks used for emergency telecommunications services and are designed for all public safety agencies to use. The purpose of an ESInet is to have a reliable network to support and transport 911 calls to i3-compliant PSAPs.

**EMPLOYEE TRACKING SOFTWARE** **\$2000**

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The software will track employee performance including early intervention and indicators.

**FUND 2605**  
**DES/911 (131300)**  
**FY '23-24' BUDGET REQUESTS**

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**Parallel Recording System**

Recording software is used to record all 911 emergent / non-emergent calls and radio transmissions at both the Ball Park Road Center (primary) and South Lake Drive Center (secondary.) At this time, when routine maintenance, software updates or equipment replacement is necessary, the recording system is non-operational and no audio is recorded. Adding a parallel recording system will allow for only one system at a time to be turned off for needed maintenance or updates. This system will allow for continuous recording of all dispatch activity.

CAPITAL EXPENSE FOR 2605-131300

Parallel Recording System - \$18,261

OPERATING EXPENSES FOR 2605-131300-520100

Annual maintenance cost for parallel recording - \$3,549  
(after the first year)

**FUND 2605**  
**DES/911 (131300)**  
**FY '23-24' BUDGET REQUESTS**

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**Text To 911 Recording**

Lexington County 911 currently receives text to 911 messaging into the dispatch center. The existing format does not ensure all text messages are retrievable. Adding text to 911 to the recording software will allow all text message conversations to be recorded and retrieved. These records are essential to law enforcement and with the increase in text to 911 messages, it is crucial that all records are maintained and preserved.

**CAPITAL EXPENSE FOR 2605-131300**

Text to 911 Recording - \$6,750

**OPERATING EXPENSES FOR 2605-131300-520100**

Annual maintenance cost for text to 911 recording - \$1,195  
(after the first year)

**FUND 2605**  
**DES/911 (131300)**  
**FY '23-24' BUDGET REQUESTS**

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**Operations Suite**

Operations Suite allows for Communications to manage all operational activity. The suite combines the current four operating systems to be managed under one. The software will manage scheduling, employee performance tracking, employee intervention, employee recognition and employee feedback which are all requirements for CALEA Accreditation.

CAPTIAL EXPENSE FOR 2605-131300

Operations Suite - \$2,884

OPERATING EXPENSES FOR 2605-131300-520100

Annual maintenance cost for Operations Suite - \$2,884

**FUND 2605**  
**DES/911 (131300)**  
**FY '23-24' BUDGET REQUESTS**

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**Emergency Services IP Network**

ESInets for Next Generation 911 are IP networks used for emergency telecommunications services and are designed for all public safety agencies to use. The purpose of an ESInet is to interconnect at local, regional, state, federal, national and international levels to form an IP-based internetwork. This network is a critical element and the networking backbone upon which PSAPS and public safety agencies can build services toward Next Generation 911.

The desired scenario for Next Generation 911 is that a caller dials 911 and connects to a public safety answering point. Once getting the basic information about the emergency, including the nature and location, the caller is able to use his or her smartphone to send the PSAP pictures and video of the incident. The National Emergency Number Association develops the technology standards that drive NG911 known as i3 and spell out specific factors PSAPs must meet for their systems to be considered NG911, which includes ESInet.

**CAPITAL EXPENSE FOR 2605-131300**

ESInet - \$60,406

Configuration and conversion from existing recording software to VoIP for ESInet connection- \$5,880

**OPERATING EXPENSES FOR 2605-131300-520200**

Annual re-occurring cost for ESInet Services (after 1<sup>st</sup> year of implementation) - \$363,037.44

- This expense will be billed monthly and will replace the current AT&T contracted services upon implementation

FUND 2605  
DES/911 (131300)  
FY '23-24' BUDGET REQUESTS

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Employee Tracking Software

Tracking software allows for early intervention and performance indicators for employees. It allows for daily operational reports, which allow for early detection and preventative measures be taken.

CAPITAL EXPENSE FOR 2605-131300

\$2,000



**COUNTY OF LEXINGTON  
DOMINION SUPPORT FUND  
Annual Budget  
FY 2023-24 Estimated Revenues**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24	
<b>*Dominion Support Fund 2606:</b>									
<b>Revenues:</b>									
461000	Investment Interest	86	302	0	0	0			
466000	Dominion Support Funds	22,088	25,000	25,000	25,000	<del>22,088</del>	62,771		
<b>** Total Revenue</b>		<u>22,174</u>	<u>25,302</u>	<u>25,000</u>	<u>25,000</u>	<del>22,088</del>	62,771		
<b>***Total Appropriation</b>					62,771	62,771			
<b>FUND BALANCE</b>									
Beginning of Year						56,895	19,124	19,124	19,124
<b>FUND BALANCE - Projected</b>									
End of Year						<u>19,124</u>	<u>(21,559)</u>	<u>19,124</u>	<u>19,124</u>

**COUNTY OF LEXINGTON  
DOMINION SUPPORT FUND  
Annual Budget  
Fiscal Year - 2023-24**

Fund: 2606  
Division: Department of Emergency Services  
Organization: 131101 - Emergency Preparedness

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
					2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Personnel</b>						
519999	Personnel Contingency	0	0	0	<u>0</u>	
	<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<u><b>0</b></u>	
<b>Operating Expenses</b>						
521200	Operating Supplies	396	0	2,486	<u>2,486</u>	
522000	Building Repairs & Maintenance	468	0	1,500	<u>1,500</u>	
522200	Small Equipment Repairs & Maint.	0	0	2,500	<u>2,500</u>	
524015	Drone Insurance	2,369	2,439	2,624	<u>2,624</u>	
525110	Other Parcel Delivery Service	0	0	200	<u>200</u>	
525210	Conference, Meeting & Training Expense	935	0	6,893	<u>6,893</u>	
529903	Contingency	0	0	40,683	<u>40,683</u>	
	<b>* Total Operating</b>	<b>4,168</b>	<b>2,439</b>	<b>56,886</b>	<u><b>56,886</b></u>	
	<b>** Total Personnel &amp; Operating</b>	<b>4,168</b>	<b>2,439</b>	<b>56,886</b>	<u><b>56,886</b></u>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	0	3,785	<u>3,785</u>	
540010	Minor Software	600	600	2,100	<u>2,100</u>	
	All Other Equipment	0	0	0	<u>0</u>	
	<b>** Total Capital</b>	<b>600</b>	<b>600</b>	<b>5,885</b>	<u><b>5,885</b></u>	
	<b>*** Total Budget Appropriation</b>	<b>4,768</b>	<b>3,039</b>	<b>62,771</b>	<u><b>62,771</b></u>	



## SECTION V – PROGRAM OVERVIEW

### DOMINION SUPPORT FUND

#### Summary of Programs:

#### PROGRAM II – EMERGENCY MANAGEMENT

##### Objectives:

This program provides for services required to support Emergency Management for the 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. Portions of Lexington County to include Chapin, nearly 3,000 county residents, fall within this area.

#### **Program II: Emergency Management**

##### Objectives:

This program provides the capability to plan for natural and manmade disasters, which may affect the population of Lexington County. Planning is a continuous process and encompasses mitigation, actions taken to prepare for disasters, action to be taken during the event, which lessens 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.) and accidents involving the fixed nuclear facility at the V.C. Summer Nuclear Station. This program also provides a central point for coordination between local government, state and federal assisting agencies in all phases of planning.

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 all hazards and threats to our community. This is evidence 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 all hazards both manmade and natural disasters.

#### **Program III: DES Emergency Communication Coordinator (ECC)**

The Emergency Communications Coordinator maintains oversight of the countywide (with the exception of the Sheriff's Department) communications program to include the design, construction, maintenance, and repair of radio and telecommunications systems as well as design and recommend modifications. The ECC oversees radio communication projects to include budgeting and identifying resources needed. Additional duties include conducting and/or assisting with communications training curriculum to ensure county staff are trained on the operation of available communication systems. The ECC monitors/reports system performance indicators; maintains operational efficiency of systems and makes recommendations for improvements as needed.

**SECTION VI. - LINE ITEM NARRATIVES**

**SECTION VI.A. – LISTING OF REVENUES**

**466000 DOMINION SUPPORT FUNDS** **\$62,771**

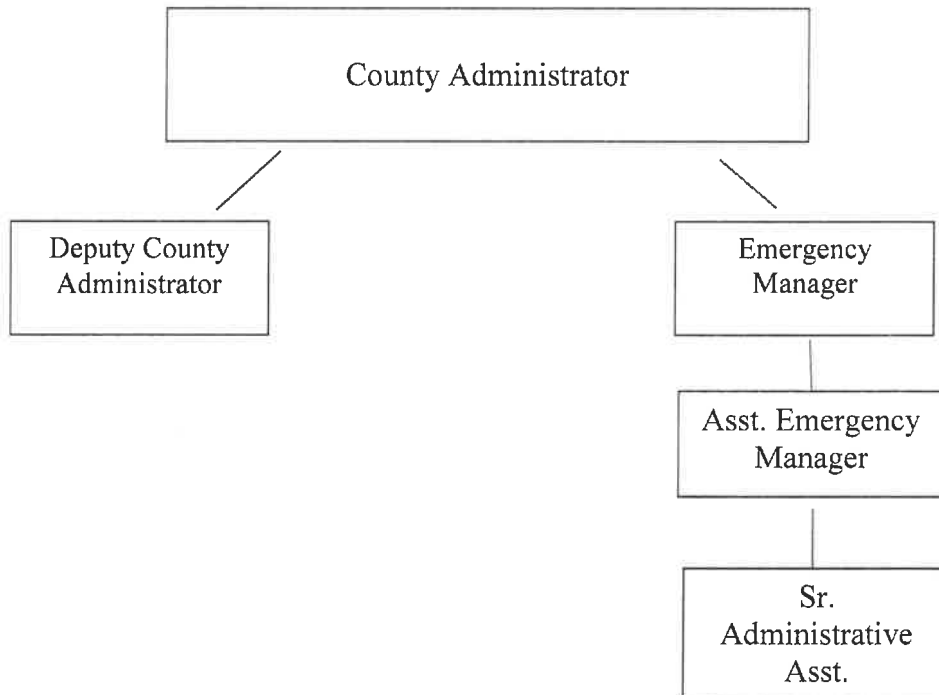
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This funding is used to meet the County’s responsibility established by the Federal Emergency Management Agency (FEMA) and the Nuclear Regulatory Commission (NRC) for Radiological Emergency Planning (REP) for the V.C. Summer Nuclear Station

**SECTION VI.B. – PERSONNEL**

**Current Staffing Level:**

<u>Job Title Positions</u>	<u>Full Time Equivalent</u>			<u>Grade</u>
	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	
Emergency Manager	1.00	0.00	1.00	213
Assistant Emergency Mgr	1.00	0.00	1.00	208
<b>TOTAL POSITIONS</b>	<b><u>2.00</u></b>	<b><u>1.00</u></b>	<b><u>2.00</u></b>	



**VI.C. - OPERATING LINE ITEM NARRATIVES**

**521200 OPERATING SUPPLIES \$2,486**

**PROGRAM II - EMERGENCY MANAGEMENT**

This account will be used to purchase imaging drums, fuser kits and transfer kits for the Emergency Management Network Printer. This account will also be used for operating supplies during disaster operations and exercises. Increased emphasis on Emergency Operations Center training will necessitate more supplies. This account also includes supplies used for incident EOC badging and field operations.

**522000 BUILDING REPAIRS & MAINTENANCE \$1,500**

**PROGRAM II – EMERGENCY MANAGEMENT \$1,500**

This account will be utilized for miscellaneous repairs and maintenance of items such as the fire suppression system, prox card readers, grounds fencing and gates, etc. at the EOC facility located at 434 Ball Park Road.

**522200 SMALL EQUIPMENT REPAIRS & MAINTENANCE \$2,500**

**PROGRAM II- EMERGENCY MANAGEMENT \$2,500**

This account will be used for necessary repairs and maintenance of equipment essential to the functions of Emergency Management to include the recalibration and maintenance of radiological monitors and the traffic and communication trailers.

**524015 DRONE INSURANCE \$2,624**

**PROGRAM II – EMERGENCY MANAGEMENT \$2,624**

This account will be used to cover the annual insurance premium for (2) County owned drones that are utilized to enhance emergency response capabilities such as search and rescue operations, VC Summer evacuation route reconnaissance and monitoring and HAZMAT response.

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

**PROGRAM II – EMERGENCY MANAGEMENT**

This account will cover the cost for mailing any packages not covered under the regular postage account to include the shipping of the Ludlum radiation monitors for annual recalibration.

**525210 – CONFERENCES AND MEETING EXPENSES \$6,893**

**PROGRAM 2 – EMERGENCY MANAGEMENT \$6,893**

This account will be used for Emergency Operations Center personnel for the purpose of training, meetings, and meal expenses associated with training or activations. The funds will also cover EOC Emergency Awareness Seminars and/or Tabletop Exercises annually, SCEMA Conference expenses, the FEMA Advanced Academy for the Assistant Emergency Manager and the IAEM Conference.

Emergency Management Training & Exercises	\$2,993
FEMA Advanced Academy Certification (Assistant EM)	\$1,400
SCEMA (SC Emergency Management Association) (EM, Assistant EM)	\$1,300
IAEM (International Association of Emergency Managers) (EM)	\$1,200

VI.D. – CAPITAL LINE ITEM NARRATIVES

**540000 SMALL TOOLS & MINOR EQUIPMENT** **\$3,785**

PROGRAM 2 – EMERGENCY MANAGEMENT

This account will be utilized to purchase small tools & minor equipment needed to assist Emergency Management with the coordination of activation, operation, and training for the division and to support the County Emergency Shelter located at 432 Ball Park Road.

**540010 – MINOR SOFTWARE** **\$2,100**

PROGRAM 2 – EMERGENCY MANAGEMENT \$600

Per GIS – this account is needed to purchase ESRI maintenance on 2 ArcView licenses for the upcoming year. ESRI is a GIS mapping software which is useful in planning and response phases of Emergency Management.

(2) ArcView Licenses @ \$300/ea = \$600

Emergency Services utilizes software packages for aerial drone operations, including Drone2map, and ARCGIS. This software is used for many mapping related projects including station location and runout mapping, as well as three dimensional mapping of post fire damage, flood damage, and pre-planning many activities within Emergency Services. This funding will purchase a license for Drone2map.

Drone2Map Annual License 1@ \$1,500/ea= \$1,500 \$1,500



**COUNTY OF LEXINGTON  
PUBLIC DEFENDER  
Annual Budget  
Fiscal Year 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>* P/D (Indigent Criminal Defense) 2618:</b>								
<b>Revenues:</b>								
451610	State Revenue (Lexington)	141,506	46,830	200,000	200,000	200,000		
461000	Investment Interest	0	0	0	0			
<b>** Total Revenue</b>		<u>141,506</u>	<u>46,830</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>		
<b>***Total Appropriation</b>					<u>200,000</u>	<u>200,000</u>		
FUND BALANCE								
Beginning of Year								
					<u>(4)</u>	<u>(4)</u>	<u>(4)</u>	<u>(4)</u>
FUND BALANCE - Projected								
End of Year								
					<u>(4)</u>	<u>(4)</u>	<u>(4)</u>	<u>(4)</u>

Fund: 2618  
Division: Judicial  
Organization: 141400 - Public Defender

Object Expenditure Code	Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>							
<b>* Total Personnel</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Operating Expenses</b>							
520300	Professional Services	141,511	51,278	200,000	200,000		
<b>* Total Operating</b>		<b>141,511</b>	<b>51,278</b>	<b>200,000</b>	<b>200,000</b>		
<b>** Total Personnel &amp; Operating</b>		<b>141,511</b>	<b>51,278</b>	<b>200,000</b>	<b>200,000</b>		
<b>Capital</b>							
<b>** Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>		<b>141,511</b>	<b>51,278</b>	<b>200,000</b>	<b>200,000</b>		

**COUNTY OF LEXINGTON  
PUBLIC DEFENDER  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>* Public Defender 2619:</b>								
<b>Revenues:</b>								
451610	State Revenue (Lexington)	697,823	348,911	922,823	922,823	697,823		
451611	State Revenue (Tri-Counties)	151,838	75,919	151,838	151,838	151,838		
451615	Carry Forward Revenues	57,797	37,840	0	0			
451616	Additional PD State Funding	131,250	75,000	0	0	75,000		
451617	PD Backlog State Funding	60,653	37,500	0	0	150,000		
451620	State Supplemental (Lexington)	96,062	55,678	76,606	76,606	96,062		
451621	State Supplemental (Tri-Counties)	8,663	11,672	16,669	16,669	8,663		
451632	Probation Fees (Lexington County)	27,825	20,865	39,367	39,367	27,825		
451633	Civil Fees (Lexington County)	22,766	17,084	32,450	32,450	22,766		
451634	CDV Fees (Lexington County)	78,126	39,063	78,126	78,126	78,126		
451635	DUI Fees (Lexington County)	55,401	27,700	55,401	55,401	55,401		
451636	Probation Fees (Tri-Counties)	6,054	4,540	8,566	8,566	6,054		
451637	Civil Fees (Tri-Counties)	4,954	3,717	7,061	7,061	4,954		
451638	CDV Fees (Tri-Counties)	16,999	8,500	16,999	16,999	16,999		
451639	DUI Fees (Tri-Counties)	12,055	6,027	12,055	12,055	12,055		
455004	Contribution from Tri-Counties	80,750	43,019	86,000	86,000	86,000		
455012	Contributions from Municipalities	400	0	400	400	400		
461000	Investment Interest	3,207	11,588	100	100	100		
469900	Miscellaneous Revenues	23	0	0	0	0		
801000	Op Trn from General Fund	785,614	287,277	1,149,106	1,149,106	2,072,454		
<b>** Total Revenue</b>		<b>2,298,260</b>	<b>1,111,900</b>	<b>2,653,567</b>	<b>2,653,567</b>	<b>3,562,520</b>		
<b>***Total Appropriation</b>					<b>3,081,500</b>	<b>3,074,744</b>		
<b>FUND BALANCE</b>								
Beginning of Year					973,335	545,402	545,402	545,402
<b>FUND BALANCE - Projected</b>								
End of Year					545,402	1,033,178	545,402	545,402

**COUNTY OF LEXINGTON  
PUBLIC DEFENDER  
Annual Budget  
Fiscal Year - 2023-24**

Fund: 2619  
Division: Judicial  
Organization: 141400 - Public Defender

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 36	1,526,155	746,655	1,955,151	1,991,074		
510200 Overtime	180	0	0	0		
511112 FICA Cost	110,830	54,622	149,568	152,317		
511113 SCRS - Employer's Portion	239,529	117,818	345,882	369,543		
511120 Employee Insurance - 36	212,550	109,850	280,800	280,800		
511130 Workers Compensation	5,585	2,713	6,767	6,767		
<b>* Total Personnel</b>	<b>2,094,829</b>	<b>1,031,658</b>	<b>2,738,168</b>	<b>2,800,501</b>		
<b>Operating Expenses</b>						
520200 Contracted Service	0	750	1,500	1,500		
520206 Background History Screening	52	0	0	0		
520219 Water & Other Beverage Service	1,228	554	1,000	1,500		
520300 Professional Services	1,004	0	0	1,200		
520400 Advertising & Publicity	25	0	100	100		
521000 Office Supplies	7,023	3,698	9,300	10,000		
521100 Duplicating	6,960	2,818	6,500	12,000		
521200 Operating Supplies	24	0	0	0		
522200 Small Equip Repairs & Maintenance	0	0	750	750		
522300 Vehicle Repairs & Maintenance	7	0	700	1,000		
523100 Building Rental	73,440	38,838	78,384	78,384		
524000 Building Insurance	185	185	185	191		
524100 Vehicle Insurance - 4	1,230	1,230	1,845	2,460		
524101 Comprehensive Insurance - 4	399	319	528	740		
524201 General Tort Liability Insurance	2,555	0	2,817	2,957		
524202 Surety Bonds	0	0	0	233		
525000 Telephone	11,752	5,201	16,848	16,848		
525004 WAN Service Charges	8,159	4,079	8,749	8,749		
525020 Pagers and Cell Phones - 3	437	184	2,384	3,032		
525041 E-mail Service Charges - 39	4,160	1,741	5,031	5,031		
525100 Postage	2,246	1,009	2,100	2,500		
525210 Conference, Meeting & Training Expense	28,615	16,074	32,500	44,500		
525230 Subscriptions, Dues & Books	19,011	10,236	22,000	22,000		
525240 Personal Mileage Reimbursement	17,280	9,249	15,616	18,000		
525328 Util / Public Defenders Offices	9,395	5,150	8,000	10,000		
525400 Gas, Fuel & Oil	2,707	1,285	2,500	3,700		
529903 Contingency	0	0	28,500	0		
529907 Rental Contingency	0	0	70,189	0		
<b>* Total Operating</b>	<b>197,894</b>	<b>102,600</b>	<b>318,026</b>	<b>247,375</b>		
<b>** Total Personnel &amp; Operating</b>	<b>2,292,723</b>	<b>1,134,258</b>	<b>3,056,194</b>	<b>3,046,051</b>		





## SECTION V – PROGRAM OVERVIEW

### Summary of Programs

Background  
Program 1 – General Sessions  
Program 2 – Family Court  
Program 3 – Magistrate’s Court

#### Background:

The Eleventh Circuit Public Defender’s Office represents juvenile and adult clients in the Eleventh Judicial Circuit, which consists of Lexington, Saluda, Edgefield, and McCormick Counties.

In each of the office’s programs, our primary goal is to defend and protect the rights, liberties, and dignity of those accused of crimes who cannot afford to retain counsel. We work to ensure that no innocent person is wrongfully convicted.

We seek equal justice under the law, and we seek to defend against discriminatory treatment and disproportionate punishment. Our attorneys and support staff are dedicated to the full and fair representation of each client, and we recognize that by protecting the rights of individual people, we contribute to the integrity of the justice system as a whole.

We look for alternatives to incarceration for clients who pose a low risk to the community and a low risk of recidivism. These alternatives, both pre-trial and as part of probationary sentences, largely consist of treatment for mental illness and drug and alcohol addiction, but include other services, such as domestic abuse counseling, vocational training, and GED programs. By finding these alternatives to incarceration, we benefit the community by increasing the likelihood of rehabilitation and by lowering incarceration costs, while maintaining accountability.

As a publicly-funded office, we are committed to providing all constitutionally and statutorily mandated legal services in an efficient and cost-effective manner, while holding ourselves to the highest professional and ethical standards.

**Program 1: General Sessions**

**Objectives:**

Our General Sessions program consists of representing adult clients with misdemeanor and felony charges ranging from simple drug possession and minor property crimes up to violent and most serious felony charges. For each client, we strive to carry out the above office goals.

**Program 2: Family Court**

**Objectives:**

In our Family Court program, the Public Defender's Office represents juvenile clients charged with crimes ranging from simple drug possession to murder. In the Family Court setting, the Court's goal is to act in the best interests of the child. As a result, we have the opportunity to collaborate with other professionals from local schools, the Department of Mental Health, and the Department of Juvenile Justice to find holistic resolutions to our clients' cases. Additionally, we are able to work with our clients' parents to educate them about possible consequences. We work towards reducing recidivism and preventing our clients from becoming adult offenders.

**Program 3: Magistrate's Court**

**Objectives:**

In our Magistrate's Court program, the Public Defender's Office represents adult clients on charges that carry fines and short jail sentences. However, the consequences of a conviction for even a minor offense can have lifelong effects on our clients. We treat each case seriously and apply the same diligence to these cases that we give our General Sessions and Family Court cases.

**SERVICE LEVELS**

**Service Level Indicators:  
 Program 1:**

General Sessions Cases

	<u>Actual</u> <u>2019</u>	<u>Actual</u> <u>2020</u>	<u>Actual</u> <u>2021</u>	<u>Actual</u> <u>2022</u>	<u>Projected</u> <u>2023</u>
Total Warrants Served	5034	6397	7173	7664	8179
Warrants with Public Defender Appointed	3597	4485	4809	5246	5570
Appointed to Private Bar	100	204	464	223	325
Percentage of Adult General Sessions Warrants Appointed PD	71.5%	70.1%	67.0%	68.4%	68.10%

**Program 2:**

Family Court Cases

	<u>Actual</u> <u>2019</u>	<u>Actual</u> <u>2020</u>	<u>Actual</u> <u>2021</u>	<u>Actual</u> <u>2022</u>	<u>Projected</u> <u>2023</u>
Juvenile Cases in Court	211	221	198	338	350
Juveniles Appointed PD	194	216	185	328	338
Private Bar	17	5	13	10	12
Percentage of Juvenile Caseload	91.9%	97.7%	93.4%	97.0%	96.5%



**Program 3:**

Magistrate's Court Cases

Individuals Appointed in Magistrate's Court:

2019	795
2020	929
2021	843
2022	1007

Cases closed:

2020	608
2021	742
2022	1060

Current Clients:

2020	728
2021	819
2022	673

**SECTION VI. - LINE ITEM NARRATIVES**

**SECTION VI. A. LISTING OF REVENUES**

**451610 – State Revenue (Lexington) \$697,823**

---

State-appropriated funding for Lexington County, distributed quarterly per capita based on the 2010 census.

**451611 – State Revenue (Tri-Counties) \$151,838**

---

State appropriated funding for the Tri-Counties (Edgefield, Saluda, and McCormick Counties), distributed quarterly per capita based on the 2010 census.

**451615 - Carry Forward \$0**

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Carry forward funding distributed per capita by the South Carolina Commission on Indigent Defense.

**451616 - Carry Forward \$75,000**

---

Additional state funding. We received \$75,000 in FY23.

**415617 - Carry Forward \$0**

---

Additional state funding to assist in moving the backlog from the COVID-19 pandemic. We received \$150,000 in FY23.

**451620 – State Supplemental (Lexington) \$96,062**

---

Funding distributed per capita by the South Carolina Commission on Indigent Defense. This funding comes from surplus left over from other funds. The amount is not fixed and changes yearly. These are additional monies distributed by the Office of Indigent Defense from surplus left over from other funds. They are distributed quarterly based on the 2010 census.

**451621 – State Supplemental (Tri-Counties) \$8,663**

---

These are additional monies distributed by the Office of Indigent Defense from surplus left over from other funds. They are distributed quarterly based on the 2010 census. This is not a static amount and can change from year to year.

**451632– Probation Fees (Lexington) \$27,825**

---

Anyone placed on probation and represented by appointed counsel must pay a \$500 fee as a part of their sentence. These fees are then distributed on a per capita basis based on the 2010 census.

**451633 – Civil Fees (Lexington) \$22,766**

---

Anyone filing a civil lawsuit must pay a surcharge. This surcharge is then divided among a number of recipients. The Office of Indigent Defense distributes this money on a per capita basis based on the 2010 census.

**451634 – Domestic Violence Fees (Lexington) \$78,126**

---

This is a surcharge assessed on all DV cases. It is distributed on a per capita basis. The distribution is based on the 2010 census.

**451635 – DUI Fees (Lexington) \$55,401**

---

This is a surcharge assessed on all DUI cases. It is distributed on a per capita basis. The distribution is based on the 2010 census.

**451636 – Probation (Tri-Counties) \$6,054**

---

Anyone placed on probation and represented by appointed counsel must pay a \$500 fee as a part of that sentence. These fees are then distributed on a per capita basis based on the 2010 census.

**451637 – Civil Fees (Tri-Counties) \$4,954**

---

Anyone filing a civil lawsuit must pay a surcharge. This surcharge is then divided among its recipients. The South Carolina Commission on Indigent Defense distributes this money on a per capita basis based on the 2010 census.

**451638 – Domestic Violence Fees (Tri-Counties) \$16,999**

---

This is surcharge assessed on all DV cases. It is distributed on a per capita basis. The distribution is based on the 2010 census.

**451639 – DUI (Tri-Counties) \$12,055**

---

This is a surcharge assessed on all DUI cases. It is distributed on a per capita basis. The distribution is based on the 2010 census. This funding has been drastically reduced over the last few years by the legislature.

**455004 – Tri-Counties Contribution Funding \$86,000**

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The Tri-Counties contributed \$86,000 to the operational costs of the Eleventh Circuit Public Defender's Office for FY23.

**455012 – Contributions from Municipalities \$400**

---

Our office represents Pelion Municipality at the rate of \$400 per case.

**461000 – Investment Interest** **\$100**

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We expect a de minimis amount of interest from the amounts deposited in our special revenue account.

**801000 – Op Trn from General Fund** **\$2,072,454**

---

We are requesting that Lexington County contribute \$1,121,209 for this upcoming budget year. This is what it will take in order to balance our budget based on the past four years of one percent increases to employer retirement contributions and reductions in state fine and fee revenue. Additionally, this request is still a substantially lower than the funding received by similarly sized counties such as Horry County (fourth largest county) and York County (seventh largest county).

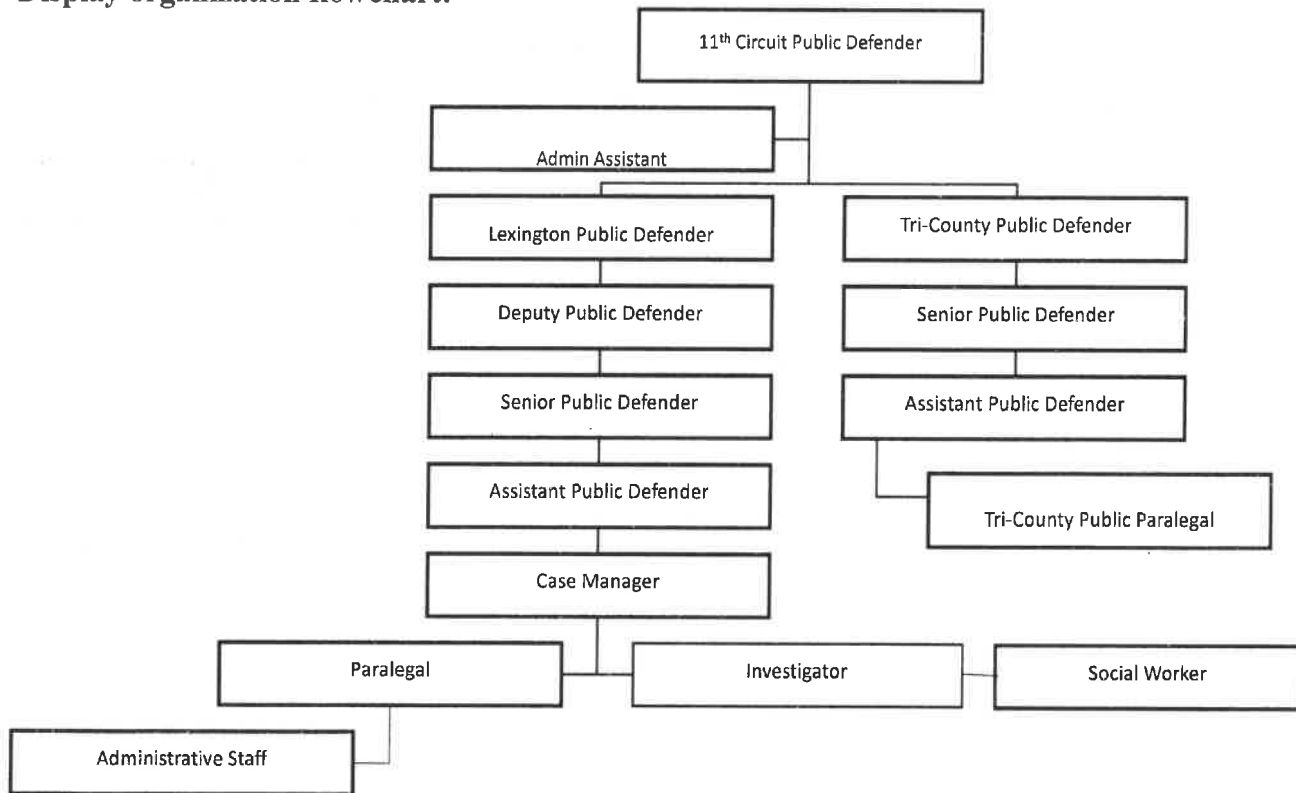
**SECTION VI. B. - LISTING OF POSITIONS**

**Current Staffing Levels:**

<u>Job Title</u>	<u>Full Time Equivalent</u>			<u>Total</u>	<u>Grade</u>
	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>		
County Public Defender	2	2		2	
Deputy Public Defender	3	3		3	
Senior Public Defender	5	5		5	
Assistant Public Defender	13	13		13	
Case Manager	4	4		4	
Receptionist/Records	1	1		1	
Paralegal	4	4		4	
Screeener/AA	2	2		2	
Investigator	2	2		2	
Total Positions	36	36		36	

All of these positions require insurance.

**Display organization flowchart:**



**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**510100-SALARIES** **\$1,991,074**

---

Salaries for thirty-six full-time positions

**51112-FICA COST** **\$152,317**

---

Employer's portion 7.65%

**511113-STATE RETIREMENT** **\$369,543**

---

Employer's portion 18.56%

**511120-INSURANCE FUND CONTRIBUTION** **\$280,800**

---

Employer's portion at the cost of \$7800 per employee (36)

**511130-WORKERS COMPENSATION** **\$6,767**

---

Based on last year's premiums

**520200-CONTRACTED SERVICES** **\$1,500**

---

Generally, this line-item is used for our shredding service.

**520219-WATER SERVICE** **\$1,500**

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Through Lexington County, we have contracted with a company that provides bottled water for the office.

**520300-PROFESSIONAL SERVICES** **\$1,200**

---

Additional shredding services.

**520400-ADVERTISING & PUBLICITY** **\$100**

---

We must advertise before shredding old files.

**521000-OFFICE SUPPLIES** **\$10,000**

---

In FY21, we expended \$5,183 office supplies. A majority portion is printer ink. Our printer ink purchases will decrease as we continue to use our copier for printing.

**521100-DUPLICATING** **\$12,000**

---

Duplicating costs

**522200-SMALL EQUIPMENT REPAIRS** **\$750**

---

We have two printers within the office. Annually, we purchase printer maintenance kits which the Technology Services installs to keep our printers running efficiently.

**522300-VEHICLE REPAIRS & MAINTENANCE** **\$1,000**

---

We have three county cars in the office that need periodic servicing.

**523100-BUILDING RENTAL** **\$78,384**

---

We rent an office building at 202 East Main Street. This office serves as our base of operations for the entire office. Mini-Warehouses provides one storage facility for old case storage. We have been able to negotiate free County provided office space with each county in the Tri-Counties. This gives us a base of operation in each county.

**524000-BUILDING INSURANCE** **\$191**

---

This is the expected premium for contents insurance on our office.

**524100-VEHICLE INSURANCE** **\$2,460**

---

This is the expected premium for our office vehicles.

**524101-COMPREHENSIVE INSURANCE** **\$740**

---

This is the expected comprehensive premium for our vehicles.

**524202-SURETY BONDS** **\$233**

---

Surety bonds at \$6.29 for 37 employees.

**524201-GENERAL TORT LIABILITY INSURANCE** **\$2,957**

---

We are covered under the insurance reserve.

**525000-TELEPHONE** **\$16,848**

---

We utilize two separate phone service providers, Comporium for the Lexington office and Western Carolina Rural Tel Coop. for our Tri-County office.

**525004-WAN SERVICE CHARGE** **\$8,749**

---

Our WAN expenses will remain static.

**525020-PAGER AND CELL PHONES** **\$3,032**

Office cell phones for three employees.

**525041-E-MAIL SERVICE CHARGE** **\$5,031**

Our email service charges are \$10.75 per account per month.

**525100-POSTAGE** **\$2,500**

We limit postage costs when letters can be hand delivered, such as to the Clerk of Court, Solicitor's Office, Judges' Offices, and jail.

**525210-CONFERENCE & MEETING EXPENSES** **\$44,500**

The annual Public Defender's conference is in late September of every year. The criminal law update for the annual South Carolina Bar Convention is in late January and PD 101, 102, and 103 are scheduled throughout the year. Additionally, there are other seminars in the area that our attorneys attend to stay informed on changes in the law. The SC Bar requires at least 14 hours of training a year.

**525230-SUBSCRIPTIONS, DUES, & BOOKS** **\$22,000**

This amount encompasses our legal research. It includes the cost of LexisNexis, our service provider for electronic legal research and updates to our law library.

**525240-PERSONAL MILEAGE REIMBURSEMENT** **\$18,000**

Personal mileage reimbursement for trips when county cars are unavailable or impractical.

**525328-UTIL/PUBLIC DEFENDERS OFFICES** **\$10,000**

Utilities, including electrical service provided by SCE&G.

**525400-GAS, FUEL & OIL** **\$3,700**

This is the fuel and oil for our county cars.



**SECTION VI. D.-CAPITAL ITEM NARRATIVES**

**540000-Small Tools & Minor Equipment \$1,500**

Every year a variety of small tools and equipment are necessary to keep the office running.

**540000- Blu-ray Burner \$1,368**

Blu-ray drives are necessary for viewing evidence including lengthy body camera videos provided to the office on Blu-ray discs. This is for the purchase of eight (8) Blu-ray/dvd burners for use with laptops.

**All Other Equipment-Vehicle \$24,000**

This is for the purchase of an additional county vehicle to keep personal mileage reimbursement costs as low as possible.

SECTION III

COUNTY OF LEXINGTON  
 NEW PROGRAM  
 GENERAL FUND  
 Annual Budget  
 Fiscal Year - 2023-24

Fund: 2619  
 Division: Reclassification - Attorney I  
 Organization: Public Defender's Office - 141400

**BUDGET**

Object Expenditure Code Classification	2023-24 Requested	2023-24 Recommend	2023-24 Approved
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**Personnel**

510100	Salaries & Wages - 10	76,861	
510200	Overtime		
511112	FICA Cost	5,880	
511113	State Retirement	14,265	6
511120	Insurance Fund Contribution - 10		
511130	Workers Compensation	284	
511213	State Retirement - Retiree		

**\* Total Personnel**

97,291

**Operating Expenses**

520300	Professional Services		
520702	Technical Currency & Support		
520800	Outside Printing		
521000	Office Supplies		
521100	Duplicating		
521200	Operating Supplies		
524000	Building Insurance		
524201	General Tort Liability Insurance		
524202	Surety Bonds - 10		
525000	Telephone		
525021	Smart Phone Charges		
525041	E-mail Service Charges - 10		
525100	Postage		
525110	Other Parcel Delivery Service		
525210	Conference & Meeting Expense		
525230	Subscriptions, Dues, & Books		
525240	Personal Mileage Reimbursement		
525300	Utilities - Admin. Bldg.		

**\* Total Operating**

0

**\*\* Total Personnel & Operating**

97,291

**Capital**

540000	Small Tools & Minor Equipment		
540010	Minor Software		
	All Other Equipment		

**\*\* Total Capital**

0

**\*\*\* Total Budget Appropriation**

97,291



## SECTION V – PROGRAM OVERVIEW

### Summary of Programs – Attorney I Reclassification

The Attorney I Reclassification will raise the pay grade from 211 to 213 for ten (10) current Attorney I public defender positions. The reclassification will make the position more competitive with similar positions across the state and allow the public defender’s office to fill vacant positions with qualified candidates. The reclassification will allow the office to retain employees, rather than wasting resources training employees who leave after one or two years.

Nine (9) employees in these positions represent adult clients in General Sessions. Most of their clients are charged with felonies carrying up to fifteen (15) years and misdemeanors. Their caseloads include property crimes, domestic violence, and drug offenses. One (1) employee in this position represents juvenile clients in Family Court. Her caseload includes all crimes from truancy to murder.

### Program 1: Attorney I Reclassification

#### Objectives:

The Eleventh Circuit Public Defender’s Office represents juvenile and adult clients in the Eleventh Judicial Circuit, which consists of Lexington, Saluda, Edgefield, and McCormick Counties.

The primary goal of our office is to defend and protect the rights, liberties, and dignity of those accused of crimes who cannot afford to retain counsel. We work to ensure that no innocent person is wrongfully convicted.

We seek equal justice under the law, and we seek to defend against discriminatory treatment and disproportionate punishment. Our attorneys and support staff are dedicated to the full and fair representation of each client, and we recognize that by protecting the rights of individual people, we contribute to the integrity of the justice system as a whole.

We look for alternatives to incarceration for clients who pose a low risk to the community and a low risk of recidivism. These alternatives, both pre-trial and as part of probationary sentences, largely consist of treatment for mental illness and drug and alcohol addiction, but include other services, such as domestic abuse counseling, vocational training, and GED programs. By finding these alternatives to incarceration, we benefit the community by increasing the likelihood of rehabilitation and by lowering incarceration costs, while maintaining accountability.

As a publicly-funded office, we are committed to providing all constitutionally and statutorily mandated legal services in an efficient and cost-effective manner, while holding ourselves to the highest professional and ethical standards.

**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**510100-SALARIES AND WAGES**

76,861  
~~\$97,291~~

Salary increase pursuant to reclassification from grade 211 to grade 213. Difference between current Attorney I grade and requested Attorney I grade. This salary increase is for ten full-time Attorney I positions.

**51112-FICA COST**

**\$5,880**

Increase in employer's portion - 7.65%.

**51113-STATE RETIREMENT**

**\$14,265**

Increase in employer's portion - 18.56%.

**51130-WORKERS COMPENSATION**

**\$284**

Increase in anticipated cost, estimate based on last year's premiums.

**SECTION VI. D.-CAPITAL ITEM NARRATIVES**

**NO CAPITAL ITEM REQUESTS**

SECTION III

COUNTY OF LEXINGTON  
 NEW PROGRAM  
 GENERAL FUND  
 Annual Budget  
 Fiscal Year - 2023-24

Fund: 2619  
 Division: Reclassification - Attorney II  
 Organization: Public Defender's Office - 141400

**BUDGET**

Object Expenditure Code Classification	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>			
510100 Salaries & Wages - 4	51,094		
510200 Overtime			
511112 FICA Cost	3,909		
511113 State Retirement	9,483		
511120 Insurance Fund Contribution - 4			
511130 Workers Compensation	189		
511213 State Retirement - Retiree			
<b>* Total Personnel</b>	<b>64,675</b>		
<b>Operating Expenses</b>			
520300 Professional Services			
520702 Technical Currency & Support			
520800 Outside Printing			
521000 Office Supplies			
521100 Duplicating			
521200 Operating Supplies			
524000 Building Insurance			
524201 General Tort Liability Insurance			
524202 Surety Bonds - 4			
525000 Telephone			
525021 Smart Phone Charges			
525041 E-mail Service Charges - 4			
525100 Postage			
525110 Other Parcel Delivery Service			
525210 Conference & Meeting Expense			
525230 Subscriptions, Dues, & Books			
525240 Personal Mileage Reimbursement			
525300 Utilities - Admin. Bldg.			
<b>* Total Operating</b>	<b>0</b>		
<b>** Total Personnel &amp; Operating</b>	<b>64,675</b>		
<b>Capital</b>			
540000 Small Tools & Minor Equipment			
540010 Minor Software			
All Other Equipment			
<b>** Total Capital</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>64,675</b>		



## SECTION V – PROGRAM OVERVIEW

### Summary of Programs – Attorney II Reclassification

The Attorney II Reclassification will raise the pay grade from 212 to 215 for four (4) current Attorney II public defender positions. The reclassification will make the position more competitive with similar positions across the state and allow the public defender’s office to fill vacant positions with qualified candidates. The reclassification will allow the office to retain employees, rather than wasting resources training employees who leave after one or two years.

All employees in these positions represent adult clients in General Sessions. Their clients are charged with a wide range of felonies, including violent and serious crimes, and misdemeanors.

#### Program 1: Attorney II Reclassification

##### Objectives:

The Eleventh Circuit Public Defender’s Office represents juvenile and adult clients in the Eleventh Judicial Circuit, which consists of Lexington, Saluda, Edgefield, and McCormick Counties.

The primary goal of our office is to defend and protect the rights, liberties, and dignity of those accused of crimes who cannot afford to retain counsel. We work to ensure that no innocent person is wrongfully convicted.

We seek equal justice under the law, and we seek to defend against discriminatory treatment and disproportionate punishment. Our attorneys and support staff are dedicated to the full and fair representation of each client, and we recognize that by protecting the rights of individual people, we contribute to the integrity of the justice system as a whole.

We look for alternatives to incarceration for clients who pose a low risk to the community and a low risk of recidivism. These alternatives, both pre-trial and as part of probationary sentences, largely consist of treatment for mental illness and drug and alcohol addiction, but include other services, such as domestic abuse counseling, vocational training, and GED programs. By finding these alternatives to incarceration, we benefit the community by increasing the likelihood of rehabilitation and by lowering incarceration costs, while maintaining accountability.

As a publicly-funded office, we are committed to providing all constitutionally and statutorily mandated legal services in an efficient and cost-effective manner, while holding ourselves to the highest professional and ethical standards.



**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**510100-SALARIES AND WAGES** **\$51,094**

Salary increase for reclassification of the Attorney II position from grade 212 to grade 215. This line item reflects the difference between the current grade and the requested grade. This salary increase is for four full-time Attorney II positions.

**51112-FICA COST** **\$3,909**

Increase in employer's portion - 7.65%.

**511113-STATE RETIREMENT** **\$9,483**

Increase in employer's portion - 18.56%.

**511130-WORKERS COMPENSATION** **\$189**

Increase in anticipated cost, estimate based on last year's premiums.

**SECTION VI. D.-CAPITAL ITEM NARRATIVES**

**NO CAPITAL ITEM REQUESTS**

SECTION III

COUNTY OF LEXINGTON  
 NEW PROGRAM  
 GENERAL FUND  
 Annual Budget  
 Fiscal Year - 2023-24

Fund: 2619  
 Division: Reclassification - Attorney III  
 Organization: Public Defender's Office - 141400

**BUDGET**

Object Expenditure Code Classification	2023-24 Requested	2023-24 Recommend	2023-24 Approved
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**Personnel**

510100	Salaries & Wages - 1	13,668	
510200	Overtime		
511112	FICA Cost	1,045	
511113	State Retirement	2,536	
511120	Insurance Fund Contribution - 1		
511130	Workers Compensation	500	
511213	State Retirement - Retiree		

**\* Total Personnel**

17,299

**Operating Expenses**

520300	Professional Services		
520702	Technical Currency & Support		
520800	Outside Printing		
521000	Office Supplies		
521100	Duplicating		
521200	Operating Supplies		
524000	Building Insurance		
524201	General Tort Liability Insurance		
524202	Surety Bonds - 1		
525000	Telephone		
525021	Smart Phone Charges		
525041	E-mail Service Charges - 1		
525100	Postage		
525110	Other Parcel Delivery Service		
525210	Conference & Meeting Expense		
525230	Subscriptions, Dues, & Books		
525240	Personal Mileage Reimbursement		
525300	Utilities - Admin. Bldg.		

**\* Total Operating**

0

**\*\* Total Personnel & Operating**

17,299

**Capital**

540000	Small Tools & Minor Equipment		
540010	Minor Software		
	All Other Equipment		

**\*\* Total Capital**

0

**\*\*\* Total Budget Appropriation**

17,299



## SECTION V – PROGRAM OVERVIEW

### Summary of Programs – Attorney III Reclassification

The Attorney III Reclassification will raise the pay grade from 213 to 216 for one (1) current Attorney III public defender position. The reclassification will make the position more competitive with similar positions across the state. The reclassification will allow the office to retain qualified employees.

The attorney in this position represents adult clients, primarily those charged with violent and serious felonies. Additionally, he supervises less experienced attorneys in case preparation.

### Program 1: Attorney III Reclassification

#### Objectives:

The Eleventh Circuit Public Defender’s Office represents juvenile and adult clients in the Eleventh Judicial Circuit, which consists of Lexington, Saluda, Edgefield, and McCormick Counties.

The primary goal of our office is to defend and protect the rights, liberties, and dignity of those accused of crimes who cannot afford to retain counsel. We work to ensure that no innocent person is wrongfully convicted.

We seek equal justice under the law, and we seek to defend against discriminatory treatment and disproportionate punishment. Our attorneys and support staff are dedicated to the full and fair representation of each client, and we recognize that by protecting the rights of individual people, we contribute to the integrity of the justice system as a whole.

We look for alternatives to incarceration for clients who pose a low risk to the community and a low risk of recidivism. These alternatives, both pre-trial and as part of probationary sentences, largely consist of treatment for mental illness and drug and alcohol addiction, but include other services, such as domestic abuse counseling, vocational training, and GED programs. By finding these alternatives to incarceration, we benefit the community by increasing the likelihood of rehabilitation and by lowering incarceration costs, while maintaining accountability.

As a publicly-funded office, we are committed to providing all constitutionally and statutorily mandated legal services in an efficient and cost-effective manner, while holding ourselves to the highest professional and ethical standards.

**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**510100-SALARIES AND WAGES**

**\$13,666<sup>7</sup>**

Salary increase for reclassification of the Attorney III position from grade 213 to grade 216. This line item reflects the difference between the current grade and the requested grade. This salary increase is for one full-time Attorney III position.

**51112-FICA COST**

**\$1,045**

Increase in employer's portion - 7.65%.

**51113-STATE RETIREMENT**

**\$2,536<sup>7</sup>**

Increase in employer's portion - 18.56%.

**51130-WORKERS COMPENSATION**

**\$51<sup>0</sup>**

Increase in anticipated cost, estimate based on last year's premiums.

**SECTION VI. D.-CAPITAL ITEM NARRATIVES**

**NO CAPITAL ITEM REQUESTS**

SECTION III

COUNTY OF LEXINGTON  
 NEW PROGRAM  
 GENERAL FUND  
 Annual Budget  
 Fiscal Year - 2023-24

Fund: 2619  
 Division: Reclassification - Deputy Public Defender  
 Organization: Public Defender's Office - 141400

**BUDGET**

Object Expenditure Code	Classification	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>				
510100	Salaries & Wages - 5	83,714		
510200	Overtime			
511112	FICA Cost	6,404		
511113	State Retirement	15,537		
511120	Insurance Fund Contribution - 5			
511130	Workers Compensation	310		
511213	State Retirement - Retiree			
	<b>* Total Personnel</b>	<b>105,965</b>		
<b>Operating Expenses</b>				
520300	Professional Services			
520702	Technical Currency & Support			
520800	Outside Printing			
521000	Office Supplies			
521100	Duplicating			
521200	Operating Supplies			
524000	Building Insurance			
524201	General Tort Liability Insurance			
524202	Surety Bonds - 5			
525000	Telephone			
525021	Smart Phone Charges			
525041	E-mail Service Charges - 5			
525100	Postage			
525110	Other Parcel Delivery Service			
525210	Conference & Meeting Expense			
525230	Subscriptions, Dues, & Books			
525240	Personal Mileage Reimbursement			
525300	Utilities - Admin. Bldg.			
	<b>* Total Operating</b>	<b>0</b>		
	<b>** Total Personnel &amp; Operating</b>	<b>105,965</b>		
<b>Capital</b>				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	All Other Equipment			
	<b>** Total Capital</b>	<b>0</b>		
	<b>*** Total Budget Appropriation</b>	<b>105,965</b>		



## SECTION V – PROGRAM OVERVIEW

### Summary of Programs – Deputy Public Defender Reclassification

The Deputy Public Defender Reclassification will raise the pay grade from 216 to 219 for five (5) current Deputy Public Defender positions. The reclassification will make the position more competitive with similar positions across the state and allow the public defender's office to fill vacant positions with qualified candidates. The reclassification will also allow the office to retain qualified employees.

The attorneys in this position represents adult clients, including those charged with the most serious violent charges. They supervise less experienced attorneys in case preparation, in dealing with difficult clients, and in navigating ethical dilemmas.

#### Program 1: Attorney III Reclassification

##### Objectives:

The Eleventh Circuit Public Defender's Office represents juvenile and adult clients in the Eleventh Judicial Circuit, which consists of Lexington, Saluda, Edgefield, and McCormick Counties.

The primary goal of our office is to defend and protect the rights, liberties, and dignity of those accused of crimes who cannot afford to retain counsel. We work to ensure that no innocent person is wrongfully convicted.

We seek equal justice under the law, and we seek to defend against discriminatory treatment and disproportionate punishment. Our attorneys and support staff are dedicated to the full and fair representation of each client, and we recognize that by protecting the rights of individual people, we contribute to the integrity of the justice system as a whole.

We look for alternatives to incarceration for clients who pose a low risk to the community and a low risk of recidivism. These alternatives, both pre-trial and as part of probationary sentences, largely consist of treatment for mental illness and drug and alcohol addiction, but include other services, such as domestic abuse counseling, vocational training, and GED programs. By finding these alternatives to incarceration, we benefit the community by increasing the likelihood of rehabilitation and by lowering incarceration costs, while maintaining accountability.

As a publicly-funded office, we are committed to providing all constitutionally and statutorily mandated legal services in an efficient and cost-effective manner, while holding ourselves to the highest professional and ethical standards.



**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**510100-SALARIES AND WAGES** **\$83,714**

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Salary increase for reclassification of the Deputy Public Defender position from grade 216 to grade 219. This line item reflects the difference between the current grade and the requested grade. This salary increase is for five (5) full-time Deputy Public Defender positions.

**51112-FICA COST** **\$6,404**

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Increase in employer's portion - 7.65%.

**511113-STATE RETIREMENT** **\$15,537**

---

Increase in employer's portion - 18.56%.

**511130-WORKERS COMPENSATION** **\$310**

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Increase in anticipated cost, estimate based on last year's premiums.

**SECTION VI. D.-CAPITAL ITEM NARRATIVES**

**NO CAPITAL ITEM REQUESTS**

SECTION III

COUNTY OF LEXINGTON  
 NEW PROGRAM  
 GENERAL FUND  
 Annual Budget  
 Fiscal Year - 2023-24

Fund: 2619  
 Division: Magistrate's Court - Admin Asst II  
 Organization: Public Defender - 141400

**BUDGET**

Object Expenditure Code Classification	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>			
510100 Salaries & Wages - 1	30,909		
510200 Overtime			
511112 FICA Cost	2,365		
511113 State Retirement	5,737		
511120 Insurance Fund Contribution - 1	7,800		
511130 Workers Compensation	14		
511213 State Retirement - Retiree			
<b>* Total Personnel</b>	<b>46,924</b>		
<b>Operating Expenses</b>			
520300 Professional Services			
520702 Technical Currency & Support			
520800 Outside Printing			
521000 Office Supplies	600		
521100 Duplicating	300		
521200 Operating Supplies			
524000 Building Insurance			
524201 General Tort Liability Insurance			
524202 Surety Bonds - 1	6		
525000 Telephone	241		
525021 Smart Phone Charges			
525041 E-mail Service Charges - 1	129		
525100 Postage			
525110 Other Parcel Delivery Service			
525210 Conference & Meeting Expense			
525230 Subscriptions, Dues, & Books			
525240 Personal Mileage Reimbursement	200		
525300 Utilities - Admin. Bldg.			
<b>* Total Operating</b>	<b>1,476</b>		
<b>** Total Personnel &amp; Operating</b>	<b>48,401</b>		
<b>Capital</b>			
540000 Small Tools & Minor Equipment	1,480		
540010 Minor Software	468		
All Other Equipment			
<b>** Total Capital</b>	<b>1,948</b>		
<b>*** Total Budget Appropriation</b>	<b>50,349</b>		



## **SECTION V – PROGRAM OVERVIEW**

### **Summary of Programs – Administrative Assistant II**

This position will create one (1) new Administrative Assistant II position. The administrative assistant's duties will include interviewing and screening new clients, entering and updating client and case information in office database, taking telephone calls and relaying necessary information to attorneys, sending notices and filing motions and orders, and assisting in other office work as required. The administrative assistant will perform work exclusively on cases pending in the Lexington County magistrate's courts.

#### **Program 1: Administrative Assistant II**

##### Objectives:

The Eleventh Circuit Public Defender's Office represents juvenile and adult clients in the Eleventh Judicial Circuit, which consists of Lexington, Saluda, Edgefield, and McCormick Counties.

The primary goal of our office is to defend and protect the rights, liberties, and dignity of those accused of crimes who cannot afford to retain counsel. We work to ensure that no innocent person is wrongfully convicted.

We seek equal justice under the law, and we seek to defend against discriminatory treatment and disproportionate punishment. Our attorneys and support staff are dedicated to the full and fair representation of each client, and we recognize that by protecting the rights of individual people, we contribute to the integrity of the justice system as a whole.

We look for alternatives to incarceration for clients who pose a low risk to the community and a low risk of recidivism. These alternatives, both pre-trial and as part of probationary sentences, largely consist of treatment for mental illness and drug and alcohol addiction, but include other services, such as domestic abuse counseling, vocational training, and GED programs. By finding these alternatives to incarceration, we benefit the community by increasing the likelihood of rehabilitation and by lowering incarceration costs, while maintaining accountability.

As a publicly-funded office, we are committed to providing all constitutionally and statutorily mandated legal services in an efficient and cost-effective manner, while holding ourselves to the highest professional and ethical standards.

**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**510100-SALARIES AND WAGES** **\$30,909**

---

Salary for one full-time Administrative Assistant II position.

**51112-FICA COST** **\$2,365**

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Employer's portion - 7.65%.

**511113-STATE RETIREMENT** **\$5,737**

---

Employer's portion - 18.56%.

**511120-INSURANCE FUND CONTRIBUTION** **\$7,800**

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Employer's portion - \$7800 per employee (1).

**511130-WORKERS COMPENSATION** **\$114**

---

Anticipated cost based on last year's premiums.

**521000-OFFICE SUPPLIES** **\$600**

---

This line item covers ordinary office supplies (pens, paper, etc.) necessary for this position.

**521100-DUPLICATING** **\$300**

---

This line item covers copying costs, primarily for discovery materials.

**524202-SURETY BONDS** **\$6**

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This line item covers surety bonds - \$6.29 per person.

**525000-TELEPHONE** **\$241**

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Based on our current phone system provided by Comporium, this cost is expected to be \$240.96 annually for one phone line per person.

**525041-E-MAIL SERVICE CHARGE** **\$129**

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Our email service charges are \$10.75 per account per month.

**525240-PERSONAL MILEAGE REIMBURSEMENT** **\$200**

This line item covers reimbursement for driving a personal vehicle. Driving for this position will include periodic travel to magistrate's courts throughout Lexington County.

**SECTION VI. D.-CAPITAL ITEM NARRATIVES**

**540000 – Standard PC All-In-One Computer & Monitor** **\$1,480**

This line item request is for one standard all-in-one computer and monitor (includes DVD drive).

**540010-Microsoft Office Pro Plus** **\$414**

Software for the computer.

**540010-PA Cortex XDR Pro** **\$54**

Anti-virus software for the computer.

SECTION III

COUNTY OF LEXINGTON  
 NEW PROGRAM  
 GENERAL FUND  
 Annual Budget  
 Fiscal Year - 2023-24

Fund: 2619  
 Division: Magistrate's Court - Attorney I  
 Organization: Public Defender's Office - 141400

**BUDGET**

Object Expenditure Code Classification	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>			
510100 Salaries & Wages - 2	121,459		
510200 Overtime			
511112 FICA Cost	9,292		
511113 State Retirement	22,543		
511120 Insurance Fund Contribution - 2	15,600		
511130 Workers Compensation	449		
511213 State Retirement - Retiree			
<b>* Total Personnel</b>	<b>169,342</b>		
<b>Operating Expenses</b>			
520300 Professional Services			
520702 Technical Currency & Support			
520800 Outside Printing			
521000 Office Supplies	1,200		
521100 Duplicating	600		
521200 Operating Supplies			
524000 Building Insurance			
524201 General Tort Liability Insurance			
524202 Surety Bonds - 2	13		
525000 Telephone	482		
525021 Smart Phone Charges			
525041 E-mail Service Charges - 2	258		
525100 Postage			
525110 Other Parcel Delivery Service			
525210 Conference & Meeting Expense	4,000		
525230 Subscriptions, Dues, & Books	1,000		
525240 Personal Mileage Reimbursement	1,000		
525300 Utilities - Admin. Bldg.			
<b>* Total Operating</b>	<b>8,553</b>		
<b>** Total Personnel &amp; Operating</b>	<b>177,895</b>		
<b>Capital</b>			
540000 Small Tools & Minor Equipment	4,770		
540010 Minor Software	1,012		
All Other Equipment			
<b>** Total Capital</b>	<b>5,782</b>		
<b>*** Total Budget Appropriation</b>	<b>183,677</b>		





## SECTION V – PROGRAM OVERVIEW

### Summary of Programs – Attorney I

This program will create two (2) new Attorney I positions. Both attorneys will work exclusively on cases pending in the Lexington County Magistrate’s Courts. These attorneys will participate in the investigation of witnesses and physical evidence, perform legal research, negotiate with prosecuting agencies, analyze cases, and develop trial strategies. They will spend significant time in the courtroom litigating cases through motions and trials.

#### Program 1: Attorney I

##### Objectives:

The Eleventh Circuit Public Defender’s Office represents juvenile and adult clients in the Eleventh Judicial Circuit, which consists of Lexington, Saluda, Edgefield, and McCormick Counties.

The primary goal of our office is to defend and protect the rights, liberties, and dignity of those accused of crimes who cannot afford to retain counsel. We work to ensure that no innocent person is wrongfully convicted.

We seek equal justice under the law, and we seek to defend against discriminatory treatment and disproportionate punishment. Our attorneys and support staff are dedicated to the full and fair representation of each client, and we recognize that by protecting the rights of individual people, we contribute to the integrity of the justice system as a whole.

We look for alternatives to incarceration for clients who pose a low risk to the community and a low risk of recidivism. These alternatives, both pre-trial and as part of probationary sentences, largely consist of treatment for mental illness and drug and alcohol addiction, but include other services, such as domestic abuse counseling, vocational training, and GED programs. By finding these alternatives to incarceration, we benefit the community by increasing the likelihood of rehabilitation and by lowering incarceration costs, while maintaining accountability.

As a publicly-funded office, we are committed to providing all constitutionally and statutorily mandated legal services in an efficient and cost-effective manner, while holding ourselves to the highest professional and ethical standards.

**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**510100-SALARIES AND WAGES \$121,459**

Salaries for two full-time Attorney I positions.

**51112-FICA COST \$9,292**

Employer's portion - 7.65%.

**511113-STATE RETIREMENT \$22,543**

Employer's portion - 18.56%.

**511120-INSURANCE FUND CONTRIBUTION \$15,600**

Employer's portion - \$7800 per employee (2).

**511130-WORKERS COMPENSATION \$449<sup>8</sup>**

Anticipated cost based on last year's premiums.

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

This line item covers ordinary office supplies (pens, paper, etc.) necessary for these positions.

**521100-DUPLICATING \$600**

This line item covers copying costs, primarily for discovery materials.

**524202-SURETY BONDS \$13**

This line item covers surety bonds - \$6.29 per person.

**525000-TELEPHONE \$482**

Based on our current phone system provided by Comporium, this cost is expected to be \$240.96 annually for one phone line per person.

**525041-E-MAIL SERVICE CHARGE \$258**

Our email service charges are \$10.75 per account per month.

**525210-CONFERENCE AND MEETING EXPENSES** **\$4,000**

This line item will cover the cost of fourteen hours of continuing legal education (CLE) classes required for attorneys, as well as other relevant criminal law training. These classes include the annual public defender's conference.

**525230-SUBSCRIPTION, DUES & BOOKS** **\$1,000**

This line item will cover South Carolina Bar dues, CLE compliance fees, law books, and the cost of the a legal research service.

**525240-PERSONAL MILEAGE REIMBURSEMENT** **\$1,000**

This line item covers reimbursement for driving a personal vehicle. Personal mileage for this position will include trips to magistrate's courts throughout Lexington County, to prisons and jails throughout the state, and to CLE seminars.

**SECTION VI. D.-CAPITAL ITEM NARRATIVES**

**540000 – Standard Laptop (3A)** **\$3,422**

This line item request is for two standard laptops with 1 TB hard drive capacity to accommodate large files such as cellphone extractions and lengthy police body camera videos.

**540000-Laptop Carrying Case** **\$58**

Two cases - one for each laptop.

**540000-Docking Station (WD19S)** **\$486**

Two docking stations - one for each laptop.

**540000-External Blu-ray Burner** **\$342**

Two disc drives – one for each laptop. Blu-ray capabilities are necessary to play Blu-ray discs of large discovery files from the Solicitor's Office.

**540000-MI13 Dell 24 Monitor** **\$462**

Two monitors (24 inches) – one for each laptop.

**540010-Microsoft Office Pro Plus** **\$828**

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Software for the laptops.

**540010-Symantec Encryption License** **\$76**

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Symantec licenses for the laptops.

**540010-PA Cortex XDR Pro** **\$108**

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Anti-virus software for the laptops.

SECTION III

COUNTY OF LEXINGTON  
 NEW PROGRAM  
 GENERAL FUND  
 Annual Budget  
 Fiscal Year - 2023-24

Fund: 2619  
 Division: Magistrate's Court - Attorney I (Increased Salary)  
 Organization: Public Defender's Office - 141400

**BUDGET**

Object Expenditure Code Classification	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>			
510100 Salaries & Wages - 3	23,058		
510200 Overtime			
511112 FICA Cost	1,764		
511113 State Retirement	4,280		
511120 Insurance Fund Contribution - 3			
511130 Workers Compensation	85		
511213 State Retirement - Retiree			
<b>* Total Personnel</b>	<b>29,187</b>		
<b>Operating Expenses</b>			
520300 Professional Services			
520702 Technical Currency & Support			
520800 Outside Printing			
521000 Office Supplies			
521100 Duplicating			
521200 Operating Supplies			
524000 Building Insurance			
524201 General Tort Liability Insurance			
524202 Surety Bonds - 3			
525000 Telephone			
525021 Smart Phone Charges			
525041 E-mail Service Charges - 3			
525100 Postage			
525110 Other Parcel Delivery Service			
525210 Conference & Meeting Expense			
525230 Subscriptions, Dues, & Books			
525240 Personal Mileage Reimbursement			
525300 Utilities - Admin. Bldg.			
<b>* Total Operating</b>	<b>0</b>		
<b>** Total Personnel &amp; Operating</b>	<b>29,187</b>		
<b>Capital</b>			
540000 Small Tools & Minor Equipment			
540010 Minor Software			
All Other Equipment			
<b>** Total Capital</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>29,187</b>		



## SECTION V – PROGRAM OVERVIEW

### Summary of Programs – Attorney I (Increased Salary)

This position will continue to fund three (3) existing Attorney I public defenders, but will raise the salary for the positions to \$60,000. These attorneys will continue to represent clients in the Lexington County Magistrate’s Courts. They will participate in the investigation of witnesses and physical evidence, perform legal research, negotiate with prosecuting agencies, analyze cases, and develop trial strategies. They will spend significant time in the courtroom litigating cases through motions and trials.

### Program 1: Attorney I (Increased Salary)

#### Objectives:

The Eleventh Circuit Public Defender’s Office represents juvenile and adult clients in the Eleventh Judicial Circuit, which consists of Lexington, Saluda, Edgefield, and McCormick Counties.

The primary goal of our office is to defend and protect the rights, liberties, and dignity of those accused of crimes who cannot afford to retain counsel. We work to ensure that no innocent person is wrongfully convicted.

We seek equal justice under the law, and we seek to defend against discriminatory treatment and disproportionate punishment. Our attorneys and support staff are dedicated to the full and fair representation of each client, and we recognize that by protecting the rights of individual people, we contribute to the integrity of the justice system as a whole.

We look for alternatives to incarceration for clients who pose a low risk to the community and a low risk of recidivism. These alternatives, both pre-trial and as part of probationary sentences, largely consist of treatment for mental illness and drug and alcohol addiction, but include other services, such as domestic abuse counseling, vocational training, and GED programs. By finding these alternatives to incarceration, we benefit the community by increasing the likelihood of rehabilitation and by lowering incarceration costs, while maintaining accountability.

As a publicly-funded office, we are committed to providing all constitutionally and statutorily mandated legal services in an efficient and cost-effective manner, while holding ourselves to the highest professional and ethical standards.

**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**510100-SALARIES AND WAGES \$23,058**

Salary increase pursuant to settlement agreement. Difference between current Attorney I Magistrate's Court position and new Attorney I Magistrate's Court position. This salary increase is for three full-time Attorney I positions.

**51112-FICA COST \$1,764**

Increase in employer's portion - 7.65%.

**511113-STATE RETIREMENT \$4,280**

Increase in employer's portion - 18.56%.

**511130-WORKERS COMPENSATION \$85**

Increase in anticipated cost, estimate based on last year's premiums.

**SECTION VI. D.-CAPITAL ITEM NARRATIVES**

**NO CAPITAL ITEM REQUESTS**



SECTION III

COUNTY OF LEXINGTON  
 NEW PROGRAM  
 GENERAL FUND  
 Annual Budget  
 Fiscal Year - 2023-24

Fund: 2619  
 Division: Magistrate's Court - Attorney III  
 Organization: Public Defender's Office - 141400

**BUDGET**

Object Expenditure Code Classification	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>			
510100 Salaries & Wages - 1	74,396		
510200 Overtime			
511112 FICA Cost	5,691		
511113 State Retirement	13,808		
511120 Insurance Fund Contribution - 1	7,800		
511130 Workers Compensation	275		
511213 State Retirement - Retiree			
<b>* Total Personnel</b>	<b>101,970</b>		
<b>Operating Expenses</b>			
520300 Professional Services			
520702 Technical Currency & Support			
520800 Outside Printing			
521000 Office Supplies	600		
521100 Duplicating	300		
521200 Operating Supplies			
524000 Building Insurance			
524201 General Tort Liability Insurance			
524202 Surety Bonds - 1	6		
525000 Telephone	241		
525021 Smart Phone Charges			
525041 E-mail Service Charges - 1	129		
525100 Postage			
525110 Other Parcel Delivery Service			
525210 Conference & Meeting Expense	2,000		
525230 Subscriptions, Dues, & Books	500		
525240 Personal Mileage Reimbursement	500		
525300 Utilities - Admin. Bldg.			
<b>* Total Operating</b>	<b>4,276</b>		
<b>** Total Personnel &amp; Operating</b>	<b>106,246</b>		
<b>Capital</b>			
540000 Small Tools & Minor Equipment	2,385		
540010 Minor Software	506		
All Other Equipment			
<b>** Total Capital</b>	<b>2,891</b>		
<b>*** Total Budget Appropriation</b>	<b>109,137</b>		

SECTION IV

COUNTY OF LEXINGTON  
NEW PROGRAM  
Capital Item Summary  
Fiscal Year - 2023-24

Fund #	2619	Fund Title:	Public Defender
Organization #	141400	Organization Title:	Public Defender
Program #	140	Program Title:	Judicial

**BUDGET**  
2023-24  
Requested

Qty	Item Description	Amount
	<b>Small Tools &amp; Minor Equipment</b>	
1	F3A Standard Laptop - Dell Precision 3570 - Addnl	1,711
1	MI1 - Dell Precision 3570 Dell Slim Briefcase 15 inch Laptop Carrying Case - Addnl	29
1	MI2 - Dell Precision 3570 Laptop Dell Dock - WD19S (Docking Station) - Addnl	243
1	MI10 - External USB Blu-ray Burner - Addnl	171
1	MI11 - Dell 24 Monitor - P2422H - Addnl	231
	<b>Minor Software</b>	
1	Microsoft Office Pro Plus	414
1	Symantec Encryption License	38
1	PA Cortex XDR Pro Antivirus	54
<b>** Total Capital (Transfer Total to Section III)</b>		<b>2,891</b>

## SECTION V – PROGRAM OVERVIEW

### Summary of Programs – Attorney III

This position will create one (1) new Attorney III position. This attorney will perform work exclusively on cases pending in the Lexington County Magistrate’s Courts. This attorney will participate in the investigation of witnesses and physical evidence, perform legal research, negotiate with prosecuting agencies, analyze cases, and develop trial strategies. This attorney will spend time in the courtroom litigating cases through motions and trials.

In addition to handling his or her own cases, this attorney will also supervise the less experienced lawyers of the public defender’s office who work in the Lexington County Magistrate’s Courts.

#### Program 1: Attorney III

##### Objectives:

The Eleventh Circuit Public Defender’s Office represents juvenile and adult clients in the Eleventh Judicial Circuit, which consists of Lexington, Saluda, Edgefield, and McCormick Counties.

The primary goal of our office is to defend and protect the rights, liberties, and dignity of those accused of crimes who cannot afford to retain counsel. We work to ensure that no innocent person is wrongfully convicted.

We seek equal justice under the law, and we seek to defend against discriminatory treatment and disproportionate punishment. Our attorneys and support staff are dedicated to the full and fair representation of each client, and we recognize that by protecting the rights of individual people, we contribute to the integrity of the justice system as a whole.

We look for alternatives to incarceration for clients who pose a low risk to the community and a low risk of recidivism. These alternatives, both pre-trial and as part of probationary sentences, largely consist of treatment for mental illness and drug and alcohol addiction, but include other services, such as domestic abuse counseling, vocational training, and GED programs. By finding these alternatives to incarceration, we benefit the community by increasing the likelihood of rehabilitation and by lowering incarceration costs, while maintaining accountability.

As a publicly-funded office, we are committed to providing all constitutionally and statutorily mandated legal services in an efficient and cost-effective manner, while holding ourselves to the highest professional and ethical standards.

**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**510100-SALARIES AND WAGES \$74,396**

Salary for one full-time Attorney III position.

**51112-FICA COST \$5,691**

Employer's portion - 7.65%.

**511113-STATE RETIREMENT \$13,808**

Employer's portion - 18.56%.

**511120-INSURANCE FUND CONTRIBUTION \$7,800**

Employer's portion - \$7800 per employee (1).

**511130-WORKERS COMPENSATION \$275**

Anticipated cost based on last year's premiums.

**521000-OFFICE SUPPLIES \$600**

This line item covers ordinary office supplies (pens, paper, etc.) necessary for this position.

**521100-DUPLICATING \$300**

This line item covers copying costs, primarily for discovery materials.

**524202-SURETY BONDS \$6**

This line item covers surety bonds - \$6.29 per person.

**525000-TELEPHONE \$241**

Based on our current phone system provided by Comporium, this cost is expected to be \$240.96 annually for one phone line per person.

**525041-E-MAIL SERVICE CHARGE \$129**

Our email service charges are \$10.75 per account per month.

**525210-CONFERENCE AND MEETING EXPENSES** **\$2,000**

This line item will cover the cost of fourteen hours of continuing legal education (CLE) classes required for attorneys, as well as other relevant criminal law training. These classes include the annual public defender's conference.

**525230-SUBSCRIPTION, DUES & BOOKS** **\$500**

This line item will cover South Carolina Bar dues, CLE compliance fees, law books, and the cost of the a legal research service.

**525240-PERSONAL MILEAGE REIMBURSEMENT** **\$500**

This line item covers reimbursement for driving a personal vehicle. Personal mileage for this position will include trips to magistrate's courts throughout Lexington County, to prisons and jails throughout the state, and to CLE seminars.

**SECTION VI. D.-CAPITAL ITEM NARRATIVES**

**540000 – Standard Laptop (3A)** **\$1,711**

This line item request is for one standard laptop with a 1 TB hard drive capacity to accommodate large files such as cellphone extractions and lengthy police body camera videos.

**540000-Laptop Carrying Case** **\$29**

Case for the laptop.

**540000-WD19S (docking station)** **\$243**

Docking station for the laptop.

**540000-External Blu-ray Burner** **\$171**

Disc drive for the laptop. Blu-ray capabilities are necessary to play Blu-ray discs of large discovery files from the Solicitor's Office.

**540000-MI13 Dell 24 Monitor** **\$231**

Monitor (24 inches) for the laptop.

**540010-Microsoft Office Pro Plus** **\$414**

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Software for the laptop.

**540010-Symantec Encryption License** **\$38**

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Symantec license for the laptop.

**540010-PA Cortex XDR Pro** **\$54**

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Anti-virus software for the laptop.

SECTION III

COUNTY OF LEXINGTON  
 NEW PROGRAM  
 GENERAL FUND  
 Annual Budget  
 Fiscal Year - 2023-24

Fund: 2619  
 Division: Magistrate's Court - Investigator  
 Organization: Public Defender's Office - 141400

**BUDGET**

Object Expenditure Code Classification	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>			
510100 Salaries & Wages - 1	45,947		
510200 Overtime			
511112 FICA Cost	3,515		
511113 State Retirement	8,528		
511120 Insurance Fund Contribution - 1	7,800		
511130 Workers Compensation	170		
511213 State Retirement - Retiree			
<b>* Total Personnel</b>	<b>65,960</b>		
<b>Operating Expenses</b>			
520300 Professional Services			
520702 Technical Currency & Support			
520800 Outside Printing			
521000 Office Supplies	600		
521100 Duplicating	300		
521200 Operating Supplies			
524000 Building Insurance			
524201 General Tort Liability Insurance			
524202 Surety Bonds - 1	6		
525000 Telephone	241		
525021 Smart Phone Charges			
525041 E-mail Service Charges - 1	129		
525100 Postage			
525110 Other Parcel Delivery Service			
525210 Conference & Meeting Expense	750		
525230 Subscriptions, Dues, & Books	250		
525240 Personal Mileage Reimbursement	1,000		
525300 Utilities - Admin. Bldg.			
<b>* Total Operating</b>	<b>3,276</b>		
<b>** Total Personnel &amp; Operating</b>	<b>69,236</b>		
<b>Capital</b>			
540000 Small Tools & Minor Equipment	3,059		
540010 Minor Software	506		
All Other Equipment			
<b>** Total Capital</b>	<b>3,565</b>		
<b>*** Total Budget Appropriation</b>	<b>72,801</b>		





## SECTION V – PROGRAM OVERVIEW

### Summary of Programs – Investigator

This position will create one (1) new investigator position. The investigator will assist attorneys by gathering and organizing evidence in preparation for trials. Duties of this position will include reviewing discovery, obtaining and reading records, interviewing witnesses, and serving subpoenas. The investigator will thoroughly document all work performed. The investigator will perform work exclusively on cases pending in the Lexington County magistrate's courts.

#### Program 1: Investigator

##### Objectives:

The Eleventh Circuit Public Defender's Office represents juvenile and adult clients in the Eleventh Judicial Circuit, which consists of Lexington, Saluda, Edgefield, and McCormick Counties.

The primary goal of our office is to defend and protect the rights, liberties, and dignity of those accused of crimes who cannot afford to retain counsel. We work to ensure that no innocent person is wrongfully convicted.

We seek equal justice under the law, and we seek to defend against discriminatory treatment and disproportionate punishment. Our attorneys and support staff are dedicated to the full and fair representation of each client, and we recognize that by protecting the rights of individual people, we contribute to the integrity of the justice system as a whole.

We look for alternatives to incarceration for clients who pose a low risk to the community and a low risk of recidivism. These alternatives, both pre-trial and as part of probationary sentences, largely consist of treatment for mental illness and drug and alcohol addiction, but include other services, such as domestic abuse counseling, vocational training, and GED programs. By finding these alternatives to incarceration, we benefit the community by increasing the likelihood of rehabilitation and by lowering incarceration costs, while maintaining accountability.

As a publicly-funded office, we are committed to providing all constitutionally and statutorily mandated legal services in an efficient and cost-effective manner, while holding ourselves to the highest professional and ethical standards.

**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**510100-SALARIES AND WAGES \$45,947**

Salary for one full-time Investigator position.

**51112-FICA COST \$3,515**

Employer's portion - 7.65%.

**511113-STATE RETIREMENT \$8,528**

Employer's portion - 18.56%.

**511120-INSURANCE FUND CONTRIBUTION \$7,800**

Employer's portion - \$7800 per employee (1).

**511130-WORKERS COMPENSATION \$170**

Anticipated cost based on last year's premiums.

**521000-OFFICE SUPPLIES \$600**

This line item covers ordinary office supplies (pens, paper, etc.) necessary for this position.

**521100-DUPLICATING \$300**

This line item covers copying costs, primarily for discovery materials.

**524202-SURETY BONDS \$6**

This line item covers surety bonds - \$6.29 per person.

**525000-TELEPHONE \$241**

Based on our current phone system provided by Comporium, this cost is expected to be \$240.96 annually for one phone line per person.

**525041-E-MAIL SERVICE CHARGE \$129**

Our email service charges are \$10.75 per account per month.

**525210-CONFERENCE AND MEETING EXPENSES** **\$750**

This line item will cover the cost of attending conferences for investigators.

**525230-SUBSCRIPTION, DUES & BOOKS** **\$250**

This line item will cover educational materials.

**525240-PERSONAL MILEAGE REIMBURSEMENT** **\$1,000**

This line item covers reimbursement for driving a personal vehicle. Personal mileage for this position will include trips to locate and interview witnesses, to magistrate's courts throughout Lexington County, and to prisons and jails throughout the state.

**SECTION VI. D.-CAPITAL ITEM NARRATIVES**

**540000 – Standard Laptop (3A)** **\$1,711**

This line item request is for one standard laptop with 1 TB hard drive capacity to accommodate large files such as cellphone extractions and lengthy police body camera videos.

**540000-Laptop Carrying Case** **\$29**

One case for the laptop.

**540000-Docking Station (WD19S)** **\$243**

One docking stations for the laptop.

**540000-External Blu-ray Burner** **\$171**

One disc drive for the laptop. Blu-ray capabilities are necessary to play Blu-ray discs of large discovery files from the Solicitor's Office.

**540000-MI13 Dell 24 Monitor** **\$231**

One monitor (24 inches) for the laptop.

**540000-Samsung Galaxy S20 FE 5G UW 128 GB and Unicorn Beetle Case** **\$231**

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Cellphone for the investigator.

**540010-Microsoft Office Pro Plus** **\$414**

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Software for the laptop.

**540010-Symantec Encryption License** **\$38**

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Symantec licenses for the laptop.

**540010-PA Cortex XDR Pro** **\$54**

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Anti-virus software for the laptop.

SECTION III

COUNTY OF LEXINGTON  
 NEW PROGRAM  
 GENERAL FUND  
 Annual Budget  
 Fiscal Year - 2023-24

Fund: 2619  
 Division: Magistrate's Court - Paralegal  
 Organization: Public Defender's Office - 141400

**BUDGET**

Object Expenditure Code Classification	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>			
510100 Salaries & Wages - 1	35,048		
510200 Overtime			
511112 FICA Cost	2,681		
511113 State Retirement	6,505		
511120 Insurance Fund Contribution - 1	7,800		
511130 Workers Compensation	130		
511213 State Retirement - Retiree			
<b>* Total Personnel</b>	<b>52,164</b>		
<b>Operating Expenses</b>			
520300 Professional Services			
520702 Technical Currency & Support			
520800 Outside Printing			
521000 Office Supplies	600		
521100 Duplicating	300		
521200 Operating Supplies			
524000 Building Insurance			
524201 General Tort Liability Insurance			
524202 Surety Bonds - 1	6		
525000 Telephone	241		
525021 Smart Phone Charges			
525041 E-mail Service Charges - 1	129		
525100 Postage			
525110 Other Parcel Delivery Service			
525210 Conference & Meeting Expense			
525230 Subscriptions, Dues, & Books			
525240 Personal Mileage Reimbursement	200		
525300 Utilities - Admin. Bldg.			
<b>* Total Operating</b>	<b>1,476</b>		
<b>** Total Personnel &amp; Operating</b>	<b>53,640</b>		
<b>Capital</b>			
540000 Small Tools & Minor Equipment	1,480		
540010 Minor Software	468		
All Other Equipment			
<b>** Total Capital</b>	<b>1,948</b>		
<b>*** Total Budget Appropriation</b>	<b>55,588</b>		

SECTION IV

COUNTY OF LEXINGTON  
NEW PROGRAM  
Capital Item Summary  
Fiscal Year - 2023-24

Fund # 2619 Fund Title: Public Defender  
Organization # 141400 Organization Title: Public Defender  
Program # 140 Program Title: Judicial

**BUDGET**  
2023-24  
Requested

Qty	Item Description	Amount
	Small Tools & Minor Equipment	
1	F1A Standard PC All-In-One Computer & Monitor - Dell OptiPlex 7400 - Addnl	1,480
	Minor Software	
1	Microsoft Office Pro Plus	414
1	PA Cortex XDR Pro Antivirus	54

**\*\* Total Capital (Transfer Total to Section III )** 1,948

## SECTION V – PROGRAM OVERVIEW

### Summary of Programs – Paralegal

This position will fund one (1) new paralegal position. The paralegal will perform specialized legal research and clerical duties for attorneys. The paralegal's duties will include interviewing and screening new clients, drafting and filing motions and orders, preparing correspondence, making telephone calls, scheduling appointments, and organizing client files. The paralegal will perform work exclusively on cases pending in the Lexington County magistrate's courts.

#### Program 1: Paralegal

##### Objectives:

The Eleventh Circuit Public Defender's Office represents juvenile and adult clients in the Eleventh Judicial Circuit, which consists of Lexington, Saluda, Edgefield, and McCormick Counties.

The primary goal of our office is to defend and protect the rights, liberties, and dignity of those accused of crimes who cannot afford to retain counsel. We work to ensure that no innocent person is wrongfully convicted.

We seek equal justice under the law, and we seek to defend against discriminatory treatment and disproportionate punishment. Our attorneys and support staff are dedicated to the full and fair representation of each client, and we recognize that by protecting the rights of individual people, we contribute to the integrity of the justice system as a whole.

We look for alternatives to incarceration for clients who pose a low risk to the community and a low risk of recidivism. These alternatives, both pre-trial and as part of probationary sentences, largely consist of treatment for mental illness and drug and alcohol addiction, but include other services, such as domestic abuse counseling, vocational training, and GED programs. By finding these alternatives to incarceration, we benefit the community by increasing the likelihood of rehabilitation and by lowering incarceration costs, while maintaining accountability.

As a publicly-funded office, we are committed to providing all constitutionally and statutorily mandated legal services in an efficient and cost-effective manner, while holding ourselves to the highest professional and ethical standards.

**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**510100-SALARIES AND WAGES \$35,048**

Salary for one full-time Paralegal position.

**51112-FICA COST \$2,681**

Employer's portion - 7.65%.

**511113-STATE RETIREMENT \$6,505**

Employer's portion - 18.56%.

**511120-INSURANCE FUND CONTRIBUTION \$7,800**

Employer's portion - \$7,800 per employee (1).

**511130-WORKERS COMPENSATION \$130**

Anticipated cost based on last year's premiums.

**521000-OFFICE SUPPLIES \$600**

This line item covers ordinary office supplies (pens, paper, etc.) necessary for this position.

**521100-DUPLICATING \$300**

This line item covers copying costs, primarily for discovery materials.

**524202-SURETY BONDS \$6**

This line item covers surety bonds - \$6.29 per person.

**525000-TELEPHONE \$241**

Based on our current phone system provided by Comporium, this cost is expected to be \$240.96 annually for one phone line per person.

**525041-E-MAIL SERVICE CHARGE \$129**

Our email service charges are \$10.75 per account per month.



SECTION III

COUNTY OF LEXINGTON  
 NEW PROGRAM  
 GENERAL FUND  
 Annual Budget  
 Fiscal Year - 2023-24

Fund: 2619  
 Division: Magistrate's Court - Social Worker  
 Organization: Public Defender's Office - 141400

**BUDGET**

Object Expenditure Code Classification	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>			
510100 Salaries & Wages - 1	44,536		
510200 Overtime			
511112 FICA Cost	3,407		
511113 State Retirement	8,266		
511120 Insurance Fund Contribution - 1	7,800		
511130 Workers Compensation	165		
511213 State Retirement - Retiree			
<b>* Total Personnel</b>	<b>64,174</b>		
<b>Operating Expenses</b>			
520300 Professional Services			
520702 Technical Currency & Support			
520800 Outside Printing			
521000 Office Supplies	600		
521100 Duplicating	300		
521200 Operating Supplies			
524000 Building Insurance			
524201 General Tort Liability Insurance			
524202 Surety Bonds - 1	6		
525000 Telephone	241		
525021 Smart Phone Charges			
525041 E-mail Service Charges - 1	129		
525100 Postage			
525110 Other Parcel Delivery Service			
525210 Conference & Meeting Expense	1,000		
525230 Subscriptions, Dues, & Books			
525240 Personal Mileage Reimbursement	500		
525300 Utilities - Admin. Bldg.			
<b>* Total Operating</b>	<b>2,776</b>		
<b>** Total Personnel &amp; Operating</b>	<b>66,950</b>		
<b>Capital</b>			
540000 Small Tools & Minor Equipment	1,480		
540010 Minor Software	468		
All Other Equipment			
<b>** Total Capital</b>	<b>1,948</b>		
<b>*** Total Budget Appropriation</b>	<b>68,898</b>		



## SECTION V – PROGRAM OVERVIEW

### Summary of Programs – Social Worker

This position will create one (1) new social worker position. The social worker will work directly with clients to assess whether they suffer from physical or mental health impairments, drug and alcohol addiction, or whether they have family or other social history patterns that affect their behavior and decision-making. The social worker will write psychosocial histories to develop recommendations concerning treatment options, alternative placements, pre-trial release, and mitigation in sentencing.

The social worker will meet with clients at the office, at the Lexington County Detention Center, and periodically at clients' homes.

The social worker will focus on finding ways to help clients become productive members of society and to help keep them from returning to the justice system. The social worker will perform work exclusively on cases pending in the Lexington County Magistrate's Courts.

### Program 1: Social Worker

#### Objectives:

The Eleventh Circuit Public Defender's Office represents juvenile and adult clients in the Eleventh Judicial Circuit, which consists of Lexington, Saluda, Edgefield, and McCormick Counties.

The primary goal of our office is to defend and protect the rights, liberties, and dignity of those accused of crimes who cannot afford to retain counsel. We work to ensure that no innocent person is wrongfully convicted.

We seek equal justice under the law, and we seek to defend against discriminatory treatment and disproportionate punishment. Our attorneys and support staff are dedicated to the full and fair representation of each client, and we recognize that by protecting the rights of individual people, we contribute to the integrity of the justice system as a whole.

We look for alternatives to incarceration for clients who pose a low risk to the community and a low risk of recidivism. These alternatives, both pre-trial and as part of probationary sentences, largely consist of treatment for mental illness and drug and alcohol addiction, but include other services, such as domestic abuse counseling, vocational training, and GED programs. By finding these alternatives to incarceration, we benefit the community by increasing the likelihood of rehabilitation and by lowering incarceration costs, while maintaining accountability.

As a publicly-funded office, we are committed to providing all constitutionally and statutorily mandated legal services in an efficient and cost-effective manner, while holding ourselves to the highest professional and ethical standards.

**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**510100-SALARIES AND WAGES \$44,536**

Salary for one full-time Social Worker position.

**51112-FICA COST \$3,407**

Employer's portion - 7.65%.

**511113-STATE RETIREMENT \$8,266**

Employer's portion - 18.56%.

**511120-INSURANCE FUND CONTRIBUTION \$7,800**

Employer's portion - \$7,800 per employee (1).

**511130-WORKERS COMPENSATION \$165**

Anticipated cost based on last year's premiums.

**521000-OFFICE SUPPLIES \$600**

This line item covers ordinary office supplies (pens, paper, etc.) necessary for this position.

**521100-DUPLICATING \$300**

This line item covers copying costs, primarily for discovery materials.

**524202-SURETY BONDS \$6**

This line item covers surety bonds - \$6.29 per person.

**525000-TELEPHONE \$241**

Based on our current phone system provided by Comporium, this cost is expected to be \$240.96 annually for one phone line per person.

**525041-E-MAIL SERVICE CHARGE \$129**

Our email service charges are \$10.75 per account per month.

**525210-CONFERENCE AND MEETING EXPENSES** **\$1000**

This line item will cover the cost of continuing education.

**525240-PERSONAL MILEAGE REIMBURSEMENT** **\$500**

This line item covers reimbursement for driving a personal vehicle. Driving for this position will include periodic travel to magistrate's courts throughout Lexington County.

**SECTION VI. D.-CAPITAL ITEM NARRATIVES**

**540000 – Standard PC All-In-One Computer & Monitor** **\$1,480**

This line item request is for one standard all-in-one computer and monitor (includes DVD drive).

**540010-Microsoft Office Pro Plus** **\$414**

Software for the computer.

**540010-PA Cortex XDR Pro** **\$54**

Anti-virus software for the computer.

SECTION III

COUNTY OF LEXINGTON  
 NEW PROGRAM  
 GENERAL FUND  
 Annual Budget  
 Fiscal Year - 2023-24

Fund: 2619  
 Division: Magistrate's Court - Facilities  
 Organization: Public Defender's Office - 141400

		<i>BUDGET</i>		
Object Expenditure		2023-24	2023-24	2023-24
Code	Classification	Requested	Recommend	Approved
<b>Personnel</b>				
510100	Salaries & Wages -			
510200	Overtime			
511112	FICA Cost			
511113	State Retirement			
511120	Insurance Fund Contribution -			
511130	Workers Compensation			
511213	State Retirement - Retiree			
	<b>* Total Personnel</b>		<b>0</b>	
<b>Operating Expenses</b>				
520300	Professional Services			
520702	Technical Currency & Support			
520800	Outside Printing			
521000	Office Supplies			
521100	Duplicating			
521200	Operating Supplies			
523100	Building Rental	60,000		
524000	Building Insurance	191		
524201	General Tort Liability Insurance			
524202	Surety Bonds -			
525000	Telephone			
525021	Smart Phone Charges			
525041	E-mail Service Charges -			
525100	Postage			
525110	Other Parcel Delivery Service			
525210	Conference & Meeting Expense			
525230	Subscriptions, Dues, & Books			
525240	Personal Mileage Reimbursement			
525300	Utilities - Admin. Bldg.			
	<b>* Total Operating</b>	<b>60,191</b>		
	<b>** Total Personnel &amp; Operating</b>	<b>60,191</b>		
<b>Capital</b>				
540000	Small Tools & Minor Equipment	8,290		
540010	Minor Software			
	All Other Equipment			
	<b>** Total Capital</b>	<b>8,290</b>		
	<b>*** Total Budget Appropriation</b>	<b>68,481</b>		

## **SECTION V – PROGRAM OVERVIEW**

### **Summary of Programs – Facilities**

This program will provide facilities for the new Lexington Magistrate’s Court Positions. This program will cover building rental, telephones, and office furniture.

#### **Program 1: Attorney I**

##### **Objectives:**

The Eleventh Circuit Public Defender’s Office represents juvenile and adult clients in the Eleventh Judicial Circuit, which consists of Lexington, Saluda, Edgefield, and McCormick Counties.

The primary goal of our office is to defend and protect the rights, liberties, and dignity of those accused of crimes who cannot afford to retain counsel. We work to ensure that no innocent person is wrongfully convicted.

We seek equal justice under the law, and we seek to defend against discriminatory treatment and disproportionate punishment. Our attorneys and support staff are dedicated to the full and fair representation of each client, and we recognize that by protecting the rights of individual people, we contribute to the integrity of the justice system as a whole.

We look for alternatives to incarceration for clients who pose a low risk to the community and a low risk of recidivism. These alternatives, both pre-trial and as part of probationary sentences, largely consist of treatment for mental illness and drug and alcohol addiction, but include other services, such as domestic abuse counseling, vocational training, and GED programs. By finding these alternatives to incarceration, we benefit the community by increasing the likelihood of rehabilitation and by lowering incarceration costs, while maintaining accountability.

As a publicly-funded office, we are committed to providing all constitutionally and statutorily mandated legal services in an efficient and cost-effective manner, while holding ourselves to the highest professional and ethical standards.





**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**523100-BUILDING RENTAL \$60,000**

Based on our current phone system provided by Comporium, this cost is expected to be \$240.96 annually for one phone line per person.

**524000-BUILDING INSURANCE \$191**

Our email service charges are \$10.75 per account per month.

**SECTION VI. D.-CAPITAL ITEM NARRATIVES**

**540000 –Color MFP Network Printer \$889**

One color printer and copier for the office.

**540000 –Black and White Network Printer \$1,436**

One black and white printer for the office.

**540000 – Office Furniture \$2,800**

Office furniture – desks, desk chairs, and filing cabinets for each employee, as well as additional chairs and conference tables.

**540000 –Phones VVX350 \$2,004**

Ten desk phones – one for employee.

**540000 –Standard Scanner \$1,161**

One scanner for scanning closed files to enable easier file retrieval and avoid storing paper copies.

**COUNTY OF LEXINGTON  
VICTIMS' BILL OF RIGHTS  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24	
<b>* Victims' Bill of Rights 2620:</b>									
<b>Revenues:</b>									
443002	Clerk of Crt Conviction Surcharges (\$100)	66,302	24,657	66,454	66,454	65,000			
443003	Clk of Crt Gen Sessions - 38% Assessment	9,688	9,973	13,442	13,442	16,480			
443507	Solicitor Traffic Education Program - 9.17%	1,772	835	811	811	1,500			
444011	Traffic Court Conviction Surcharge (\$25)	2,823	6,436	3,622	3,622	4,675			
444012	Traffic Court - 11.16% Assessment	70,322	22,624	72,100	72,100	68,000			
444050	CDV Court - 11.16% Assessment	551	180	448	448	400			
444051	CDV Court - Conviction Surcharge	2,182	771	1,747	1,747	1,600			
444111	Mag. Dist. 1 Conviction Surcharge (\$25)	4,767	1,199	4,898	4,898	4,450			
444112	Mag. Dist. 1 - 11.16% Assessment	6,683	2,732	12,305	12,305	8,500			
444211	Mag. Dist. 2 Conviction Surcharge (\$25)	5,438	2,317	5,124	5,124	4,850			
444212	Mag. Dist. 2 - 11.16% Assessment	7,908	2,095	8,500	8,500	7,240			
444311	Mag. Dist. 3 Conviction Surcharge (\$25)	8,079	3,470	5,522	5,522	5,855			
444312	Mag. Dist. 3 - 11.16% Assessment	5,173	2,323	2,500	2,500	4,830			
444411	Mag. Dist. 4 Conviction Surcharge (\$25)	6,807	3,169	5,600	5,600	5,780			
444412	Mag. Dist. 4 - 11.16% Assessment	4,987	1,765	6,100	6,100	5,600			
444511	Mag. Dist. 5 Conviction Surcharge (\$25)	3,179	1,109	2,750	2,750	2,750			
444512	Mag. Dist. 5 - 11.16% Assessment	4,159	2,625	3,174	3,174	4,068			
444611	Mag. Dist. 6 Conviction Surcharge (\$25)	794	283	1,260	1,260	1,050			
444612	Mag. Dist. 6 - 11.16% Assessment	3,022	2,014	1,134	1,134	3,020			
444711	Mag. Worthless Ck - Conviction Surcharge	102	50	600	600	215			
444712	Mag. Worthless Ck - 11.16% Assessment	36	13	100	100	80			
444911	DUI Court - Conviction Surcharge	3,748	2,048	3,361	3,361	3,970			
444912	DUI Court - 11.16% Assessment	10,113	5,026	10,150	10,150	10,640			
455008	Contribution from Town of Gaston	14,147	2,607	14,348	14,348	13,200			
455009	Contribution from Town of Swansea	4,234	1,159	5,900	5,900	5,675			
455013	Contribution from Town of Pelion	1,746	526	865	865	1,350			
<b>Other Revenues:</b>									
461000	Investment Interest	633	1,952	1,000	1,000	4,600			
801000	Op Trn from General Fund/ Cty Ord - Sheriff -	0	0	0	0	0			
		<b>249,395</b>	<b>103,958</b>	<b>253,815</b>	<b>253,815</b>	<b>255,378</b>			
<b>Appropriations:</b>									
- Solicitor					67,945	73,830			
- Magistrate Court Services					110,072	102,337			
- LE/Major Crimes					154,792	169,062			
<b>***Total Appropriations</b>					<b>332,809</b>	<b>345,229</b>	<b>0</b>	<b>0</b>	
<b>FUND BALANCE</b>									
Beginning of Year						196,704	117,710	117,710	117,710
<b>FUND BALANCE - Projected</b>									
End of Year						117,710	27,859	117,710	117,710
					<b>Solicitor</b>	<b>Magistrate</b>	<b>Law Enfr</b>	<b>Total</b>	
FY 22 Fund Balance					26,892	36,824	132,988	196,704	
Budgeted FY 23 Revenues					84,605	84,605	84,605	253,815	
Budgeted FY 23 Expenditures					(67,945)	(110,072)	(154,792)	(332,809)	
Estimated FY 23 Fund Balance					43,552	11,357	62,801	117,710	

**COUNTY OF LEXINGTON  
VICTIMS' BILL OF RIGHTS  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2620  
Division: Judicial  
Organization: 141200 - Solicitor

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<b>BUDGET</b>	
					2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 1.25	45,164	17,583	46,280	48,103		
510200 Overtime	60	24	0	0		
511112 FICA - Employer's Portion	2,959	1,105	3,540	3,680		
511113 State Retirement - Employer's Portion	6,924	2,719	8,127	8,928		
511120 Employee Insurance - 1.25	7,800	3,900	7,800	7,800		
511130 Workers Compensation	167	65	171	178		
519999 Personnel Contingency	0	0	1,172	1,827		
<b>* Total Personnel</b>	<b>63,074</b>	<b>25,396</b>	<b>67,090</b>	<b>70,516</b>		
<b>Operating Expenses</b>						
521000 Office Supplies	0	0	50	50		
521100 Duplicating	0	0	58	60		
524201 General Tort Liability Insurance	184	0	193	193		
524202 Surety Bonds - 1	0	0	0	7		
525041 E-mail Service Charges - 1	140	54	129	129		
525210 Conference, Meeting & Training Expense	179	0	425	2,875		
<b>* Total Operating</b>	<b>503</b>	<b>54</b>	<b>855</b>	<b>3,314</b>		
<b>** Total Personnel &amp; Operating</b>	<b>63,577</b>	<b>25,450</b>	<b>67,945</b>	<b>73,830</b>		
<b>Capital</b>						
540000 Small Tools & Minor Equipment	0	0	0	0		
<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>63,577</b>	<b>25,450</b>	<b>67,945</b>	<b>73,830</b>		

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**SECTION V. - PROGRAM OVERVIEW**

**Summary of Program:**

Victims' Bill of Rights

**Program:**

**Objective:**

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. These rights include, but are not limited to, the right to be treated with dignity and respect, input and consultation with the Solicitor's Office regarding disposition, notification of court hearings, court escort, explanation of options and services available, referrals to appropriate agencies, and reimbursement of certain expenses. The Victims' Bill of Rights Program seeks to provide these services in a comprehensive, yet cost effective, manner.

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**SECTION VI. B. - LISTING OF POSITIONS**

**Current Staffing Level:**

<u>Job Title</u>	<u>Full Time Equivalent</u>		<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
	<u>Positions</u>	<u>General Fund</u>			
Victim Service Provider	<u>1.25</u>		<u>1.25</u>	<u>1.25</u>	109
Total Positions	<u>1.25</u>		<u>1.25</u>	<u>1.25</u>	

All of the above positions require insurance.

Organization chart is displayed in Fund 1000 of the Solicitor's Budget Request.

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**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**521000 – OFFICE SUPPLIES** **\$ 50**

To cover the cost of paper, pens, markers, highlighters, staples, binders, paper clips, file folders, calendars, tissues, etc.

**521100 – DUPLICATING** **\$ 60**

This account is used to cover the cost of duplicating case files and reports.

Copy machine estimated usage cost - (.030495) x 1,500 copies .....\$ 46  
Copy machine estimated paper cost - 3 reams @ \$4.51 .....\$ 14

**524201 – GENERAL TORT LIABILITY INSURANCE** **\$ 193**

To cover the cost of general tort liability insurance coverage, per Risk Management.

**524202 – SURETY BONDS – 1** **\$ 7**

To cover the cost of surety bonds.

**525041 – E-MAIL SERVICE CHARGES – 1** **\$ 129**

The cost of e-mail services is \$10.75 per month per account.

**525210 – CONFERENCE, MEETING & TRAINING EXPENSE** **\$ 2,875**

State law requires Victim Service Providers to be certified by completing a set number of hours of annual training. The requested amount is to cover the cost to attend the S.C. Victims' Rights Week Conference and the South Carolina Solicitors' Association Annual Conference.

**COUNTY OF LEXINGTON  
VICTIMS' BILL OF RIGHTS  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2620  
Division: Judicial  
Organization: 142000 - Magistrate Court Services

Object Expenditure Code Classification		2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
					2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Personnel</b>						
510100	Salaries & Wages - 2.25	67,922	24,612	64,442	63,939	
510200	Overtime	6	0	0		
510300	Part Time - 2 (0.75 - FTE)	0	0	0		
511112	FICA - Employer's Portion	4,882	1,819	4,930	4,892	
511113	State Retirement - Employer's Portion	10,569	3,753	11,316	13,051	
511120	Employee Insurance - 2	15,600	7,800	15,600	15,600	
511130	Workers Compensation	211	77	200	199	
519999	Personnel Contingency	0	0	5,440	0	
<b>* Total Personnel</b>		<b>99,190</b>	<b>38,061</b>	<b>101,928</b>	<b>97,681</b>	
<b>Operating Expenses</b>						
521000	Office Supplies	1,396	370	2,000	300	
521100	Duplicating	3,659	2,542	3,660	3,660	
524201	General Tort Liability Insurance	204	0	226	238	
524202	Surety Bonds - 2	0	0	0	0	
525041	E-mail Service Charges	408	247	258	258	
525210	Conference, Meeting & Training Expense	0	0	2,000	200	
<b>* Total Operating</b>		<b>5,667</b>	<b>3,159</b>	<b>8,144</b>	<b>4,656</b>	
<b>** Total Personnel &amp; Operating</b>		<b>104,857</b>	<b>41,220</b>	<b>110,072</b>	<b>102,337</b>	
<b>Capital</b>						
<b>** Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>*** Total Budget Appropriation</b>		<b>104,857</b>	<b>41,220</b>	<b>110,072</b>	<b>102,337</b>	

FUND 2620  
MAGISTRATE COURT SERVICES (142000)  
FY 2022-23 BUDGET REQUEST

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SECTION V – PROGRAM OVERVIEW

Summary of Program:

**Victim Assistance Coordinator**

Objectives:

The Magistrate Court Services has two full time Victim Assistance Coordinator positions. These positions are located at the Lexington County Bond Court and assist the Magistrate with victim related issues. The VAC positions as related to the courts provide notification to victims regarding bond hearings, conditions of bond, information regarding a defendants bail, defendants release from detention, future court hearings and provide information to victims regarding law enforcement when necessary. These positions are certified through the Office of the Crime Victims’ Ombudsman and receive the mandatory certification annually as Victim Notifiers.

Service Levels: Number of Victim Related Cases Served Annually

<b>Victim Related Cases 2018</b>	<b>Victim Related Cases 2019</b>	<b>Victim Related Cases 2020</b>	<b>Victim Related Cases 2021</b>	<b>Victim Related Cases 2022</b>
3908	2753	2485	2465	2541



FUND 2620  
MAGISTRATE COURT SERVICES (142000)  
FY 2022-23 BUDGET REQUEST

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**SECTION VI. B. – PERSONNEL LINE ITEM NARRATIVE**

**LISTING OF POSITIONS**

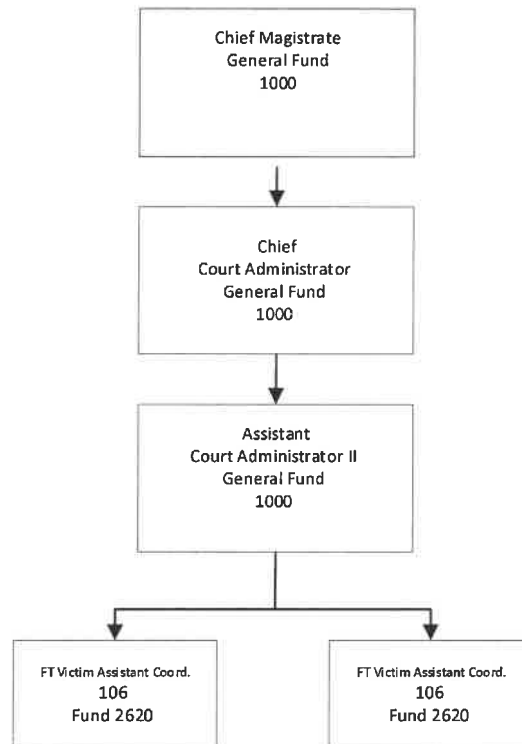
**Current Staffing Level:**

<u>Job Title:</u>	<u>Full Time Positions:</u>	<u>Part Time Positions:</u>	<u>Grade:</u>
Victim Asst. Coordinator	2		106

**Total Positions:** 2

\*All Full Time Positions Require Insurance.

**Display Organizational Flow Chart**



FUND 2620  
MAGISTRATE COURT SERVICES (142000)  
FY 2022-23 BUDGET REQUEST

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**SECTION VI - PERSONNEL**

**510100 SALARIES & WAGES \$ 63,939**

This will cover the current salaries of two full time Victim's Assistance Coordinator positions at a pay band 106.

**511112 FICA-EMPLOYER'S PORTION \$ 4,892**

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 \$ 13,051**

This will cover the State Retirement cost for the two full time and two part time employees. The rate is 18.56% of each salary.

**511120 INSURANCE FUND CONTRIBUTION \$ 15,600**

This will cover the employer's portion of the insurance contribution for the two full time positions. The figure is provided by HR.

**511130 WORKER'S COMPENSATION \$ 199**

This will cover Workers' Compensation cost for the two full time and two part employees. The rate is .31% of each salary.

**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**521000 OFFICE SUPPLIES \$ 300**

Paper, pens, envelopes, scotch tape, folders, storage boxes, household supplies, rubber bands, disks, print cartridges, calculators, business cards, etc.

**521100 DUPLICATING \$3,660**

MFP duplicating is used in the daily accomplishment of the Magistrate Court operations. This MFP was added was added to Central Bond Court after the original contract so it is not under the original contract.

1 MFP not under contract @ \$305per month x 12 = \$3,660

**524201 GENERAL TORT LIABILITY INSURANCE \$238**

Figure provided by Risk Management to cover the cost of General Tort Liability Insurance for each employee.

**524202 SURETY BONDS \$ 0**

Figures for general tort liability insurance are provided by Risk Management.

**525041 EMAIL SERVICE CHARGE \$ 258**

These funds will be used for the email accounts provided to the victims' assistance coordinators.

2 email accounts @ \$10.75ea = \$21.50 a month x 12 months = \$258



**COUNTY OF LEXINGTON  
VICTIMS' BILL OF RIGHTS  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2620  
Division: Law Enforcement  
Organization: 151260 - LE/ Major Crimes

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<b>BUDGET</b>	
					2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 2	93,434	49,083	90,862	100,032		
510199 Special Overtime	6,450	3,219	5,428	6,998		
510200 Overtime	340	36	250	400		
511112 FICA - Employer's Portion	7,400	3,911	7,385	8,218		
511113 State Retirement - Employer's Portion	6,136	3,071	7,195	7,420		
511114 Police Retirement - Employer's Portion	11,949	6,218	12,271	12,755		
511120 Employee Insurance - 2	15,600	7,800	15,600	15,600		
511130 Workers Compensation	2,285	1,223	2,119	2,202		
515600 Clothing Allowance	1,200	600	1,200	1,200		
519999 Personnel Contingency	0	0	3,540	5,002		
<b>* Total Personnel</b>	<b>144,794</b>	<b>75,161</b>	<b>145,850</b>	<b>159,827</b>		
<b>Operating Expenses</b>						
520233 Towing Service	0	0	90	0		
522300 Vehicles Repairs & Maintenance	0	0	1,415	800		
524100 Vehicle Insurance - 1	615	615	615	615		
524101 Comprehensive Insurance - 1				250		
524201 General Tort Liability Insurance	1,514	0	1,590	1,679		
524202 Surety Bonds - 2	0	0	0	20		
525000 Telephone	483	240	482	482		
525030 800 MHz Radio Service Charges - 1	644	293	708	708		
525031 800 MHz Radio Maintenance Contract - 1	61	63	85	85		
525041 E-mail Service Charges - 2	258	108	258	258		
525230 Subscriptions, Dues & Books	30	30	30	55		
525400 Gas, Fuel, & Oil	78	115	3,469	4,183		
525600 Uniforms & Clothing	0	0	200	100		
<b>* Total Operating</b>	<b>3,683</b>	<b>1,464</b>	<b>8,942</b>	<b>9,235</b>		
<b>** Total Personnel &amp; Operating</b>	<b>148,477</b>	<b>76,625</b>	<b>154,792</b>	<b>169,062</b>		
<b>Capital</b>						
<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>148,477</b>	<b>76,625</b>	<b>154,792</b>	<b>169,062</b>		

## SECTION V. – PROGRAM OVERVIEW

Being victimized by crime can be a traumatic experience often causing the victim to feel they have nowhere to turn. However, it is a goal of the Lexington County Sheriff's Department to provide crime victims with resources and services to move forward with their lives.

The Sheriff's Department is staffed with Victim Assistance Officers and coordinators tasked with the responsibility of providing crisis intervention, advocacy, and support services to crime victims. On a daily basis, incident reports are reviewed and victims are contacted by either phone or mail. Assistance offered to victims includes emotional support, referral to specific agencies for focused follow-up services, assistance with court proceedings, guidance through the criminal justice process, and help with receiving compensation for violent crimes. When requested, Victim Assistance personnel also work with the Lexington County Coroner's Office to assist in making death notifications and to provide counseling to family members.

Victims have rights, and it is important for any crime victim to be aware of those rights. Victims and witnesses of crime have the RIGHT to:

- The right to be treated with fairness, respect, and dignity;
- The right to be informed of their constitutional rights as a victim;
- The right to be reasonably informed when the accused is arrested, released from custody, or has escaped;
- The right to be informed of, and be present at, all criminal proceedings which may result in a possible disposition of the charges where the defendant has the right to be present;
- The right to be allowed to submit either a written or oral statement at all hearings that affect bond or bail;
- The right to be heard at any proceeding involving a post-arrest decision, a plea, or sentencing;
- The right to be protected through reasonable measures from the accused or persons acting on behalf of the accused throughout the criminal justice process;
- The right to confer with the prosecution, after the suspect has been charged, before the trial, or before any disposition, and to be informed of the disposition of the case;
- The right to have reasonable access, after the conclusion of the criminal investigation, to review or obtain case documents relating to the crime against the victim unless such information is protected by law;
- The right to receive prompt and full restitution from the convicted person or persons;
- The right to be informed of any proceedings when any post-conviction action or hearing is being conducted and the right to be present at any hearing; and
- Victims have the right to a reasonable disposition, and a prompt and final conclusion of the case.

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Level:**

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
<b>Law Enforcement/Administration:</b>					
Victims Assistance Officer	1		1	1	SO3
Victims Assistance Coordinator	1		1	1	106
Totals	<u>2</u>	<u>0.000</u>	<u>2</u>	<u>2.000</u>	

**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

<b>520233 – TOWING SERVICE</b>	<b>\$ 0</b>
Wrecker services have not been needed for the car assigned to this organization in the previous five years.	
<b>522300 - VEHICLE REPAIR &amp; MAINTENANCE</b>	<b>\$ 800</b>
The minimum amount budgeted for the maintenance of a LCSD fleet vehicle is \$800. This is approximately the cost of normal maintenance for one year.	
<b>524100 - VEHICLE INSURANCE</b>	<b>\$ 615</b>
The County's Risk Manager recommends the budget amount.	
<b>524101 – COMPREHENSIVE INSURANCE</b>	<b>\$ 250</b>
The budget amount per vehicle is the estimate provided by the County's Risk Manager approximately \$250 per vehicle.	
<b>524201 – GENERAL TORT LIABILITY INSURANCE</b>	<b>\$ 1,679</b>
General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The law enforcement officer's insurance is \$1,637 and the civilian's is \$42.	
<b>524202 – SURETY BONDS</b>	<b>\$ 20</b>
Surety bonds are due this fiscal year with an estimated cost of \$10 per employee. Surety bonds are paid every 3 fiscal years and will not be paid again until fiscal year 2027.	
<b>525000 - TELEPHONE</b>	<b>\$ 482</b>
This account will be used to pay telephone line charges, fax line charges, telephone extension relocations, directory assistance charges, and telephone book listing charges. The cost per month for both phone lines is \$40.16, which equates to \$482 annually.	
<b>525030 – 800 MHz RADIO SERVICE CHARGES</b>	<b>\$ 708</b>
The 800 MHz radios are required for communication. The annual service cost per radio is \$708.	
<b>525031 – 800 MHz RADIO MAINTENANCE CONTRACTS</b>	<b>\$ 85</b>
The 800 MHz radios are covered under a maintenance contract that covers some repairs that are required due to age and excessive use. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation. The estimated maintenance cost per radio is \$80.	
<b>525041 – E-MAIL SERVICE CHARGES</b>	<b>\$ 258</b>
E-mail service is a vital tool for communication among all individuals not just within Lexington County. 2 users * \$10.75 per month * 12 months = \$ 258	
<b>525230 – SUBSCRIPTIONS, DUES, &amp; BOOKS</b>	<b>\$ 55</b>
A membership for SC Law Enforcement Officers Association and the Sheriff's Association s provided for every sworn law enforcement officer.	
<b>525400 - GAS, FUEL &amp; OIL</b>	<b>\$ 4,183</b>
The minimum budgeted for vehicle fuel is \$4,183 for a LCSD fleet vehicle. This amount covers for fluctuation in the cost of fuel due to the unstable fuel market.	

**525600 - UNIFORMS & CLOTHING**

**\$ 100**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms once a year, replacement body armor every 5 years, boots every other year. It is estimated that this position will receive one replacement uniform at a cost of \$100. No other expenses are expected.



**COUNTY OF LEXINGTON**  
**SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMITTEE**  
**Annual Budget**  
**FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Schedule "C" Funds 2700:</b>								
<b>Revenues:</b>								
452200	C Fund SCDOT Apportionment	4,056,210	1,922,227	4,425,450	4,425,450	<u>4,425,450</u>		
452202	C Fund Donor County Settlement	0	1,991,204	1,750,200	1,750,200	<u>1,750,200</u>		
452204	C Fund Non-Recurring State Appor.	0	0	0	0	<u>0</u>		
<b>Other Revenues:</b>								
461000	Investment Interest	30,676	122,657	75,000	75,000	<u>75,000</u>		
<b>** Total Revenue</b>		<u>4,086,886</u>	<u>4,036,088</u>	<u>6,250,650</u>	<u>6,250,650</u>	<u>6,250,650</u>		
<b>***Total Appropriation</b>					<u>24,369,082</u>	<u>6,250,650</u>		
Contingency:								
	Unused				15,748,281			
FUND BALANCE								
	Beginning of Year				<u>14,195,325</u>	<u>11,825,174</u>		
FUND BALANCE - Projected								
	End of Year				<u>11,825,174</u>	<u>11,825,174</u>		



**COUNTY OF LEXINGTON**  
**SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMITTEE**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund 2700  
Division: Public Works  
Organization: 121100 - PW / Administration & Engineering

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages	11,186	9,459	105,000	105,000		
510200 Overtime	0	0	0	0		
510300 Part Time	0	9,998	0	0		
511112 FICA - Employer's Portion	800	1,456	8,033	8,033		
511113 State Retirement - Employer's Portion	1,601	3,277	19,488	19,488		
511130 Workers Compensation	308	291	2,888	2,888		
511213 SCRS - Employer Prt. (Retiree)	0	0	0	0		
<b>*Total Personnel</b>	<b>13,895</b>	<b>24,481</b>	<b>135,409</b>	<b>135,409</b>		
<b>Operating Expenses</b>						
520200 Contracted Services	3,000	3,000	3,000	3,000		
<b>* Total Operating</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>		
<b>** Total Personnel &amp; Operating</b>	<b>16,895</b>	<b>27,481</b>	<b>138,409</b>	<b>138,409</b>		
<b>Capital</b>						
540000 Small Tools & Minor Equipment	0	0	0	0		
540010 Minor Software	0	0	0	0		
All Other Equipment	0	0	0	0		
<b>**Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

This organization will be used by the Public Works Engineering department to charge any time worked that is associated with a C Fund Project.  
Organization - 121100.

**\*\*\* Total Budget Appropriation**                      **16,895**                      **27,481**                      **138,409**                      **138,409**



**COUNTY OF LEXINGTON**  
**SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMITTEE**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund 2700  
Division: Public Works  
Organization: 121302 - PW / Special Projects / Municipal Grants & Sidewalks

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Operating Expenses</b>						
539900 Unclassified	0	(2,295)	1,012,612	100,000		
539904 Unclassified - Municipal Projects	0	0	250,000	250,000		
<b>* Total Operating</b>	<b>0</b>	<b>-2,295</b>	<b>1,262,612</b>	<b>350,000</b>		
<b>Capital</b>						
5AM352 SCDOT Sign Dedication Asmond III	500	0	0	0		
5AM353 SCDOT Sign Dedication Jackson	500	0	0	0		
5AM376 SCDOT Sign Dedication Cogburn	500	0	0	0		
5AN388 SCDOT Sign Dedication Perry, Jr.	0	500	500	0		
5AN389 SCDOT Sign Dedication Phillips, Jr.	0	500	500	0		
<b>** Total Capital</b>	<b>1,500</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>		
<b>Road &amp; Infrastructure Improvements</b>						
5R0128 Railroad Avenue - Pelion RAP/Chipseal	2,355	0	0	0		
5R0153 W. Columbia Enhancement # 26-12 (Sunset/J	0	0	36,250	0		
5R0218 Town of B-L Sidewalk Repairs	0	0	3,300	0		
5R0236 City of Cayce - Knox Abbott Dr.	0	0	40,000	0		
5R0250 Town of Lex Sidewalk Repairs	0	0	28,440	0		
5R0251 City of W. Columbia - Terrace View	0	0	36,275	0		
5R0253 Town of Pine Ridge Sidewalk Ext.	0	0	25,000	0		
5R0257 Town of Chapin - Beaufort St Rehab	0	0	82,300	0		
5R0258 South Cong. - Ramblin Rd Sidewalk	0	0	60,000	0		
5R0259 South Cong. - Sunset Dr Sidewalk	5,355	8,790	54,645	0		
5R0265 Taylor St Resurfacing	784	0	151,229	0		
5R0271 FY 21 Irmo Sidewalk Repairs	14,400	0	0	0		
5R0272 West Cola Mill Village One-Way Proj	0	0	31,000	0		
5R0273 FY 21 B-L Sidewalk	35,000	0	0	0		
5R0274 Cayce - State Street Sidewalk	0	0	50,000	0		
5R0275 Lexington - Rauch St Resurfacing	13,017	0	0	0		
5R0276 Whiteford Way	0	0	159,457	0		
5R0277 Henbet Dr. - Traffic Signal/Fiber	0	0	241,300	0		
5R0279 FY22 Irmo Sidewalk Repairs	0	0	15,000	0		
5R0280 FY22 Cayce - Dunbar Rd Sidewalk	0	0	50,000	0		
5R0281 FY22 Batesburg-Leesville Sidewalk	0	0	30,000	0		
5R0282 FY22 Lexington Mallard Lakes Sidewalk	0	0	30,000	0		
5R0283 FY22 Springdale Kitty Hawk Dr Sidewalk	0	0	158,250	0		
<b>*** Total Road &amp; Infrastructure Improve</b>	<b>70,911</b>	<b>8,790</b>	<b>1,282,446</b>	<b>0</b>		

This department is to account for expenditures including special projects, sidewalk projects, grant matches, and municipal projects.

**\*\*\* Total Budget Appropriation**                      72,411                      7,495                      2,546,058                      350,000



**COUNTY OF LEXINGTON**  
**SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund 2700  
Division: Public Works  
Organization: 121304 - PW / Maintenance / Dirt to Pave Projects

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<b>BUDGET</b>	
					2023-24 Recommend	2023-24 Approved
<b>Operating Expenses</b>						
538300 Retainage Payable Expense	(271,253)	0	0	<u>0</u>		
539900 Unclassified	0	0	7,405,068	<u>1,000,000</u>		
<b>* Total Operating</b>	<b>(271,253)</b>	<b>0</b>	<b>7,405,068</b>	<b><u>1,000,000</u></b>		
<b>Road Construction (Dirt to Pave Projects)</b>						
539885 Pine Plain Road	203,942	0	4,990	<u>0</u>		
5R0066 Old Charleston Road	167,657	0	20,420	<u>0</u>		
5R0172 Limestone Road	0	0	43,941	<u>0</u>		
5R0191 Ruth Vista Road	167,388	1,336	238,069	<u>0</u>		
5R0206 Bub Shumpert Rd #13	391,298	1,052,270	1,829,542	<u>0</u>		
5R0226 Bub Shumpert Rd #7	0	24,024	98,850	<u>0</u>		
5R0227 Backman Avenue	87,727	0	94,162	<u>0</u>		
5R0244 Alice Drive & Phaeton Drive	0	8,823	20,366	<u>0</u>		
5R0264 Lakewood Estates	699,383	81,865	234,311	<u>0</u>		
5R0269 Lakewood Estates Waterline Reloc.	(66,393)	15,668	191,615	<u>0</u>		
<b>** Total Road Construction (Dirt to Pave 1</b>	<b>1,651,002</b>	<b>1,183,986</b>	<b>2,776,266</b>	<b><u>0</u></b>		

This department is to account for expenditures for petitioned dirt road paving projects as approved by the County Transportation Committee.  
Organization - 121304.

**\*\*\* Total Budget Appropriation**                      **1,379,749**    **1,183,986**    **10,181,334**    **1,000,000**

**COUNTY OF LEXINGTON**  
**SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMITTEE**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund 2700  
Division: Public Works  
Organization: 121305 - PW / Maintenance / Drainage Projects

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<i><b>BUDGET</b></i>	
					2023-24 Recommend	2023-24 Approved
<b>Operating Expenses</b>						
539900 Unclassified - Drainage Projects	0	0	1,453,378	<u>250,000</u>		
<b>* Total Operating</b>	<b>0</b>	<b>0</b>	<b>1,453,378</b>	<b><u>250,000</u></b>		
<b>Capital</b>						
5AK420 Willow Forks Road Drainage	31,815	16,030	43,738	<u>0</u>		
5AL470 Wexwood Ct Drainage Improvements	29,663	51,576	164,304	<u>0</u>		
<b>** Total Capital</b>	<b>61,478</b>	<b>67,606</b>	<b>208,042</b>	<b><u>0</u></b>		
<b>Drainage Projects</b>						
5R0246 Olde Saluda Storm Sewer Rehab	0	0	400	<u>0</u>		
<b>* Total Drainage Projects</b>	<b>0</b>	<b>0</b>	<b>400</b>	<b><u>0</u></b>		

This department is to account for expenditures on various storm drainage improvements. Organization - 121305.
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**\*\*\* Total Budget Appropriation**                      61,478              67,606              1,661,820              250,000



**COUNTY OF LEXINGTON**  
**SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMITTEE**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund 2700  
Division: Public Works  
Organization: 121306 - PW / Maintenance / SCDOT 33% Fund

Object Expenditure Code Classification	2021-22	2022-23	2022-23	2023-24	<i>BUDGET</i>	
	Expend	Expend (Dec)	Amended (Dec)	Requested	2023-24 Recommend	2023-24 Approved
<b>Operating Expenses</b>						
539900 Unclassified - SCDOT 33%	1,081,752	0	1,825,488	<u>1,675,488</u>		
<b>* Total Operating</b>	<b>1,081,752</b>	<b>0</b>	<b>1,825,488</b>	<b><u>1,675,488</u></b>		
<b>State Road Projects</b>						
5R0266 New State Rd Intersection Improvements	0	0	196,000	<u>0</u>		
<b>** Total State Road Projects</b>	<b>0</b>	<b>0</b>	<b>196,000</b>	<b><u>0</u></b>		

This department is to account for expenditures on the state highway system required in the C Fund Law.  
Organization - 121306.

**\*\*\* Total Budget Appropriation**      1,081,752      0      2,021,488      1,675,488

**COUNTY OF LEXINGTON**  
**SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMITTEE**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund 2700  
Division: Public Works  
Organization: 121307 - PW / Maintenance / Asphalt Maintenance

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>	
				2023-24 Requested	2023-24 Recommend Approved
<b>Operating Expenses</b>					
538300 Retainage Payable Expense	(93,522)	0	0	0	0
539900 Unclassified	0	0	2,551,658	2,636,753	
<b>* Total Operating</b>	<b>(93,522)</b>	<b>0</b>	<b>2,551,658</b>	<b>2,636,753</b>	
<b>Capital</b>					
<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Pavement Maintenance Projects</b>					
5R0256 County Pavement Marking	12,159	877	20,000	0	0
5R0267 2020 Asphalt Maintenance Project	1,632,110	0	0	0	0
5R0278 2022 Asphalt Maintenance Project	0	1,630,878	3,583,000	0	0
<b>Total Asphalt Maintenance Projects</b>	<b>1,644,269</b>	<b>1,631,755</b>	<b>3,603,000</b>	<b>0</b>	<b>0</b>

This department is to account for expenditures for resurfacing, patching, reclamation, line stripping, etc. for existing County paved roads.  
Organization - 121307.

**\*\*\* Total Budget Appropriation**                      **1,550,747**    **1,631,755**    **6,154,658**    **2,636,753**



**SECTION IV**

**COUNTY OF LEXINGTON  
Capital Item Summary  
Fiscal Year - 2023-24**

Fund #	<u>2700</u>	Fund Title:	<u>C-Fund</u>	
Organization #	<u>121100</u>	Organization Title:	<u>PW / Administration &amp; Engineering</u>	<b>BUDGET</b>
Program #	<u>1</u>	Program Title:	<u>Public Works</u>	<b>0</b>
				<b>Requested</b>

Qty	Item Description	Amount
		0
		0

**NOTE: All Capital Items for Fund 2700 are included under 1000-121100 - Admin/Engineering.**


**\*\* Total Capital (Transfer Total to Section I and IA)                     \$0**

2023-24

## SECTION V. - PROGRAM OVERVIEW

### Summary of Programs:

**C Fund Program** - Design and Construction of Road and Drainage projects according to the C Fund Program

### Program Objectives:

#### 1) Administration of the C Fund Program per the County Transportation Committee (CTC)

The Lexington Legislative Delegation is required by State law to appoint a County Transportation Committee (CTC). County Council has been appointed by the Delegation as the CTC for Lexington County. The CTC is responsible for establishing the various policies and procedures for the C Fund Program, which includes budget approval and all associated C Fund activities. The Public Works Department administers the program, evaluates all projects, and makes recommendations to the CTC. Funding breakdown is in accordance with the County Transportation Plan adopted on May 11, 2021.

#### 2) Assist CTC appropriate C Fund Program Revenues per State C Fund laws

C Fund SCDOT Apportionment - 3.99 cents per gallon of the State's gasoline tax, earmarked for C Funds; based on a statewide formula of population, land area of the counties, and number of miles of rural roads.

C Fund Donor County Settlement - Lexington County is a Donor County which means that Lexington County contributes to the statewide C Fund Program in an amount in excess of what it receives under the allocation formula. Thus, Lexington County receives a "Donor" portion back from the state (SCDOT). The total statewide donor amount is about \$21,000,000 annually and is dispersed to the receiving counties accordingly.

Investment Interest – Interest earned by investments through Treasurer's Office until funds are expended.

#### 3) Manage Expenditures of C Fund through an Annual Infrastructure Improvement Program

1. Personnel & Operating (121100) - A full time C Fund Project Manager oversees day to day operations of the County's C Fund Program including: correspondence between engineering consulting firms, contractors, SCDOT, the general public, etc.; design, bidding, construction management and program management, etc. Engineering Associate III's assist in project management as well as execute the right of way process including: obtaining right of way and acquiring easements for the design and construction of projects. Additional professional services are acquired through the Lexington County "on call" engineering contract as needed.

2. Special Projects (121302) - \$350,000 of annual revenues is set aside for special projects, such as SCDOT enhancement grant matches, sidewalks, economic development projects, school road projects, and similar municipal projects. As part of the \$350,000 set aside, \$250,000 annually is designated for municipal project requests. Municipalities receive notification from the Public Works Department to submit project requests and, upon review, a recommendation is provided for the distribution of municipal funds. All recommendations are subject to CTC approval.

3. Subdivision Bond Supplements (121303) - These funds are programmed as needed and used to supplement funds obtained from a surety bond related to subdivision road and drainage construction.

4. Dirt To Pave Program (121304) - \$1,000,000 of annual revenues is set aside for the paving of existing dirt roads as approved by the County Transportation Committee (CTC). The CTC approves these projects based on a recommendation provided by the Public Works Department, which includes a ranked and prioritized list of petitioned county maintained roads.

5. Drainage Projects (121305) - \$250,000 is set aside to fund storm drainage improvements directly related to public roads and transportation.

6. SCDOT 33% Fund (121306) - These funds are set aside to meet the C Fund requirement that 33% of the annual proportionment (non donor funds) are expended on the state highway system. This requirement is based on a biennial average. These funds can also be expended through the State Match Program by providing matching funds to SCDOT projects when offered.

7. Pavement Maintenance Program (121307) - Approximately \$2,600,000 of annual revenues is set aside for the maintenance associated with existing paved roads in an effort to protect the existing infrastructure and extend the life of the pavement; includes asphalt resurfacing, patching, full depth reclamation, curb repair, line striping, and surface treatments deemed necessary.

FUND 2700

PUBLIC WORKS (121300-121308) C FUNDS

FY 2022-23 BUDGET REQUEST

8. Road Maintenance Paving Projects (121308) - \$200,000 is set aside for various maintenance paving projects described as high maintenance, limited scope, and/or not approved for paving from the petition list. Paving from this subsection is a maintenance activity that corrects drainage, provides stabilization, improves safety, or addresses other deficiencies on an existing dirt road.

**Service Standards:**

**Complete Dirt Road Paving Projects According to the Paving Petition List**

**Service Level Indicators:**

CURRENT RANK	Top 25 C Fund Project Road Names	COUNCIL DISTRICT	STATUS
1	BITTERNUT CT - From Irvin Jumper St to Silver Oak Ln	1	Completed 2011
2	WINDYWOOD RD, #1 - From Calks Ferry Rd to Ben Franklin Rd	2	Completed 2015
3	JIM SPENCE RD - From SC 6 to SC 302	1	Completed 2013
4	FOX BRANCH RD - From Calks Ferry Rd to Smith Pond Rd	3	Completed 2012
5	D.E. CLARK RD - From US 178 to Water Tank Rd	1	Completed 2016
6	FIRST CREEK RD - From Busbee Rd to Dead End	9	Completed 2013
7	BUB SHUMPERT RD - From Hartley Quarter Rd to SC Rt. 302	1	Design is 100% complete - ROW to be obtained
8	HARVESTVIEW RD - From East Boundary St to John Lindler Rd	6	Completed 2016
9	WATER TANK RD, #1&#3 - From D.E. Clark Rd to Harvey Berry Rd	1	Completed 2017
10	PHAETON DR - From US 321 to Leland Dr	1	Design is 100% complete - ROW to be obtained
11	RUTH VISTA RD - From Sherwood Rd to Pepper Rd	5	Completed 2021
12	A.C. BOUKNIGHT RD - From Existing Pavement To Crout Pond Way	2	Project dropped - utility conflicts
13	BUB SHUMPERT RD - From Hartley Quarter Rd to US 178	1	Construction completed in 2022
14	COOL WATER CT - From Ridge Rd to Dead End	2	Completed 2014
15	HARVESTVIEW RD - From Crooked Creek Rd to John Lindler Rd	6	Completed 2016
16	ALICE DR, #1 - From US 321 to Pound Rd	9	Design is 100% complete - ROW to be obtained
17	OLD CHARLESTON RD, #2 - From Pond Branch Rd to Calks Ferry	2	Completed 2021
18	HOLLY TREE ST - From Emanuel Church Rd to Dead End	4	Completed 2014
19	PINE PLAIN RD, #5 - From Redmond Mill Rd to SC 6	1	Completed 2021
20	GOLDEN JUBILEE RD - From/To Existing Pavement	2	Completed 2015
21	CHERRY LN, #1 - From Misty Cir to Belle Lindler Rd	2	Completed 2012
22	ROLAND DR - From Old Barnwell Rd to Dead End	5	Completed 2014
23	JOHNS CREEK RD - From Wessinger Rd to Mallard Dr	6	Completed 2019
24	FOREMOST DR - From Nazareth Rd to Freida Rd	5	Completed 2017
25	BACKMAN AVE - From Platt Springs Rd to Central St	5	Completed 2021

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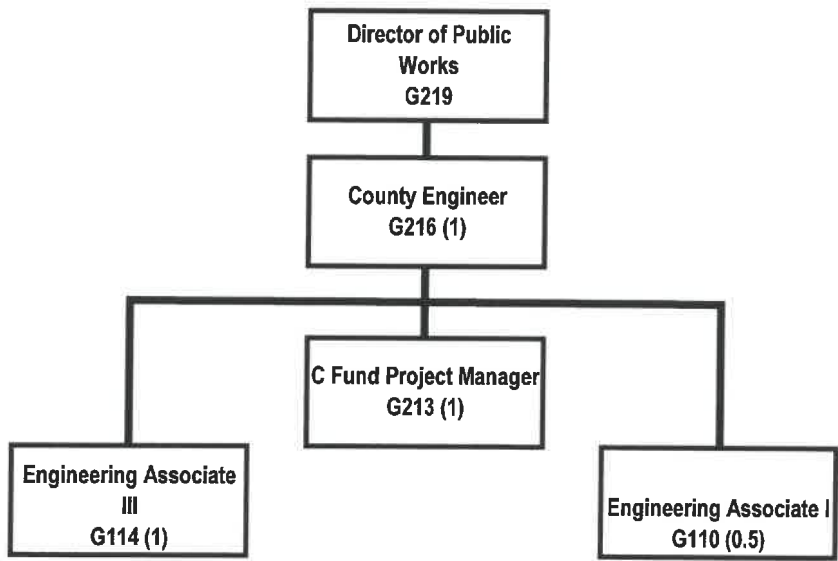
**SECTION VI. - LINE ITEM NARRATIVES**

**SECTION VI.B. - LISTING OF POSITIONS**

**Current Staffing Level:**

<u>Job Title</u>	<u>Full-time equivalent</u>	
	<u>General Fund</u>	<u>Grade</u>
C Fund Project Manager	1	213
Engineering Associate III	1	114
Engineering Associate I	0.5	110
<b>Total Positions</b>	<b>2.5</b>	

**NOTE: Positions are shown here and in 1000-121100 and charge to both accounts.**



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**SECTION VI.C. - OPERATING LINE ITEM NARRATIVES**

**520200 – CONTRACTED SERVICES**

**\$3,000**

Contracted services for the preparation and review of the Lexington CTC annual C Fund Report and annual Set-Aside (DBE) Report.



FUND 2700  
PUBLIC WORKS (121300-121308) C FUNDS  
FY 2022-23 BUDGET REQUEST

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## SECTION VI.D. - CAPITAL LINE ITEM NARRATIVES

### CAPITAL REQUEST

**NOTE: All Capital Items for Fund 2700 are included under 1000-121100 - Admin/Engineering.**

**COUNTY OF LEXINGTON  
LEXINGTON COUNTYWIDE STORMWATER CONSORTIUM  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>* Lex Cty Stormwater Consortium/MS4 2720:</b>								
<b>Revenues:</b>								
452151	MS4 Municipal Portions	24,150	0	17,500	17,500	17,500		
452152	MS4 Municipal Contract Portions	0	0	0	0	81,175		
456100	Program Income	2,056	470	0	0	0		
461000	Investment Interest	0	0	0	0	0		
469900	Miscellaneous Revenues	0	0	0	0	0		
801000	Op Trn from General Fund/Cty Ord.	25,850	25,850	25,850	25,850	162,325		
<b>** Total Revenue</b>		<b>52,056</b>	<b>26,320</b>	<b>43,350</b>	<b>43,350</b>	<b>261,000</b>		
<b>***Total Appropriation</b>					<b>117,275</b>	<b>261,000</b>		
Unused:								
Contingency								
Appropriations								
FUND BALANCE								
Beginning of Year					<u>68,418</u>	<u>(5,507)</u>	<u>(5,507)</u>	<u>(5,507)</u>
FUND BALANCE - Projected					<u>(5,507)</u>	<u>(5,507)</u>	<u>(5,507)</u>	<u>(5,507)</u>
End of Year					<u>(5,507)</u>	<u>(5,507)</u>	<u>(5,507)</u>	<u>(5,507)</u>

**SECTION II**

**COUNTY OF LEXINGTON**

**Proposed Revenues**

**Fines, Fees, and Other**

**Budget FY - 2023-2024**

Fund #: 2720

Fund Name: Lex Co Stormwater Consortium /MS4

Organ. #: 101611

Organ. Name: Lexington Countywide Stormwater Consortium

Revenue Code	Fee Title	Actual Fees 2020-21	Actual Fees 2021-22	12/31/2020 Year-to-Date 2022-23	Anticipated Fiscal Year Total 2022-23	Budget			Proposed Fee Change	Total Proposed Estimated Fees 2023-2024
						Units of Service	Current Fee	Current Total Estimated Fees 2023-2024		
452151	MS4 Municipal Portion	16,905	24,150	0	50,000			\$17,500		\$17,500

**COUNTY OF LEXINGTON**  
**LEXINGTON COUNTYWIDE STORMWATER CONSORTIUM**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund: 2720  
Division: General Administrative  
Organization: 101611 - Land Development

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
				2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Personnel</b>					
510300 Part Time - 1 (0.5 - FTE)	7,907	5,628	16,087	14,799	
511112 FICA - Employer's Portion	607	434	1,231	1,132	
511113 State Retirement - Employer's Portion	1,229	922	2,825	2,747	
511130 Workers Compensation	25	18	53	41	
<b>* Total Personnel</b>	<b>9,768</b>	<b>7,002</b>	<b>20,196</b>	<b>18,719</b>	
<b>Operating Expenses</b>					
520200 Contracted Services	15,000	15,000	30,031	15,000	
520300 Professional Services	0	0	0	211,000	
520221 Website Services	0	0	5,000	250	
520400 Advertising & Publicity	167	0	10,776	250	
520702 Technical Currency & Support	0	0	796	412	
521000 Office Supplies	0	0	691	0	
521100 Duplicating	61	99	951	0	
521200 Operating Supplies	4,613	1,353	15,105	0	
524201 General Tort Liability Insurance	19	0	36	38	
524202 Surety Bonds	0	0	0	6	
525000 Telephone	241	120	241	270	
525041 E-mail Service Charges	107	54	129	128	
525100 Postage	0	0	125	0	
525210 Conference, Meeting & Training Expense	1,189	0	1,016	625	
525230 Subscriptions, Dues, & Books	75	0	675	250	
525250 Motor Pool Reimbursement	0	0	769	0	
525600 Uniforms & Clothing	185	64	392	100	
529903 Contingency	0	0	8,702	13,952	
<b>* Total Operating</b>	<b>21,657</b>	<b>16,690</b>	<b>75,435</b>	<b>242,281</b>	
<b>** Total Personnel &amp; Operating</b>	<b>31,425</b>	<b>23,692</b>	<b>95,631</b>	<b>261,000</b>	
<b>Capital</b>					
540000 Small Tools & Minor Equipment	62	0	1,438	0	
540010 Minor Software	0	0	0	0	
All Other Equipment	0	0	14,150	0	
<b>** Total Capital</b>	<b>62</b>	<b>0</b>	<b>15,588</b>	<b>0</b>	
<b>Other Financing Uses</b>					
812730 Op Trn to Rain Barrel Workshops	0	0	6,056	0	
<b>*** Total Other Financing Uses</b>	<b>0</b>	<b>0</b>	<b>6,056</b>	<b>0</b>	
<b>*** Total Budget Appropriation</b>	<b>31,487</b>	<b>23,692</b>	<b>117,275</b>	<b>261,000</b>	

**SECTION IV**

**COUNTY OF LEXINGTON  
Capital Item Summary  
Fiscal Year 2023-2024**

Fund #	<u>2720</u>	Fund Title:	<u>GENERAL</u>	
Organization #	<u>101611</u>	Organization Title:	<u>Stormwater Consortium</u>	<b>BUDGET</b>
Program #	<u>100</u>	Program Title:	<u></u>	2023-2024 Requested

<u>Qty</u>	<u>Item Description</u>	<u>Amount</u>
	Small Tools and Minor Equipment	0
	Minor Software	0
	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) TRACKING SOFTWARE	0
	<b>** Total Capital (Transfer Total to Section III )</b>	<b>0</b>

## SECTION V - PROGRAM OVERVIEW

### Lexington Countywide Stormwater Consortium (LCSC) Minimum Control Measures 1 and 2

The staff of the Land Development Division within Community Development Department implements the NPDES (National Pollution Discharge Elimination System) Phase II program which is a USEPA/SCDHEC unfunded mandate. Our first permit for the NPDES Phase II program went into effect December 1, 2007; we are currently working under an expired permit as of December 31, 2018. A new application has been submitted by Lexington County waiting for reissuance by DHEC. Lexington County assists seven municipalities with several components of their NPDES Phase II program under the purview of the Lexington Countywide Stormwater Consortium. Two of the permit requirements, Minimum Measure 1 (Public Education and Outreach) and Minimum Measure 2 (Public Involvement/Participation), are implemented through shared funds which includes employing a part-time Public Outreach Assistant. From the creation of the consortium it was agreed to pay a consultant \$50,000 for MM1 and MM2. The Consortium decided not to use a consultant several years ago and continued contributing \$50,000 and do the work among the members of the consortium.

### Staffing Level

<u>Personnel</u>		<u>Grade</u>
1 Part Time Position	without insurance	105

**SECTION VI. – LINE ITEM NARRATIVES**

**SECTION VIA - LISTING OF REVENUES**

**Explanation of Revenue Code 452151 MS4 Municipality Portion**

Lexington County currently assists (7) municipalities with their MS4 program with the understanding that each municipality pay into professional services for consulting service provided to maintain compliance with NPDES permit requirements. Each municipality pays a portion of the costs determined by the population of each municipality based on the current census. Lexington County portion is 64.9% of the shared tasks items with the 7 municipalities paying the other 35.1%. The following is the break down of Account 520300. **PLEASE NOTE: THIS ACCOUNT HAS BEEN MOVED FROM 101611.**

Professional Services/NPDES MS4 Program (Municipality Portion of Shared Tasks)	\$160,500	x	0.350		\$56,175
	\$25,000	x	1.000		\$25,000
					<u>\$81,175</u>
Professional Services/NPDES MS4 Program (County Portion of Shared Tasks)	\$160,500	x	0.65		\$104,325
	\$25,000	x	1.000		\$25,000
	\$500	x	1.000		\$500
					<u>\$129,825</u>
<b>Total:</b>					<b>\$211,000</b>

**Explanation of Revenue Code 452151 MS4 Municipality Portion**

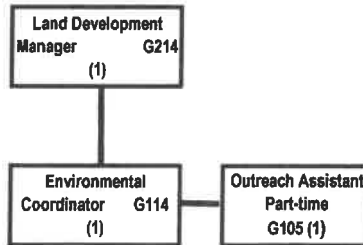
Lexington County currently assists seven (7) municipalities with their MS4 program with the understanding that each municipality pays into the cost to hire a part time employee, Outreach Assistance, to administer public education and outreach, and public involvement/participation to maintain compliance with permit requirements. Each municipality pays a portion of the costs determined by the population of each municipality based on the 2020 census. Lexington County portion 65.0% with the 7 municipalities paying the other 35.0%. The following is a breakdown of the revenue reimbursed by the municipalities:

Lexington County	\$50,000	x	0.65	=	\$32,500	
(7) Municipalities	\$50,000	x	0.35	=	<u>\$17,500</u>	Revenue from Municipalities
					\$50,000	

**SECTION VI.B. – LISTING OF POSITIONS**

One part time position without insurance

<u>Job Title</u>	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>
Outreach Assistant Part Time Position	1	1		1
<b>Total Positions</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>



**SECTION VI.C – OPERATING LINE ITEM NARRATIVES**

**520200 - CONTRACTED SERVICES \$15,000**

Household Hazardous Waste Event Cost shared with Solid Waste Department. Lexington County Stormwater Consortium partners with Solid Waste to conduct two Household Hazardous Waste events per year. Residents are allowed to bring in hazardous wastes and electronics to these events to be recycled. The Solid Waste Department contracts vendors to handle these wastes that can't normally be dropped off at collection centers or the landfill.

Cost shared for events with Solid Waste Department total of \$15,000

**520221 - WEBSITE SERVICES \$250**

Cost for website maintenance.

**520300 - PROFESSIONAL SERVICES/NPDES MS4 PROGRAM \$211,000**

This provides funding for consultant services for the on-going NPDES (National Pollution Discharge Elimination System) Phase II, permit requirements. This unfunded USEPA mandated program is coordinated through the Department of Health and Environmental Control (DHEC). We continue to work as the Lexington Countywide Consortium with seven municipalities that are also designated to be in this program. We share over-all costs for economies of scale based off population. The current permit expired December 2018 with a new permit expected to be released within two years. The greatest program cost this year will be Infrastructure Inventory, and Alternative Funding option. With the unknown in future permit requirements the Consortium requests the use of remaining funds from 2022-23 budget as carryover. The cost associated with laboratory services are for monitoring water quality in Lexington County.

Stormwater Inventory (County Only)	\$10,000
Dry Weather Screening (Shared)	\$30,000
Alternative Funding Analysis (Shared)	\$0
Grant Writing (County Only)	\$15,000
Revisions Ordinance and Land Development Manual(Shared)	\$0
Training (Shared)	\$10,000
Program Management (Shared)	\$50,000
Meetings (Shared)	\$10,500
Water Quality (TMDL's) (Shared)	\$10,000
Watershed Analysis (Shared)	\$0
Infrastructure Inventory(Shared)	\$50,000
Municipal SCM Maintenance Support (Municipalities Only)	\$25,000
Laboratory Services	\$500
<b>Total:</b>	<b>\$211,000</b>

**520400 - ADVERTISING \$250**

Update the Consortium Website to be more user friendly and provide more educational opportunities.

**520702 – TECHNICAL CURRENCY & SUPPORT \$412**

Software to support MS4 permit requirements including (7) municipalities.

1 AGOL User @ 412 = \$412

**521000 - OFFICE SUPPLIES \$0**

Supplies for MMI and MMII of permit requirement regarding public education/outreach and public involvement/participation.

**521100 - DUPLICATING \$0**

Cost for duplication of documents. Additional expenditures to be covered by remaining 2022-2023 budget

**521200 - OPERATING SUPPLIES \$0**

Operating supplies for educational component of the NPDES permit. Additional expenditures to be covered by remaining previous budget

**524201 - GENERAL TORT LIABILITY INSURANCE \$38**

5% above 2022 expenditure through Dec. (\$36) 1.05 @ 36 = 38

**524202 - SURETY BONDS \$6**

1 employee @ \$6.29 = \$6.29

**525000 – TELEPHONE \$270**

Basic service charges on 1 land lines

1 land lines each @	\$20.00	per month for 12 months =	\$240.00
1 voice mails each @	\$2.00	per month for 12 months =	\$24.00
		Total =	\$264.00

**525041 – EMAIL SERVICE CHARGES \$128**

LCSWC has 1 email account @ \$10.75 per month for 12 months = \$128.00



**525100 - POSTAGE**

**\$0**

Anticipated postage costs. Expenditures to be covered by remaining 2021-2022 budget.

**525210 - CONFERENCE & MEETING EXPENSES**

**\$625**

Cost to attend educational outreach seminars/workshop, conferences to include any training needed for program development.

1	Training/Conference EEASC	@	\$150	=	\$150
1	Post Construction SW Inspector Cert	@	\$475	=	\$475
					<u>\$625</u>

**525230 - SUBSCRIPTIONS, DUES, & BOOKS**

**\$250**

Anticipated costs for membership/dues/materials needed to keep recent on new program requirements.

1	Membership EEASC	@	\$75	=	\$75
1	Membership SCASM	@	\$175	=	\$175
					<u>\$250</u>

**525250 - MOTOR POOL REIMBURSEMENT**

**\$0**

Estimate of miles to be driven by one (1) Outreach Assistant and the Environmental Coordinator. Expenditures to be covered by remaining 2022-2023 budget.

**525600 - UNIFORMS & CLOTHING** **\$100**  
Clothing (with County seals) to identify employee to citizens, contractors, engineers and developers.

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**529903 - CONTINGENCY** **\$0**

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**SECTION VI.D. – CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

**540000 – SMALL TOOLS & MINOR EQUIPMENT** **\$0**  
New and Replacement tools for Public Outreach and Education Workshops

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**540010 – MINOR SOFTWARE** **\$0**

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**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) TRACKING SOFTWARE** **\$0**  
Program audit indicated need for tracking software for all data to be in one central location not on County drive 1 @ 8,000

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**Equipment Justification**  
**Communications Equipment**

**COUNTY OF LEXINGTON  
 CAMPUS PARKING FUND  
 Annual Budget  
 FY 2023-24 - Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Campus Parking Fund 2920:</b>								
<b>Revenues:</b>								
430600	Employee Parking Fees	11,526	5,160	15,177	15,177	<u>15,177</u>		
430601	Public Parking Fees	4,648	48	720	720	<u>720</u>		
<b>Other Revenues:</b>								
461000	Investment Interest	195	687	2,000	2,000	<u>2,000</u>		
<b>** Total Revenue</b>		<u>16,369</u>	<u>5,895</u>	<u>17,897</u>	<u>17,897</u>	<u>17,897</u>		
<b>***Total Appropriation</b>					83,500	<u>35,794</u>		
Contingency:								
Unused								
FUND BALANCE								
Beginning of Year					<u>103,231</u>	<u>37,628</u>	<u>37,628</u>	<u>37,628</u>
FUND BALANCE - Projected								
End of Year					<u>37,628</u>	<u>19,731</u>	<u>37,628</u>	<u>37,628</u>

**COUNTY OF LEXINGTON  
CAMPUS PARKING FUND  
Annual Budget  
Fiscal Year - 2023-24**

Fund 2920

Organization: 101500 - Human Resource

Organization: 111300 - Building Services

Organization: 999900 - Non-departmental

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>	
					2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Operating Expenses (Organization - 101500)</b>						
<b>* Total Operating (101500)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Personnel (Organization - 111300)</b>						
510100	Salaries & Wages	0	0	0	0	0
510300	Part Time	0	0	0	0	0
511112	FICA - Employer's Portion	0	0	0	0	0
511113	SCRS - Employer's Portion	(10)	0	0	0	0
511130	Workers Compensation - Employer Cost	0	0	0	0	0
<b>* Total Personnel (111300)</b>		<b>(10)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Operating Expenses (Organization - 111300)</b>						
522000	Building Repairs & Maintenance	0	0	10,000	10,000	10,000
<b>* Total Operating (111300)</b>		<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>** Total Personnel &amp; Operating</b>		<b>(10)</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Capital: (Organization - 111300)</b>						
5AG251	(2) Security Drop Arms	0	0	3,500	3,500	3,500
5AJ545	Judical Parking Lot Renovations	0	0	0	0	0
<b>** Total Capital (111300)</b>		<b>0</b>	<b>0</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>Capital: (Organization - 999900)</b>						
549904	Capital Contingency	0	0	70,000	70,000	70,000
<b>** Total Capital (999900)</b>		<b>0</b>	<b>0</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>
<b>*** Total Budget Appropriation</b>		<b>(10)</b>	<b>0</b>	<b>83,500</b>		

**COUNTY OF LEXINGTON  
HUMAN RESOURCES / EMPLOYEE COMMITTEE  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Human Resources/Employee Committee 2930:</b>								
<b>Revenues:</b>								
438300	Vending Machine Sales	2,030	1,034	3,400	3,400	3,400		
439900	Misc Fees, Permits, and Sales	123	116	150	150	<u>150</u>		
<b>Other Revenues:</b>								
461000	Investment Interest	16	62	8	8	<u>8</u>		
<b>** Total Revenue</b>		<u>2,169</u>	<u>1,212</u>	<u>3,558</u>	<u>3,558</u>	<u>3,558</u>		
<b>***Total Appropriation</b>					<u>3,558</u>	<u>3,558</u>		
Contingency: Unused								
FUND BALANCE								
Beginning of Year					<u>7,125</u>	<u>7,125</u>	<u>7,125</u>	<u>7,125</u>
FUND BALANCE - Projected					<u>7,125</u>	<u>7,125</u>	<u>7,125</u>	<u>7,125</u>
End of Year					<u>7,125</u>	<u>7,125</u>	<u>7,125</u>	<u>7,125</u>

Fund 2930  
Division: General Administrative  
Organization: 101500 - Human Resources

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>		
					2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>							
<b>* Total Personnel</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b><u>0</u></b>		
<b>Operating Expenses</b>							
539900	Unclassified	1,166	0	3,558	<u>3,558</u>		
<b>* Total Operating</b>		<b>1,166</b>	<b>0</b>	<b>3,558</b>	<b><u>3,558</u></b>		
<b>** Total Personnel &amp; Operating</b>		<b>1,166</b>	<b>0</b>	<b>3,558</b>	<b><u>3,558</u></b>		
<b>Capital</b>							
<b>** Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b><u>0</u></b>		
<b>*** Total Budget Appropriation</b>		<b>1,166</b>	<b>0</b>	<b>3,558</b>	<b><u>3,558</u></b>		

**COUNTY OF LEXINGTON**  
**DELINQUENT TAX COLLECTIONS**  
 Annual Budget  
 FY 2023-24 Estimated Revenue

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Dec 2022-23	Amended Budget Thru Dec 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24	
<b>*Treasurer / Delinquent Tax Collections 2950:</b>									
<b>Revenues:</b>									
416000	Delinquent Tax Costs	654,466	479,953	800,000	750,000	<u>800,000</u>			
439900	Misc Fees, Permits, and Sales	1,470	9,485	10,000	10,000	<u>10,000</u>			
450000	Rental Income	0	0	1,000	1,000	<u>1,000</u>			
461000	Investment Interest	1,220	4,641	1,000	9,000	<u>10,000</u>			
461020	Delinquent Tax Account Interest	0	0	0	0	<u>0</u>			
469900	Miscellaneous Revenues	0	0	0	0	<u>0</u>			
<b>** Total Revenue</b>		<u>657,156</u>	<u>494,079</u>	<u>812,000</u>	<u>770,000</u>	<u>821,000</u>			
<b>***Total Appropriation</b>					1,158,451	<u>965,119</u>			
Contingency:									
Unused					(200,000)				
Frozen Position: Tax Clerk II - Bd. 106					(46,598)				
FUND BALANCE									
Beginning of Year						<u>345,174</u>	<u>203,321</u>	<u>203,321</u>	<u>203,321</u>
FUND BALANCE - Projected									
End of Year						<u>203,321</u>	<u>59,202</u>	<u>203,321</u>	<u>203,321</u>



**COUNTY OF LEXINGTON  
DELINQUENT TAX COLLECTIONS**

**Annual Budget  
Fiscal Year - 2023-24**

Fund: 2950  
Division: General Administration  
Organization: 101700 Treasurer

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	BUDGET	
					2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Personnel</b>						
510100	Salaries & Wages - 8.2	294,359	150,959	329,484	329,484	
510200	Overtime	1,359	1,405	6,000	4,000	
511112	FICA - Employer's Portion	21,451	11,139	25,664	25,206	
511113	State Retirement - Employer's Portion	46,632	24,244	58,911	61,153	
511120	Employee Insurance - 8.2	63,960	31,980	63,960	63,960	
511130	Workers Compensation	1,722	881	1,804	1,804	
	<b>* Total Personnel</b>	<b>429,483</b>	<b>220,608</b>	<b>485,823</b>	<b>485,607</b>	
<b>Operating Expenses</b>						
520200	Contracted Services	58,265	81,634	100,100	102,100	
520244	Moving Services - Buildings	0	0	2,000	1,000	
520300	Professional Services	5,491	5,975	12,400	10,400	
520400	Advertising & Publicity	27,913	42,458	51,000	51,000	
520500	Legal Services	140,000	65,250	140,000	140,000	
520700	Technical Services	0	0	34,500	0	
520702	Technical Currency & Support	0	0	74,741	0	
521000	Office Supplies	5,594	2,626	6,000	6,500	
521100	Duplicating	627	238	1,200	1,200	
522200	Small Equipment Repairs & Maint	339	0	300	500	
524000	Building Insurance	168	168	182	173	
524001	Burglary Insurance	0	0	127	130	
524201	General Tort Liability Insurance	300	0	291	305	
524202	Surety Bonds - 2	0	0	0	0	
525000	Telephone	1,484	742	1,528	1,528	
525004	WAN Service Charges	75	47	75	75	
525041	E-mail Service Charges - 7	742	322	903	903	
525100	Postage	116,465	16,794	145,000	145,000	
525210	Conference, Meeting & Training Expense	465	950	4,665	3,165	
525230	Subscriptions, Dues, & Books	310	365	900	900	
525250	Motor Pool Reimbursement	84	75	450	450	
525300	Utilities	4,610	2,506	6,588	6,588	
526900	DMV Title & License Fee	0	0	100	100	
529900	Miscellaneous Operating Expense	0	0	100	100	
529903	Contingency	0	0	82,000	0	
	<b>* Total Operating</b>	<b>362,932</b>	<b>220,150</b>	<b>665,150</b>	<b>472,117</b>	
	<b>** Total Personnel &amp; Operating</b>	<b>792,415</b>	<b>440,758</b>	<b>1,150,973</b>	<b>957,724</b>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	0	3,100	500	
540010	Minor Software	2,429	0	0	0	
	All Other Equipment	0	0	4,378	6,895	
	<b>** Total Capital</b>	<b>2,429</b>	<b>0</b>	<b>7,478</b>	<b>7,395</b>	
	<b>*** Total Budget Appropriation</b>	<b>794,844</b>	<b>440,758</b>	<b>1,158,451</b>	<b>965,119</b>	





SECTION VI. B. – PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

Current Staffing Level:

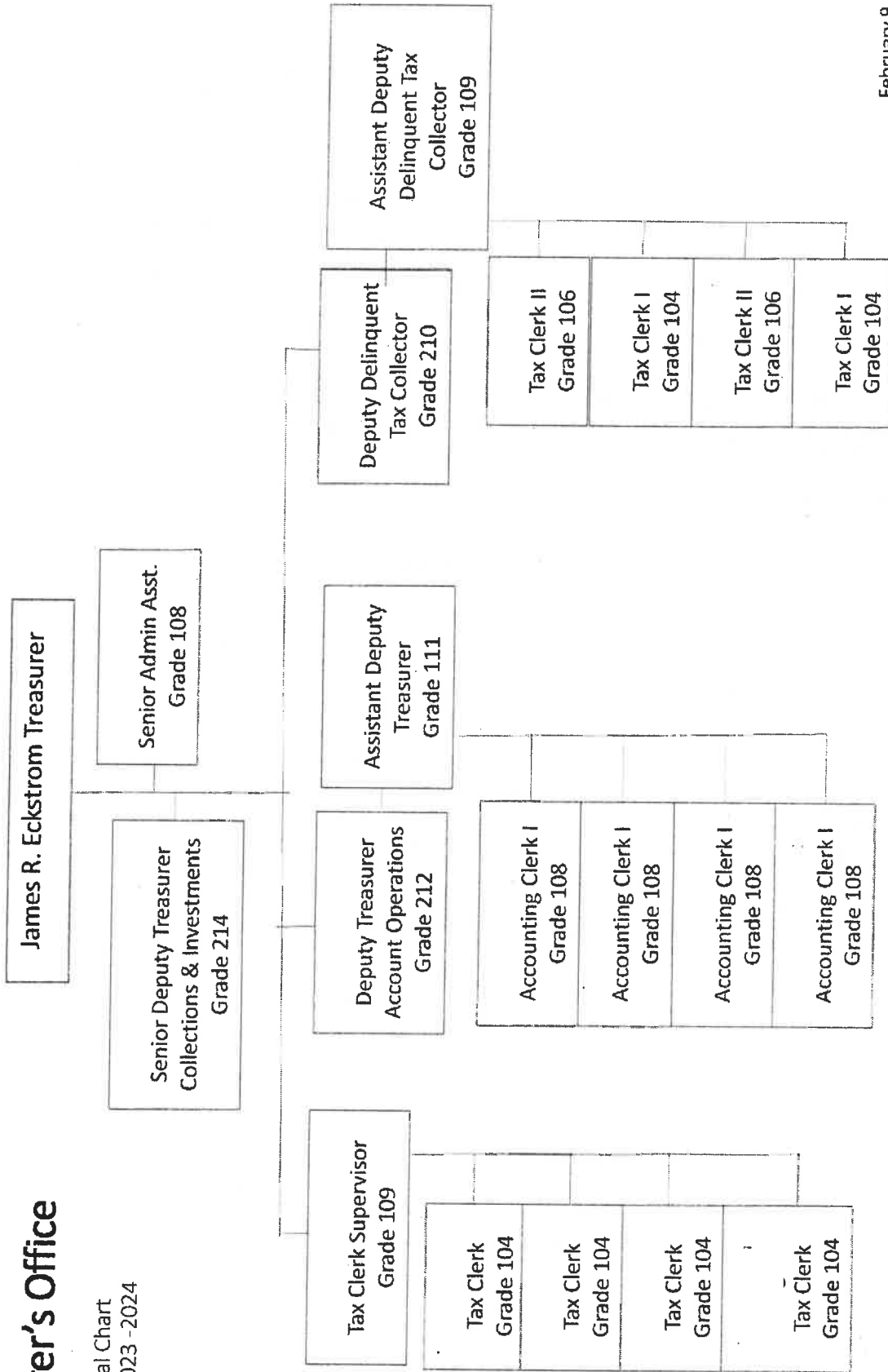
<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Deputy Tax Collector	1		1	1	210
Assist. Deputy Tax Collector	1		1	1	109
Tax Clerk I	2		2	2	104
Tax Clerk II	3	1 position frozen unfunded	3	3	106
Total Positions	7		7	7	

(SEE ORGANIZATION CHART ON NEXT PAGE)

# Treasurer's Office

101700

Organizational Chart  
Fiscal Year 2023 - 2024



FUND 2950  
DELINQUENT TAX DEPARTMENT (101700)  
FY 2023-24 BUDGET REQUEST

**SECTION VI. C. - PERSONNEL LINE ITEM NARRATIVES**

**510200 - OVERTIME**

**\$5,000**

This is for overtime worked by office staff during busy times and in preparation for tax sale.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

<b>520200 - CONTRACTED SERVICES</b>		<b>\$102,100</b>
	The Sourcing Group	19,000.00
	Pacer on line Bankruptcy Court	300.00
	Accurint (online people search)	2,800.00
	Palmetto Postings	80,000.00
<b>520244 - MOVING SERVICES - BUILDINGS</b>		<b>\$1,000</b>
	Cover moving expenses of moving mobile homes acquired by the FLC	
<b>520300 - PROFESSIONAL SERVICES</b>		<b>\$10,400</b>
	Auctioneer fees	10,000.00
	Definitely Taking Request (Deaf interpreter for tax sale)	400.00
<b>520400 - ADVERTISING</b>		<b>\$51,000</b>
	Tax Sale	
	Lexington County Publishing Network	50,000.00
	FLC Advertising	1,000.00
<b>520500 - LEGAL SERVICES</b>		<b>\$140,000</b>
	Attorney fees, title searches, deed preparation, & consultations	
<b>521000 - OFFICE SUPPLIES</b>		<b>\$6,500</b>
	To cover routine office supplies (paper, pencils, file folders, cash register tape and ribbons, toner cartridges, etc.)	
<b>521100 - DUPLICATING</b>		<b>\$1,200</b>
	This account is used for copier machine duplicating of correspondence to employees and customers, packet copies for lawyers, etc.	
<b>522200 - SMALL EQUIPMENT REPAIRS &amp; MAINTENANCE</b>		<b>\$500</b>
	Repair of computers, printers, validators	
<b>524000 - BUILDING INSURANCE</b>		<b>173</b> <del>\$182</del>
	1,157 square footage of Treasurers office. Per Risk Management Budgeted a 3% increase over expenditure amount through Dec. 2022 per Finance Guidelines.	
<b>524001 - BURGLARY INSURANCE</b>		<b>130</b> <del>\$127</del>
	1,157 square footage of Treasurers office. Per Risk Management Budgeted a 3% increase.	
<b>524201 - GENERAL TORT LIABILITY INSURANCE</b>		<b>\$305</b>
	Per Risk Management Budgeted a 5% increase	
<b>524202 - SURETY BONDS</b>		<b>\$00</b>
	Per Risk Management	

FUND 2950  
 DELINQUENT TAX DEPARTMENT (101700)  
 FY 2023-24 BUDGET REQUEST

**525000 - TELEPHONE** **\$1,528**

This department currently has 8 phone lines and 4 voicemails.

**525004 - WAN Service Charges** **\$75**

**525041 E-MAIL SERVICE CHARGE** **\$903**

7 Accounts x \$10.75 per Account x 12 Months = \$903.00

**525100 - POSTAGE** **\$145,000**

We are required by Statute to notify by certified mail, old and new owners with separate letters sent to each individual owner and each person listed on a deed; and certified letters to lienholders.

**525210 - CONFERENCE & MEETING EXPENSE** **\$3,165**

SCATT Legislative Conference (3 employees)	\$ 150.00
Meals for workers on overtime at tax sale	\$ 300.00
SCATT Spring (Treasurer)	\$ 800.00
SCATT Fall (Treasurer)	\$ 800.00
TAPS Workshop (3 employees)	\$ 120.00
TAPS Meeting (3 employees)	\$ 120.00
SCATT Academy (3 employees)	\$ 675.00
GFOASC Spring Conference (2 employees)	\$ 200.00

**525230 - SUBSCRIPTIONS, DUES, & BOOKS** **\$900**

TAPS	3 employees	\$ 90.00
SCACEE	1 employee	\$ 75.00
SCATT	3 employees	\$ 150.00
Lexington County Chronicle		\$ 50.00
The State Newspaper		\$ 280.00
Chapin Times		\$ 30.00
Supplement to Title 12 Tax Book		\$ 25.00
Misc.		\$ 200.00

**525250 - MOTOR POOL REIMBURSEMENT** **\$450**

**525300 - UTILITIES** **\$6,588**

1,157 square footage of Treasurers office.  
 Budget remains same based on FY22 and FY23 expenditures

**526900 - DMV TITLE & LICENSE FEES** **\$100**

FLC title transfers for sold mobile homes.

**529900 - MISCELLANEOUS OPERATION EXPENSES** **\$100**

FLC operating expenses.

**529903 - CONTINGENCY** **\$0**

Per Finance

**SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

**540000 - SMALL TOOLS & MINOR EQUIPMENT** **\$500**  
To cover costs for replacements of minor equipment and aging validators (est. cost \$700/validator, 3 validators). The validators are constantly needing repairs and, per TS, the vendor is no longer servicing the validators we currently use.

**ALL OTHER EQUIPMENT**

**REPLACEMENTS OF F1 PC'S AND PRINTERS** **\$6,895**

Technology Services recommends we replace (4) PC's this fiscal year with (4) F1A All In One Computer & Monitor at \$1,480 each

Technology Services recommends we replace (1) printers with (1) F2 printer (\$975 each)

**COUNTY OF LEXINGTON  
GRANTS ADMINISTRATION  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Finance / Grants Administration 2990:</b>								
<b>Revenues:</b>								
461000	Investment Interest	22	0	10	10	10		
801000	Op Trn from General Fund/Cty Ord.	87,470	90,846	90,846	90,846	104,161		
<b>** Total Revenue</b>		87,492	90,846	90,856	90,856	104,171		
<b>***Total Appropriation</b>					97,375	101,533		
Contingency:								
Unused Carryforward								
FUND BALANCE								
Beginning of Year					1,660	(2,638)	(2,638)	(2,638)
FUND BALANCE - Projected								
End of Year					(2,638)	0	(2,638)	(2,638)



**COUNTY OF LEXINGTON  
GRANTS ADMINISTRATION  
Annual Budget  
Fiscal Year - 2023-24**

Fund: 2990  
Division: General Administration  
Organization: 101400 Finance

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
					2023-24 Requested	2023-24 Recommend
<b>Personnel</b>						
510100	Salaries & Wages - 1	63,520	33,621	66,994	<u>69,679</u>	
511112	FICA - Employer's Portion	4,839	2,562	5,126	<u>5,330</u>	
511113	State Retirement - Employer's Portion	10,023	5,364	11,764	<u>12,932</u>	
511120	Employee Insurance - 1	7,800	3,900	7,800	<u>7,800</u>	
511130	Workers Compensation	197	105	209	<u>216</u>	
519999	Personnel Contingency	0	0	633	<u>700</u>	
	<b>* Total Personnel</b>	<b>86,379</b>	<b>45,552</b>	<b>92,526</b>	<b><u>96,657</u></b>	
<b>Operating Expenses</b>						
521000	Office Supplies	365	7	600	<u>600</u>	
521100	Duplicating	207	106	450	<u>450</u>	
524201	General Tort Liability Insurance	0	0	35	<u>35</u>	
524202	Surety Bonds - 1	0	0	0	<u>10</u>	
525000	Telephone	241	120	241	<u>241</u>	
525041	E-mail Service Charge - 1	129	54	129	<u>129</u>	
525210	Conference, Meeting & Training Expense	1,054	693	2,895	<u>2,915</u>	
525230	Subscriptions, Dues, & Books	354	354	355	<u>355</u>	
525240	Personal Mileage Reimbursement	0	0	44	<u>41</u>	
529903	Contingency	0	0	0	<u>0</u>	
	<b>* Total Operating</b>	<b>2,350</b>	<b>1,334</b>	<b>4,749</b>	<b><u>4,776</u></b>	
	<b>** Total Personnel &amp; Operating</b>	<b>88,729</b>	<b>46,886</b>	<b>97,275</b>	<b><u>101,433</u></b>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	0	100	<u>100</u>	
540010	Minor Software	0	0	0	<u>0</u>	
	All Other Equipment	1,320	0	0	<u>0</u>	
	<b>** Total Capital</b>	<b>1,320</b>	<b>0</b>	<b>100</b>	<b><u>100</u></b>	
	<b>*** Total Budget Appropriation</b>	<b>90,049</b>	<b>46,886</b>	<b>97,375</b>	<b><u>101,533</u></b>	

**SECTION V. - 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 revenue funds. To assist and advise County Council, County Administrator, other department heads and program managers on any grant or special revenue issues. To maintain the official grant records of the County. To develop and maintain county-wide systems and internal controls for the grants and special revenue funds. To provide a friendly and efficient service when gathering and processing information needed by other departments and the public.

**Program II:**

Objectives:

**Program III:**

Objectives:

**SERVICE LEVELS**

**Service Level Indicators:**

	<u>Actual</u> <u>FY 2021-22</u>	<u>Estimated</u> <u>FY 2022-23</u>	<u>Projected</u> <u>FY 2023-24</u>
Solicitor Grants	2	2	2
Solicitor Special Revenue	8	8	8
Law Enforcement Grants	12	13	13
LE Special Revenue	30	30	30
Public Safety Grants	4	4	3
PS Special Revenue	2	2	3
Other Grants	19	19	19
Other Special Revenue	44	45	46

**SECTION VI. A. - SUMMARY OF REVENUES**

**461000 - INVESTMENT INTEREST** **\$ 10**

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Interest is earned on the Fund Balance in the account.

**801000 - OPERATING TRANSFER FROM GENERAL FUND** **\$ 104,161**

---

Transfer from the General Fund to help cover the operating costs of grant administration.

SECTION VI. B. - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u> <u>Positions</u>	<u>Full Time Equivalent</u>			<u>Grade</u>
	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	
Manager	0.00	1.00	1.00	212
Total Positions	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	

**SECTION VI. C. - 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.

File folders (9 boxes @ \$35.00 + tax)	\$337.05
Toner Cartridge (1 @ \$137.00)	\$137.00
Paper for Printer (2 cases @ \$40.20)	\$80.40
Pens, pencils, & other office products	\$15.55
Storage boxes	\$30.00

**521100 - DUPLICATING \$ 450**

Funds will be used to photocopy monthly reports, quarterly reports, and other documents related to grants and special revenue programs.

Copier Machine Usage cost (\$0.03) x 15,000 copies	\$450.00
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**524201 - GENERAL TORT LIABILITY INSURANCE \$ 35**

To cover the cost of general tort liability insurance.

Manager of Grants	1.00 position	\$35
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**524202 - SURETY BONDS \$ 10**

To cover the cost of surety bonds.

Manager of Grants	1.00 position	\$10
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**525000 - TELEPHONE \$ 241**

To cover the cost of telephone service and voicemail.

Cost per line	\$18.00	
Voicemail Cost	\$1.00	
6% sales tax	\$0.92	
1% local tax	<u>\$0.15</u>	
	\$20.07	
Existing line	\$20.07 x 12 months	\$240.84

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**525041 – E-MAIL SERVICE CHARGES** **\$ 129**

To cover monthly e-mail services charges.

12 months x 1 e-mail account @ \$10.75 = \$129.00

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**525210 – CONFERENCE, MEETING & TRAINING EXPENSE** **\$ 2,915**

To cover the costs of attending the National and South Carolina GFOA conferences to keep up-to-date in the ever changing accounting field and reporting changes. There might also be the need to attend workshops, seminars or conferences to gain information on grants or special revenue programs.

Conference & Meetings:

GFOA (National Finance Officer Annual Conference)	\$1,650
GFOASC Fall Conference in Hilton Head (October 2023)	\$900
GFOASC Spring Conference in Columbia (May 2024)	\$120
Other Training Sessions	\$245

---

**525230 - SUBSCRIPTIONS, DUES, & BOOKS** **\$ 355**

Funds are used for membership dues to the following professional organizations.

National GFOA annual membership	\$230
GFOASC annual membership (1)	\$125

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**525240 - PERSONAL MILEAGE REIMBURSEMENT** **\$ 41**

Mileage reimbursement required when using personal vehicles to travel to meetings, etc.

62 miles @ \$0.655 = \$40.61

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**SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

**540000 - SMALL TOOLS & MINOR EQUIPMENT** **\$ 100**

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Funds will be used to purchase minor equipment as needed.

**COUNTY OF LEXINGTON  
PASS-THRU GRANTS  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24	
<b>*Pass-Thru-Grants 2999:</b>									
<b>Revenues:</b>									
452100	Town Recorders Fees	183,999	46,358	185,433	185,433	185,433			
461000	Investment Interest	287	1,013	0	0	2,300			
<b>** Total Revenue</b>		<b>184,286</b>	<b>47,371</b>	<b>185,433</b>	<b>185,433</b>	<b>187,733</b>			
<b>***Total Appropriation</b>					<b>301,647</b>	<b>309,399</b>			
<b>FUND BALANCE</b>									
Beginning of Year						149,746	33,532	33,532	33,532
<b>FUND BALANCE - Projected</b>									
End of Year						33,532	<del>33,532</del> (88,134)	33,532	33,532

Fund: 2999

Organization: 142000 - Magistrate Court Services (Personnel Costs)

Organization: 999900 - Non-departmental (Special Projects)

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<b>BUDGET</b>	
						2023-24 Recommend	2023-24 Approved
<b>Personnel: (Organization - 142000)</b>							
510100	Salaries & Wages	143,371	71,685	143,371	149,371		
511112	FICA - Employer's Portion	10,834	5,432	10,968	11,427		
511114	PORS - Employer's Portion	2,007	298	30,452	31,726		
511130	Workers Compensation	1,517	736	642	661		
511214	PORS - Emplr. Port. (Retiree)	24,316	12,944	0			
<b>* Total Personnel</b>		<b>182,045</b>	<b>91,095</b>	<b>185,433</b>	<b>193,185</b>		
<b>Operating Expenses: (Organization - 999900)</b>							
5R0141	Cherokee Shores Phase I	0	0	3,090	3,090		
5R0142	Kaminer Subdivision	0	0	6,733	6,733		
5R0143	Woodland Pond Subdivision	0	0	6,780	6,780		
5R0144	Whispering Glen Subdivision	0	0	18,311	18,311		
5R0182	Buena Vista Subdivision	0	0	1,796	1,796		
5R0184	Park West, Phase I	0	0	30,072	30,072		
5R0185	Sweetgrass Courtyard	0	0	23,000	23,000		
5R0186	Wild Meadows, Phase I	0	0	26,432	26,432		
<b>* Total Operating</b>		<b>0</b>	<b>0</b>	<b>116,214</b>	<b>116,214</b>		
<b>** Total Personnel &amp; Operating</b>		<b>182,045</b>	<b>91,095</b>	<b>301,647</b>	<b>309,399</b>		
<b>Capital</b>							
<b>** Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>		<b>182,045</b>	<b>91,095</b>	<b>301,647</b>	<b>309,399</b>		



**COUNTY OF LEXINGTON**  
**RED BANK CROSSING RENTAL PROPERTIES**  
**Annual Budget**  
**Fiscal Year 2023-24**

Fund: 5601  
Division: Non-Departmental  
Organization: 999900 - Non-Departmental

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
				2023-24 Requested	2023-24 Recommend Approved
<b>Personnel</b>					
<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Operating Expenses</b>					
520103 Landscape/Ground Maintenance	18,556	7,993	20,520	<u>20,865</u>	
520231 Garbage Pickup Service	2,369	1,185	2,370	<u>2,560</u>	
520232 Parking Lot Sweeping	6,480	2,700	6,480	<u>8,254</u>	
522000 Building Repairs & Maintenance	65,622	2,351	2,305	<u>3,150</u>	
524000 Building Insurance	998	998	1,148	<u>1,183</u>	
529903 Contingency	0	0	126,758	<u>125,920</u>	
530100 Depreciation	19,677	0	19,677	<u>19,677</u>	
538500 Property Taxes	24,770	24,845	25,307	<u>28,344</u>	
<b>* Total Operating</b>	<b>138,472</b>	<b>40,072</b>	<b>204,565</b>	<b>209,953</b>	
<b>** Total Personnel &amp; Operating</b>	<b>138,472</b>	<b>40,072</b>	<b>204,565</b>	<b>209,953</b>	
<b>Capital</b>					
Capital Clearing	(64,194)	0	0	<u>0</u>	
All Other Equipment	64,194	0	0	<u>0</u>	
<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>*** Total Expenses</b>	<b>138,472</b>	<b>40,072</b>	<b>204,565</b>	<b>209,953</b>	

## SECTION V - PROGRAM OVERVIEW

### Summary of Programs:

Program I – Red Bank Crossing / Rental Property

### Objectives:

- Collect rent from seven (7) tenants
- House state agencies (DSS & H&HS), no rent received
- Keep building/property area clean and properly maintained
- Provide prompt and friendly customer service to all the tenants

### Program I: Red Bank Crossing /Rental Property

Property, formerly a Winn-Dixie store and eight (8) additional store front spaces, were purchased in December 2007 for the purpose of having additional office space and to maintain the lease agreements with current tenants. The former Winn Dixie and CVS tenant spaces were renovated to provide space for the two (2) state agencies. Operations in this renovated space began in June 2010 and were completed in July 2011.

**SECTION VI. - LINE ITEM NARRATIVES**

**SECTION VI. A. - LISTING OF REVENUES**

**450000 – RENTAL INCOME**

**\$102,305**

This is the rent paid by tenants in the seven (7) spaces available at Red Bank Crossing on a monthly basis.

Ivy League Barber & Beauty D	12 months @ \$1,800.00 = \$21,600.00
Palmetto Kempo Karate E	12 months @ \$1,700.00 = \$20,400.00
Defender Shooting/Tego Tactical G	12 months @ \$1,025.00 = \$12,300.00
Cut-N-Up Hair Salon F	12 months @ \$ 825.00 = \$ 9,900.00
Sweet and Savory H	12 months @ \$1,025.00 = \$12,600.48
State Farm Insurance I	12 months @ \$1,100.00 = \$12,000.00
MBAJ Architecture J	12 months @ \$1,338.75 = \$13,500.00

**Total annual rental income \$ 102,305.76**

**SECTION VI. B. - OPERATING LINE ITEM NARRATIVES**

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**520103 – LANDSCAPING/GROUND MAINTENANCE** **\$20,865**

Landscaping, cutting grass, trim bushes, edging curbs, sign posts, herbicide, pesticide, pick up trash on grounds and mulch application and removal on contract.

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**520231 - GARBAGE PICKUP SERVICE** **\$2,560**

Garbage pickup – one (1) eight cubic yard container and service three days per week  
12 mos. x \$197.45/month = \$2,370.00

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**520232 – PARKING LOT SWEEPING** **\$8,254**

Parking lot sweeping: once a week at a cost of \$540.00/month  
12 mos. x \$540.00/month = \$6,480.00

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**520500 – LEGAL SERVICES** **\$0**

Legal fees from County Attorney costs

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**522000 – BUILDING REPAIRS & MAINTENANCE** **\$3,150**

Small repairs and maintenance of building

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**524000 - BUILDING INSURANCE** **\$1,183**

12 months coverage (\$997.33 + 3% = \$1,027.25)

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**525300 - UTILITIES** **\$0**

Covers electrical from SCE&G

Old Winn Dixie Building and CVS (Utilities paid by state agencies)

Parking lot lighting for 12 mos. @ \$100.00/month = \$1,200.00

Total SCE&G = **\$1,200.00**

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**529903 - CONTINGENCY** **\$125,920**

Funds are used for unexpected expenses not budgeted.

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**530100 – DEPRECIATION** **\$19,677**

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**538500 – PROPERTY TAXES** **\$28,344**

Funds are used for property taxes assessed on the rental space.

All units are being rented and assessed property taxes this year.

FY 22-23 expense \$25,307 + 12% = \$28,344.00

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**SOLID WASTE MANAGEMENT**  
**Combined Annual Budget**  
**Fiscal Year 2023-24**

Fund: 5700  
Division: Public Works

Summary Page	2021-22	2022-23	2022-23	2023-24	<i>BUDGET</i>	
	Actual	Actual (Dec)	Amended (Dec)	Requested	2023-24 Recommend	2023-24 Approved
<b>Activity From Operations:</b>						
<b>Revenues:</b>						
Property Taxes	11,228,424	1,919,406	11,831,564	11,840,756		
Landfill Revenue Fees	5,358,615	2,764,518	5,670,940	6,500,397		
Other Revenues	210,742	659,580	620,000	697,000		
<b>Total Revenues</b>	<b>16,797,781</b>	<b>5,343,504</b>	<b>18,122,504</b>	<b>19,038,153</b>		
<b>Expenses:</b>						
Total Personnel & Operating	12,727,647	5,532,944	15,909,576	16,625,640		
Depreciation	1,751,827	0	1,663,600	1,939,205		
Capital Outlay	25,479	261,043	9,906,682	2,834,985		
Operating Transfers	265,290	150,000	150,000	124,252		
<b>Total Expenses</b>	<b>14,770,243</b>	<b>5,943,987</b>	<b>27,629,858</b>	<b>21,524,082</b>		
<b>Sub-Total</b>	<b>2,027,538</b>	<b>(600,483)</b>	<b>(9,507,354)</b>	<b>(2,485,929)</b>		
<b>Noncash Expenses:</b>						
Depreciation: Add Back In	1,751,827	0	1,663,600	1,939,205		
<b>Total Expenses (Cash Basis)</b>	<b>13,018,416</b>	<b>5,943,987</b>	<b>25,966,258</b>	<b>19,584,877</b>		
<b>Net Cash</b>	<b>3,779,365</b>	<b>(600,483)</b>	<b>(7,843,754)</b>	<b>(546,724)</b>		
<b>Income Calculation:</b>						
Capital Outlay: Existing	25,479	261,043	9,906,682	2,834,985		
<b>Total Expenses (Income Basis)</b>	<b>14,744,764</b>	<b>5,682,944</b>	<b>17,723,176</b>	<b>18,689,097</b>		
<b>Net Income (Loss)</b>	<b>2,053,017</b>	<b>(339,440)</b>	<b>399,328</b>	<b>349,056</b>		
Unused Appropriations			6,251,381	0		
<b>FUND BALANCE</b>						
Beginning - Fund Balance - Cash			26,204,044	24,611,671		
Less: Carry-forward Items						
<b>FUND BALANCE</b>						
End of Year - Projected - Cash			24,611,671	24,064,947		

**COUNTY OF LEXINGTON  
SOLID WASTE MANAGEMENT  
Annual Budget  
FY 2023-24 Estimated Revenues & Other Funding Sources**

Fund: 5700	Actual	Actual	Actual	Actual	Received	Amended	Projected			
Division: Public Works	Receipts	Receipts	Receipts	Receipts	Thru Nov	Budget	Revenue	Requested	Recommend	Approved
Revenue Account Title	2018-19	2019-20	2020-21	2021-22	2022-23	2022-23	2022-23	2023-24	2023-24	2023-24
* Undesignated Revenues 5700 :										
<b>Property Taxes:</b>	<u>7.877 Mills</u>	<u>7.877 Mills</u>	<u>7.877 Mills</u>	<u>7.877 Mills</u>	<u>7.544 Mills</u>	<u>7.544 Mills</u>	<u>7.544 Mills</u>			
410000 Current Property Taxes	7,695,467	7,855,415	8,376,923	8,577,225	1,202,062	9,115,808	9,115,808	9,115,808		
410500 Homestead Exemption Reimburse.	370,362	380,435	372,425	382,207	0	360,000	360,000	375,000		
410520 Manufacturer's Tax Exemption	80,360	56,473	60,452	62,015	0	55,000	55,000	60,000		
410521 Manufacturer Partial Prop Tx Exemp	0	11,858	11,723	14,916	0	0	0	13,000		
410530 State Sales & Use Tax Credit	37,364	39,299	39,045	47,703	9,994	45,808	45,808	46,000		
410540 Lease Purchase Tax Credit	0	0	0	0	0	0	0	0		
411000 Current Vehicle Taxes	1,127,427	1,159,572	1,205,056	1,278,637	564,925	1,318,948	1,318,948	1,318,948		
412000 Current Tax Penalties	12,989	12,532	13,032	14,108	(66)	12,000	12,000	13,000		
413000 Delinquent Taxes	289,523	301,772	301,366	281,399	109,229	300,000	300,000	280,000		
414000 Delinquent Tax Penalties	36,192	38,203	39,812	34,020	16,384	35,000	35,000	35,000		
417100 Fee in Lieu of Taxes	541,794	523,038	520,278	457,522	0	520,000	520,000	500,000		
417120 FILOT - Prior Year	0	0	347	(11,199)	1,071	0	0	0		
417130 FILOT - Manufacturer's Tax Exempt	27,616	37,939	40,441	44,384	0	35,000	35,000	42,000		
417150 FILOT - Fee for Services	3,183	3,183	3,378	3,378	0	3,000	3,000	3,000		
418000 Motor Carrier Payments	22,777	10,160	32,587	35,197	13,612	25,000	25,000	33,000		
418100 Heavy Equip Rental Surcharge Fees	10,313	5,025	6,029	6,912	2,195	6,000	6,000	6,000		
<b>Total Property Taxes</b>	<b>10,255,367</b>	<b>10,434,904</b>	<b>11,022,894</b>	<b>11,228,424</b>	<b>1,919,406</b>	<b>11,831,564</b>	<b>11,831,564</b>	<b>11,840,756</b>		
<b>Landfill Revenue Sources:</b>										
430850 Credit Report Fees	300	200	300	225	50	300	175	200		
434000 Landfill Fees	3,103,098	3,286,075	3,677,907	4,073,159	2,365,227	4,344,957	5,264,067	5,469,067		
434100 Landfill Permit Fees	4,565	2,790	5,195	5,305	2,150	6,400	5,145	5,200		
434200 Garbage Franchise Fees	152,641	148,259	163,413	175,446	92,276	179,911	183,106	190,430		
434400 Paper Recycling Fees	1,189	836	1,030	1,020	81	1,000	261	300		
434401 Battery Recycling Fees	15,008	15,704	20,642	16,862	8,948	20,000	19,368	20,000		
434402 Aluminum Recycling Fees	37,786	26,617	32,540	60,441	16,545	49,000	38,599	40,000		
434405 White Goods Recycling Fees	196,366	59,383	360,368	562,922	86,204	550,000	277,742	280,000		
434406 Waste Tire Fees	51,312	74,820	101,820	149,101	87,027	160,000	199,281	200,000		
434407 Textile Recycling Fees	256	0	48	0	0	0	0	0		
434408 Cardboard Recycling Fees	22,646	7,119	31,917	62,669	9,915	68,000	37,816	38,000		
434409 Glass Recycling Fees	5,602	8,294	6,528	3,897	3,494	5,000	5,031	5,200		
434411 Oil Filter Recycling Fees	1,211	300	1,072	2,944	198	4,500	768	800		
434414 Refrigerant Recycling Fees	11,250	14,850	23,310	25,440	10,920	24,000	25,845	26,000		
434416 Motor Oil Recycling Fees	0	0	4,038	22,759	15,818	37,582	37,582	38,000		
434417 Safety Vest Recycling Fees	85	68	66	3	0	30	30	0		
434419 Electronics Recycling Fees	6,657	7,680	7,032	7,281	2,793	6,600	7,189	7,200		
434420 Mattress Recycling Fees	14,637	16,544	22,980	22,178	13,186	27,160	32,568	33,000		
434421 Wood/Vegetative Compost Fee	0	0	0	81,831	38,327	77,500	92,462	93,000		
434422 Food Waste Compost Fee	0	0	0	0	0	54,000	5,000	54,000		
438800 Mulch Sales	17,437	29,804	24,820	13,001	1,797	20,000	1,797	0		
438801 Compost Sales	22,092	37,853	59,041	72,131	9,562	35,000	18,237	0		
<b>Total Revenue Sources</b>	<b>3,664,138</b>	<b>3,737,196</b>	<b>4,544,067</b>	<b>5,358,615</b>	<b>2,764,518</b>	<b>5,670,940</b>	<b>6,252,069</b>	<b>6,500,397</b>		
<b>Other Revenues:</b>										
450100 Ground Lease Agreement	12,000	12,000	12,000	12,000	5,000	12,000	12,000	12,000		
451201 FEMA Disaster Reimbursement	0	0	0	0	0	0	0	0		
451205 State Disaster Reimbursement	0	0	0	0	0	0	0	0		
461000 Investment Interest	425,177	255,267	55,108	49,481	114,809	55,000	336,008	340,000		
463200 Insurance Claims Reimbursement	795	0	0	0	0	0	0	0		
467000 Cash Over/Short	(19)	1	(36)	(178)	(229)	0	(229)	0		
469420 Sale of Land - SW	0	1,000	(1,000)	0	0	0	0	0		
469900 Miscellaneous Revenues	0	0	0	586	0	0	0	0		
490100 Sale of General Fixed Assets	30,400	17,266	0	0	540,000	553,000	587,000	345,000		
490200 Trade-in Allowance on FA	0	313,350	0	0	0	0	0	0		
490300 Gain on Sale of Fixed Assets	0	203,216	0	67,729	0	0	0	0		
491000 Contributed Capital	0	3,920	20,001	81,124	0	0	0	0		
590300 Loss on Disposal of Fixed Assets	(5,042)	(146,906)	(96,435)	0	0	0	0	0		
<b>Total Other Revenue</b>	<b>463,311</b>	<b>659,114</b>	<b>(10,362)</b>	<b>210,742</b>	<b>659,580</b>	<b>620,000</b>	<b>934,779</b>	<b>697,000</b>		
<b>** Total Undesignated Landfill Revenues</b>	<b>14,382,816</b>	<b>14,831,214</b>	<b>15,556,599</b>	<b>16,797,781</b>	<b>5,343,504</b>	<b>18,122,504</b>	<b>19,018,412</b>	<b>19,038,153</b>		



**COUNTY OF LEXINGTON**  
**Combined Annual Budget - Enterprise Fund**  
**Fiscal Year 2023-24**

Fund 5700  
 Division: Public Works-Solid Waste  
 Organization: Solid Waste - All Departments

Object Expenditure Code Classification	BUDGET										Code Enforcement	Non-Departmental	
	2022-23 Amended (Dec)	2023-24 Approved (Total)	Admin.	Acctg. & Collections	Collection Stations	Landfill Operations	321 Landfill	Transfer Station	Recycling	Litter Control			
<b>Personnel</b>													
510100 Salaries & Wages	1,197,259	1,263,325	238,912	171,078	79,413	373,823	0	185,205	28,135	74,709	112,050	0	
510199 Special Overtime	3,000	3,000	0	0	0	0	0	0	0	0	3,000	0	
510200 Overtime	40,200	40,600	0	1,200	2,400	20,000	0	16,000	0	1,000	0	0	
510300 Part Time	532,811	574,972	0	73,213	277,905	0	0	0	223,854	0	0	0	
511112 FICA Cost	135,656	146,849	18,277	18,780	27,519	30,128	0	15,393	19,278	5,792	8,802	2,880	
511113 State Retirement	293,708	334,487	44,342	45,563	66,764	73,094	0	37,344	46,769	14,052	0	6,559	
511114 Police Retirement	20,375	24,926	0	0	0	0	0	0	0	0	24,437	489	
511120 Insurance Fund Contribution	241,800	241,800	23,400	54,600	11,700	74,100	0	35,100	3,900	23,400	15,600	0	
511130 Workers Compensation	99,280	116,006	5,122	762	21,622	33,291	0	17,265	23,742	7,768	3,981	2,453	
519901 Salaries & Wages Adjustment Account	279,291	37,638	0	0	0	0	0	0	0	0	0	37,638	
519999 Personnel Contingency	63,847	0	0	0	0	0	0	0	0	0	0	0	
<b>* Total Personnel</b>	<b>2,907,227</b>	<b>2,783,603</b>	<b>330,053</b>	<b>365,196</b>	<b>487,323</b>	<b>604,436</b>	<b>0</b>	<b>306,307</b>	<b>345,678</b>	<b>126,721</b>	<b>167,870</b>	<b>50,019</b>	
<b>Operating Expenses</b>													
520100 Contracted Maintenance	300,146	268,513	0	0	665	212,704	0	55,144	0	0	0	0	
520103 Landscaping/Ground Maintenance	3,998	5,000	0	0	5,000	0	0	0	0	0	0	0	
520200 Contracted Services	9,798,326	10,187,665	77,015	498	2,294,422	450,333	79,000	7,075,866	208,611	0	1,920	0	
520219 Water & Other Beverage Service	4,168	5,544	0	0	4,224	0	0	1,320	0	0	0	0	
520233 Towing Service	1,805	2,945	75	0	390	1,000	0	0	1,000	290	190	0	
520239 E-Waste Recycling	104,580	75,594	0	0	0	0	0	0	75,594	0	0	0	
520240 Tire Disposal Services	0	100,750	0	0	0	100,750	0	0	0	0	0	0	
520300 Professional Services	314,755	288,760	0	525	635	76,725	202,240	8,635	0	0	0	0	
520302 Drug Testing Services	2,491	2,491	0	0	150	1,276	0	815	250	0	0	0	
520303 Accounting/Auditing Services	5,000	5,000	0	5,000	0	0	0	0	0	0	0	0	
520305 Infectious Disease Services	5,757	5,757	303	606	1,515	1,212	0	606	606	909	0	0	
520400 Advertising & Publicity	8,936	24,171	22,171	0	2,000	0	0	0	0	0	0	0	
520500 Legal Services	15,000	5,000	5,000	0	0	0	0	0	0	0	0	0	
520601 Landfill Monitoring - Batesburg	0	0	0	0	0	0	0	0	0	0	0	0	
520602 Landfill Monitoring - Edmund	22,500	25,000	0	0	0	25,000	0	0	0	0	0	0	
520603 Landfill Monitoring - Chapin	0	0	0	0	0	0	0	0	0	0	0	0	
520620 EPA Cost	30,000	15,000	0	0	0	0	15,000	0	0	0	0	0	
520702 Technical Currency & Support	16,811	20,050	18,050	1,800	0	0	0	0	0	0	200	0	
520800 Outside Printing	2,064	2,064	2,064	0	0	0	0	0	0	0	0	0	
521000 Office Supplies	5,625	6,468	2,300	2,818	300	300	0	500	250	0	0	0	
521100 Duplicating	2,277	3,589	509	2,400	225	144	14	72	225	0	0	0	
521200 Operating Supplies	207,345	278,488	3,600	3,703	28,336	230,104	0	2,945	6,300	3,000	500	0	
521208 Police Supplies	500	800	0	0	0	0	0	0	0	0	800	0	
521214 Safety Supplies	4,076	4,076	500	3,576	0	0	0	0	0	0	0	0	
521220 Closure Operating Supplies	0	0	0	0	0	0	0	0	0	0	0	0	
521402 Occupational Health Supplies	400	500	0	0	0	0	0	0	0	0	0	0	
521601 Sign Materials	1,000	1,000	1,000	0	100	0	0	0	200	0	0	0	
522000 Building Repairs & Maintenance	127,840	139,340	0	0	44,500	14,840	0	80,000	0	0	0	0	
522050 Generator Repairs & Maintenance	3,317	3,317	0	0	0	3,317	0	0	0	0	0	0	
522100 Heavy Equipment Repairs & Maintenance	436,487	462,114	0	0	39,600	164,780	0	255,234	2,500	0	0	0	
522200 Small Equipment Repairs & Maintenance	24,100	36,900	0	0	400	6,500	0	0	30,000	0	0	0	
522201 Fuel Site Repairs & Maintenance	3,500	5,200	0	0	0	5,200	0	0	0	0	0	0	
522300 Vehicle Repairs & Maintenance	27,750	31,074	1,500	0	4,000	8,774	0	0	10,500	3,800	2,500	0	



**COUNTY OF LEXINGTON**  
**Combined Annual Budget - Enterprise Fund**  
**Fiscal Year 2023-24**

Fund 5700  
 Division: Public Works-Solid Waste  
 Organization: Solid Waste - All Departments

Object Expenditure Code Classification	2022-23 Amended (Dec)	2023-24 Approved (Total)	BUDGET										Non-Departmental			
			Admin.	Accg. & Collections	Collection Stations	Landfill Operations	321 Landfill	Transfer Station	Recycling	Litter Control	Code Enforcement					
523200 Equipment Rental	22,054	22,054	0	0	0	19,980	0	0	0	0	0	0	0	0	0	0
524000 Building Insurance	8,541	7,626	2,153	0	3,200	0	0	0	0	0	0	0	0	0	0	0
524100 Vehicle Insurance	10,455	10,455	615	0	1,230	4,305	0	0	0	0	1,845	1,230	1,230	0	0	0
524101 Comprehensive Insurance	52,828	73,542	0	0	544	62,840	0	0	0	0	1,268	973	512	0	0	0
524201 General Tort Liability Insurance	14,880	15,708	1,193	357	1,426	6,867	0	0	0	0	747	374	3,438	0	0	0
524202 Surety Bonds	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
524900 Data Processing Equipment Insurance	168	172	0	172	0	0	0	0	0	0	0	0	0	0	0	0
525000 Telephone	8,849	8,981	4,560	0	4,421	0	0	0	0	0	0	0	0	0	0	0
525004 WAN Service Charges	10,393	10,466	9,480	0	0	0	0	0	0	0	0	0	0	0	0	0
525006 GPS Monitoring Charges	4,884	4,273	204	0	407	2,441	0	0	0	0	814	407	0	0	0	0
525020 Pagers and Cell Phones	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
525021 Smart Phone Charges	7,176	7,176	2,304	768	1,296	0	0	0	0	0	0	0	0	0	0	0
525030 800 MHz Radio Service Charges	14,598	16,526	1,348	447	1,526	6,048	0	0	0	0	648	0	2,160	0	0	0
525031 800 MHz Radio Maintenance	1,653	2,732	219	219	219	982	0	0	0	0	3,360	760	0	0	0	0
525040 Internet Service Charges	0	3,600	0	3,600	0	0	0	0	0	0	437	110	0	0	0	0
525041 E-mail Service Charges	1,548	1,548	387	903	129	129	0	0	0	0	0	0	0	0	0	0
525100 Postage	14,306	18,408	17,708	700	0	0	0	0	0	0	0	0	0	0	0	0
525210 Conference, Meeting & Training Expenses	9,623	18,442	8,048	0	525	5,470	0	0	0	0	0	0	0	0	0	0
525230 Subscriptions, Dues, & Books	1,690	2,112	1,762	0	0	0	0	0	0	0	350	0	1,000	0	0	0
525240 Personal Mileage Reimbursement	1,900	2,704	2,304	300	100	0	0	0	0	0	0	0	0	0	0	0
525250 Motor Pool Reimbursement	300	300	300	0	0	0	0	0	0	0	0	0	0	0	0	0
525315 Utilities - Landfill (Cayce 321)	26,000	26,000	0	0	0	0	26,000	0	0	0	0	0	0	0	0	0
525317 Utilities - Landfill (Edmund)	49,600	54,600	9,600	0	0	18,500	0	0	0	0	0	0	0	0	0	0
525318 Utilities - Convenience Stations	90,600	90,600	0	0	90,600	0	0	0	0	0	0	0	0	0	0	0
525400 Gas, Fuel, & Oil	308,790	442,506	1,265	0	750	304,055	0	0	0	0	0	0	0	0	0	0
525405 Small Equipment Fuel	1,000	1,450	855	0	6,006	8,533	0	0	0	0	0	0	0	0	0	0
525600 Uniforms & Clothing	28,072	30,966	0	2,350	250	300	0	0	0	0	6,837	2,352	600	0	0	0
526500 Licenses & Permits	2,750	2,750	0	0	758,370	0	0	0	0	0	0	0	0	0	0	0
527040 Outside Personnel (Temporary)	701,243	758,370	0	0	0	0	0	0	0	0	0	0	0	0	0	0
529903 Contingency	87,864	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
530100 Depreciation	1,663,600	1,939,205	1,235	821	430,000	900,000	784	500,000	0	0	0	6,365	15,000	0	50,000	0
534027 Keep America Beautiful Program	33,000	36,500	36,500	0	0	0	0	0	0	0	0	0	0	0	0	0
538000 Claims & Judgments (Litigation)	2,000	2,000	250	0	750	500	0	0	0	0	250	0	0	0	0	0
538500 Property Taxes	2,500	2,700	0	0	0	0	0	0	0	0	0	0	0	0	0	0
538600 SCDHEC - Administrative Order	2,500	5,000	0	0	0	5,000	0	0	0	0	0	0	0	0	0	0
549904 Capital Contingency	126,566	100,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
* Total Operating	14,792,515	15,781,242	236,377	26,718	3,752,426	2,649,609	326,638	8,088,648	475,177	35,297	42,352	150,000	0	0	0	0
** Total Personnel & Operating	17,699,742	18,564,845	566,430	391,914	4,239,749	3,254,045	326,638	8,394,955	820,855	160,018	210,222	150,000	0	0	0	0
Capital Items	9,906,682	2,834,985	55,485	2,584	470,505	1,800,084	0	428,327	77,000	500	500	0	0	0	0	0
** Total Capital	9,906,682	2,834,985	55,485	2,584	470,505	1,800,084	0	428,327	77,000	500	500	0	0	0	0	0
815701 Op Tm to Solid Waste Post Closure	150,000	124,252	0	0	0	124,252	0	0	0	0	0	0	0	0	0	0
815726 Op Tm to SW/DHEC Compost Bin Grant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
***Total Budget Appropriation	27,564,424	21,524,082	621,915	394,498	4,710,254	5,178,381	326,638	8,823,282	897,855	160,518	210,722	200,019	0	0	0	0

## **SECTION II**

**Proposed revenues – 5700**

**Budget Summary – FY 2023-2024**

- 434000 Landfill Fees – Increase to the Transfer Station Fee (Municipal Solid Waste) from \$45 to \$47 per ton and an increase to the Landfill fee (Mixed Construction and Demolition Waste) from \$27.50 to \$29 per ton.

**COUNTY OF LEXINGTON  
SOLID WASTE MANAGEMENT**

**Annual Budget  
Fiscal Year 2023-24**

Fund: 5700  
Division: Public Works  
Organization: 121201 - Solid Waste / Administration

Object Expenditure Code Classification		2021-22 Expenses	2022-23 Expenses (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
					2023-24 Requested	2023-24 Recommend
<b>Personnel</b>						
510100	Salaries & Wages - 3	229,713	115,445	228,112	238,912	
511112	FICA Cost	16,682	8,473	17,451	18,277	
511113	State Retirement	12,297	18,305	40,056	44,342	
511120	Insurance Fund Contribution - 3	23,400	11,700	23,400	23,400	
511130	Workers Compensation	8,825	4,458	4,884	5,122	
<b>* Total Personnel</b>		<b>290,917</b>	<b>158,381</b>	<b>313,903</b>	<b>330,053</b>	
<b>Operating Expenses</b>						
520200	Contracted Services	35,675	7,041	58,776	77,015	
520233	Towing Services	0	0	75	75	
520305	Infectious Disease Services	0	0	303	303	
520400	Advertising & Publicity	2,203	272	6,936	22,171	
520500	Legal Services	7,345	630	5,000	5,000	
520702	Technical Currency & Support	13,538	0	14,861	18,050	
520800	Outside Printing	0	0	2,064	2,064	
521000	Office Supplies	561	91	2,300	2,300	
521100	Duplicating	142	41	323	509	
521200	Operating Supplies	2,016	212	360	3,600	
521214	Safety Supplies	0	0	500	500	
521601	Sign Materials	310	0	1,000	1,000	
522300	Vehicle Repairs & Maintenance	40	1,521	1,500	1,500	
524000	Building Insurance	2,029	2,029	2,090	2,153	
524100	Vehicle Insurance - 1	615	615	615	615	
524201	General Tort Liability Insurance	995	0	1,104	1,193	
524202	Surety Bonds	0	0	30	0	
525000	Telephone	4,336	2,157	4,560	4,560	
525004	WAN Service Charges	9,479	4,740	9,480	9,480	
525006	GPS Monitoring Charges - 1	203	102	204	204	
525021	Smart Phone Charges - 3	1,990	804	2,304	2,304	
525030	800 MHz Radio Service Charges - 2	1,173	488	1,248	1,348	
525031	800 MHz Radio Maintenance - 2	0	0	80	219	
525041	E-mail Service Charges - 3	366	161	387	387	
525100	Postage	2	80	13,418	17,708	
525210	Conference, Meeting & Training Expenses	1,244	1,339	5,000	8,048	
525230	Subscriptions, Dues, & Books	944	709	1,690	1,762	
525240	Personal Mileage Reimbursement	1,079	488	1,500	2,304	
525250	Motor Pool Reimbursement	201	174	300	300	
525317	Utilities / Landfill / Edmund	7,872	4,009	9,600	9,600	
525400	Gas, Fuel, & Oil	803	377	881	1,265	
525600	Uniforms & Clothing	466	218	855	855	
530100	Depreciation	1,236	0	1,300	1,235	
534027	Keep America Beautiful Program	27,500	16,500	33,000	36,500	
538000	Claims & Judgements	0	0	250	250	
<b>* Total Operating</b>		<b>124,363</b>	<b>44,798</b>	<b>183,894</b>	<b>236,377</b>	
<b>** Total Personnel &amp; Operating</b>		<b>415,280</b>	<b>203,179</b>	<b>497,797</b>	<b>566,430</b>	

**COUNTY OF LEXINGTON  
SOLID WASTE MANAGEMENT  
Annual Budget  
Fiscal Year 2023-24**

Fund: 5700

Division: Public Works

Organization: 121201 - Solid Waste / Administration

		<b>BUDGET</b>				
Object Expenditure		2021-22	2022-23	2022-23	2023-24	2023-24
Code Classification		Expenses	Expenses	Amended	Requested	Recommend Approved
			(Dec)	(Dec)		
<b>Capital</b>						
540000	Small Tools & Minor Equipment	3,022	0	500	<u>500</u>	
599999	Capital Clearing	(2,916)	0	0	<u>0</u>	
	All Other Equipment	2,916	0	675,000	<u>54,985</u>	
	<b>** Total Capital</b>	<b>3,022</b>	<b>0</b>	<b>675,500</b>	<b>55,485</b>	

**\*\*\* Total Expenses                                    418,302      203,179      1,173,297      621,915**



**SECTION V – 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 includes the supervision, coordination and administration of: accounting/collections, collection & recycling centers (11), franchise garbage collection (unincorporated areas), monitoring of closed landfills (4), operation of a construction & demolition landfill, management of a compost facility, operation of a construction and demolition recycling facility, operation of a municipal solid waste transfer station, and recycling education, collection & processing.

**SECTION VI. – LINE ITEM NARRATIVES**

**SECTION VI. A. – SUMMARY OF REVENUES**

**SECTION VI. B. – LISTING OF POSITIONS**

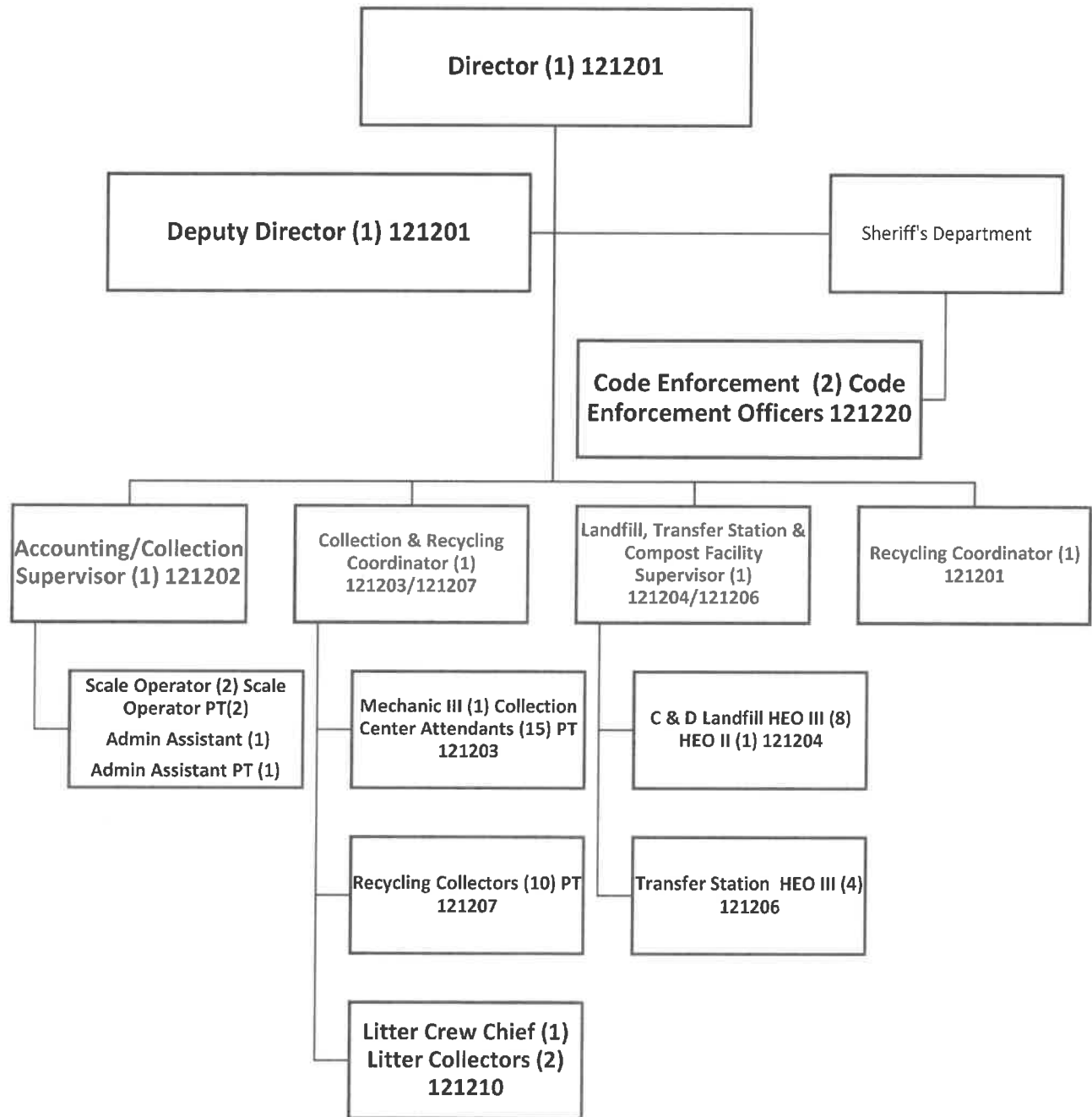
**Current Staffing Level:**

<u>Job Title</u>	<u>Full Time Equivalent</u>	<u>Positions</u>	<u>Enterprise Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Pay Band</u>
*Director		1	1		1	218
*Deputy Director		1	1		1	214
*Recycling Coordinator		1	1		1	210
Total Positions		<u>3</u>	<u>3</u>		<u>3</u>	

(\* ) Denotes positions requiring insurance.

Attached organization flowchart:

# Department of Solid Waste Management Organization FY 2023-2024



**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**520200 - CONTRACTED SERVICES** **\$ 77,015**

Program 2: Recycling Education

- To cover the cost of a Customer Relationship Management program (CRM) called Sendinblue  
 $\$757 + 8\% \text{ (CPI)} \$60.56 = \$817.56 + 3\% \text{ (Intl. Transaction Fee)} \$25.53 =$  \$ 843.09
- Cover the cost of Canva, the AD & Marketing program.  
 $\$130 + 8\% \text{ (CPI)} \$10.40 = \$140.40 + 3\% \text{ (Intl. Transaction Fee)} \$4.22 =$  \$ 144.62
- To cover the cost of the Green Business Bureau Program that will allow Lexington County to work towards being a more sustainable operation. Consultants and partners work to find efficient solutions to problems and allows multi-site certification to revitalize the green office program. Program could be discounted should others sign up in the region.
  - Annual contract  $\$1500 + (8\% \text{ CPI}) =$  \$ 1,620
- Contractor costs for providing address labeling and handling of bulk mailings to Lexington County Residents.
  - $36,300 \text{ participating households} \times \$0.05 = \$1,815 \times 8\% \text{ CPI} =$  \$1,960.20
- Contractor costs for the planning, setup, safe collection, transportation, disposal, and recycling of Household Hazardous Waste (HHW). During FY 2020-2021 the HHW program transitioned from large events to a permanent location serviced by a HHW Contractor and several mobile truck days at a few Collection and Recycling Centers in rural areas of the County. The collection locations include one permanent site serviced by the County’s HHW Contractor, Ecoflo, located at 1741 Caulk’s Ferry Rd, Lexington, SC 29073, and four collections at Collection and Recycling Centers serviced by a mobile truck twice in the fall and spring. This service will occur during the months of January to November (11 months) and will provide more consistent collection service for the residents of Lexington County. Examples of HHW include paint, pesticides, herbicides, fire extinguishers, cleaners and mercury.
  - In FY 2021-2022, a total of 50.47 tons of HHW was collected at 19 events. In FY 2022-2023 a total of 21.27 tons of HHW has been collected at ten of twenty two events so far this fiscal year. Lexington County residents are becoming more aware of how to properly dispose of these materials and need a way to dispose of them quickly and safely when moving.
  - Solid Waste Management and the Lexington County Stormwater Consortium will continue to share the cost of HHW collection events. The Lexington County Stormwater Consortium will contribute \$15,000 in FY 2023-2024.
  - Solid Waste Management portion -  $\$3,119 \text{ average per collection} \times 22 \text{ collections} = 68,618 + \text{CPI} (8\%) = \$74,108 + 18\% \text{ estimated max energy surcharge of } \$13,339 = \$87,447 - \$15,000 \text{ Community Development, Stormwater contribution} =$  \$72,447



**520233 - TOWING SERVICES** **\$75**

To cover the cost for towing of Admin vehicle, (#43899) if required - \$75

**520305 – INFECTIOUS DISEASE SERVICES** **\$303**

To cover the cost for any necessary vaccination for administrative staff.

- Hep B shot series = \$243
- Hep B Titre = 60
- Total \$303

**520400 - ADVERTISING** **\$22,171**

Program 1: Administration

To cover the cost of a newspaper publication for the Full Cost Disclosure of Solid Waste Management as required by state legislation, DHEC permit updates, and advertisement for the Edmund C&D Landfill. This account will also cover the cost of newspaper ads for soliciting applicants for employment – Total \$800.

Program 2: Recycling Education

To cover the cost of newspaper ads, magazine ads, brochures, and signs that promote the County’s recycling program. These items will promote the recycling drop-off opportunities, compost, mulch, backyard compost bins, and educate residents on how/why to recycle correctly. These items will also provide education to reduce roadside litter. The ad budget is being increased as it is unlikely the county will receive the advertising dollars from SCDHEC in the FY24 grant season. In addition, the county has become more cost-efficient with collections and by spending the money on advertising recycling right and using drop-off opportunities rather than quarterly events (Events cost an average of \$16,000 per event, in 2022 and the County spent over \$50,000 in event hosting alone). The County stands to save several thousands of dollars by eliminating these large and difficult to operate events. We are re-allocating saved funds from the events into advertising.

- Lexington Chronicle 10 Ads, informing residents about drop-offs, litter and procedures= \$ 2,775
- Lakeside Magazine (4 issues, \$349 for quarter page) \$ 1,396
- Lexington Life, 1 half page ad with 2023 HOW TO RECYCLE = \$ 1,100
- Natural Awakening, full page ad shared with partners, advertising mulch, compost, etc. = \$ 2,200
- Free Times, digital marketing package (Ads on Google and other social engines) = \$ 8,400
- SC Motor Vehicle Network Ads for Oil, Tires and Recycling = \$ 2,000
- Digital Marketing at Local Businesses \$ 1,000
- Facebook Ads- marketing for events, recycle right and more = \$ 1,500
- Brochures and flyers on Recycling Drop-off and HHW recycling = \$ 1,000
- Total \$21,371

**520500 - LEGAL FEES** **\$5,000**

To cover the cost of attorney fees. Services provided by the County Attorney include: drawing up contracts, reviewing agreements/contracts prior to signing, land purchases, updating the SWM Plan, and reviewing/drawing up other legal documents for the department.

**520702 - TECHNICAL CURRENCY & SUPPORT** **\$18,050**

To cover the cost of maintenance and support agreements with ReCollect, our solid waste mobile application software program provider –

FY 2022-2023 charge \$14,861 + 8% CPI = \$16,049.88

To cover the cost of the Re-Trac data collection program. Re-Trac is the system that SC DHEC has selected to be a part of the state recycling collection program, and is the program that each county enters their data in for residential and commercial recycling numbers annually. This data program is something that Lexington County was selected to be a beta tester for and has had the first year of subscription for free. Starting in the end of 2023, Sightline by Re-Trac will be charging a fee for use of the program. The program is intended to provide valuable data from local, state and national levels based on recycling commodities, community size and more.

FY 2023-2024 charge = \$2,000

**520800 – OUTSIDE PRINTING** **\$2,064**

Program 2: Recycling Education

To cover the cost of educational materials printed in bulk to be distributed to curbside customers by franchise companies and to residents who bring materials to Collection and Recycling Centers.

- Promotional postcard SC Solid Waste App to be mailed to all curbside customers  
 $36,300 \times \$0.050 =$  \$ 1,815
- “Tarp Your Load” educational flyers to be given to residents with free tarps = \$ 500
- Total \$ 2,064

**521000 - OFFICE SUPPLIES** **\$2,300**

Program 1: Admin

To cover routine office supplies (paper, pens, pencils, file folders, business cards, calendars, printer cartridges, etc.)  
\$ 900.

Program 2: Recycling Education

To cover routine office supplies (paper, pens, pencils, file folders, laminating pockets, business cards, etc.)

- 1 set of printer cartridges = \$1,000
- 1 set of business cards = 42
- Envelopes, calendars, cardstock, colored paper, box cutters, etc. = 58
- Lamination Sleeves 250
- Sleeve inserts 50
- Total \$1,400

**521100 - DUPLICATING** **\$509**

Program 1: Admin

To cover the cost of document printing (to biz hub) and making copies of invoices, budget forms, and internal control work papers.

- 9,300 copies @ \$.045/each = \$ 419

Program 2: Recycling Education

To cover the cost of making copies of recycling information for presentations and to mail to residents, and copies of grant reports and receipts.

- 2,000 copies @ \$.045/each = \$ 90

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**521200 - OPERATING SUPPLIES** **\$3,600**

Program 1: Admin

To cover the cost of 800MHz radio battery @ \$85 and \$115 for misc. items = \$ 200

Program 2: Recycling Education

To cover the cost of supplies for the recycling program to include educational materials.

- Recycled content supplies, educational supplies and promotional items such as cups, pens, pencils, cloth grocery bags, recycling totes, plastic bag holders = \$ 2,600
- Recycling Event volunteer supplies (water, rain ponchos, snacks, etc.) = \$ 800
- Total \$ 3,400

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**521214 - SAFETY SUPPLIES** **\$500**

These funds will be used to cover the costs for safety supplies, safety videos, safety awards, and other supplies necessary to maintain and enhance our safety program.

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**521601 - SIGN MATERIALS** **\$1,000**

Program 2: Recycling Education

To cover the cost of signs, professional and consistent in appearance, and to help direct traffic at Recycling Drop-Off Events. As events continue to grow and change, the need for new signs continues to exist.

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

To cover the cost of repairs and maintenance for 2023 Chevrolet Silverado (#43899) for the Director of SWM - Service and maintenance every 7,000 miles and additional repairs, tires, etc.

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**524000 - BUILDING INSURANCE** **\$2,153**

To cover the cost of allocated building insurance per HR/Risk Management schedule. Includes all buildings on the Solid Waste Management Complex except the Transfer Station. FY 2022-2023 actual \$2,090 + 3% = \$2,152.70

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**524100 - VEHICLE INSURANCE (1)** **\$615**

To cover the cost of allocated vehicle insurance per HR/Risk Management schedule. FY2023-2024 Estimate \$615.

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**524201 - GENERAL TORT LIABILITY INSURANCE** **\$1,193**

To cover the cost of general tort liability insurance based on HR/Risk Management schedule. FY 2023-2024 estimate: Director \$999, Deputy Director \$148, and Recycling Coordinator \$46 = Total \$1,193

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**524202 - SURETY BONDS** **\$0**

To cover the cost of surety bonds \$0 x 3 FTE's = \$0. This is not a surety bond year.

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**525000 - TELEPHONE** **\$4,560**

To cover all of the telephone service (Edmund Facility) for communicating with internal departments as well as Lexington County citizens.

- \$380 per month X 12 months = \$4,560

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**525004 - WAN SERVICE CHARGES** **\$9,480**

To cover the cost of Metro"E" data connection for E-mail and Internet access for Solid Waste Management Dept.

- 6Mbps @ \$790 per month x 12 months = \$9,480

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**525006 - GPS MONITORING CHARGES** **\$204**

To cover the cost of vehicle GPS monitoring charges for the 2023 Chevrolet Silverado.

- \$16.95 per month x 12 months = \$203.40

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**525021 - SMART PHONE CHARGES** **\$2,304**

Program 1: Admin

To cover the cost of Smart Phones from Verizon Wireless for the Director and Deputy Director for the period of July 1, 2023 through June 30, 2024.

- Director - \$64/month x 12 months = \$ 768
- Deputy Director - \$64/month x 12 months = 768
- Total \$1,536

Program 2: Recycling Education

To cover the cost of a Smart Phone from Verizon Wireless for Recycling Coordinator for the period of July 1, 2023 through June 30, 2024.

- Recycling Coordinator - \$64/month x 12 months = \$ 768

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**525030 - 800 MHZ RADIO SERVICE CHARGES** **\$1,348**

800 MHz radio service for Director and Deputy Director @ \$56.16 (5 site rate + airtime & tax)/month x 2 x 12 months = \$1,347.84.

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**525031 - 800 MHZ RADIO MAINTENANCE** **\$219**

800 MHz annual radio maintenance for Director and Deputy Director. The annual cost for the maintenance contracts is \$218.16. This figure provided by Emergency Services.

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**525041 - E-MAIL SERVICE CHARGES** **\$387**

Program 1: Admin

- E-mail charges \$10.75/computer/month x 12 months x 2 computers = \$ 258

Program 2: Recycling Education

- E-mail charges \$10.75/computer/month x 12 months x 1 computer = \$ 129

**525100 - POSTAGE** **\$17,708**

Program 2: Recycling Education

To cover the cost of postage to mail recycling survey to Lexington County businesses as required annually by DHEC and to mail one postcard to all County curbside customers aimed to increase recycling volumes and decrease contamination in the recyclables collected.

- DHEC survey, FY 24 cost = (450 X 0.63)=	\$ 283.50
- 36,300 pieces x 0.48/piece =	<u>\$ 17,424.00</u>
Total	\$ 17,707.50

**525210 - CONFERENCE & MEETING EXPENSES** **\$8,048**

Program 1: Admin

- SWANA Registration & Special Courses (2 Employees) =	\$1,000
3 nights lodging \$150/night x 3 (2 Employees) =	900
Per Diem (3 nights x \$45) (2 Employees) =	270
Mileage 250 miles x \$0.59 =	<u>148</u>
Total	\$2,318
- SWANA Webinars \$105/ online class x 10 classes =	\$1,050
- Spill Prevention Course =	<u>\$ 150</u>
Total	\$1,200

Program 2: Recycling Education

Note: This amount has increased as the Recycling Coordinator Professional Development costs had been previously offset by the SCDHEC Solid Waste Grants. Due to funding shortages, the awards are no longer offering professional development funds for every applicant, and the chances of receiving them are low. These trainings are part of the recycling coordinator's credential and licensure maintenance and are essential to the position.

- 2 Green Business Seminars x \$650 each =	\$1,300
- EEASC Conference Registration & Lodging (3 nights)	\$ 280
- SWANA Courses; Online;	\$ 800
- LEED Construction & Demolition Meeting fees	\$ 200
- CRA Meeting Expenses & Conference Registration	\$ 700
- CRA Hotel Cost (3 nights)	\$ 600
- CRA per-diem Diem (3 nights x \$45) (1 Employee) =	\$ 135
- Conference & Meeting Mileage	\$ 500
- Take Action Workshop for Schools =	<u>15</u>
Total	\$4,530

**525230 - SUBSCRIPTIONS, DUES AND BOOKS** **\$1,762**

Program 1: Admin

- Membership to South Carolina Chapter SWANA for Director =	\$300
- Subscription - Lexington Chronicle =	70
- Subscription - The State Newspaper =	<u>325</u>
Total	\$695

Program 2: Recycling Education

- Membership to Environmental Education Assoc. of SC (EEASC) =	\$ 50
- Membership to SWANA for young professionals + EDU/COMM	\$ 172
- Membership to Carolina Recycling Association (CRA) =	\$ 395

-	<u>Membership to LEED Education Construction &amp; Demolition</u>	\$ 450
	Total	\$1,067

**525240 - PERSONAL MILEAGE REIMBURSEMENT** **\$2,304**

Program 1: Admin

To cover the cost associated with the use of a personal vehicle by the Director to attend meetings.

-	\$21/month x 12 months =	\$ 252
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To cover the cost associated with the use of a personal vehicle by the Deputy Director to attend meetings.

-	\$11/month x 12 months =	\$ 132
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Program 2: Recycling Education

To cover the cost associated with the use of a personal vehicle by the Recycling Coordinator to attend meetings, educational speaking engagements, and events in the performance of job duties.

-	\$160/month x 12 =	\$1,920
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**525250 - MOTOR POOL REIMBURSEMENT** **\$300**

To cover the cost associated with the use of a Motor Pool Vehicle when assigned vehicle is out of service for repair.

**525317 - UTILITIES - EDMUND** **\$9,600**

To cover the cost of electric utilities for Edmund Landfill Administration office based on current monthly charges.

-	\$800/month x 12 months =	\$ 9,600
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**525400 - GAS FUEL & OIL** **\$1,265**

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. Chevrolet Silverado (#43899)

-	350 gallons per year @ \$3.40/gal = \$1,190	\$ 1,190
-	One oil change during the year = 1 x \$75 =	75
	Total	\$ 1,265

**525600 – UNIFORMS & CLOTHING** **\$855**

To cover the cost of (3) pairs of boots and (9) shirts for the Director, Deputy Director, and Recycling Coordinator.

-	Boots – 3 pairs x \$135 each =	\$405
-	Shirts – 9 shirts x \$50 each =	450
	Total	\$855

**530100 - DEPRECIATION** **\$1,235**

To cover the cost of allocated depreciation.

**534027 - KEEP THE MIDLANDS BEAUTIFUL PROGRAM** **\$36,500**

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.

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**538000 - CLAIMS & JUDGMENTS** **\$250**

This account will cover any cost that may occur that are lower than the deductible of our insurance.

**SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

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**540000 - SMALL TOOLS & MINOR EQUIPMENT** **\$500**

Program 1: Admin

To cover the cost of items that may need to be purchased under this category - \$500

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**540010 – MINOR SOFTWARE** **\$300**

Program 1: Admin

To cover the cost of minor software items that may need to be replaced under this category - \$300

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**5A0000 – LAPTOP & ACCESSORIES (REPLACEMENT)** **\$1,903**

To cover the cost of replacement of the Solid Waste Management Department Laptop and associated accessories. This replacement is recommended by Technology Services.

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**5A0000 – STANDARD COLOR NETWORK PRINTER (REPLACEMENT)** **\$1,273**

To cover the cost of replacement of the Standard Color Network Printer for the Recycling Coordinator. This replacement is recommended by Technology Services.

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**5A0000 – ROOF REPLACEMENT** **\$50,000**

To cover the cost of replacement of the roof on the current SWM Administration Building. This replacement is recommended by Building Services.

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**5A0000 – IPAD & KEYBOARD (3) (REPLACEMENT)** **\$1,509**

To cover the cost of replacement of the iPads and keyboard/case for the Director, the Deputy Director and the Recycling Coordinator. The current units are 6 and 7+ years old. These replacements are recommended by Technology Services.







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## SECTION V - PROGRAM OVERVIEW

### Summary of Programs:

Program 1 – New Solid Waste Management Administration Building

#### Program 1: New Solid Waste Management Administration Building

Objective: Construction of a new Solid Waste Management Administration building on existing property at the Edmund Solid Waste facility.

The FY2020-2021 budget included a project to build an Operator's building. The new Operator's building was needed to provide adequate space for equipment operators and collections personnel, reduce parking requirements at the existing Administration building and provide expanded restroom facilities. The building has not been constructed and there is a balance of \$242,723 budgeted for this facility. Then in the FY2021-2022 budget, funds were requested and approved for the renovation of the existing Solid Waste Administration Building. A total of \$675,000 (engineering and construction) was budgeted and approved for this project. After consideration of these two projects, it was apparent that a more economical and long term solution was needed. In addition to the above mentioned funds, additional funding in the amount of \$475,000 is available to be used for this project. The \$475,000 was appropriated for Bear Creek Improvements but those improvements are no longer required due to changes in federal regulations for a project at the County Industrial Park down stream.

The existing Solid Waste Management Administration Building was constructed around 1987 and was used for Administrative offices, rest room and assembly space for Operators and other field personnel, and at the time, scale office and truck scale operations. With the construction of the new scale facility, two (2) administrative positions were temporarily relocated to this new facility. The administrative employees of the department are currently dispersed between three separate buildings because there is not enough office space in the current Administration Building. Currently, there are five (5) administrative positions located at the Administration building, one (1) at a small separate building nearby and the two (2) positions (Solid Waste Accounting) in the scale office. Based on the planned renovation of the existing Administration building, only the inclusion of the one (1) position that is housed outside the building would be accomplished. Space would only be available for 6 out of the 8 positions and in addition, no space for future growth.

#### Administrative positions:

Solid Waste Management Director	1
Solid Waste Management Deputy Director	1
Accounting/Collection Supervisor	1
Administrative Assistant I	2
Landfill Supervisor	1
Collection and Recycling Supervisor	1
Recycling Coordinator	1
Total Positions	8

In order to provide space for the current Administrative staff and potential future growth, a new Administration Building is needed. In addition, rather than constructing a new Operators building, the existing Administration building can be utilized for the operators and collections staff, without any adjustment for additional restroom facilities at this time. Also, one of the major reasons for the new operators building was the need to reduce the number of employees using the parking area at the existing Administration facility. Not enough parking was available for employees, as well as customers and vendors in the current parking area. This would be relieved with the construction of the new Administration Building.

Additional justification for the new Administration Building, locating it on County property near and above the new scale facility is as follows:

- The current administration building is located beyond the scale which causes a significant amount of confusion for visitors. Currently, visitors to the administration building have to either wait in line for instructions from the scale operator or bypass the scale in attempt to locate the administration building on their own. Consequently, when a vehicle bypasses the scale complex, the scale operators do not know if it is due to an administration building visit or if it is someone who is trying to dump material without checking in. When a vehicle bypasses the scale, scale operators have to notify the operators via radio so that the operators can investigate the intentions of the vehicle. When an operator has to check on a vehicle that has bypassed the scale, this takes them away from their assigned duties which is very inefficient.
- As noted above the current administration building parking lot has been outgrown. The current parking lot has 24 parking spaces (including handicap) and due to department growth, employees will require up to 26 parking spaces depending on the day of the week. Due to the parking space shortage, even a small meeting held with outside personnel can be difficult at the administration building. A new administration building would allow for sufficient parking for department employees and any visitors to the department.

The total cost (Engineering and Construction) of the new Administration Building is estimated at \$1,735,000. Utilizing the approved funding from the Operators building project, the renovation of the existing Administration building project and funds from the Bear Creek Construction Project no longer needed will reduce the required funding for the new building to \$342,277.

Cost of New Administration Building	\$1,735,000
Operators Building Project balance (5700-121204-5AL311)	(\$242,723)
Bear Creek Engineering & Construction (5700-121204-5AH418/5AJ533)	(\$475,000)
Renovation of Existing Admin Bldg. (5700-121201-5AM293)	<u>(\$675,000)</u>
Total Balance Required	\$ 342,277

**SECTION VI. – LINE ITEM NARRATIVES**

**SECTION VI. A. – SUMMARY OF REVENUES**

**SECTION VI. B. – LISTING OF NEW POSITIONS**

**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

No operating costs are included in this request, since the building would not go on line until FY 2024-2025.

**SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

**5AO000 – ENGINEERING COST SWM ADMINISTRATION BUILDING** **\$280,000**

Cost of engineering consultant to design, monitor construction and construction testing.

**5AO000 – CONSTRUCTION SWM ADMINISTRATION BUILDING** **\$1,420,000**

Construction by building contractor of the building, parking and driveway areas, well installation, etc.

**5AO000 – SECURITY SYSTEM AND CAMERAS** **\$15,000**

Security system and cameras for the new Administration building.

**5AO000 – NETWORK SWITCH** **\$20,000**

48 port network switch for computer operations in the new building.

**COUNTY OF LEXINGTON  
SOLID WASTE MANAGEMENT  
Annual Budget  
Fiscal Year 2023-24**

Fund: 5700

Division: Public Works

Organization: 121202 - Solid Waste / Accounting & Collections

Object Expenditure Code Classification	2021-22 Expenses	2022-23 Expenses (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 4	166,415	82,857	162,913	171,078		
510200 Overtime	174	479	1,200	1,200		
510300 Part Time - 3 (2.25 - FTE)	63,969	36,802	69,739	73,213		
511112 FICA Cost	16,379	8,638	17,890	18,780		
511113 State Retirement	12,081	19,163	41,064	45,563		
511120 Insurance Fund Contribution - 7	31,200	27,300	54,600	54,600		
511130 Workers Compensation	707	374	721	762		
<b>* Total Personnel</b>	<b>290,925</b>	<b>175,613</b>	<b>348,127</b>	<b>365,196</b>		
<b>Operating Expenses</b>						
520200 Contracted Services	498	498	498	498		
520300 Professional Services	491	47	500	525		
520303 Accounting/Auditing Services	5,000	5,000	5,000	5,000		
520305 Infectious Disease Services	0	0	606	606		
520702 Technical Currency & Support	1,600	800	1,800	1,800		
521000 Office Supplies	1,469	208	2,000	2,818		
521100 Duplicating	1,417	584	1,560	2,400		
521200 Operating Supplies	2,407	1,554	3,000	3,703		
521214 Safety Supplies	0	0	3,576	3,576		
521402 Occupational Health Supplies	0	0	200	200		
524201 General Tort Liability Insurance	322	0	294	357		
524900 Data Processing Equipment Insurance	160	160	168	172		
525021 Smart Phone Charges - 1	648	295	768	768		
525030 800 MHz Radio Service Charges - 2	512	172	414	447		
525031 800 MHz Radio Maintenance - 2	0	0	150	219		
525041 E-mail Service Charges - 6	828	376	903	903		
525100 Postage	554	193	888	700		
525240 Personal Mileage Reimbursement	73	84	300	300		
525600 Uniforms & Clothing	411	0	900	905		
530100 Depreciation	821	0	1,600	821		
<b>* Total Operating</b>	<b>17,211</b>	<b>9,971</b>	<b>25,125</b>	<b>26,718</b>		
<b>** Total Personnel &amp; Operating</b>	<b>308,136</b>	<b>185,584</b>	<b>373,252</b>	<b>391,914</b>		
<b>Capital</b>						
540000 Small Tools & Minor Equipment	2,418	235	500	1,000		
599999 Capital Clearing	(1,828)	0	0	0		
All Other Equipment	1,828	480	4,395	1,584		
<b>** Total Capital</b>	<b>2,418</b>	<b>715</b>	<b>4,895</b>	<b>2,584</b>		
<b>*** Total Expenses</b>	<b>310,554</b>	<b>186,299</b>	<b>378,147</b>	<b>394,498</b>		



**SECTION V – 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 tickets are generated on a daily basis. The accounting and collection staff generates invoices 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. This department also receives revenue, processes expenditure documents, invoices, contract payments for all Department cost centers, and oversees the County Franchise Solid Waste Collection Customer Service Program.

**SERVICE LEVELS**

Service Level Indicators:

<b>Service Levels</b>	<b>FY19/20 (Actual)</b>	<b>FY 20-21 (Actual)</b>	<b>FY 21/22 (Actual)</b>	<b>FY 22/23 (Dec.)</b>	<b>FY 22/23 (Est. June)</b>	<b>FY 23/24 (Projected)</b>
Landfill Permits Issued	481	1213	1068	519	1100	1150
Landfill Tickets Issued	76,349	87,037	95,406	49,066	98,000	98,500
Commercial Accounts	346	358	370	373	377	383
Landfill Invoices Issued	844	859	846	424	850	870
Accounting Deposits (Includes Credit Cards Deposits)	375	398		208	408	425
Accounting- Scale Credit Card (Scale) Transactions	5,757	9,694	10294	6,846	13,000	13,225
Accounting documents posted/ processed	2,976	2,787		1,153	2,700	2,950
Written franchise complaints only (does not include those handled by phone or email)	642	1,988	2,963	1,260	2,500	1,300

\*Call volume is generally 50-150 calls per day, but increases to as many as 300 calls during inclement weather, holidays, and franchise curbside collection issues.

**SECTION VI. – LINE ITEM NARRATIVES**

**SECTION VI. A. – SUMMARY OF REVENUES**

**SECTION VI. B. – 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>Pay Band</u>
*Acct. & Collection Supervisor		1	1		1	209
*Scale Master		2	2		2	106
*Scale Master P/T		2	1.5		1.5	106-P/T
*Administrative Assistant I		1	1		1	105
*Administrative Assistant I P/T		1	0.75		0.75	105-P/T
Total Positions		<u>7</u>	<u>6.25</u>		<u>6.25</u>	

(\* ) Denotes positions requiring insurance.

**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**520200 - CONTRACTED SERVICES \$498**

This account is for contracted monitoring services of the scale building security system at the Edmund Landfill facility. Annual charge = \$498.

**520300 - PROFESSIONAL SERVICES \$525**

To cover the cost of a credit report service for screening potential new landfill customers - \$525. This includes the cost of credit report fees and membership dues of \$300.00.

**520303 - ACCOUNTING/AUDITING SERVICES \$5,000**

To cover the cost of the annual financial audit performed by an independent firm. - \$5,000.

**520305 – INFECTIOUS DISEASE SERVICES \$606**

To cover the cost for any necessary vaccination for accounting and collection staff.  
 Hep B shot series - \$243  
 Hep B Titre - 60  
 Total \$303 x 2 employees = \$606

**520702 - TECHNICAL CURRENCY & SUPPORT \$1,800**

To cover the cost of maintenance and support agreements with WasteWorks, our solid waste software program provider.

**521000 - OFFICE SUPPLIES \$2,818**

To cover the cost of routine office supplies – paper, pens, binders, file folders, internal control forms, color paper for flyers, and printing of envelopes.

Miscellaneous Supplies		\$ 600.00
Printer Cartridges	4 @ \$133.49	\$ 533.96
Printer Cartridges	4 @ \$115.22	\$ 460.88
Printer Cartridges (HY)	4 @ 259.49	\$ 1,037.96
Sales Tax		<u>\$ 184.30</u>
Total:		<u>\$ 2,817.10</u>



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**521100 - DUPLICATING** **\$2,400**

To cover the cost of making copies of landfill tickets, recycling records, various reports for finance, invoices for payable activity, and internal control paperwork. Cost per month \$200 x 12 mos. = \$2,400. The increase in this line item is due to the anticipated increases with the new Pollock contract.

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**521200 - OPERATING SUPPLIES** **\$3,703**

To cover the cost of landfill permits, decals, scale tickets, invoices, statements, and other misc supplies such as batteries, floor mats, etc.

24 boxes scale tickets @ \$78.50 ea. plus tax and shipping =	\$	2,354.60
2 boxes invoices @ \$78.50 ea. plus tax and shipping =	\$	197.88
1000 landfill permit decals	\$	650.00
Misc. items	\$	500.00
Total	\$	3,702.48

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**521214 - SAFETY SUPPLIES** **\$3,576**

To cover the cost of safety vests (including disposable) for the public that uses the Edmund Landfill. The public may also purchase the vests from which the revenues generated may offset part of the cost of this line item.

20 cases disposable vests @ \$90.00 ea. plus tax and shipping =	\$2,076.00
300 non-disposable vest x \$5.00 ea. =	<u>1,500.00</u>
Total=	\$3,576.00

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**521402 - OCCUPATIONAL HEALTH SUPPLIES** **\$200**

To cover the cost of first aid supplies, eye wash, sanitizers, gloves, etc.

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**524201 - GENERAL TORT LIABILITY INSURANCE** **\$357**

To cover the cost of general tort liability insurance based on HR/Risk Management schedule. \$51 per employee x 7 employees = \$357.

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**524202 - SURETY BONDS** **\$0**

To cover the cost of surety bonds for FY 23-24. \$0 x 7 employees = \$0. This is not a surety bond year.

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**524900 - DATA PROCESSING EQUIPMENT INSURANCE** **\$172**

To cover the cost of allocated data processing equipment insurance. Cost provided by County Risk Management. \$159.73 FY 2022-23 actual + CPI 8.0% = 172.51.

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**525021 - SMART PHONE CHARGES** **\$768**

To cover the cost of a Smart Phone for the Accounting and Collections Supervisor for the period of July 1, 2023 through June 30, 2024. (\$64.00 per month-includes hot spot for checking complaints during off hours)

\$64/month x (1) x 12 = \$ 768

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**525030 - 800 MHZ RADIO SERVICE CHARGES (2) \$447**

800 MHz radio for office use @ \$18.61 (1 site rate + airtime & tax) /month for 12 months = \$223.32  
800 MHz radio for scale house @ \$18.61 (1 site rate + airtime & tax) /month for 12 months = \$223.32  
Total \$446.64

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**525031 - 800 MHZ RADIO MAINTENANCE \$219**

800 MHz office radio maintenance - \$109.08/year per Emergency Services  
800 MHz scale house radio maintenance - \$109.08/year  
Total \$218.16

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**525041 - E-MAIL SERVICE CHARGES \$903**

E-mail charges \$10.75/computer/month x 12 months x 7 employee accounts = \$ 903

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**525100 - POSTAGE \$700**

To cover the cost to mail monthly billing and assorted correspondence.

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**525240 - PERSONAL MILEAGE REIMBURSEMENT \$300**

These funds are for reimbursement to cover the cost to the Accounting and Collections staff when it is appropriate to use her/his personal vehicle for the conduct of county business. Examples of this may occur when it is necessary to attend Administrative Staff meetings during the Directors absence, to make deposits at Treasurer's Office, attend committee meetings, and follow up on franchise complaints.

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**525600 – UNIFORMS AND CLOTHING \$905**

These funds are for the purchase of high visibility safety green apparel and safety toe shoes for the scale operators. This includes the purchase of shirts, sweatshirts, and jackets. These are required to be worn by the staff to ensure their safety.

Safety shoes- \$135/pair x 3 pair = \$405.00  
Shirt, Jacket, Sweatshirt - \$75.00 each x 6 employees =\$ 450.00  
Shirt - \$50.00 for supervisor

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**530100 - DEPRECIATION \$821**

To cover the cost of allocated depreciation.

**SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

**540000 - SMALL TOOLS & MINOR EQUIPMENT** **\$1,000**

To cover cost of items that may need to be replaced under this category to include a new chair for the supervisor.

**5AO000 – STANDARD PC (REPLACEMENT)** **\$1,584**

This account will cover the cost of replacing the Standard PC All-In-One Computer & Monitor for the Administrative Assistant. This replacement is recommended by Technology Services.

**COUNTY OF LEXINGTON**  
**SOLID WASTE MANAGEMENT**  
**Annual Budget**  
**Fiscal Year 2023-24**

Fund: 5700  
Division: Public Works  
Organization: 121203 - Solid Waste / Collection Stations

Object Expenditure Code Classification	2021-22 Expenses	2022-23 Expenses (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 1.5	77,013	38,962	75,811	79,413		
510200 Overtime	757	1,193	2,000	2,400		
510300 Part Time - LS (11.05 - FTE)	190,731	89,885	257,177	277,905		
511112 FICA Cost	19,817	9,793	25,627	27,519		
511113 State Retirement	13,322	19,203	58,824	66,764		
511120 Insurance Fund Contribution - 1.5	11,700	5,850	11,700	11,700		
511130 Workers Compensation	18,978	9,189	19,509	21,622		
511213 State Retirement - Retiree	718	1,373	0	0		
<b>* Total Personnel</b>	<b>333,036</b>	<b>175,448</b>	<b>450,648</b>	<b>487,323</b>		
<b>Operating Expenses</b>						
520100 Contracted Maintenance	522	0	600	665		
520103 Landscaping/Ground Maintenance	0	0	3,500	5,000		
520200 Contracted Services	1,894,635	654,688	2,150,874	2,294,422		
520219 Water & Other Beverage Service	1,301	521	3,168	4,224		
520233 Towing Service	0	0	390	390		
520300 Professional Services	0	0	635	635		
520302 Drug Testing Services	0	0	150	150		
520305 Infectious Disease Services	162	0	1,515	1,515		
520400 Advertising & Publicity	0	0	2,000	2,000		
521000 Office Supplies	42	56	325	300		
521100 Duplicating	97	35	146	225		
521200 Operating Supplies	22,750	12,072	24,640	28,336		
521402 Occupational Health Supplies	0	0	100	100		
522000 Building Repairs & Maintenance	126,989	9,060	28,000	44,500		
522100 Heavy Equipment Repairs & Maintenance	23,709	16,801	31,900	39,600		
522200 Small Equipment Repairs & Maintenance	23	0	600	400		
522300 Vehicle Repairs & Maintenance	6,465	1,646	2,800	4,000		
524000 Building Insurance	3,106	3,106	3,200	3,200		
524100 Vehicle Insurance - 4	1,845	1,230	1,230	1,230		
524101 Comprehensive Insurance	518	518	544	544		
524201 General Tort Liability Insurance	1,293	0	1,358	1,426		
525000 Telephone	4,288	2,145	4,289	4,421		
525006 GPS Monitoring Charges - 2	407	203	407	407		
525021 Smart Phone Charges - 2	1,086	489	1,296	1,296		
525030 800 MHz Radio Service Charges - 2	1,324	586	1,413	1,526		
525031 800 MHz Radio Maintenance - 2	0	0	149	219		
525040 Internet Service Charges	0	0	0	3,600		
525041 E-mail Service Charges - 1	140	54	129	129		
525210 Conference & Meeting Expenses	300	0	525	525		
525240 Personal Mileage Reimbursement	0	0	100	100		
525318 Utilities / Landfill / Convenience Stations	87,588	44,060	90,600	90,600		
525400 Gas, Fuel, & Oil	10,172	4,923	14,321	20,615		
525405 Small Equipment Fuel	381	0	500	750		
525600 Uniforms & Clothing	2,886	3,025	5,536	6,006		
526500 Licenses & Permits	0	175	250	250		





**SECTION V - PROGRAM OVERVIEW**

**Summary of Programs:**

Program 1 –Collection and Recycling Centers

**Program 1: Collection and Recycling Centers**

**Objectives:**

This program requires the effort of a full time Collection and Recycling Center Coordinator, one full time Maintenance Mechanic, approximately 15 County employed part-time Collection and Recycling Center Attendants, and an additional 40 to 60 contracted personnel from Babcock Center. The function of this cost center is to ensure the proper disposal of all materials brought in by Lexington County residents to the various Collection and Recycling Centers in a safe and efficient manner. The attendants keep records of all contracted waste container pulls, contracted and Solid Waste Management (SWM) recyclable materials pulls, and vehicle traffic counts in the centers. The attendants are also responsible for housekeeping activity in the attendants building and on the grounds at the centers. Currently, there are eleven (11) Collection and Recycling Centers throughout the county with Babcock Center personnel staffing nine (9) of these centers.

The Collection and Recycling Coordinator is based at the SWM offices at the Lexington County Landfill.

**SERVICE LEVELS**

**Service Level Indicators:**

**Program 1:**

Collection and Recycling Centers

<u>Services Provided</u>	<u>Actual FY 20/21</u>	<u>Actual FY 21/22</u>	<u>Estimated FY 22/23</u>	<u>Projected FY 23/24</u>
MSW Collected (Tons)	34,132	32,386	31,487	32,432
Yard Trash Collected (Tons)	32,296	29,217	26,184	26,970
Total # of Resident Deliveries	2,371,509	2,285,863	2,286,526	2,309,391

**SECTION V. – LINE ITEM NARRATIVES**

**SECTION VI. A. – SUMMARY OF REVENUES**

**SECTION VI. B. – 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>Pay Band</u>
C&R Coordinator (1)	.5	.5		.5	210
Equipment Mechanic	1	1		1	111
* Collection Center Attendants	<u>15</u>	<u>11.06</u>		<u>11.06</u>	101
Total Positions	16.5	12.56		12.56	

Only two of these positions, the Collection and Recycling Coordinator and the Equipment Mechanic, have benefits.

\*These positions are part-time, without benefits.

15 attendants @ 29.5 hours per week = 442.5 hours, divided by 40 hour (FTE Hours) =	11.06 FTE positions
0.5 Coordinator @ 40 hours per week = 20 hours, divided by 40 hour =	0.5 FTE positions
1 Equipment Mechanic =	<u>1 FTE positions</u>
Total FTE for 121203	12.56 FTE positions

(1) Other half of C&R Coordinator is charged to 5700-121207



**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**520100 - CONTRACTED MAINTENANCE**

**\$665**

These funds are for the annual inspection and replacement of the portable fire extinguishers at the eleven (11) Collection & Recycling Centers.

11 Centers x \$5 per inspection	\$ 55.00
5 Replacements per year (as needed) x \$100	\$ 500.00
5 Recharges per year x \$22 per recharge	\$ 110.00
Total:	\$ 665.00

**520103 – LANDSCAPING/GROUND MAINTENANCE**

**\$5,000**

These funds are for the mowing and/or cutting of the 2 detention ponds located at the Edmund CRC and the Southeast CRC. The ponds will be cut two times per year to keep an aesthetic appearance and safe environment at the Collection & Recycling Centers. Cost to cut the Edmund detention pond is estimated at \$1,000 per service and the Southeast detention pond is estimated at \$1,500 per service.

- Edmund CRC \$1,000 x 2 mowing services per year	= \$ 2,000.00
- S.E. CRC \$1,500 x 2 mowing services per year	= \$ 3,000.00
	\$ 5,000.00

**520200 - CONTRACTED SERVICES**

**\$2,294,422**

These funds are for the transportation of solid waste from the eleven (11) Collection and Recycling Centers, Edmund Landfill, and community projects that we support during the year. The list below represents the estimated number of pulls and the total cost of those pulls based on the recent service history. These are anticipated costs based on current recognizable trends and conditions. Efforts have been made to forecast the waste stream through these centers for the coming year. Factors that affect the waste stream are: continued growth in the county, changes in participation in the Franchise Residential Collection program, changes in numbers and locations of Collection & Recycling Centers, changes in citizen 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 centers. Additionally, an increase in the number of compactors can result in increased efficiency, thereby reducing the costs associated with waste transportation. The prices in this line item reflect a CPI increase of 8.0% for FY 2023-2024.

**Estimated Pulls July 1, 2023 – June 30, 2024**

Ball Park	1,130 pulls/yr. @ \$274.44	\$310,117.20 +	\$6,009.29 rent:	Period Total =	\$316,126.49
Bush River	1,190 pulls/yr. @ \$274.44	\$326,583.60 +	\$6,009.29 rent:	Period Total =	\$332,592.89
Chapin	720 pulls/yr. @ \$274.44	\$197,596.80 +	\$6,009.29 rent:	Period Total =	\$203,606.09
Edmund	860 pulls/yr. @ \$274.44	\$236,018.40 +	\$6,009.29 rent:	Period Total =	\$242,027.69
Hollow Creek	560 pulls/yr. @ \$274.44	\$153,686.40 +	\$4,006.20 rent:	Period Total =	\$157,692.60
Leesville	370 pulls/yr. @ \$274.44	\$101,542.80 +	\$2,913.10 rent:	Period Total =	\$104,455.90
Landfill	16 Pulls/yr. @ \$274.44	\$4,391.04 +	\$2,097.24 rent:	Period Total =	\$6,488.28
Pelion	485 pulls/yr. @ \$274.44	\$133,103.40 +	\$3,004.65 rent:	Period Total =	\$136,108.05
River Chase	1000 pulls/yr. @ \$274.44	\$274,440.00 +	\$4,006.20 rent:	Period Total =	\$278,446.20
Sandhills	960 pulls/yr. @ \$274.44	\$263,462.40 +	\$6,009.29 rent:	Period Total =	\$269,471.69
Southeast	435 pulls/yr. @ \$274.44	\$119,381.40 +	\$5,007.74 rent	Period Total =	\$124,389.14
Summit	430 Pulls/yr.@ \$274.44	\$118,009.20 ±	\$5,007.74 rent	Period Total =	\$123,016.94
Total	8,156 Pulls/yr.@ \$274.44	\$2,238,332.64 +	\$56,089.32 rent	Period Total =	\$2,294,421.96

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**520219 – WATER AND OTHER BEVERAGES** **\$4,224**

These funds provide clean (bottled) drinking water to each of the eleven (11) Collection and Recycling Centers. Due to the nature of the Babcock staff and the contamination of some of the center’s drinking water, it is necessary that we provide safe, clean water to consume during their shifts.

- 11 centers x 4 bottles/month = 44 bottles/month
- 44 bottles x 12 months = 528 bottles
- 528 bottles x \$8.00 per bottle = \$4,224.00

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**520233 – TOWING** **\$390**

These funds cover any towing charges on the two (2) County vehicles assigned to this program. The vehicles are the C&R Coordinator’s pick-up, and the service truck.

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**520300 - PROFESSIONAL SERVICES** **\$635**

This account covers cost associated with quarterly water quality testing of the Edmund CRC well. This well has recently been designated as a Public Water System which requires regular sampling by DHEC.

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**520302 - DRUG TESTING SERVICES** **\$150**

These funds are for testing of employees as necessary in response to specific, non-random situations.

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**520305 – INFECTIOUS DISEASE SERVICES** **\$1,515**

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 Department in a pathogenic exposure program to vaccinate against hepatitis “B”.

Shot Series cost/ employee \$303 x 5 employees = \$1,515

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**520400 - ADVERTISING** **\$2,000**

These funds are for the production and distribution of printed flyers, handouts, advertisements, etc. to be used for SWM Collection & Recycling Centers, County recycling education, and promotional materials. Handouts would include information regarding the operations of the Collection & Recycling Centers. This cost also includes production and distribution of flyers concerning holiday schedules and/or changes to the operations of Collection & Recycling Centers.

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**521000 - OFFICE SUPPLIES** **\$300**

Office Supplies include: Business cards, printer cartridges, file folders, bulletin board, pens, pencils, laminates, etc., as needed.

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**521100 - DUPLICATING** **\$225**

These funds are necessary for copying work reports, time sheets, time cards, training sheets, work schedules, etc. related to the Collection & Recycling Centers.

Copies	5,000
Cost	x 0.045
Total	\$ 225

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**521200 - OPERATING SUPPLIES** **\$28,336**

These funds are necessary to provide such items as cleaning supplies, disinfectants, brooms, rakes, shovels, water hoses, work gloves, and other necessary operating supplies for the eleven (11) Collection and Recycling Centers, the Coordinator, and the Maintenance Mechanic. First Aid supplies, employee personal protective equipment (safety glasses, safety vests, rubber gloves, etc), temporary signage, locks, and keys are also included in this line item. These supplies are necessary to maintain an efficient, clean, and safe environment for employees and residents. Operating Supplies are stored at the SWM offices and distributed to the centers as needed. This figure represents approximately \$213.00 per center per month in operating supplies and \$220.00 per year for the Coordinator/Mechanic.

\$213 x 11 Collection & Recycling Centers = \$2,343/month  
\$2,343 x 12 mo. = \$28,116  
\$28,116 + \$220.00 (Coordinator/Mechanic) = \$28,336

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**521402 - OCCUPATIONAL HEALTH SUPPLIES** **\$100**

This account will cover the cost of health supplies to protect the employees from hazardous materials. Items included but not limited to: face masks, latex gloves, chemical gloves, etc.

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**522000 - BUILDING REPAIRS & MAINTENANCE** **\$44,500**

These funds are for normal maintenance, repairs, and upkeep of the eleven (11) Collection & Recycling Centers attendant's building's, asphalt, concrete, fences, and gates to allow for appropriate security and safety of the Centers. It also covers the maintenance and repair of any electrical, plumbing, minor damage, or any other on-going maintenance needs. Due to the age and high usage of the facilities, maintenance costs continue to increase each year.

Preventative maintenance, painting and repair is needed for all attendant buildings at the Collection & Recycling Centers. Building Services has recommended a budget cost of \$2,500 per building to complete these repairs. Only 6 buildings will be completed this fiscal year and the rest will be completed the next year. This cost accounts for 6 buildings at \$2,500 for a total of \$15,000 plus regular maintenance and repair of \$29,500 for a grand total of \$44,500.

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**522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE** **\$39,600**

These funds are necessary for the repairs and maintenance of the solid waste compactors at the eleven (11) Collection & Recycling Centers. Currently, there are 57 compactors in operation. Due to the nature of the equipment, the cost of parts are very expensive. The funds in this account allows for an average of \$3,600 per collection center throughout the year for parts and repairs. \$3,600 per center x 11 = \$39,600.

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**522200 - SMALL EQUIPMENT REPAIRS AND MAINTENANCE** **\$400**

These funds are for the repairs of lawnmowers, weed eaters, and other small equipment needed to maintain environmental safety and aesthetic appearance of the Collection & Recycling Centers.

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**522300 - VEHICLE REPAIRS AND MAINTENANCE** **\$4,000**

These funds are for normal maintenance costs associated with the operation of the 1500 Chevrolet Pickup Truck #41304 and a service vehicle, Dodge 5500 #42723, assigned to this account.

Chev.1500 Pickup Truck Co # 41304	\$ 2,000
Dodge 5500 Service Vehicle Co # 42723	<u>\$ 2,000</u>
Total	\$ 4,000

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**524000 - BUILDING AND CONTENTS INSURANCE** **\$3,200**

These funds are for insurance of the buildings at the eleven (11) Collection & Recycling Centers. This figure provided by Risk Management.

2022-2023 Actual \$3,106 + 3% increase estimated by Risk Management = \$ 3,199.18.

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**524100 - VEHICLE INSURANCE** **\$1,230**

These funds are for insurance of the Chevrolet 1500 pickup #41304, and the service vehicle Dodge 5500 #42723. This estimate provided by Risk Management. \$615 per vehicle x 2 vehicles = 1,230.

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**524101 - COMPREHENSIVE INSURANCE** **\$544**

These funds are for comprehensive insurance for the service vehicle Dodge 5500 #42723 assigned to the Maintenance Mechanic. Estimate by Risk Management. \$518.09 FY 2022-2023 Actual +5%= \$543.99.

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**524201 - GENERAL TORT LIABILITY INSURANCE** **\$1,426**

These funds are for General Tort Liability Insurance for the Collection & Recycling Center Coordinator, Maintenance Mechanic, and County employed station attendants.

Insurance Estimate: \$1,358 FY 2022-2023 Actual + 5% estimated by Risk Management = \$ 1,425.90.

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**524202 - SURETY BOND** **\$0**

To cover the cost of surety bonds for full-time equivalent employees: 12.55 FTE's x \$0 per FTE = \$0. This is not a surety bond year.

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**525000 - TELEPHONE** **\$4,421**

These funds are for telephone service for 11 Collection & Recycling Centers.

11 Phones @ \$33.49/each (average) = \$368.39 per month

12 months @ \$368.39 = \$4,420.68

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**525006 - GPS MONITORING CHARGES** **\$407**

To cover the cost of monthly vehicle GPS monitoring charges for the 1500 pickup Co #41304 and the service vehicle Dodge 5500 #42723.

2 @ \$16.95/month = \$33.90

12 months @ \$33.90 = \$406.80

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**525021 - SMART PHONE CHARGES** **\$1,296**

This account covers the cost for smart phone charges for the Collection and Recycling Coordinator and the maintenance mechanic.

Verizon Smart Phone (\$54.00 per month x 2)	\$ 108
Months	X 12
Total	\$ 1,296

**525030 - 800 MHZ RADIO SERVICE CHARGES (2) \$1,526**

This account covers cost for two (2) 800 MHz Radios, \$63.56 (6 site rate + airtime & tax) /mo.

Monthly service charge for two 800 MHZ radio 2 x \$63.56	\$ 127.12
Months	<u>x 12</u>
Total Service Charges	\$ 1,525.44

**525031 - 800 MHZ RADIO MAINTENANCE CONTRACTS (2) \$219**

This account covers cost for two (2) 800 MHz Radio maintenance contracts. The cost per radio includes tax for the 2023-2024 fiscal year. Two radios at \$109.08 = \$218.16

**525041- INTERNET SERVICE CHARGES \$3,600**

These funds are for providing internet service to three Collection & Recycling Centers in order to facilitate remote access for the cameras.

**525041- E-MAIL SERVICE CHARGES \$129**

These funds are for the Collection & Recycling Center Coordinator's e-mail account. \$10.75/mo x 12 months = \$129.00.

**525210 - CONFERENCE & MEETING EXPENSES \$525**

This account covers the class for Chemical Spill Response certification for three employees. 3 x \$175 = \$525.

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

These funds are for reimbursement to cover the cost to the Collection and Recycling Coordinator when it is appropriate to use his/her personal vehicle for the conduct of county business. Examples of this may occur when it is necessary to visit the Collection & Recycling Centers on the weekend, in the early morning, late afternoon, or when the county vehicle is not available.

**525318 - UTILITIES \$90,600**

These funds are for utility expenses at the 11 Collection & Recycling Centers.

Average cost per month =	\$7,550
Number of months=	<u>x 12</u>
Total=	\$90,600

**525400 - GAS, FUEL & OIL** **\$20,615**

These funds are for gas, oil, other fluids, and lubricants necessary for the operation of the Coordinator's F-150 pickup truck (#41304) and the Maintenance Mechanic's Dodge 5500 service vehicle (#42723) assigned to this account. These funds will also cover the cost of hydraulic fluid needed to operate the compactors at the Collection and Recycling Centers. (Fuel estimates set by Fleet Services: \$4.35/gal. diesel; \$3.40/gal gas)

1500 Pickup	20 gallons per week @ \$3.40 per gallon	\$ 3,536.00
Dodge 5500 Service Truck	45 gallons per week @ \$4.35per gallon	\$ 10,179.00
Diesel Exhaust Fluid(For F-550)	65 gallons @ \$2.30 per gallon	\$ 149.50
Hydraulic Fluid for Equipment	10 drums @ \$675.00 per drum	<u>\$ 6,750.00</u>
	Total	\$20,614.50

**525405 - SMALL EQUIPMENT FUEL** **\$750**

This account covers the cost of fuel for all small equipment.

**525600 - UNIFORMS & CLOTHING** **\$6,006**

These funds are for uniforms and clothing for the 15 Recycling Center attendants and maintenance mechanic. Attendants receive a new pair of safety shoes every other year which is around 8 pair per year and the maintenance mechanic receives a new pair every year

Safety Shoes	10 Pair @ \$135.00	\$ 1,350.00
Shirt – Short Sleeve	65 @ \$16.50	\$ 1,072.50
Shirt – Long Sleeve	65 @ \$16.50	\$ 1,072.50
Sweatshirt Hood w/zipper	39 @ \$19.60	\$ 764.40
Winter Jackets	15 @ \$57.20	\$ 858.00
Summer Caps	30 @ \$7.50	\$ 225.00
Winter Hats	30 @ \$9.00	\$ 270.00
S.C. Sales tax @ 7%		<u>\$ 392.87</u>
<b>Total</b>		<u>\$ 6,005.27</u>

**526500 - LICENSE & PERMITS** **\$250**

These funds will cover any unforeseen cost of water testing by SC DHEC (based on current permit fees) at the 4 Collection & Recycling Centers with wells.

**527040 - OUTSIDE PERSONNEL** **\$758,370**

These funds cover the payment for Babcock Center personnel at nine (9) of the Collection & Recycling Centers. The increase in this line item accounts for a CPI increase as stated in the contract – 8.0 percent.

Ball Park Collection & Recycling Center	\$ 86,805.36
Bush River Collection & Recycling Center	\$ 86,805.36
Chapin Collection & Recycling Center	\$ 86,805.36
Edmund Collection & Recycling Center	\$ 86,805.36
Hollow Creek Collection & Recycling Center	\$ 71,548.14
Pelion Collection & Recycling Center	\$ 71,548.14
River Chase Collection & Recycling Center	\$ 86,805.36
Sandhills Collection & Recycling Center	\$ 86,805.36
Southeast Collection & Recycling Center	\$ 71,548.14

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Maintenance Work – all sites	\$ 22,893.36
Total:	\$758,369.94

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**530100 - DEPRECIATION** **\$430,000**

This cost will cover the depreciation of our equipment.

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**538000 - CLAIMS & JUDGMENTS** **\$750**

This account will cover any cost that may occur that is lower than the deductible for the insurance.

**SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

**540000 - SMALL TOOLS AND MINOR EQUIPMENT \$2,000**

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, etc. for use at the eleven (11) Collection & Recycling Centers.

**5A0000 - SIGNS \$4,000**

This amount represents the funds necessary to obtain new and/or replacement directional, informational, and educational signs at each of the Collection & Recycling Centers. This amount also includes costs for signposts, brackets, and other hardware necessary for the installation of new and/or existing signs. In some cases the signs are needed to solve a safety issues (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. The increase results from recent cost increases from the supplier(s), especially related to the increase in steel costs for acceptable signposts. Average cost per sign will vary based on the size, color, and message.

**5A0000 - CONCRETE PADS/ASPHALT (REPLACEMENT) \$45,000**

This account will cover the cost to repair or replace existing black top or concrete pads at various Collection and Recycling Centers. The black top gets cracked and broken due to the heavy containers being set down on it over time. To ensure the safety and integrity of our Collection & Recycling Centers, we need to repair or replace the black top with concrete or asphalt. In some cases, we need to replace the existing broken concrete.

**5A0000 - COLLECTION AND RECYCLING CENTER STRIPING \$5,400**

These funds will be used to provide direction and safety striping at the eleven (11) Collection and Recycling Centers. The striping provides increased visibility at night, a safety barrier for the staff, and efficiency of traffic flow.

**5A0000 – (8) SELF-CONTAINED COMPACTORS (REPLACEMENT) \$366,669**

These funds will be used to purchase eight (8) new Self-Contained compactors to replace existing compactors that are 15-20 years old. Based on the age of the compactors and a maintenance analysis performed, a replacement schedule has been established. These self-contained compactors will be used to replace breakaway compactors that are currently in use. These replacements need to take place in order to bring the County into compliance with DHEC’s Storm Water regulations. These changes will save significant fines and penalties in the future.

Self-Contained Compactor (with options)	8 @	\$ 39,699.59	\$ 317,596.72
Installation Charges	8 @	\$ 1,750 (not taxed)	\$ 14,000.00
Ground Protection Plates	24@	\$ 500	\$ 12,000.00
SC Sales Tax			\$ 23,071.77
	Total		<u>\$ 366,668.49</u>



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**5AO000 – WASTE OIL SHELTER LIGHTING** **\$15,000**

These funds will be used to provide lighting under the Waste Oil Shelters at the Collection and Recycling Centers. Over the last several years, these shelters have been ungraded to provide more space and more protection from rain blowing into the shelters. Visibility under these shelters has been greatly reduced due to the siding being extended down further to prevent the rain blowing in. Adding lighting under these shelters will significantly improve safety and visibility for the residents that are using them. Approximately (5) shelters have been upgraded in the 22/23 budget year instead of completing all eleven (11). This shortfall is due to extreme price increases due to supply chain issues. This account will cover the cost of lighting installation at several more centers.

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**5AO000-SURVEILLANCE CAMERA UPGRADE** **\$30,852**

These funds will be used to upgrade the surveillance camera systems at Ball Park, Bush River and Sandhills Collection and Recycling Centers. This amount also includes all materials to mount the cameras, cabling, monitors, DVR(S), poles and racks for the equipment. The quality of the original installation of these cameras is poor and the ability to see any issues or events that occurred are less than favorable. Performing this upgrade will allow for real-time monitoring and playback of events due to having remote access. The cost estimate was provided by a licensed contractor.

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**5AO000 – STANDARD PC (REPLACEMENT)** **\$1,584**

This account will cover the cost of replacing the Standard PC All-In-One Computer & Monitor for the Collection and Recycling Center Coordinator. This replacement is recommended by Technology Services.

**COUNTY OF LEXINGTON  
SOLID WASTE MANAGEMENT  
Annual Budget  
Fiscal Year 2023-24**

Fund: 5700

Division: Public Works

Organization: 121204 - Solid Waste / Landfill Operations

Object Expenditure Code Classification	2021-22 Expenses	2022-23 Expenses (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 9.5	326,045	174,617	357,390	373,823		
510199 Special Overtime	1,006	0	0	0		
510200 Overtime	5,233	2,660	20,000	20,000		
511112 FICA Cost	23,420	12,786	28,870	30,128		
511113 State Retirement	17,374	28,350	66,270	73,094		
511120 Insurance Fund Contribution - 9.5	74,100	37,050	74,100	74,100		
511130 Workers Compensation	27,870	15,026	30,236	33,291		
<b>* Total Personnel</b>	<b>475,048</b>	<b>270,489</b>	<b>576,866</b>	<b>604,436</b>		
<b>Operating Expenses</b>						
520100 Contracted Maintenance	270,915	85,160	244,197	212,704		
520200 Contracted Services	99,726	117,619	497,775	450,333		
520233 Towing Service	0	0	500	1,000		
520240 Tire Disposal Services	0	0	0	100,750		
520300 Professional Services	61,707	13,000	117,725	76,725		
520302 Drug Testing Services	0	0	1,276	1,276		
520305 Infectious Disease Services	162	0	1,212	1,212		
520500 Legal Services	0	0	10,000	0		
520602 Landfill Monitoring - Edmund	22,500	11,250	22,500	25,000		
521000 Office Supplies	77	0	250	300		
521100 Duplicating	27	6	92	144		
521200 Operating Supplies	156,838	57,572	170,000	230,104		
522000 Building Repairs & Maintenance	31,716	4,869	14,840	14,840		
522050 Generator Repairs & Maintenance	945	0	3,317	3,317		
522100 Heavy Equipment Repairs & Maintenance	23,431	152,843	242,087	164,780		
522200 Small Equipment Repairs & Maintenance	553	1,124	3,500	6,500		
522201 Fuel Site Repairs & Maintenance	4,299	0	3,500	5,200		
522300 Vehicle Repairs & Maintenance	2,116	5,251	8,774	8,774		
523200 Equipment Rental	0	561	19,980	19,980		
524100 Vehicle Insurance - 6	5,535	4,920	4,305	4,305		
524101 Comprehensive Insurance - Inland Marine	55,317	47,252	45,010	62,840		
524201 General Tort Liability Insurance	6,228	0	6,540	6,867		
525006 GPS Monitoring Charges - 21	2,373	1,119	3,255	2,441		
525030 800 MHz Radio Service Charges - 9	5,325	2,204	5,600	6,048		
525031 800 MHz Radio Maintenance - 9	0	0	775	982		
525041 E-mail Service Charges - 0.5	129	54	129	129		
525210 Conference, Meeting & Training Expenses	1,163	275	1,449	5,470		
525230 Subscriptions, Dues & Books	750	0	0	0		
525317 Utilities - Landfill (Edmund)	15,974	6,906	17,500	18,500		
525400 Gas, Fuel, & Oil	213,173	115,203	225,000	304,055		
525405 Small Equipment Fuel	500	54	500	700		
525600 Uniforms & Clothing	4,069	1,685	8,533	8,533		
526500 Licenses & Permits	250	85	300	300		
530100 Depreciation Expense	771,710	0	705,000	900,000		
538000 Claims & Judgements (Litigation)	250	0	500	500		
538600 SCDHEC Fines - Administrative Order	0	0	2,500	5,000		
<b>* Total Operating</b>	<b>1,757,758</b>	<b>629,012</b>	<b>2,388,421</b>	<b>2,649,609</b>		
<b>** Total Personnel &amp; Operating</b>	<b>2,232,806</b>	<b>899,501</b>	<b>2,965,287</b>	<b>3,254,045</b>		





**SECTION V-PROGRAM OVERVIEW**

**Summary of program:**

**Program 1: Landfill Operations**

**Objectives:**

This program requires the efforts of nine (9) Heavy Equipment Operators and one (1) Supervisor. This program oversees the Construction & Demolition, the Yard Waste Landfill Operations, and Recycling Materials Recovery Facility, while enforcing Lexington County Ordinances, South Carolina Department of Health and Environmental Control (SCDHEC) rules and regulations. The Supervisor is responsible for this department and the Transfer Station (121206); therefore his salaries and all operational items are split accordingly.

**SERVICE LEVELS**

**Service Level Indicators:**

**Program 1:**

<b>Service Levels C&amp;D Yard Waste Processed</b>	<b>Actual FY 20/21</b>	<b>Actual FY 21/22</b>	<b>Estimated FY 22/23</b>	<b>Projected FY 23/24</b>
<b>Tons Land filled</b>	<b>98,460</b>	<b>102,489</b>	<b>108,767</b>	<b>113,118</b>
<b>Tons Yard Waste Compost</b>	<b>13,973</b>	<b>13,451</b>	<b>12,500</b>	<b>13,000</b>
<b>Tons Carpet &amp; Pad</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Tons Asphalt/ Concrete/</b>	<b>2,263</b>	<b>2,202</b>	<b>2,308</b>	<b>2,450</b>
<b>Porcelain</b>	<b>36</b>	<b>41</b>	<b>42</b>	<b>43</b>
<b>Tons Appliance/ Metals</b>	<b>888</b>	<b>981</b>	<b>990</b>	<b>1100</b>
<b>Tons Pro Tanks</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Tons Mattress</b>	<b>131</b>	<b>139</b>	<b>167</b>	<b>179</b>
<b>Total Recycled</b>	<b>17,295</b>	<b>16,818</b>	<b>16,011</b>	<b>16,776</b>
<b>Total Disposed/ Recycled</b>	<b>115,755</b>	<b>119,307</b>	<b>124,778</b>	<b>129,894</b>

**SECTION VI. - LINE ITEM NARRATIVES**

**SECTION VI. A. – SUMMARY OF REVENUES**

**SECTION VI. B. – LISTING OF POSITIONS**

**Current Staffing Levels:**

<u>Job Title</u>	<u>Full Time Equivalent</u>			<u>Total</u>	<u>Pay Band</u>
	<u>Positions</u>	<u>Enterprise Fund</u>	<u>Other Fund</u>		
Supervisor of Landfill Operations	0.5*	0.5		0.5	<u>113</u>
Heavy Equipment Operators III	8	8		8.0	<u>108</u>
Heavy Equipment Operators II	<u>1</u>	<u>1</u>		<u>1</u>	<u>107</u>
Total Positions	9.5	9.5		9.5	

All of these positions require benefits/insurance.

\*This position is funded 50% in 121204 and 50% in 121206

**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**520100 – CONTRACTED MAINTENANCE**

**\$212,704**

Forty (40) portable fire extinguishers are inspected once a year and recharged

Inspections Each	\$	5.00
	x	40
Total	\$	<u>200.00</u>
Recharging Each	\$	15.40
	x	40
Total	\$	<u>616.00</u>
Estimated replacement parts	\$	<u>2,000.00</u>
Total	\$	<u>2,816.00</u>

Co # 00000 New Caterpillar 826-K Landfill Compactor.

Total Maintenance & Repair (TM&R) per month	\$	3,041.00
	X	6
Total	\$	<u>18,246.00</u>
Fire protection inspection (quarterly)	\$	197.25
	x	0
Sub-total	\$	<u>000.00</u>
S.C. sale tax @7%	\$	<u>00.00</u>
Total	\$	<u>000.00</u>
Total	\$	<u>18,246.00</u>

Co # 42724 Caterpillar 826-K Landfill Compactor.

Total Maintenance & Repair (TM&R) per month	\$	2,494.00
	X	12
Total	\$	<u>29,928.00</u>
Fire protection inspection (quarterly)	\$	197.25
	x	4
Sub-total	\$	<u>789.00</u>
S.C. sale tax @7%	\$	<u>55.23</u>
Total	\$	<u>844.23</u>
Total	\$	<u>30,772.23</u>

Co # 41167 Caterpillar 826-K Landfill Compactor.

Total Maintenance & Repair (TM&R) per month	\$ 2,457.00
	x 6
Total	\$ 14,742.00
Fire protection inspection (quarterly)	\$ 197.25
	x 4
Sub-total	\$ 789.00
S.C. sale tax @7%	\$ 55.23
Total	\$ 844.23
Total	\$ 15,586.23

Co # 41094 VOLVO Hydraulic Excavator

Total Maintenance & Repair (TM&R) per month	\$ 975.00
	x 9
Total	\$ 8,775.00
Total Maintenance & Repair (TM&R) per month	\$ 1,300.00
	x 3
Total	\$ 3,900.00
Fire protection inspection (quarterly)	\$ 197.25
	x 4
Sub-total	\$ 789.00
S.C. sale tax @7%	\$ 55.23
Total	\$ 844.23
Total	\$ 13,519.23

Co # 40323-Caterpillar D-7-E Dozer.

Total Maintenance & Repair (TM&R) per month	\$ 2,551.00
	x 6
Total	\$ 15,306.00
Fire protection inspection (quarterly)	\$ 197.25
	x 2
Sub-total	\$ 394.50
S.C. sale tax @7%	\$ 27.62
Total	\$ 422.12
Total	\$ 15,728.12



Co # 00000- NEW Caterpillar D-7-E Dozer.

Total Maintenance & Repair (TM&R) per month	\$ 2,122.00
	x 6
Total	\$ 12,732.00
Fire protection inspection (quarterly)	\$ 197.25
	x 1
Sub-total	\$ 197.25
S.C. sale tax @7%	\$ 13.81
Total	\$ 211.06
Total	\$ 12,943.06

Co # 42522 Caterpillar D-6 Dozer.

Total Maintenance & Repair (TM&R) per month	\$ 1,535.00
	x 12
Total	\$ 18,420.00
Fire protection inspection (quarterly)	\$ 197.25
	x 4
Sub-total	\$ 789.00
S.C. sale tax @7%	\$ 55.23
Total	\$ 844.23
Total	\$ 19,264.23

Co # 42984 Caterpillar 330 Hydraulic Excavator

Total Maintenance & Repair (TM&R) per month	\$ 1,345.80
	x 12
Total	\$ 16,149.60
Fire protection inspection (quarterly)	\$ 197.25
	x 4
Sub-total	\$ 789.00
S.C. sale tax @7%	\$ 55.23
Total	\$ 844.23
Total	\$ 16,993.83

Co # 43328 Cat 730 off Road Truck

Total Maintenance & Repair (TM&R) per month	\$ 1,542.00
	x 12
Total	<u>\$ 18,504.00</u>
Fire protection inspection (quarterly)	\$ 197.25
	x 4
Sub-total	<u>\$ 789.00</u>
S.C. sale tax @7%	<u>\$ 55.23</u>
Total	<u>\$ 844.23</u>
Total	<u>\$ 19,348.23</u>

Co # 43878 Cat 730 off Road Truck

Total Maintenance & Repair (TM&R) per month	\$ 1,619.00
	x 12
Total	<u>\$ 19,428.00</u>
Fire protection inspection (quarterly) (Covered for the first year)	\$ 197.25
	x 2
Sub-total	<u>\$ 394.50</u>
S.C. sale tax @7%	<u>\$ 27.62</u>
Total	<u>\$ 422.12</u>
Total	<u>\$ 19,850.12</u>

Co # 36827 Cat 287-C Skid Steer

Total Maintenance & Repair (TM&R) per month	\$ 565.00
	x 6
Total	<u>\$ 3,390.00</u>

Co # 00000 NEW Cat 299 Skid Steer

Total Maintenance & Repair (TM&R) per month	\$ 521.00
	x 6
Total	<u>\$ 3,126.00</u>

Co # 43879 NEW Caterpillar 430 Backhoe.

Total Maintenance & Repair (TM&R) per month	\$ 760.00
	x 12
Total	<u>\$ 9,120.00</u>

Estimated cost for replacement part for the fire protection system \$ 12,000.00

TOTAL CONTRACTED MAINTENANCE \$ 212,703.28

**520200 - CONTRACTED SERVICES** **\$450,333**

- Wood grinding/Compost Facility Operation  
 13,000 tons wood waste/vegetative waste (FY23-24 Est.) x \$26.32/ ton +  
 CPI of 8% = \$369,532.80
- 2,000 tons Food Waste (FY 23-24 Est.) x \$25.00/ton + CPI of 8 % = 54,000.00  
 Total \$423,532.80
- Janitorial Services for the Administration offices, Transfer Station,  
 Operators building, and Scale Complex \$19,200  
 \$1,600 per month x 12 = \$19,200
- Rip-Rap Stone delivery per ton \$3,750  
 500 tons x \$7.50 per ton = \$3,750
- Fire Hood testing – Training Building \$100  
 \$50 per test x 2 (every six months) = \$100
- Crushed stone delivery per ton \$3,750  
 500 tons x \$7.50 = \$3,750

**TOTAL CONTRACTED SERVICES** **\$450,332.80**

**520233 – TOWING SERVICES** **\$1,000**

This account covers cost associated with towing Landfill vehicles as needed for repairs.

**520240 - TIRE DISPOSAL SERVICES** **\$100,750**

This account is to cover a portion of the cost of disposal of 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. A portion of the cost is also covered in the Tire Disposal Grant account in Fund 5710. 2,250 total estimated tonnage – 1,600 tons covered by Fund 5710 = 650 tons.

Total Estimated July 2023 – June 2024 - 650 tons x \$155/ton = \$100,750

**520300 - PROFESSIONAL SERVICES** **\$76,725**

This account covers cost associated with several types of services. These services include: Engineering observations, surveying, annual volume calculation, technical assistance, and overview of construction activities for the Edmund Class 2 Landfill at Edmund.

Class II Landfill Compliance (Edmund) \$ 30,000.00

Survey Services for Landfill Compliance (Edmund)	30,000.00
Topographic survey/Landfill volume calculation (Annual) Edmund	8,000.00
Annual Comprehensive Site Inspection – SWPPP	2,000.00
FY2024-25 Project Planning Activities	6,500.00
<b>Total</b>	<b><u>\$ 76,500.00</u></b>

A mandatory fee is required to cover cost of SCDHEC Drinking Water annual fee for public wells located on the landfill site.

Water Fee	<u>\$ 225.00</u>
<b>Total Professional Services</b>	<b><u>\$ 76,725.00</u></b>

**520302 - DRUG TESTING SERVICES** **\$1,276**

The required Random Drug/Alcohol Testing is for nine (9) 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.

Random Drug Testing (9 employees x \$40/test)	\$ 360.00
After hours drug & alcohol (4 employees x \$100/test)	\$ 400.00
Random Driver History Check (9 employees x \$15.25/report)	\$ 137.25
Random Alcohol Testing Employee (9 employees x \$42)	\$ 378.00
<b>Total Estimated Test</b>	<b><u>\$ 1,275.25</u></b>

**520305 – INFECTIOUS DISEASE SERVICE** **\$1,212**

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”.

Shot Series cost/ employee \$303 x (4) employees = \$1,212.00

**520602 - L/F WELL MONITORING - EDMUND** **\$25,000**

The proposed engineering fee is to perform bi-annual sampling and laboratory analysis of groundwater, annual NPDES sampling/reporting, and cover inspection at the Edmund (Class 2, Cell 2) 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 reporting of results to SCDHEC.

**521000 - OFFICE SUPPLIES** **\$300**

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** **\$144**

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 the Landfill Supervisor.

Copies	\$ 0.045
	<u>x 3200</u>
Total	<u>\$ 144.00</u>

**521200 - OPERATING SUPPLIES** **\$230,104**

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 Landfill. Portions of the Property will require seed, fertilizer, mulch, and stone for road maintenance. General operating supplies are to include: rakes, shovels, work & safety gloves, equipment cleaning supplies, trash bags for litter control throughout the landfill facility, etc. This also covers cost of supplies not carried at Central Warehouse.

- Rip Rap Stone x \$32.00/ton x 500 tons	\$ 16,000.00
- Polymer Material (Floc) for basin cleaning	\$ 161,550.00
- Grassing Materials (MSW Lf repairs, barrow area & other general maint.) =	\$ 5,000.00
- Erosion Reinforcement Materials	\$ 2,500.00
- General Operating Supplies	\$ 5,000.00
- Crushing of concrete for road repairs	<u>\$ 25,000.00</u>
Sub-total	\$ 215,050.00
 S.C. Sale tax @ 7%	 <u>\$ 15,053.50</u>
 Total	 <u>\$ 230,103.50</u>

**522000 - BUILDING REPAIRS & MAINTENANCE** **\$14,840**

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, Sandblasting, and paint for scales, fuel tank maintenance, general maintenance of oil & maintenance storage sheds, and office buildings.

Estimated repairs	<u>\$ 10,250.00</u>
Annual inspection for garage doors (twice a year @ \$95)	\$ 190.00
	<u>x 11</u>
Total Annual	<u>\$ 2,090.00</u>
 Estimated cost for repairs to garage doors	 <u>\$ 2,500.00</u>
Total	<u>\$ 14,840.00</u>

**522050 – GENERATOR REPAIRS & MAINTENANCE** **\$3,317**

Annual inspection and repairs for two Generators	\$	1,658.15
		<u>X 2</u>
Total	\$	<u>3,316.30</u>

**522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE** **\$164,780**

This account is for landfill heavy equipment repairs not covered by contracted maintenance (TM&R) and include items as follows: tires, cutting blades, compactor cleats, off-road tires, etc. This account covers 19 pieces of heavy equipment: 2 excavators, 2 compactors, 2 haul trucks, 2 dozers, 3 water pumps, 3 tractors, 1 off road hydro seeder/ Water Truck, 1 motor grader, 1 skid steer, 1 forklift, and 1 back hoe.

Maintenance, parts, and labor to repair 19 pieces of landfill equipment	\$	100,000.00
Estimated cost for off road truck tires (4)	\$	24,000.00
Undercarriage rebuild for D6 Dozer	\$	30,000.00
Sub-total	\$	<u>154,000.00</u>
S.C. Sale tax @ 7%	\$	<u>10,780.00</u>
Total	\$	<u>164,780.00</u>

**522200 - SMALL EQUIPMENT REPAIRS AND MAINTENANCE** **\$6,500**

This account is to cover cost of any small equipment used in the landfill operations for maintenance & repair of the following: Air compressor's (3), lawn mowers (3), welders (2), steam cleaners (2), grease guns, air hammer, etc.

Estimated Repairs	\$	<u>6,500.00</u>
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**522201 – FUEL SITE REPAIRS & MAINTENANCE** **\$5,200**

This account is for cost associated with the repairs, maintenance, and DHEC annual testing of the Veeder-Root system at the Edmund Landfill fuel site. Estimate provided by Fleet Maintenance \$1,200 for annual testing and \$4,000 for repairs.

**522300 - VEHICLE REPAIRS & MAINTENANCE** **\$8,774**

This account is for cost associated with the service maintenance and repairs for the landfill vehicles:

Estimated cost for maintenance, and repair to 7 vehicles	\$	5,200.00
Estimated cost for the above vehicles parts	\$	<u>3,000.00</u>
Sub-total	\$	<u>8,200.00</u>
S.C. Sale tax @ 7%	\$	<u>574.00</u>
Total	\$	<u>8,774.00</u>

**523200 – EQUIPMENT RENTAL** **\$19,980**

This account is for cost associated with the rental of equipment to clean out the basin ponds in the landfill, Vibrator roller for reconstruction of the entrance (dirt portion) road in the landfill, etc.

Road Vibrator Roller (Road Maintenance)	\$ 3,500.00
Months	x 4
Sub-total	<u>\$ 14,000.00</u>
S.C. Sale tax @ 7%	\$ 980.00
Total	<u>\$ 14,980.00</u>
Miscellaneous Equipment	<u>\$ 5,000.00</u>
Total Rental	<u>\$ 19,980.00</u>

**524100 - VEHICLE INSURANCE** **\$4,305**

This account will cover the cost for liability insurance for seven (7) vehicles \$615 per vehicle = \$4,305  
 Cost based on Risk Management estimate for FY 2023-2024.

**524101 - COMPREHENSIVE INSURANCE/LANDFILL EQUIP.** **\$62,840**

This account is for insurance to cover: Inland, Marine, Fire, Vandalism, etc. of Heavy Equipment used in the landfill operations. Costs based on projections provided by Risk Management.

**524201 - GENERAL TORT LIABILITY INSURANCE** **\$6,867**

This account fee covers the cost for the FY 23/24 for the current number of employees. FY 2022-2023 actual = \$6,540 + 5 % estimated by Risk Management = \$ 6,867.00.

**524202 – SURETY BONDS** **\$0**

This account fee covers the cost for Surety Bonds for FY 23/24 - 9.5 FTE's x \$0 each = \$0. This is not a surety bond year.

**525006 – GPS MONITORING CHARGES** **\$2,441**

This account covers cost for GPS monitoring and activation.

Monitoring of 12 Units x \$16.95/unit	\$ 203.40
Months	x 12
Total	<u>\$ 2,440.80</u>

**525030 - 800 MHZ RADIO SERVICE CHARGES** **\$6,048**

This account covers cost for nine (9) 800 MHz Radios:

Service for (9) Radios x \$56.00 (5 site rate + airtime & tax)/month =	\$ 504.00
Month	x 12
Total	<u>\$ 6,048.00</u>

**525031 - 800 MHZ RADIO MAINTENANCE \$982**

This account covers cost for required maintenance of 800 MHZ Radios. (9) Radios at \$109.08 per radio = \$981.72

**525041 - E-MAIL SERVICE CHARGES \$129**

This account covers the cost for E-Mail Services for Landfill Supervisor.

Services		\$	10.75
Months		x	12
Total		\$	129.00

**525210 – CONFERENCE, MEETING & TRAINING EXPENSES \$5,470**

This account will cover cost for the Landfill Supervisor to attend 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 landfill management re-certifications. Also, 2 staff members to attend the annual Spill Prevention Course held locally. The increase in this line item is due to the County now paying an outside agency for CDL training.

Spill Prevention Course (2) staff members x \$150 each		\$	300.00
CDL Training (2 Operators)		\$	3,500.00
SWANA Registration		\$	500.00
Landfill Supervisor Training Course		\$	350.00
3 Nights Lodging (145/day x 3)		\$	435.00
Per Diem (\$45/day x 3)		\$	135.00
Mileage Reimbursement		\$	250.00
Total:		\$	5,470.00

**525230 - SUBSCRIPTIONS, DUES & BOOKS \$0**

**525317 - UTILITIES - EDMUND LANDFILL \$18,500**

This account covers the cost of utilities at the Edmund Facility, with the exception of the Transfer Station.

**525400 - GAS FUEL & OIL \$304,055**

This account will cover the cost for daily gas, diesel, DEF fluid, transmission, hydraulic, antifreeze, and other lubricants required for vehicles and heavy equipment's services for one year. **Fleet services has proposed a budget cost for gas of \$3.40 a gal., DEF of \$2.30 a gal., and diesel of \$ 4.35 a gal. For FY 2023/2024.**

2023-2024 estimated fuel usage (diesel) total 66,000 Gallons X \$4.35 per Gallon =		\$	287,100.00
2023-2024 estimated fuel usage (gas) total 1,200 Gallons X \$3.40 per Gallon =		\$	4,080.00
2023-2024 estimated fuel usage (DEF) total 1,250 Gallons X \$2.30 per Gallon =		\$	2,875.00
Misc. Lubricants and Fluids		\$	10,000.00
Total		\$	304,055.00



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**525405 – SMALL EQUIPMENT FUEL** **\$700**

This account covers the cost of gas for all small equipment.

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**525600 - UNIFORMS & CLOTHING** **\$8,533**

This account covers cost for (9) employees on staff 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.

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**526500 - LICENSE AND PERMITS** **\$300**

This account will cover the cost for the following required permit(s):

Landfill NPDES Permit	\$ 300.00
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**530100 - DEPRECIATION** **\$900,000**

This cost will cover the Depreciation for FY 23/24.

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**538000 - CLAIMS & JUDGMENTS** **\$500**

This account will cover any cost, which may occur that are lower than the deductible of our insurance.

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**538600 – SCDHEC FINES – ADMIN ORDER** **\$5,000**

This account will cover potential landfill fines issued by DHEC.

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## SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

### CAPITAL REQUEST

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**540000 - SMALL TOOLS & MINOR EQUIPMENT** **\$2,500**

This account will cover costs for any small tools and minor equipment, which falls below the \$500 capital cost limit. This includes replacement items not stocked at Central Warehouse such as wrenches, ratchets, sockets, floor jacks, lawn mowers, etc.

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**5A0000 – 299 SKID STEER WITH MULCH ATTACHMENT (REPLACEMENT)** **\$175,000**

This account will cover the cost of replacing one (1) 287 skid steer utilized in the landfill based on Fleet Services replacement schedule. This unit will be replaced with a land management 299 skid steer with a mulching attachment.

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**5A0000 – 826 COMPACTOR (REPLACEMENT)** **\$1,395,000**

This account will cover the cost of replacing one (1) 826 compactor utilized in the landfill based on Fleet Services replacement schedule.

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**5A0000 – STEAM CLEANER (REPLACEMENT)** **\$12,000**

This account will cover the cost of replacing a steam cleaner utilized in landfill and transfer station operations. The current steam cleaner is old and malfunctioning. The cost of repairing it on a yearly basis is too high versus replacing the unit.

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**5A0000 – AIR COMPRESSOR (REPLACEMENT)** **\$6,000**

This account will cover the cost of replacing one (1) air compressor utilized in landfill and transfer station operations. The current air compressor is old and needs repair on a yearly basis. The cost of repairing it on a yearly basis is too high versus replacing the unit.

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**5A0000 – LANDFILL GRAVEL ROAD PAVING (PHASE 2)** **\$200,000**

This account will cover the cost of paving approximately 1,200 feet of the main gravel road going into the landfill. This is needed to help cut down dust generated from vehicles traveling down the road. Dust needs to be kept at a minimum to comply with DHEC regulations. Speed humps will also be installed to keep traffic at a safe speed improving safety for citizens and employees on this road.

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**5A0000 – TIRE CHANGING MACHINE (REPLACEMENT)** **\$4,000**

This account will cover the cost of replacing one (1) tire changing machine. This machine is used to change out flat tires on multiple landfill vehicles, and trailers.

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**5A0000 – TIRE BALANCING MACHINE (REPLACEMENT)** **\$4,000**

This account will cover the cost of replacing one (1) tire balancing machine. This machine is used to balance tires on multiple landfill vehicles, and trailers.

**5AO000 – STANDARD PC (REPLACEMENT)**

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**\$1,584**

This account will cover the cost of replacing the Standard PC All-In-One Computer & Monitor for the Landfill Supervisor. This replacement is recommended by Technology Services.

**TRANSFERS**

**815701 – OP TRN TO SOLID WASTE CLOSURE/POST CLOSURE CARE COST** **\$124,252**

This is our annual portion of the Financial Assurance, as required by SCDHEC. These funds cover the Closure/Post Closure costs of the Edmund C&D Landfill, Cell 2.

**COUNTY OF LEXINGTON  
SOLID WASTE MANAGEMENT  
Annual Budget  
Fiscal Year 2023-24**

Fund: 5700

Division: Public Works

Organization: 121205 - Solid Waste / 321 Reclamation/Close/Superfund

Object Expenditure Code Classification	2021-22 Expenses	2022-23 Expenses (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Operating Expenses</b>						
520200 Contracted Services	46,619	28,905	79,000	79,000		
520300 Professional Services	185,227	87,294	187,260	202,240		
520620 EPA Cost	0	0	30,000	15,000		
521100 Duplicating	5	1	10	14		
525315 Utilities - Landfill/Cayce 321	20,266	10,415	26,000	26,000		
526500 Licenses & Permits	1,065	0	1,300	900		
530100 Depreciation	784	0	2,300	784		
538500 Property Taxes	2,350	2,423	2,500	2,700		
<b>* Total Operating</b>	<b>256,316</b>	<b>129,038</b>	<b>328,370</b>	<b>326,638</b>		
<b>** Total Personnel &amp; Operating</b>	<b>256,316</b>	<b>129,038</b>	<b>328,370</b>	<b>326,638</b>		
<b>Capital</b>						
<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Expenses</b>	<b>256,316</b>	<b>129,038</b>	<b>328,370</b>	<b>326,638</b>		

## **SECTION V. - PROGRAM OVERVIEW**

### **Summary of Program:**

#### **321 Landfill**

#### **Objectives:**

The 321 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. Groundwater recovery wells have been installed along with a methane recovery system and the sediment and erosion issues are under control.

The groundwater and methane systems are high maintenance and will be ongoing costs for many years.

At this time no major issues are anticipated at this landfill. The methane and groundwater systems apparently are functioning to SCDHEC and USEPA's satisfaction. These are the two major areas of concern.

All costs related to this program are USEPA/SCDHEC mandated requirements.

## **SECTION VI. – LINE ITEM NARRATIVES**

### **SECTION VI. A. – LISTING OF REVENUES**

### **SECTION VI. B. – LISTING OF POSITIONS**

## SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

**520200 – CONTRACTED SERVICES** **\$ 79,000**

This account includes the cost of operation, maintenance, and sampling/analysis of methane and groundwater systems.

**520300 - PROFESSIONAL SERVICES** **\$ 202,240**

For the operation management, annual inspection, reporting fees, ground water/methane reports, remedial operations, and coordination with DHEC/EPA by our consultant for this project is included in this account.

**520620 – EPA COST** **\$ 15,000**

This account includes payment to the USEPA based on costs incurred for managing this site.

**521100 – DUPLICATING** **\$ 14**

This account includes cost of duplication for 321 Landfill account. 300 copies x \$0.045/ copy = \$13.50.

**52315 – UTILITIES** **\$ 26,000**

Estimated utility cost for groundwater recovery and methane recovery systems based on historical information.

**526500 – LICENSES AND PERMITS** **\$ 900**

This covers the estimated SCDHEC fees for spray irrigation system and other permits.

**530100 – DEPRECIATION** **\$784**

To cover anticipated depreciation expense for equipment at the 321 Landfill.

**538500 – PROPERTY TAXES** **\$ 2,700**

To cover anticipated property taxes for leased buildings at the 321 Landfill.

**COUNTY OF LEXINGTON  
SOLID WASTE MANAGEMENT  
Annual Budget  
Fiscal Year 2023-24**

Fund: 5700  
Division: Public Works  
Organization: 121206 - Solid Waste / Transfer Station

Object Expenditure Code Classification	2021-22 Expenses	2022-23 Expenses (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
				2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Personnel</b>					
510100 Salaries & Wages - 4.5	181,048	90,428	176,644	185,205	
510200 Overtime	2,425	1,023	16,000	16,000	
511112 FICA Cost	13,034	6,670	14,737	15,393	
511113 State Retirement	7,256	10,662	33,828	37,344	
511120 Insurance Fund Contribution - 4.5	35,100	17,550	35,100	35,100	
511130 Workers Compensation	16,471	8,317	15,198	17,265	
511213 State Retirement - Retiree	2,371	3,856	0	0	
<b>* Total Personnel</b>	<b>257,705</b>	<b>138,506</b>	<b>291,507</b>	<b>306,307</b>	
<b>Operating Expenses</b>					
520100 Contracted Maintenance	47,026	20,017	55,349	55,144	
520200 Contracted Services	5,828,986	2,148,172	6,827,210	7,075,866	
520219 Water & Other Beverage Service	788	0	1,000	1,320	
520300 Professional Services	0	125	8,635	8,635	
520302 Drug Testing Services	0	0	815	815	
520305 Infectious Disease Services	0	0	606	606	
521000 Office Supplies	83	0	500	500	
521100 Duplicating	45	16	46	72	
521200 Operating Supplies	1,083	482	2,945	2,945	
522000 Building Repairs & Maintenance	21,742	683	85,000	80,000	
522100 Heavy Equipment Repairs & Maintenance	96,976	136,303	160,000	255,234	
523200 Equipment Rental	193	114	2,074	2,074	
524000 Building Insurance	2,206	1,348	3,251	2,273	
524101 Comprehensive Insurance	5,506	5,309	5,309	7,405	
524201 General Tort Liability Insurance	1,183	0	1,243	1,306	
525021 Smart Phone Charges - 1	587	245	648	648	
525030 800MHz Radio Service Charges - 3	2,966	1,230	3,111	3,360	
525031 800 MHz Radio Maintenance - 2	0	0	269	546	
525210 Conference, Meeting & Training Expenses	100	0	1,649	3,399	
525230 Subscriptions, Dues & Books				350	
525317 Utilities - County L/F Edmund	19,224	11,004	26,500	26,500	
525400 Gas, Fuel, & Oil	32,490	20,992	27,714	53,622	
525600 Uniforms & Clothing	1,348	785	4,848	4,878	
526500 Licenses & Permits	100	100	900	900	
530100 Depreciation	480,977	0	445,000	500,000	
538000 Claims & Judgments	0	0	250	250	
<b>* Total Operating</b>	<b>6,543,609</b>	<b>2,346,925</b>	<b>7,664,872</b>	<b>8,088,648</b>	
<b>** Total Personnel &amp; Operating</b>	<b>6,801,314</b>	<b>2,485,431</b>	<b>7,956,379</b>	<b>8,394,955</b>	







**SECTION V - PROGRAM OVERVIEW**

**Summary of Programs:**

Program 1 - Transfer Station

**Program 1: Transfer Station**

**Objectives:**

This program requires the efforts of 4 (Four) Heavy Equipment Operators and 1 (one) Landfill/Transfer Station 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 Controls, and (SCDHEC) rules and regulations. The Supervisor is responsible for this department and the Landfill Operations (121204), therefore his salary and all operational items are split accordingly.

**SERVICE LEVELS**

**Service Level Indicators:**

**Program 1:**

<u>MSW Processed</u>	<u>Actual FY 20/21</u>	<u>Actual FY 21/22</u>	<u>Estimated FY 22/23</u>	<u>Projected FY 23/24</u>
Landfilled Tons	149,078	159,664	169,982	181,720
Transferred Tons	144,384	156,992	167,312	179,023

**SECTION VI. – LINE ITEM NARRATIVES**

**SECTION VI. A. – SUMMARY OF REVENUES**

**SECTION VI. B. – 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>Pay Band</u>
Landfill/Transfer Station Supervisor	0.5*	0.5		0.5	113
Heavy Equipment Operators III	4	4		4	108
Total Positions	4.5	4.5	0	4.5	

All of these positions require insurance.

\*This position is funded ½ in 121206 and ½ in 121204

**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**520100 - CONTRACTED MAINTENANCE**

**\$55,144**

This account will cover the expenditures of two (2) pieces of heavy equipment, (Front-end Loaders), to include: Total Maintenance & Repair (TM&R) for mechanical and general maintenance, a fire protection system on the equipment, and the cost of maintenance for (2) truck scales.

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. #00000 New Caterpillar 938M Front-End Loader Serviced by Blanchard Machinery

Total Maintenance & Repair (TM&R) per month.	\$ 1,337.00
	x 3
<b>Total</b>	<b><u>\$ 4,011.00</u></b>

Co. #42985 Caterpillar 938M Front-End Loader Serviced by Blanchard Machinery

Total Maintenance & Repair (TM&R) per month.	\$ 1,645.00
	x 12
<b>Total</b>	<b><u>\$ 19,740.00</u></b>

Fire protection inspection (quarterly)	\$ 197.25
	x 4
Sub-total	<u>\$ 789.00</u>
S.C. sale tax @7%	<u>\$ 55.23</u>

Total inspection	<u>\$ 844.23</u>
<b>Total</b>	<b><u>\$ 20,584.23</u></b>

Co. #42634 Caterpillar 938M Front-End Loader Serviced by Blanchard Machinery

Total Maintenance & Repair (TM&R) per month.	\$ 1,435.00
	x 9
<b>Total</b>	<b><u>\$ 12,915.00</u></b>

Fire protection inspection (quarterly)	\$ 197.25
	x 3
Sub-total	<u>\$ 591.75</u>
S.C. sale tax @7%	<u>\$ 41.43</u>

Total inspection	<u>\$ 633.18</u>
<b>Total</b>	<b><u>\$ 13,548.18</u></b>

Estimated cost for replacement part for the fire protection system	<u>\$ 3,000.00</u>
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A maintenance contract for inspecting and testing two (2) scale's monthly. The scale's are located at the entrance and exit and are required by the Department of Agriculture for monthly inspections, due to all incoming and outbound customers being charged tipping fees based on their weights.

Inspections/month (2 Scales) 12 x \$750	\$ 9,000.00
Estimated replacement parts	\$ 5,000.00
Total estimated scale maintenance contract	<u>\$ 14,000.00</u>
TOTAL CONTRACTED MAINTENANCE	<u>\$ 55,143.41</u>

**520200 - CONTRACTED SERVICES**

**\$7,075,866**

This account covers the cost of contracts for the transport and disposal of Municipal Solid Waste (MSW) from the Transfer Station and direct hauled waste to the Waste Management (WM) Landfill located in Richland County. This account also covers the cost for the hauling and disposing of wash down leachate water generated from the Transfer Station floor. The leachate is delivered to a wastewater treatment plant for disposal. Leachate water is collected in an underground storage tank (UST). This account also covers the cost for removal of solid sedimentation from the (UST) as required.

The Transport, by NW White, of MSW tonnage to (WM) Landfill is estimated for FY 22/23, and based on the first six months of the current year plus the actual tonnage for the next 6 months of the previous year plus growth. Estimated transfer station tonnage for FY 22/23 is 167,312 tons. Projected increase for FY 23/24 is an estimated tonnage of 179,023 tons. Current FY 22/23 base rate for transporting is \$13.68 per ton. The estimated rate per ton for FY 2023-2024 based on the contract effective July 1, 2023 is \$14.02/ton an increase of 2.5 percent.

Cost per ton	\$ 14.02
First quarter estimated tonnage	x 45,348
Total	<u>\$ 635,778.96</u>
Cost per ton	\$ 14.02
Second quarter tonnage	x 43,232
Total	<u>\$ 606,112.64</u>
Cost per ton	\$ 14.02
Third quarter tonnage	x 43,996
Total	<u>\$ 616,823.92</u>
Cost per ton	\$ 14.02
Fourth quarter tonnage	x 46,448
Total	<u>\$ 651,200.96</u>
Total Transporting Cost	<u>\$ 2,509,916.40</u>

The Disposal of MSW at Richland Landfill is estimated and based on the first six months of the current year plus the actual tonnage for the next 6 months of the previous year plus estimated growth. Estimated tonnage (Transfer Station + Direct Delivery to the Landfill) for FY 22/23 is 169,982 tons. Projected increase for FY 23/24 is an estimated tonnage of 181,720 tons. The contract rate for disposal is estimated based on the contract for FY 23/24 effective July 1, 2023 at \$24.84 per ton, an increase of 2.5 percent over the current rate of \$24.23 per ton.

Transferred:	
Cost per ton	\$ 24.84
Total estimated tonnage	x 179,024
Total Transferred Disposal Cost	\$ 4,446,956.10

Direct Landfill Disposal	
Cost per ton	\$ 24.84
Total estimated tonnage	x 2,697
Total Direct Disposal	\$ 66,993.48

Total Disposal Cost \$ 4,513,949.58

The contract for hauling and disposal of the two (UST's) water is estimated:

Cost per gallon	\$ 0.40
Gallons of wastewater	x 80,000
	<u>\$ 32,000.00</u>

Potential analysis if required by Waste Treatment Plant \$ 5,000.00

Cleaning out of UST (2) \$ 15,000.00

Total UST Haul & Disposal Cost \$ 52,000.00

TOTAL CONTRACTED SERVICES \$ 7,075,865.98

**520219 – WATER & OTHER BEVERAGES** **\$1,320**

This account covers cost associated with providing clean drinking (bottled -5 gallon) water for the landfill and transfer station staff. 220 bottles of water per year x \$6.00 per bottle = \$1,320

**520300 - PROFESSIONAL SERVICES** **\$8,635**

This account covers cost associated with several types of services: South Carolina Department of Health & Environmental Control (SCDHEC)

Annual drinking water fee and sampling \$ 635

Laboratory analysis for Transfer Station (UST) Leachate for random samples

Each Test Sample \$1,000 x 1 sample = \$ 1,000

Semi-annual Structural Steel inspection Transfer Station Hopper (Inspection \$3,500 x 2 per year = \$7,000)	\$ 7,000
Total Professional Services	<u>\$ 8,635</u>

**520302 - DRUG TESTING SERVICES \$815**

The required Random Drug/Alcohol Testing is for five (5) employees if an accident/incident were to occur to any employee while operating County equip/vehicle. Drug/Alcohol testing is mandatory. For employees holding CDL licenses, as required in their position, are on a random drug screening.

Random Drug Testing (5 employees x \$40/test)	\$ 200.00
After hours drug & alcohol Testing (5 employees x \$100/test)	\$ 500.00
Random Alcohol Testing	\$ 15.00
Employees	x 5
Total	<u>\$ 75.00</u>
Random Driver History Check (5 employees x \$8/report)	\$ 40.00
Total Estimated Testing	<u>\$ 815.00</u>

**520305 - INFECTIOUS DISEASE SERVICES \$606**

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".

Shot Series cost/ employee \$303 x 2 employees = \$606.

**521000 - OFFICE SUPPLIES \$500**

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 \$72**

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	1600
Cost per copy	x 0.045
Total	<u>\$ 72.00</u>

**521200 - OPERATING SUPPLIES \$2,945**

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.

Operating Supplies	\$ 1,000.00
Safety glasses	\$ 25.00
Pairs	x 6
Total	<u>\$ 150.00</u>
Work gloves - operators and community service workers	\$ 0.74
Pairs	x 300
Total	<u>\$ 222.00</u>
Steam cleaning chemicals per drum	\$ 230.00
Total drums	x 6
Sub-total	<u>\$ 1,380.00</u>
Total SC Sales Tax @ 7%	<u>\$ 192.64</u>
Total	<u>\$ 2,944.64</u>

**522000 - BUILDING REPAIRS & MAINTENANCE** **\$80,000**

This account covers cost for needed repairs to all structures and grounds maintenance pertaining to the Transfer Station. Water well, and both (UST) drainage systems are also included.

Estimated building repairs	\$ 30,000.00
Pressure Wash/Clean inside and front of buildings	<u>\$ 50,000.00</u>
Total	<u>\$ 80,000.00</u>

**522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE** **\$255,234**

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 for loaders (2)	<u>\$ 35,000.00</u>
Misc. Equipment (including 2 cranes)	<u>\$ 15,000.00</u>
Rubberized wear pad for 938M loader	\$ 2,200.00
Total pads per year	x 32
Sub-total	<u>\$ 70,400.00</u>
S.C. SALE TAX @ 7%	<u>\$ 4,928.00</u>
Total	<u>\$ 75,328.00</u>
Exchange set of tires for 938M	\$ 39,000.00
Sets per year	x 3
Sub-total	<u>\$ 117,000.00</u>
S.C. SALE TAX @ 7%	<u>\$ 8,190.00</u>
Total	<u>\$ 125,190.00</u>



Bolt peg. For wear pads	\$	7.00
Total bolt peg.	x	416
Sub-total	\$	2,912.00
S.C. SALE TAX @ 7%	\$	203.84
Total	\$	3,115.84

Freight for tires, wear pads, and bolts	\$	1,600.00
Total	\$	255,233.84

**523200 - EQUIPMENT RENTAL** **\$2,074**

This account covers the cost for welding gases, i.e. oxygen, Acetylene tank rental, motorized lift rental for transfer station light, and light cover replacement and maintenance.

- Tank rental - \$27.50/mo x 12 months + SC Sales Tax @7%	\$	353.10
- Lift rental - \$580/day + Delivery/Pickup \$280 = \$860/day x 2 days	\$	1,720.00
Total	\$	2,073.10

**524000 - BUILDING INSURANCE** **\$2,273**

This account is for insurance to cover Transfer Station and its contents. FY 2022-2023 amended Dec. budget \$2,206.36 + 3% = \$2,272.55.

**524101 - COMPREHENSIVE INSURANCE** **\$7,405**

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** **\$1,306**

This account covers cost for the FY 23/24 and is for the current number of employees. FY 2022-2023 Actual \$1,243 + 5% = \$1,305.15.

**524201 - SURETY BONDS** **\$0**

This account fee covers the cost for Surety Bonds 4.5 FTE's x \$0 = \$0 for FY 23/24. This is not a surety bond year.

**525021 - SMART PHONE CHARGES** **\$648**

To cover the cost of a Smart Phone for the Landfill Supervisor for the period of July1, 2023 through June 30, 2024. (\$54.00 a month) \$54.00/month x 12 = \$648.00

**525030 - 800 MHZ RADIO SERVICE CHARGES** **\$3,360**

This account covers cost for (5) 800 MHz Radios.

Service for (5) Radios x \$56.00 (5 site rate + airtime & tax)/month=	\$	280.00
Month	x	12
Total	\$	3,360.00

**525031 - 800 MHZ RADIO MAINTENANCE** **\$546**

This account covers the maintenance cost for: (5) Radio x \$109.08 = Total \$545.40

**525041 - E-MAIL SERVICE CHARGES** **\$0**

This account is covered in 5700-121204 for the Landfill Supervisor.

**525210 - CONFERENCE & MEETING** **\$3,399**

This account will cover the cost for the Landfill Supervisor to attend the Solid Waste Association of North America (SWANA) Regional Conference to be held in South Carolina. This conference is 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. The increase in the line item is due to adding funding to send 1 operator to the new Entry Level Driver Training Class if a new employee is hired without a CDL.

SWANA Registration & Special Courses	\$ 550.00
3 nights lodging (\$138/day x 3)	\$ 414.00
Per Diem (\$45/day x 3 days)	\$ 135.00
Travel	\$ 100.00
Transfer Station Certification	\$ 350.00
Entry Level Driver Training	\$ 1,750.00
Total	<u>\$ 3,299.00</u>

This account will also cover the cost for the Supervisor to attend quarterly SWANA meetings for the education of solid waste regulations and updated procedures.

Meeting Expense	\$ 25.00
Quarters	<u>x 4</u>
Total	<u>\$ 100.00</u>
Total Conferences & Meetings	<u>\$ 3,399.00</u>

**525230 - SUBSCRIPTIONS, DUES & BOOKS** **\$350**

This account is to cover the cost of subscriptions, dues, and books.

**525317 - UTILITIES** **\$26,500**

This account covers cost of all utilities associated with the old transfer station and the expanded transfer station, including the two remote cranes that utilize electric power.

**525400 - GAS, FUEL & OIL** **\$53,622**

This account covers the cost for gas, diesel, DEF Fluid, transmission fluid, hydraulic oil, anti-freeze, and other lubricants required for equipment's services and daily fuel for the fiscal year. **Fleet services has proposed a budget cost of \$ 4.35 per gal. (diesel), and \$2.30 a gal. (DEF) for FY 2023-2024.**

2023-2024 estimated fuel usage 11,340 Gallons X \$4.35 per Gallon =	\$ 49,329.00
2023-2024 estimated DEF usage 312 Gallons X \$2.30 per Gallon =	\$ 717.60
Misc. Lubricants, and Fluids	\$ 3,575.00
Total	<u>\$ 53,621.60</u>

**525600 - UNIFORMS & CLOTHING** **\$4,878**

This account covers cost for four employees and is 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.

**526500 - LICENSE & PERMITS** **\$900**

This account will cover required permits as follows:

Transfer Station (UST) permits (2 tanks x \$200 = \$400)	\$ 400.00
Drinking Water well license	\$ 250.00
Transfer Station permits	<u>\$ 250.00</u>
Total	<u>\$ 900.00</u>

**530100 - DEPRECIATION** **\$500,000**

This cost will cover the depreciation of our heavy equipment.

**538000 - CLAIMS & JUDGMENTS** **\$250**

This account will cover any cost that may occur that are lower than the deductible of our insurance.

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**SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

**540000 - SMALL TOOLS & MINOR EQUIPMENT \$1200**

This account will cover the 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, Smart Phone for the Landfill Supervisor, etc.

**5AO000 – 938 LOADER (REPLACEMENT) \$385,127**

This account will cover the cost of replacing one (1) 938 Loader utilized in the transfer station based on Fleet Services replacement schedule.

**5AO000 – TAMPS FOR THE TRANSFER STATION CRANES (2) \$42,000**

This account will cover the cost of replacing the (2) tamps on both cranes. The current tamps have hydraulic cylinders, and hoses that get damaged very easily. The new tamps will eliminate the need for hydraulics, and save the County money for expensive repairs.

**COUNTY OF LEXINGTON  
SOLID WASTE MANAGEMENT  
Annual Budget  
Fiscal Year 2023-24**

Fund: 5700

Division: Public Works

Organization: 121207 - Solid Waste / Recycling

Object Expenditure Code Classification						<i><b>BUDGET</b></i>	
		2021-22 Expenses	2022-23 Expenses (Dec)	2022-23 Amended (Dec)	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>							
510100	Salaries and Wages - 0.5	24,321	13,608	27,002	28,135		
510300	Part Time - 8 (5.80 - FTE)	147,917	81,515	205,895	223,854		
511112	FICA Cost	13,200	7,282	17,817	19,278		
511113	State Retirement	9,287	15,218	40,897	46,769		
511120	Insurance Fund Contribution - 0.5	3,900	1,950	3,900	3,900		
511130	Workers Compensation	15,888	8,779	17,890	23,742		
	<b>* Total Personnel</b>	<b>214,513</b>	<b>128,352</b>	<b>313,401</b>	<b>345,678</b>		
<b>Operating Expenses</b>							
520200	Contracted Services	155,185	72,110	182,771	208,611		
520233	Towing Service	0	290	590	1,000		
520239	E-Waste Recycling	66,868	35,115	104,580	75,594		
520302	Drug Testing Services	0	0	250	250		
520305	Infectious Disease Services	0	162	606	606		
521000	Office Supplies	0	0	250	250		
521100	Duplicating	158	46	100	225		
521200	Operating Supplies	6,069	1,739	4,200	6,300		
521402	Occupational Health Supplies	0	0	100	200		
522100	Heavy Equipment Repairs & Maintenance	2,535	0	2,500	2,500		
522200	Small Equipment Repairs & Maintenance	14,554	12,221	20,000	30,000		
522300	Vehicle Repairs & Maintenance	6,718	5,668	9,000	10,500		
524100	Vehicle Insurance - 3	2,812	1,845	1,845	1,845		
524101	Comprehensive Insurance	1,161	1,207	1,268	1,268		
524201	General Tort Liability Insurance	677	0	711	747		
525006	GPS Monitoring Charges - 4	610	305	814	814		
525030	800 MHz Radio Service Charges - 3	2,295	1,172	2,109	3,037		
525031	800 MHz Radio Maintenance - 3	0	0	120	437		
525400	Gas, Fuel, & Oil	26,861	16,203	26,491	38,906		
525600	Uniforms & Clothing	3,498	3,194	5,000	6,837		
530100	Depreciation	84,266	0	75,000	85,000		
538000	Claims & Judgments	0	0	250	250		
	<b>* Total Operating</b>	<b>374,267</b>	<b>151,277</b>	<b>438,555</b>	<b>475,177</b>		
	<b>** Total Personnel &amp; Operating</b>	<b>588,780</b>	<b>279,629</b>	<b>751,956</b>	<b>820,855</b>		
<b>Capital</b>							
540000	Small Tools & Minor Equipment	58	83	1,500	2,000		
599999	Capital Clearing	(15,533)	0	0	0		
	All Other Equipment	15,533	0	24,095	75,000		
	<b>** Total Capital</b>	<b>58</b>	<b>83</b>	<b>25,595</b>	<b>77,000</b>		
	<b>*** Total Expenses</b>	<b>588,838</b>	<b>279,712</b>	<b>777,551</b>	<b>897,855</b>		



**SECTION V - PROGRAM OVERVIEW**

**Summary of Programs:**

Program 1 – Recycling

**Program 1: Recycling**

**Objectives:**

This program requires the efforts of ten (10) part-time Recycling Collectors and (1) full-time Supervisor (Collection Recycling Center Coordinator). The Recycling Collectors pick up, transport, and process recycling materials collected at the 11 (eleven) County Collection & Recycling Centers, Administration Building, Court House, and when requested from other County Agencies. Their duties also include: daily vehicle inspection reports, a daily activity log, picking up supplies for Solid Waste Management, delivering supplies to the Collection & Recycling Centers, maintaining the oil filters and bottles, loading the E-waste trailers, mattress trailers, and daily maintenance of Recycling Collections vehicles/equipment.

The Collection and Recycling Coordinator’s duties include: supervision, scheduling, payroll approval of the Recycling Collectors, scheduling of Collection Center recycling requests, and daily collector’s task assignments. He/She also oversees vehicle/equipment maintenance, formulates monthly reports for total recycling tonnages/total pull reports for each recyclable commodity and for each Collection & Recycling Center, and purchasing all equipment/supplies as approved in the yearly budget. Additionally, he/she deals directly with recycling vendors for all recycling occurring inside/outside of the Collection & Recycling Centers, holds the Recycling Coordinator responsible as required in the South Carolina Department of Health and Environmental Control (SCDHEC) Solid Waste Policy & Management Act of 1991. The Collection & Recycling Coordinator is responsible for formulating and allocating the Recycling Budget.

**Service Levels**

<b>Service Level Indicators:</b>	<b>Actual Tons</b>	<b>Actual Tons</b>	<b>Estimated Tons</b>	<b>Projected Tons</b>
	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
Aluminum (UBC)	45.68	40.26	21.30	35.75
Antifreeze	29.71	23.32	12.08	21.70
Batteries – Lead Acid	70.14	64.64	47.44	60.74
Cardboard*	1,556.78	1,582.71	1,284.02	1,287.02
Carpet & Foam Pad*	95.13	0.00	0.00	0.00
Co-Mingled (Franchise)	5,386.67	4,995.81	5,106.20	5,162.89
Cooking Oil*	13.91	34.87	41.32	30.03
Electronics*	342.42	339.38	343.42	341.74
Glass - Brown	134.37	0.00	0.00	0.00
Glass - Clear	222.20	78.44	0.00	0.00
Glass – Green	85.81	22.51	0.00	0.00
Glass – Mix	0.00	675.06	351.38	210.52
Mattresses*	130.60	131.65	148.60	136.95
Metal*	4,167.98	3,782.22	3,869.26	3,939.82
Newspaper/Magazines*	532.89	286.03	288.32	369.08
Office Paper	51.36	51.53	23.36	42.08
Oil Filters	12.54	12.51	53.74	26.26
Oil Liquid*	259.51	261.35	249.46	259.51
Plastic	324.90	322.89	269.08	305.62
Textiles	16.94	1.61	0.00	0.00
Tires	1,776.34	1,760.62	2,352.86	1,963.27

\* Commodities are pulled and processed by outside vendors. (1) Beginning July 1, 2011, E-Waste Recycling became mandatory and is maintained by the Recycling Collectors.

**SECTION VI. – LINE ITEM NARRATIVES**

**SECTION VI. A. – SUMMARY OF REVENUES**

**SECTION VI. B. – 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>Pay Band</u>
*Collection Recycling Coordinator	0.5	0.5		0.5	210
**Recycling Collectors	<u>7.375</u>	<u>7.375</u>		<u>7.375</u>	104
Total Positions	7.875	7.875		7.875	

\*Only this position includes health insurance.

\*\* These positions are part-time, 29 hour per week employees.

10 collectors @ 29.5 hours per week = 295 hours, divided by 40 hour (FTE Hours) =

1 Coordinator @ 40 hours per week, reduced by 50% =

Total FTE for 121207

7.375 FTE positions

.5 FTE positions

7.875 positions

\*This position is funded ½ in 121203 and ½ in 121207



**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**520200 – CONTRACTED SERVICES**

**\$208,611**

**Hauling of Cardboard & Mixed Paper from the Collection & Recycling Centers**

This account covers the cost of the monthly rental and hauling of the 40 yard cardboard compactor boxes and the mixed paper containers. The containers are hauled to Sonoco for recycling of the materials.

Container Rental = \$58 per container per month. \$58 x 25 containers = \$1,450.00 per month.  
 \$1,450.00 per month x 12 months = \$17,400

Haul cost per container = \$125/per haul.  
 Estimated hauls – Mixed Paper = 200  
 Estimated hauls – Cardboard = 350  
 Total hauls = 550 x \$125 = \$68,750

Rental \$17,400 + Hauls \$68,750 = Total \$86,150

**Mattress/Box Springs Recycling:**

This account will cover the cost for contracting (contract 2018-IFB-50) an outside vendor to provide and pull a 53' trailer, which will be located at the Edmund Landfill, to the recycling plant. The cost covers the rental of the trailer, hauling fee, fuel service charge per trailer, and a handling charge for each mattress/box spring. The increase in this line item is due to more mattresses being recycled than originally anticipated.

Trailer Rental (2 per month @ \$300.00)	12 months	@ \$ 600.00	\$ 7,200
Transportation Fee	36 Loads	@ \$ 312.50	\$ 11,250
Fuel Surcharge	36 Loads	@ \$ 85.00	\$ 3,060
Processing Fee	6,800 mattresses	@ \$ 11.00	<u>\$ 74,800</u>
	Total		<u>\$ 96,310</u>

**Plastic Recycling:**

This account will cover the cost of recycling plastic at Sonoco. Cost per ton is \$15 per ton.  
 Estimated tonnage for fiscal year 2023-24 is 331 tons x \$15 = Total \$4,965.

**Fluorescent Bulb Recycling:**

This account will cover the cost for contracting an outside vendor to ship, process, and swap drums of crushed CFL and fluorescent bulbs to be recycled from residents. The shipping and processing costs are based on a pallet load.

Shipping and Processing	12 pallets per year @ \$1,650.00	\$ 19,800
S.C. Sales Tax		<u>\$ 1,386</u>
	Total	<u>\$ 21,186</u>

**Total Contractual Services \$ 208,611**

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**520233 – TOWING** **\$1,000**

These funds cover the cost of towing on any of the County vehicles assigned to this program (Dodge 4500 flatbed #41169; Dodge 4500 flatbed #41170; Dodge 4500 flatbed #43206; Tilt trailer or any of the other recycling trailers)

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**520239 – E-WASTE RECYCLING** **\$75,594**

Effective as of July 1, 2011, it is unlawful for any person to dispose of electronic waste (Computers, TVs, Monitors, etc.) in with their municipal solid waste. E-waste materials are required to be dropped-off at the landfill for recycling. The materials are palletized, loaded on a tractor trailer, and hauled off for recycling by an R2/RIOS Certified e-waste recycling contractor. These funds will cover the cost of recycling e-waste dropped off at the Edmund Landfill.

Trailer Load	\$ 1,200.00 x 38 Loads	\$ 45,600.00
Trailer Rental for three trailers	\$ 409.50 x 52 weeks	\$ 21,294.00
Recycling of Peripheral Electronics	\$ 0.06 X 145,000 pounds	\$ 8,700.00
	Total:	\$ 75,594.00

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**520302 - DRUG TESTING SERVICES** **\$250**

This account covers any potential need for drug testing of employees.

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**520305 – INFECTIOUS DISEASE SERVICES** **\$606**

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”.

Shot Series cost/ employee \$303 x 2 employees = \$606

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**521000 - OFFICE SUPPLIES** **\$250**

This account covers any office supplies to include: file folders, pens, pencils, pads, calendars, etc.

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**521100 - DUPLICATING** **\$225**

This account covers any duplication required: worksheets, time sheets, recycling reports, etc.

Number of Copies 5000 x \$0.045 = \$225

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**521200 - OPERATING SUPPLIES** **\$6,300**

This account covers the cost for general cleaning supplies, shrink wrap for palletizing electronic waste, first aid supplies, personal protective equipment, and other safety devices. This price also include the cost to replace one docking plate for loading the electronic trailers (\$1,500.00)

**521402 - OCCUPATIONAL HEALTH SUPPLIES \$200**

This account will cover the cost of health supplies to protect the employees from hazardous materials. Items included but not limited to: face masks, latex gloves, chemical gloves, etc.

**522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE \$2,500**

This account will cover the cost of repairs on the Yale forklift and the oil filter baler. These repairs would include tires, hydraulic hoses, motors, paint, metal work, etc.

**522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE \$30,000**

To cover repairs and maintenance of the recycling trailers and containers to include: lights, tires, roll carts, etc. There are approximately 70 trailers, with most of them over 20 years old. Each year, a number of trailers have been refurbished to ensure the safety of the staff and citizens and to project a professional appearance. The repairs generally include fixing loose mesh flooring, painting, replacing rusted bracing, wheel fenders, and dry rotted tires. The average cost per repair has been approximately \$1,600 per trailer.

**522300 - VEHICLE REPAIRS & MAINTENANCE \$10,500**

These funds are for normal maintenance costs associated with the operation of the three (3) Flat Beds. Estimated costs:

Dodge 4500 Flat Bed (Co# 41170)	\$ 3,000
Dodge 4500 Flat Bed (Co# 41169)	3,000
Dodge 4500 Flat Bed (Co# 43206)	<u>2,500</u>
Sub-total	\$ 8,500
Misc. parts & repairs	<u>2,000</u>
Total	\$ 10,500

**524100 - VEHICLE INSURANCE (3) \$1,845**

This account covers the cost of allocated vehicle insurance. This figure provided by Risk Management. (\$615 per vehicle FY 2023-2024 estimate)  
 \$615 per vehicle x 3 vehicles = \$1,845

**524101 - COMPREHENSIVE INSURANCE \$1,268**

To cover the cost of Comprehensive Insurance (Inland & Marine) for the following vehicles and equipment: Dodge 4500 Co#41169, Dodge 4500 Co#41170, and Dodge 4500 Co# 43206 estimated at a total of \$1,268 (\$1,206.83 FY2022-23 actual + 5% = \$1,267.17) per Risk Management.

**524201 - GENERAL TORT LIABILITY INSURANCE (7.75) FTE'S \$747**

To cover the cost of allocated general tort liability insurance for 50% of Collection and Recycling Center Coordinator and 8 part time recycling collectors. \$711 FY 2022-2023 actual expenditure + 5% increase = \$ 746.55. This figure provided by Risk Management.

**524202 - SURETY BONDS \$0**

Cover the cost of surety bonds for full-time equivalent employees. 7.875 FTE's x \$0 per FTE = \$0. This figure provided by Risk Management. This is not a surety bond year.

**5250006 – GPS MONITORING CHARGES \$814**

To cover the cost of monthly vehicle GPS monitoring charges for the Dodge 4500 #41169, Dodge 4500 #41170, Dodge 4500 #43206 and Yale Forklift #37206.

4 @ \$16.95/month = \$67.80/month x 12 months = \$813.60

**525030 - 800 MHZ RADIO SERVICE CHARGE \$3,037**

This account covers the cost for three (3) 800 MHz Radios

Service for three (4) Radios @ \$63.27 (6 site rate + airtime & tax) each	\$ 253.08
Month	x 12
Total	\$ 3,036.96

**525031 - 800 MHZ RADIO MAINTENANCE \$437**

This account covers the cost for yearly maintenance of three (4) 800 MHz Radios. (4) Radios x \$109.08 per radio = \$436.32.

**525400 - GAS, FUEL & OIL \$38,906**

This account covers the cost for gas/diesel fuel for vehicles and equipment assigned to this department. **Fleet Services has proposed a budget cost of \$ 4.35/gallon for diesel this FY.**

Dodge Flat Bed (Co# 41170)	65gal/week @ \$4.35/gal=	\$282.75/week x 52 weeks =	\$ 14,703.00
Dodge Flat Bed (Co# 41169)	65gal/week @ \$4.35/gal=	\$282.75/week x 52 weeks=	\$ 14,703.00
Dodge Flat Bed (Co # 43206)	34gal/week @ \$4.35/gal=	\$147.90/week x 52 weeks=	\$ 7,690.80
Yale Forklift Co #37206	10gal/month @ \$4.35/gal=	\$43.50month x 12 months=	\$ 522.00
Diesel Exhaust Fluid	190 gallons @ \$2.30/gal=		\$ 437.00
Misc Equip (compressor/welder)			<u>\$ 850.00</u>
<b>Total</b>			<b>\$ 38,905.80</b>

**525600 - UNIFORMS & CLOTHING \$6,837**

This account covers the cost for ten 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 to. After the initial purchase for all employees, items such as winter jackets, rain coats, pants, and belts will only be purchased on an as needed basis each year. The increase in this line item is due to the recyclers needing more than one pair of boots each year.

Safety Shoes	18 Pair @ \$135.00	\$ 2,430.00
Winter Jacket	10 @ \$75.00	\$ 750.00
Raincoat	10@ \$62.00	\$ 620.00
Shirt – Short Sleeve	36 @ \$16.50	\$ 594.00
Shirt – Long Sleeve	36 @ \$16.50	\$ 594.00
Sweatshirt Hood w/zipper	28 @ \$19.60	\$ 548.80
Work Pants	36 @ \$19.49	\$ 701.64
Summer Caps	12 @ \$7.50	\$ 90.00
County Patch	16 @ \$1.50	\$ 24.00
County Patch	16 @ \$1.50	\$ 24.00
Sewing on Patch	16 @ \$0.80	\$ 12.80
 S.C. Sales tax @ 7%		 <u>\$ 447.25</u>
<b>Total</b>		<b><u>\$ 6,836.49</u></b>

**530100 - DEPRECIATION** **\$85,000**

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This cost will cover the depreciation of vehicles and equipment.

**538000 - CLAIMS & JUDGMENTS (LITIGATION)** **\$250**

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This account will cover any cost that may occur that are lower than the deductible of our insurance.

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**SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

**540000 - SMALL TOOLS AND MINOR EQUIPMENT **\$2,000****

This account will cover the 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, battery packs, and portable air compressors.

**5AO000– SIGNS **\$3,000****

This account will cover the cost of signs, banners, and sign materials for electronic recycling events and for the electronic waste building (directional and informational). This amount includes costs for signposts, brackets, and other hardware necessary for the installation of signs and hanging of banners.

**5AO000– 4500 Flatbed **\$72,000****

This account will cover the cost to purchase a new flatbed vehicle that is equivalent to the current Dodge 4500 truck that is in operation. This vehicle has been recommended for replacement by Fleet Services. This vehicle has a useful life of 175,000 miles and will be at or above the useful life at the time of replacement.

**COUNTY OF LEXINGTON  
SOLID WASTE MANAGEMENT  
Annual Budget  
Fiscal Year 2023-24**

Fund: 5700

Division: Public Works

Organization: 121210 - Solid Waste / Litter Control Operations

Object Expenditure Code Classification	2021-22 Expenses	2022-23 Expenses (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 3	50,136	21,002	71,718	74,709		
510200 Overtime	0	118	1,000	1,000		
510300 Part Time	1,383	0	0	0		
511112 FICA Cost	3,294	1,467	5,563	5,792		
511113 State Retirement	2,735	3,252	12,769	14,052		
511120 Insurance Fund Contribution - 3	23,400	11,700	23,400	23,400		
511130 Workers Compensation	5,189	1,633	7,359	7,768		
<b>* Total Personnel</b>	<b>86,137</b>	<b>39,172</b>	<b>121,809</b>	<b>126,721</b>		
<b>Operating Expenses</b>						
520233 Towing	0	0	100	290		
520305 Infectious Disease Services	0	0	909	909		
521200 Operating Supplies	1,480	655	2,000	3,000		
522300 Vehicle Repairs & Maintenance	888	602	1,500	3,800		
524100 Vehicle Insurance - 1	615	615	615	1,230		
524101 Comprehensive Insurance	176	176	185	973		
524201 General Tort Liability Insurance	339	0	356	374		
525006 GPS Monitoring Charges	203	102	204	407		
525030 800 MHz Radio Service Charge	586	244	703	760		
525031 800 MHz Radio Maintenance	0	0	110	110		
525400 Gas, Fuel, & Oil	5,736	1,932	3,746	12,727		
525600 Uniforms & Clothing	824	654	1,900	2,352		
530100 Depreciation	6,365	0	6,400	6,365		
<b>* Total Operating</b>	<b>17,212</b>	<b>4,980</b>	<b>18,728</b>	<b>33,297</b>		
<b>** Total Personnel &amp; Operating</b>	<b>103,349</b>	<b>44,152</b>	<b>140,537</b>	<b>160,018</b>		
<b>Capital</b>						
540000 Small Tools & Minor Equipment	0	0	500	500		
<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>		
<b>*** Total Expenses</b>	<b>103,349</b>	<b>44,152</b>	<b>141,037</b>	<b>160,518</b>		





**SECTION V - PROGRAM OVERVIEW**

**Summary of Programs:**

Program 1 – Litter Collection Crew

**Program 1: Litter Collection Crew**

**Objectives:**

The program provides weekly litter collection service (5 days per week) using three (3) full time positions and accompanying equipment. The staff picks up litter along the roadside throughout the County.

**SERVICE LEVELS**

**Service Level Indicators:**

**Program 1:**

	<u>Actual</u> <u>FY 20/21</u>	<u>Actual</u> <u>FY 21/22</u>	<u>Estimated</u> <u>FY 22/23</u>	<u>Projected</u> <u>FY 23/24</u>
Number of Bags Collected	6,678	7,634	7,156	8,015
Pounds of litter Collected	48,082	54,965	51,524	56,520

\*Includes one half year total.

**SECTION VI. – LINE ITEM NARRATIVES**

**SECTION VI. A. – SUMMARY OF REVENUES**

**SECTION VI. B. – LISTING OF NEW POSITIONS**

**Requested 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>Pay</u> <u>Band</u>
**Litter Collection Crew Chief	1	1		1	103
**Litter Collectors	2	2		2	101
Total Positions	3	3		3	

\*\*All of these positions require benefits/insurance.

**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**520233 – TOWING** **\$290**

---

These funds cover the cost of towing the Litter Crew’s vehicle if required.

**520305 – INFECTIOUS DISEASE SERVICES** **\$909**

---

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 Department in a pathogenic exposure program to vaccinate against hepatitis “B”.

Shot Series cost/\$303 per employee x 3 employees = \$909

**521200 - OPERATING SUPPLIES** **\$3,000**

---

This account covers the cost for collection bags, safety personal protective gear, and other associated supplies.

**522300 - VEHICLE REPAIRS & MAINTENANCE** **\$3,800**

---

These funds are for normal maintenance costs associated with the operation of one (1) Pickup truck and (1) Boom Truck.

**524100 - VEHICLE INSURANCE (1)** **\$1,230**

---

This account covers the cost of allocated vehicle insurance. This figure provided by Risk Management.

Insurance (1) pickup truck \$ 615  
Insurance (1) Boom Truck \$ 615

**524101 – COMPREHENSIVE INSURANCE** **\$973**

---

To cover the cost of Comprehensive Insurance for the Litter Collection Pickup truck and Boom truck. \$925.89 FY2022-23 actual + 5% = \$972.18 per Risk Management.

**524201 - GENERAL TORT LIABILITY INSURANCE** **\$374**

---

This account fee covers the cost for the FY 23/24 for (4) employees. \$356 FY 22-23 actual + 5% = \$373.80 per Risk Management estimate.

**524202 – SURETY BONDS** **\$0**

---

This account fee covers the cost for Surety Bonds for FY 23/24. Cost \$0 per employee x 3 FTE’s = \$0. This is not a surety bond year.

**525006 – GPS MONITORING CHARGES** **\$407**

---

This account covers cost for GPS monitoring and activation.

Monitoring cost of 2 units \$33.90 x 12 months = \$406.80

**525030 - 800 MHZ RADIO SERVICE CHARGES** **\$760**

This account covers cost for one (1) 800 MHz Radio.

Service for (1) 800 MHz Radio x \$63.27 (6 site rate + airtime & tax)/month x 12 = \$ 759.24

**525031 - 800 MHZ RADIO MAINTENANCE** **\$110**

This account covers cost for required maintenance of one (1) 800 MHz Radio. The radio maintenance for this year is \$109.08.

**525400 - GAS FUEL & OIL** **\$12,727**

This account will cover the cost for daily gas and other lubricants required for the assigned vehicle. **Fleet services has proposed a budget cost of \$ 3.40 per gal. (gas) and \$4.35 per gal. (Diesel) FY 2023/2024. The increase in this line item id due to moving the Kenworth Boom Truck to the Litter Crew since its primary purpose is for picking up bulky illegally dumped items along the roadways.**

Pickup truck – 40 gallons per week x 52 weeks = 2,080 gal. x \$3.40/gallon =	\$ <u>7,072</u>
Boom Truck - 25 gallons per week x 52 weeks = 1,300 gal x \$4.35/gallon=	\$ <u>5,655</u>

**525600 - UNIFORMS & CLOTHING** **\$2,352**

This account covers the cost for four (4) 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 to. After the initial purchase for all employees, items such as winter jackets, rain coats, pants, and belts will only be purchased on an as needed basis each year.

Safety Shoes	4 Pair @ \$135.00	\$ 540.00
Winter Jacket	4 @ \$59.56	\$ 238.24
Raincoat	4 @ \$62.00	\$ 248.00
Shirt – Short Sleeve	16 @ \$16.50	\$ 264.00
Shirt – Long Sleeve	16 @ \$16.50	\$ 264.00
Sweatshirt Hood w/zipper	12 @ \$19.60	\$ 235.20
Work Pants	16 @ \$19.49	\$ 311.84
Belt	4 @ \$13.54	\$ 54.16
Summer Caps	4 @ \$7.50	\$ 30.00
County Patch	8 @ \$0.76	\$ 6.08
Sewing on Patch	8 @ \$0.80	<u>\$ 6.40</u>
	Subtotal	\$ 2,197.92
	SC Sales Tax @ 7%	<u>153.85</u>
	<b>Total</b>	<b><u>\$ 2,351.77</u></b>

**530100 - DEPRECIATION** **\$6,365**

This cost will cover the depreciation of vehicles and equipment.

**SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

**540000 - SMALL TOOLS & MINOR EQUIPMENT** **\$500**

This account will cover the cost to purchase small tools.

**SECTION III**

**COUNTY OF LEXINGTON**

**New Program Request**

**Fiscal Year - 2023-2024**

Fund # 5700 \_\_\_\_\_ Fund Title: Solid Waste Management \_\_\_\_\_  
 Organization # 121210 \_\_\_\_\_ Organization Title: Recycling \_\_\_\_\_  
 Program # 1 \_\_\_\_\_ Program Title: Heavy Equipment Operator II F/T \_\_\_\_\_

Object Expenditure Code Classification	Total 2023-2024 Requested
<b>Personnel</b>	
510100 Salaries #_1_	32,927
510300 Part Time #__	0
511112 FICA Cost	2,519
511113 State Retirement	6,112
511114 Police Retirement	0
511120 Insurance Fund Contribution #_3__	7,800
511130 Workers Compensation	3,379
511131 S.C. Unemployment	0
<b>* Total Personnel</b>	<b>52,737</b>
<b>Operating Expenses</b>	
520100 Contracted maintenance	0
520200 Contracted Services	0
520305 Infectious Disease Services	0
520400 Advertising	0
521000 Office Supplies	0
521100 Duplicating	0
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 #_1_	0
524201 General Tort Liability Insurance	0
524202 Surety Bonds	0
525030 800 MHZ Radio Service Charges	0
525031 800 MHZ Radio Maintenance	0
525100 Postage	0
525210 Conference & Meeting Expenses	0
525230 Subscriptions, Dues, & Books	0
525__ Utilities - _____	0
525400 Gas, Fuel, & Oil	0
525600 Uniforms & Clothing	691
526500 Licenses & Permits	0
	0
	0
	0
	0
	0
	0
	0
	0
<b>* Total Operating</b>	<b>691</b>
<b>** Total Personnel &amp; Operating</b>	<b>53,428</b>
<b>** Total Capital (From Section IV)</b>	<b>0</b>
<b>*** Total Budget Appropriation</b>	<b>53,428</b>

**SECTION V - PROGRAM OVERVIEW**

**Summary of Programs:**

Program 1 – Addition of a Heavy Equipment Operator II to the Litter Crew

**Program 1: Addition of a Heavy Equipment Operator II to the Litter Crew.**

**Objectives:**

Addition of a Heavy Equipment Operator II to the Litter Crew to improve and increase the effectiveness of the litter collection program.

The existing litter collection program includes (1) F/T Litter Crew Chief and (2) F/T Litter Collectors, working (5) five days per week and 8 hours per day. At the inception of the litter collection program, the Litter Crew consisted of (4) four part time employees. Since then, the litter crew positions were reclassified and reduced to (3) three full time litter crew positions. Since the reorganization of the Litter Crew into a full time program, the long term plan has been to build the Litter Crew up to (4) four positions as it was at the beginning of the program.

Currently, the Solid Waste Management Department operates and maintains a Boom Truck within the Landfill Cost Center. However, the Boom Truck is rarely ever used for Landfill functions and is predominately used to collect bulk litter, such as furniture, mattresses, and illegal dump sites. The Boom Truck funding will be moved to the Litter Collection Cost Center for the upcoming budget. In the past, there has not been a Solid Waste Management employee assigned to operate the boom truck. More recently, the boom truck has been operated by the Maintenance Mechanic and one of the Solid Waste Management Code Enforcement Officers.

The addition of a Heavy Equipment Operator II will accomplish two goals. The first goal that the addition of this position would accomplish is freeing the Solid Waste Management Maintenance Mechanic and Code Enforcement Officer to focus more on their areas of focus. Secondly, the addition of this position would bring the Litter Crew back to the original staffing level of (4) four positions. The Heavy Equipment Operator II would function in a dual capacity that would allow him/her to operate the Boom Truck when necessary and then perform as a Litter Collector when no bulk pick-up requests are pending.

**SERVICE LEVELS**

**Service Level Indicators:**

**Program 1:**

	<u>Actual</u> <u>FY 20/21</u>	<u>Actual</u> <u>FY 21/22</u>	<u>Estimated</u> <u>FY 22/23</u>	<u>Projected</u> <u>FY 23/24</u>
Tons of Litter Collected	178	93	117	121
Number of Trips	151	76	96	99

**SECTION VI. – LINE ITEM NARRATIVES**

**SECTION VI. A. – SUMMARY OF REVENUES**

**434000 – LANDFILL FEES** **\$53,428**

Funding for the addition of the Heavy Equipment Operator (Total estimated expense - \$53,428) is available based on a proposed rate increase of \$2.00 per ton at the Transfer Station (From \$45 to \$47 per ton) and the C&D Landfill disposal fee by \$1.50 per ton (from \$27.50 to \$29 per ton). Total estimated increase in Landfill fees of \$205,000 will cover the \$53,428 increase.

**SECTION VI. B. – LISTING OF POSITIONS**

**Staffing Level:**

<u>Job Title</u>	<u>Full Time Equivalent Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
Litter Crew Chief F/T (*)	<u>1.0</u>		<u>1.0</u>	<u>1.0</u>	<u>103</u>
Litter Collector F/T (*)	<u>2.0</u>		<u>2.0</u>	<u>2.0</u>	<u>101</u>
Heavy Equipment Operator II F/T (*)	<u>1.0</u>		<u>1.0</u>	<u>1.0</u>	<u>107</u>
Total Positions	<u>4.0</u>		<u>4.0</u>	<u>4.0</u>	

(\*) These positions require Insurance

**Requested Personnel Budget:**

**510100 – SALARIES & WAGES** **\$32,927**

(1) FT Heavy Equipment Operator II (Band 107) \$32,926.40

**511112 - FICA COSTS** **\$2,519**

FICA 7.65 % x \$32,926.40 = \$2,518.87

**511113 - STATE RETIREMENT** **\$6,112**

Retirement 18.56 % x \$32,926.40 = \$6,111.14

**11120 – HEALTH INSURANCE** **\$7,800**

Heavy Equipment Operator II = \$7,800

**511130 - WORKERS COMPENSATION (1.0 FTE)** **\$3,379**

Workers Compensation \$32,926.40 x 0.1026 (9403) = \$3,378.25

**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**525600 - UNIFORMS & CLOTHING**

**\$691**

This account covers the cost for four (4) 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 to. After the initial purchase for all employees, items such as winter jackets, rain coats, pants, and belts will only be purchased on an as needed basis each year.

Safety Shoes	1 Pair @ \$135.00	\$ 135.00
Winter Jacket	1 @ \$59.56	\$ 59.56
Raincoat	1 @ \$62.00	\$ 62.00
Shirt – Short Sleeve	5 @ \$16.50	\$ 82.50
Shirt – Long Sleeve	5 @ \$16.50	\$ 82.50
Sweatshirt Hood w/zipper	5 @ \$19.60	\$ 98.00
Work Pants	5 @ \$19.49	\$ 97.45
Belt	1 @ \$13.54	\$ 13.54
Summer Caps	2 @ \$7.50	\$ 15.00
	Subtotal	\$ 645.55
	SC Sales Tax @ 7%	45.19
	<b>Total</b>	<b>\$ 690.74</b>



**COUNTY OF LEXINGTON  
SOLID WASTE MANAGEMENT  
Annual Budget  
Fiscal Year 2023-24**

Fund: 5700  
Division: Public Works  
Organization: 121220 - Solid Waste / Code Enforcement

Object Expenditure Code Classification	2021-22	2022-23	2022-23	2023-24	<b>BUDGET</b>	
	Expenses	Expenses (Dec)	Amended (Dec)	Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 2	98,918	53,869	97,669	112,050		
510199 Special Overtime	510	522	3,000	3,000		
511112 FICA Cost	6,957	3,838	7,701	8,802		
511114 Police Retirement	4,640	5,042	20,375	24,437		
511120 Insurance Fund Contribution - 2	15,600	7,800	15,600	15,600		
511130 Workers Compensation	3,429	1,886	3,483	3,981		
511214 PORS - Employer Portion (Retiree)	1,538	5,082	0	0		
<b>* Total Personnel</b>	<b>131,592</b>	<b>78,039</b>	<b>147,828</b>	<b>167,870</b>		
<b>Operating Expenses</b>						
520200 Contracted Services	15	140	1,920	1,920		
520233 Towing Service	0	0	150	190		
520702 Technical Currency & Support	0	0	150	200		
521200 Operating Supplies	129	0	200	500		
521208 Police Supplies	0	0	500	800		
522300 Vehicle Repairs & Maintenance	818	716	2,250	2,500		
524100 Vehicle Insurance - 1	1,230	1,230	1,230	1,230		
524101 Comprehensive Insurance	487	487	512	512		
524201 General Tort Liability Insurance	2,953	0	3,274	3,438		
525004 WAN Service Charges	912	380	913	986		
525021 Smart Phone Charges	1,186	834	2,160	2,160		
525210 Conference, Meeting & Training Expenses	695	0	1,000	1,000		
525400 Gas, Fuel, & Oil	7,977	4,553	10,637	11,316		
525600 Uniforms & Clothing	0	367	500	600		
530100 Depreciation	14,916	0	17,000	15,000		
<b>* Total Operating</b>	<b>31,318</b>	<b>8,707</b>	<b>42,396</b>	<b>42,352</b>		
<b>** Total Personnel &amp; Operating</b>	<b>162,910</b>	<b>86,746</b>	<b>190,224</b>	<b>210,222</b>		
<b>Capital</b>						
540000 Small Tools & Minor Equipment	140	0	500	500		
All Other Equipment						
<b>** Total Capital</b>	<b>140</b>	<b>0</b>	<b>500</b>	<b>500</b>		
<b>*** Total Expenses</b>	<b>163,050</b>	<b>86,746</b>	<b>190,724</b>	<b>210,722</b>		



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## SECTION V - PROGRAM OVERVIEW

### Summary of Programs:

Program 1 – Solid Waste Code Enforcement

#### Program 1: Solid Waste Code Enforcement

##### Objectives:

This program is designed to eliminate commercial businesses and/or residents from outside of Lexington County from using the Lexington County Collection & Recycling Centers and to enforce litter control throughout the County. The program consist of two (2) certified law enforcement officers, who report directly to the LCSD.

The officers randomly travel between the eleven (11) Collection & Recycling Centers checking ID's for out of county residents and follow up with commercial businesses. Additionally, the officers monitor for un-tarped loads, littering, illegal dumping, citizen conflicts, and scavenging. The Officers also support the landfill operations, special recycling events, and solid waste education.

The program supports the overall goal of eliminating out of county residents and businesses from using the Lexington County Collection & Recycling Centers and reducing litter along county roads.

## SECTION VI. – LINE ITEM NARRATIVES

### SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

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#### **520200 - CONTRACTED SERVICES** **\$1,920**

This account covers the cost of cellular service plans for 8 trail cameras. These cameras will be used in high volume litter areas in an attempt to identify offenders. The cellular service allows for the pictures to be transmitted directly to the phone of a Code Enforcement Officer.

Monthly Camera Service	8 Cameras @ \$20 per month	\$ 160 per month
		<u>x 12 months</u>
		Total: \$1,920.00

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#### **520233 - TOWING** **\$190**

This account covers cost associated with towing the vehicle as needed for repairs.

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#### **520702 – TECHNICAL CURRENCY & SUPPORT** **\$200**

This account covers the cost of the software for the Code Enforcement Officers computer.

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#### **521200 - OPERATING SUPPLIES** **\$500**

These funds are necessary to provide the required supplies for the code enforcement officer to include, but not limited to: gloves, safety glasses, forms, etc.

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**521208 - POLICE SUPPLIES** **\$800**

This account will cover the cost of supplies for the Code Enforcement Officers.

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**522300 - VEHICLE REPAIRS AND MAINTENANCE** **\$2,500**

These funds are for normal maintenance costs associated with the operation of the sheriff vehicle assigned to this account. Two (2) Sheriff Vehicles Co. #41497 and \$41498 - \$2,500

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**524100 - VEHICLE INSURANCE** **\$1,230**

These funds are for insurance of the two (2) Sheriff vehicles Co. #41497 and Co. #41498. This figure provided by Risk Management. \$615 per vehicle x 2 = \$1,230.

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**524101 - COMPREHENSIVE INSURANCE** **\$512**

These funds are for insurance of the two (2) Sheriff vehicles #41497 and \$41498. This figure provided by Risk Management \$486.76 FY2022-2023 actual + 5% = \$511.10.

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**524201 - GENERAL TORT LIABILITY INSURANCE** **\$3,438**

These funds are for General Tort Liability Insurance for the two (2) Code Enforcement Officers. This figure provided by Risk Management for FY2023-24. \$1,719 x 2 Officers = \$3,438.

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**524202 - SURETY BONDS** **\$0**

This account fee covers the cost for Surety Bonds for FY 23/24 - 2.0 FTE's x \$0 each = \$0. This is not a bond year.

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**525004 - WAN SERVICE CHARGES** **\$986**

To cover the cost of wifi and internet service \$82.10 per month x 12 = \$985.20

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**525021 - SMART PHONE CHARGES** **\$2,160**

This account covers the cost for a smart phone for the Code Enforcement Officers.

Verizon Smart Phone (\$90 per month x 2 phones)	\$180.00
Months	<u>X</u> 12
Total	\$ 2,160.00

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**525210 - CONFERENCE & MEETING EXPENSES** **\$1,000**

This account covers the cost for any certification classes the Code Enforcement Officers are required to attend.

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**525400 - GAS, FUEL & OIL** **\$11,316**

This account covers the cost for gas, transmission, hydraulic, chassis, anti-freeze, and other lubricants required for equipment's services and daily fuel for one year. **Fleet services has proposed a budget cost of \$3.40 a gal. This FY. 32 gallons per week x 2 vehicles x 52 weeks/year x \$3.40 = 11,315.20**

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**525600 - UNIFORMS & CLOTHING** **\$600**

These funds are for uniforms and clothing for the Code Enforcement Officers.

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**530100 - DEPRECIATION**

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**\$15,000**

This cost will cover the depreciation of vehicles and equipment.

**SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

**540000 - SMALL TOOLS AND MINOR EQUIPMENT**

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**\$500**

This account will cover the cost for a smart phone and any small tools and/or minor equipment which falls below the \$500 capital cost limit, especially items not stocked at Central Warehouse.



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## SECTION V. - PROGRAM OVERVIEW

### Summary of Programs:

Program – Non-Departmental

**Program: Non-Departmental**

### Objectives:

This program is being requested to provide backup for potential salary adjustment and Department contingency.

## SECTION VI. – LINE ITEM NARRATIVES

### SECTION VI. B. – LISTING OF POSITIONS

Requested Personnel Budget: (Estimated (2) percent increase on existing Salary, OT and Part Time)

511112 - FICA COSTS – SALARY ADJUSTMENT \$2,880

\$37,638 x .0765 (7.65%) = \$2,879.30

511113 - STATE RETIREMENT (L/S) \$6,559

\$35,337 State x .1856 (18.56%) = \$6,558.54

511113 - POLICE RETIREMENT (L/S) \$489

\$2,301 Police x .2124 (21.24%) = \$488.73

511130 - WORKERS COMPENSATION (1.0 FTE) \$2,453

\$37,638 x 0.06517 (average factor for Department) = \$2,452.86

519901–SALARIES&WAGESADJUSTMENTACCOUNT \$37,638

\$1,881,892 x 1.02 (2%) = \$1,919,530 – \$1,881,892 = Increase \$37,638

### SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

529903 – CONTINGENCY \$50,000

529904 – CAPITAL CONTINGENCY \$100,000

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**COUNTY OF LEXINGTON  
SW POST CLOSURE SINKING FUND  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>* SW Post Closure Sinking Fund 5701:</b>								
<b>Revenues:</b>								
461000	Investment Interest	20,249	63,813	18,000	63,813	158,000		
805700	Op Trn from Solid Waste	265,290	150,000	150,000	150,000	124,252		
<b>** Total Revenue</b>		<b>285,539</b>	<b>213,813</b>	<b>168,000</b>	<b>213,813</b>	<b>282,252</b>		
<b>***Total Appropriation</b>					<b>2,029,870</b>	<b>2,130,000</b>		
Contingency					1,700,870	1,800,000		
FUND BALANCE								
Beginning of Year - cash					7,077,608	6,962,421		
Less: Carry-forward Items								
FUND BALANCE - Projected								
End of Year - cash					6,962,421	6,914,673		

Fund: 5701  
Division: Public Works  
Organization: 121204 - Solid Waste / Landfill Operations

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<b>BUDGET</b>	
					2023-24 Recommend	2023-24 Approved
<b>Operating Expenses</b>						
520200	Contracted Service	0	0	36,000	37,000	
520300	Professional Services	0	0	32,500	32,500	
520601	L/F Well Monitoring - Batesburg/Leesville	63,500	32,750	65,500	65,500	
520602	L/F Well Monitoring - Edmund	46,000	12,500	49,000	49,000	
520603	L/F Well Monitoring - Chapin	44,000	46,000	46,000	46,000	
520612	Closure/PostClosure Care Cost	(341,208)	0	0	0	
521220	Closure/PostClosure Operating Supplies	36,826	33,991	100,000	100,000	
529903	Contingency	0	0	1,700,870	1,800,000	
<b>* Total Operating</b>		<b>(150,882)</b>	<b>125,241</b>	<b>2,029,870</b>	<b>2,130,000</b>	
<b>**Total Personnel &amp; Operating</b>		<b>(150,882)</b>	<b>125,241</b>	<b>2,029,870</b>	<b>2,130,000</b>	
<b>Capital</b>						
<b>**Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>*** Total Budget Appropriation</b>		<b>(150,882)</b>	<b>125,241</b>	<b>2,029,870</b>	<b>2,130,000</b>	



## SECTION V-PROGRAM OVERVIEW

**Summary of program:**

**Program 1: Landfill Closure/Post Closure Operations**

**Objectives:**

This program accounts for the closure and post closure expenditures required for the three closed Class 3 municipal solid waste landfills (MSW) including the Batesburg/Leesville, Chapin, Edmund landfill, and completed portions of the Class 2 Edmund C&D Landfill. Expenditures include engineering, construction and material costs for closure and ongoing post closure maintenance, and groundwater/methane gas monitoring activities.

### SERVICE LEVELS

**Service Level Indicators:**

**Program 1:**

	<u>Actual FY 20/21</u>	<u>Actual FY 21/22</u>	<u>Estimated FY 22/23</u>	<u>Projected FY 23/24</u>
<b># of Class 3 Landfills Closed</b>	3	3	3	3
<b># of Class 2 Cells Closed</b>	1	1	1	1

## SECTION VI. - LINE ITEM NARRATIVES

### SECTION VI. A. – SUMMARY OF REVENUES

**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**520200 - CONTRACTED SERVICES \$37,000**

To cover contractor costs for mowing and tree removal at the Batesburg/Leesville, Hwy. 321, and Chapin closed Class 3 Landfills. Mowing/tree removal services once per year \$11,000 per service x (3) sites = \$33,000. Tree planting for open fields adjacent to Batesburg-Leesville Landfill \$4,000.

**520300 - PROFESSIONAL SERVICES \$32,500**

This account covers cost associated with several types of services. These services include: Engineering observations & surveying, preparation of final Closure report/certification to DHEC, technical assistance to the Edmund Class 2 Landfill, and services for the closed Class 3 Landfills at Edmund, Batesburg/Leesville, and Chapin.

Corrective Measures & Compliance (Batesburg/Leesville LF)	\$ 10,000
Corrective Measures & Compliance (Chapin Landfill)	10,000
Corrective Measures & Compliance (Edmund Landfill)	10,000
Annual Methane Monitoring and Reporting	<u>2,500</u>
 Total Professional Services	 <u>\$ 32,500</u>

**520601 - L/F WELL MONITORING - BATESBURG/LEESVILLE \$65,500**

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 required by SCDHEC. This fee includes: Laboratory analysis of sampling for indicator parameters, review of results in relation to maximum contaminant levels, and reporting of results to SCDHEC.

**520602 - L/F WELL MONITORING - EDMUND \$49,000**

The proposed engineering fee is to perform bi-annual sampling and laboratory analysis of groundwater, monthly methane gas monitoring, GHG reporting to EPA, and cover inspection at the closed Edmund (Class 3) 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 reporting of results to SCDHEC. This fee also includes an annual statistical analysis report for methane sent to SCDHEC.

**520603 - L/F WELL MONITORING - CHAPIN \$46,000**

The proposed engineering fee is to perform bi-annual sampling and laboratory analysis of groundwater and annual cover inspection 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 reporting of results to SCDHEC.

**521220 - CLOSURE OPERATING SUPPLIES \$100,000**

These funds will be used to purchase supplies to include drainage piping, seeding, fertilizer, rip-rap material, and erosion control materials for the closure of the Edmund C&D landfill, and post-closure repairs at the Edmund, Chapin, and Batesburg/Leesville Class Three Landfills.

**SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

**Solid Waste Closure/Post Closure Sinking Fund  
Summary – FY 2023-2024 Cell 2**

	<u><b>FY2023-24</b></u>
- Closure (Cell Two)	\$ 91,183
- Post Closure (Cell Two)	<u>33,069</u>
Total	\$124,252

# SOLID WASTE MANAGEMENT CLOSURE - CELL 2

	FY 2016/2017	FY 2017/2018	FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2021/2022
ESTIMATED CLOSURE COSTS	\$953,000	\$953,000	\$953,000	\$953,000	\$953,000	\$953,000
BEGINNING LIFE IN YRS	8	8	8	8	8	8
COST PER YEAR	\$119,125.00	\$119,125.00	\$119,125.00	\$119,125.00	\$119,125.00	\$119,125.00
NUMBER OF LIFE YEARS REMAINING	7.54	6.60	5.59	4.16	2.84	1.53
MONTH	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022
NUMBER OF YEARS OF LANDFILL LIFE USED	0.46	1.4	2.41	3.84	5.16	6.47
TOTAL CLOSURE/POST CLOSURE COST ALLOCATION TO BE ACCUMULATED 5701 SINKING FUND	\$54,798	\$166,775	\$287,091	\$457,440	\$614,685	\$770,739
LESS PREVIOUS ADDITION TO FUND 5701	(\$35,497)	(\$92,677)	(\$415,506)	(\$450,980)	(\$594,434)	(\$770,739)
AMOUNT ADDED TO FUND 5701 CURRENT FISCAL YEAR	\$0	\$0	\$0	\$0	\$0	\$0

(1) Addition based on Budget estimate 2/02/17 - current FY \$ 35,497

(2) Addition based on Budget estimate 2/05/18 - previous years \$35,497 + Current Year \$57,180 = \$92,677

(3) Addition based on Budget estimate 2/05/19 - previous years \$92,677 + Current Year \$322,829 = \$415,506

- (4) Addition based on Budget estimate 2/05/20 - previous years \$415,506 + Current Year \$35,474 = \$450,980
- (5) Addition based on Budget estimate 2/05/21 - previous years \$450,980 + Current Year \$143,454 = \$594,434
- (6) Addition based on Budget estimate 2/01/22 - previous years \$594,434 + Current Year \$176,305 = \$770,739

# SOLID WASTE MANAGEMENT CLOSURE - CELL 2

	FY 2022/2023	FY 2023/2024	FY 2024/2025	FY 2025/2026	FY 2026/2027	FY 2027/2028
ESTIMATED CLOSURE COSTS	\$953,000	\$953,000	\$953,000	\$953,000	\$953,000	\$953,000
BEGINNING LIFE IN YRS	8	8	8	8	8	8
COST PER YEAR	\$119,125.00	\$119,125.00	\$119,125.00	\$119,125.00	\$119,125.00	\$119,125.00
NUMBER OF LIFE YEARS REMAINING	0.55	0.00	0.00	0.00	0.00	0.00
MONTH	June 30, 2023	June 30, 2024	June 30, 2025	June 30, 2026	June 30, 2027	June 30, 2028
NUMBER OF YEARS OF LANDFILL LIFE USED	7.45	8	8	8	8	8
TOTAL CLOSURE/POST CLOSURE COST ALLOCATION TO BE ACCUMULATED 5701 SINKING FUND	\$887,481	\$953,000	\$953,000	\$953,000	\$953,000	\$953,000
LESS PREVIOUS ADDITION TO FUND 5701	(\$861,817)	(\$861,817)	\$0	\$0	\$0	\$0
AMOUNT ADDED TO FUND 5701 CURRENT FISCAL YEAR	\$0	(1)	(2)	(3)	(4)	(4)
	\$91,183	\$953,000	\$953,000	\$953,000	\$953,000	\$953,000

(7) Addition based on Budget estimate 2/01/23 - previous years \$770,739 + Current Year \$91,078 = \$861,817

# SOLID WASTE MANAGEMENT POST CLOSURE - CELL 2

	FY 2016/2017	FY 2017/2018	FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2021/2022
ESTIMATED CLOSURE COSTS	\$481,000	\$481,000	\$481,000	\$481,000	\$481,000	\$481,000
BEGINNING LIFE IN YRS	8	8	8	8	8	8
COST PER YEAR	\$60,125.00	\$60,125.00	\$60,125.00	\$60,125.00	\$60,125.00	\$60,125.00
NUMBER OF LIFE YEARS REMAINING	7.54	6.60	5.59	4.16	2.84	1.53
MONTH	June 30, 2018	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022
NUMBER OF YEARS OF LANDFILL LIFE USED	0.46	1.4	2.41	3.84	5.16	6.47
TOTAL CLOSURE/POST CLOSURE COST ALLOCATION TO BE ACCUMULATED 5701 SINKING FUND	\$27,658	\$84,175	\$144,901	\$230,880	\$310,245	\$389,009
LESS PREVIOUS ADDITION TO FUND 5701	(\$19,025)	(\$28,860)	(\$210,824)	(\$281,108)	(\$300,024)	(\$389,009)
AMOUNT ADDED TO FUND 5701 CURRENT FISCAL YEAR	\$0	\$0	\$0	\$0	\$0	\$0
	(1)	(2)	(3)	(4)	(5)	(6)

(1) Addition based on Budget estimate 2/02/17 - current FY \$ 19,025

(2) Addition based on Budget estimate 2/05/18 - previous years \$19,025 + Current Year \$28,860 = \$47,885

(3) Addition based on Budget estimate 2/05/19 - previous years \$47,885 + Current Year \$162,939 = \$210,824



- (4) Addition based on Budget estimate 2/05/20 - previous years \$210,824 + Current Year \$70,284 = \$281,108
- (5) Addition based on Budget estimate 2/05/21 - previous years \$281,108 + Current Year \$18,916 = \$300,024
- (6) Addition based on Budget estimate 2/01/22 - previous years \$300,024 + Current Year \$88,985 = \$389,009

# SOLID WASTE MANAGEMENT POST CLOSURE - CELL 2

	FY 2022/2023	FY 2023/2024	FY 2024/2025	FY 2025/2026	FY 2026/2027	FY 2027/2028
<b>ESTIMATED CLOSURE COSTS</b>	\$481,000	\$481,000	\$481,000	\$481,000	\$481,000	\$481,000
<b>BEGINNING LIFE IN YRS</b>	8	8	8	8	8	8
<b>COST PER YEAR</b>	\$60,125.00	\$60,125.00	\$60,125.00	\$60,125.00	\$60,125.00	\$60,125.00
<b>NUMBER OF LIFE YEARS REMAINING</b>	0.55	0.00	0.00	0.00	0.00	0.00
<b>MONTH</b>	June 30, 2023	June 30, 2024	June 30, 2025	June 30, 2026	June 30, 2027	June 30, 2028
<b>NUMBER OF YEARS OF LANDFILL LIFE USED</b>	7.45	8	8	8	8	8
<b>TOTAL CLOSURE/POST CLOSURE COST ALLOCATION TO BE ACCUMULATED 5701 SINKING FUND</b>	\$447,931	\$481,000	\$481,000	\$481,000	\$481,000	\$481,000
<b>LESS PREVIOUS ADDITION TO FUND 5701</b>	(\$447,931)	\$0	\$0	\$0	\$0	\$0
<b>AMOUNT ADDED TO FUND 5701 CURRENT FISCAL YEAR</b>	(7)	(8)	(9)	(10)	(11)	(11)
	\$0	\$481,000	\$481,000	\$481,000	\$481,000	\$481,000

(7) Addition based on Budget estimate 2/01/23 - previous years \$389,009 + Current Year \$58,922 = \$447,931

# LEXINGTON COUNTY - Solid Waste Management

## CAPACITY PROJECTION - EDMUND C&D LANDFILL CELL 2

### Budget Estimate for Closure/PostClosure

Fiscal Year	Edmund C&D Landfill Tonnage	Landfill Life In Years	
Available Capacity - Tons(1)	634,050	8.00	
Disposed FY 2016/2017 (2)	31,088		Actual
Capacity as of 7/01/17	602,962	7.54	
Disposed FY 2017/2018	75,336		Actual
Capacity as of 7/01/18	527,626	6.60	
Disposed FY 2018/2019	80,568		Actual
Capacity as of 7/01/19	447,058	5.59	
Disposed FY 2019/2020	93,044		Actual
Capacity as of 7/01/20	354,014	4.16	
Disposed FY 2020/2021	98,459		Actual
Capacity as of 7/01/21	255,555	2.84	
Disposed FY 2021/2022	102,428		Actual
Capacity as of 7/01/22	153,127	1.53	
Disposed FY 2022/2023	108,767		Estimate
Capacity as of 7/01/23	44,360	0.55	
Disposed FY 2023/2024 (3)	113,118		Estimate
Capacity as of 7/01/24	-68,758	-0.86	
Disposed FY 2024/2025	0		
Capacity as of 7/01/25	-68,758	-0.86	
Disposed FY 2025/2026	0		
Capacity as of 7/01/26	-68,758	-0.86	
Disposed FY 2026/2027	0		
Capacity as of 7/01/27	-68,758	-0.86	
Disposed FY 2027/2028	0		
Capacity as of 7/01/28	-68,758	-0.86	
Disposed FY 2028/2029	0		
Capacity as of 7/01/29	-68,758	-0.86	
Disposed FY 2029/2030	0		
Capacity as of 7/01/30	-68,758	-0.86	
Disposed FY 2030/2031	0		
Capacity as of 7/01/31	-68,758	-0.86	
Disposed FY 2031/2032	0		
Capacity as of 7/01/32	-68,758	-0.86	

As of 1/8/18

(1) Capacity based on Engineering Topo - Alliance Engineering

based on 828,800 cubic yards and avg. solid waste density of 1,204 lbs/cubic yard

(2) Tonnage is for the remaining portion of the year - February 2017 to June 2017

(3) Cell 2 is being expanded, with final permitting not final as of 2-3-2023

**COUNTY OF LEXINGTON  
SOLID WASTE TIRES  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Solid Waste Tire 5710:</b>								
<b>Revenues:</b>								
422000	Landfill - Tires	164,341	86,390	166,000	182,428	185,000		
461000	Investment Interest	947	2,496	354	5,089	5,200		
<b>** Total Revenue</b>		<b>165,288</b>	<b>88,886</b>	<b>166,354</b>	<b>187,517</b>	<b>190,200</b>		
<b>***Total Appropriation</b>					<b>405,975</b>	<b>253,000</b>		
<b>Unused:</b>								
Contingency & other Accts					70,000	0		
<b>Noncash Expenses:</b>								
Depreciation					0	0		
<b>FUND BALANCE</b>								
Beginning of Year (Fund Bal. minus F/A)					113,356	(35,102)		
Less: Carry-forward Items								
<b>FUND BALANCE - Projected</b>					<b>(35,102)</b>	<b>(97,902)</b>		

Fund: 5710  
Division: Public Works  
Organization: 121204 - Solid Waste / Landfill Operations

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<b>BUDGET</b>	
						2023-24 Recommend	2023-24 Approved
<b>Operating Expenses</b>							
520100	Contracted Maintenance	0	0	0			
520200	Contracted Services	0	0	5,000	5,000		
520240	Tire Disposal	231,961	182,995	330,975	248,000		
524100	Vehicle Insurance	0	5,535	0	0		
524101	Comprehensive Insurance	0	750	0	0		
529903	Contingency	0	0	70,000	0		
530100	Depreciation Expense	9,910	0	0	0		
<b>* Total Operating</b>		<b>241,871</b>	<b>189,280</b>	<b>405,975</b>	<b>253,000</b>		
<b>**Total Personnel &amp; Operating</b>		<b>241,871</b>	<b>189,280</b>	<b>405,975</b>	<b>253,000</b>		
<b>Capital</b>							
<b>**Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>** Total Budget Appropriation</b>		<b>241,871</b>	<b>189,280</b>	<b>405,975</b>	<b>253,000</b>		

**SECTION V – 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 revenue 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 and the Solid Waste Policy, and Management Act. In order to properly dispose of tires, an outside vendor is contracted to pick-up and recycle the waste tire collected at the Edmund Landfill. In addition to this service, the State Tire Fund also allows for the use of contractors to cleanup tire stock piles including labor and equipment necessary for this operation.

**SERVICE LEVELS**

**Service Level Indicators**

<b>Service Levels Tire Disposal</b>	<b>Actual FY 20/21</b>	<b>Actual FY 21/22</b>	<b>Estimated FY 22/23</b>	<b>Projected FY 23/24</b>
Tons	1,647	1,761	2,100	2,250

**SECTION VI. – LINE ITEM NARRATIVES**

**SECTION VI. A. – SUMMARY OF REVENUES**

**SECTION VI. B. – LISTING OF POSITIONS**

**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**520200 - CONTRACTED SERVICES \$5,000**

This account is for contracted services for the cleanup and disposal of stock piles of used tires throughout the County.

**520240 - TIRE DISPOSAL SERVICES \$248,000**

This account is to cover a portion of the cost of disposal of 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. A portion of the cost is also covered in this Account in Fund 5700. 2,250 total estimated tonnage – 650 tons covered by Fund 5700 = 1,600 tons.

Total Estimated July 2023 – June 2024 – 1,600 tons x \$155/ton = \$248,000

**COUNTY OF LEXINGTON  
SOLID WASTE DHEC MANAGEMENT GRANT  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Solid Waste DHEC Management Grant 5720:</b>								
- Reimbursement Grant -								
<b>Revenues:</b>								
458000	State Grant Income	20,172	0	7,750	7,750	<u>20,000</u>		
<b>** Total Revenue</b>		<u>20,172</u>	<u>0</u>	<u>7,750</u>	<u>7,750</u>	<u>20,000</u>		
<b>***Total Appropriation</b>					<u>7,750</u>	<u>20,000</u>		
FUND BALANCE								
Beginning of Year								
					<u>1,400</u>	<u>1,400</u>		
FUND BALANCE - Projected								
End of Year								
					<u>1,400</u>	<u>1,400</u>		

Fund: 5720  
Division: Public Works  
Organization: 121207 - Solid Waste / Recycling

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<b>BUDGET</b>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<u><b>0</b></u>		
<b>Operating Expenses</b>						
520200 Contracted Services	7,000	0	0	<u>2,000</u>		
520400 Advertising & Publicity	10,775	0	2,000	<u>7,000</u>		
520800 Outside Printing	0	0	3,000	<u>6,471</u>		
521200 Operating Supplies	2,440	0	2,000	<u>3,779</u>		
525210 Conference, Meeting & Training Exp	0	0	750	<u>750</u>		
<b>* Total Operating</b>	<b>20,215</b>	<b>0</b>	<b>7,750</b>	<u><b>20,000</b></u>		
<b>**Total Personnel &amp; Operating</b>	<b>20,215</b>	<b>0</b>	<b>7,750</b>	<u><b>20,000</b></u>		
<b>Capital</b>						
All Other Equipment	0	0	0	<u>0</u>		
<b>**Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<u><b>0</b></u>		
<b>** Total Budget Appropriation</b>	<b>20,215</b>	<b>0</b>	<b>7,750</b>	<u><b>20,000</b></u>		

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## SECTION V. – PROGRAM OVERVIEW

### Summary of Program

DHEC Solid Waste Management Grant

#### Objective:

DHEC Solid Waste Management Grant - Part 1: General Recycling Grant

This program is a proposed grant application with the South Carolina Department of Health and Environmental Control (DHEC). The purpose of the Solid Waste Reduction and Recycling Grant program is to assist local governments and regions in their efforts to achieve the recommended state municipal solid waste (MSW) recycling goal of 40 percent and achieve the recommended MSW disposal goal of 3.25 lbs. or less per person per day. DHEC is offering two types of solid grant funds, this proposal focused on recycling.

DHEC Solid Waste Management Grant – Part 2: Innovation in Waste Reduction Grant Proposal Instructions:

No application

## SECTION VI. – LINE ITEM NARRATIVES

### SECTION VI. A. – SUMMARY OF REVENUES-DRAFT

**458000 – STATE GRANT INCOME** **\$ 20,000**

### SECTION VI. B. – LISTING OF POSITIONS

### SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

**520200 – CONTRACTED SERVICES** **\$2,000**

#### Part 1: General Recycling

Funds will be used to mail completed updates to curbside residents and Collection and Recycling Center residents about what is accepted where.

Mailing Service	\$2,000
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**520400 – ADVERTISING AND PUBLICITY** **\$7,000**

#### Part 1: General Recycling

Funds will be used to promote workshops and to encourage residents and businesses to recycle and do their part to keep valuable materials out of the landfill.

- |                                                    |         |
|----------------------------------------------------|---------|
| • Recycling ad at Angry Fish promoting Recycling = | \$1,000 |
| • Direct marketing with Free Times for 6 months=   | \$6,000 |



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**520800 – OUTSIDE PRINTING** **\$6,471**

**Part 1: General Recycling**

Funds to print correct recycling practices at both curbside and collection center Locations 9,000 brochures (tax included) =	\$3,746
To cover the cost of educational materials printed in bulk to be distributed to curbside customers by franchise companies and to residents who bring materials to Collection and Recycling Centers. Promotional postcard SC Solid Waste App to be mailed to all curbside customers 36,300 X \$0.050 =	\$ 1,815
Funds to print a tri-fold gloss brochure to advertise Green Business Program 1,000 brochures (tax included) =	\$ 910

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**521200 - OPERATING SUPPLIES** **\$3,779**

**Part 1: General Recycling**

Funds will be used to purchase supplies for backyard benefits classes that teach residents how to have a reduced impact in their own backyard! Supplies have previously included kitchen compost bins, thermometers and more! We plan to use this money to purchase additional thermometers

Thermometers and Kitchen Compost Bins	\$3,000
Green Business program, Elevate LexCoSC window clings	\$ 779

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**525210 - CONFERENCE AND MEETING EXPENSE** **\$750**

Funds will be used to send the County Recycling Coordinator to the annual Carolina Recycling Association Annual Conference and to other professional development training.

**COUNTY OF LEXINGTON  
DHEC USED OIL GRANT  
Annual Budget  
Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*DHEC Used Oil Grant 5722:</b>								
- Reimbursement Grant -								
<b>Revenues:</b>								
458000	State Grant Income	12,566	0	45,131	45,131	<u>32,832</u>		
<b>** Total Revenue</b>		<u>12,566</u>	<u>0</u>	<u>45,131</u>	<u>45,131</u>	<u>32,832</u>		
<b>***Total Appropriation</b>					<u>45,131</u>	<u>32,832</u>		
FUND BALANCE								
Beginning of Year								
					<u>(2,393)</u>	<u>(2,393)</u>		
FUND BALANCE - Projected								
End of Year								
					<u>(2,393)</u>	<u>(2,393)</u>		

Fund: 5722  
Division: Public Works  
Organization: 121207 - Solid Waste / Recycling

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	<b>BUDGET</b>	
					2023-24 Recommend	2023-24 Approved
<b>Operating Expenses</b>						
520200 Contracted Services	0	0	0	<u>4,000</u>		
520400 Advertising and Publicity	3,900	0	2,130	<u>3,220</u>		
520800 Outside Printing	40	0	1,870	<u>1,978</u>		
521200 Operating Supplies	8,068	11,224	26,140	<u>16,684</u>		
525210 Conference, Meeting & Training Expense	1,400	0	750	<u>750</u>		
<b>* Total Operating</b>	<b>13,408</b>	<b>11,224</b>	<b>30,890</b>	<b><u>26,632</u></b>		
<b>**Total Personnel &amp; Operating</b>	<b>13,408</b>	<b>11,224</b>	<b>30,890</b>	<b><u>26,632</u></b>		
<b>Capital</b>						
599999 Capital Clearing	(81,124)	0	0	<u>0</u>		
All Other Equipment	81,124	0	14,241	<u>6,200</u>		
<b>**Total Capital</b>	<b>0</b>	<b>0</b>	<b>14,241</b>	<b><u>6,200</u></b>		
<b>** Total Budget Appropriation</b>	<b>13,408</b>	<b>11,224</b>	<b>45,131</b>	<b><u>32,832</u></b>		



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## SECTION V – PROGRAM OVERVIEW

### Summary of Programs

DHEC Used Oil Recycling Grant

#### Objective:

This program is a proposed grant application with the South Carolina Department of Health and Environmental Control (DHEC). Funding is being requested to purchase oil collection metal funnels, used oil bottle bags, oil dry, spill absorbent socks, and spill absorbent pads. Funding is also being requested to complete an updated oil storage shelter at the Edmund Landfill. Finally, the funds will be used to send the Recycling Coordinator to the Carolina Recycling Association Conference and/or other professional development sessions.

## SECTION VI. – LINE ITEM NARRATIVES

### SECTION VI. A. – SUMMARY OF REVENUES-Draft

<b>458000 – State Grant Income</b>	<b>\$32,832</b>
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### SECTION VI. B. – LISTING OF POSITIONS

### SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

<b>520200 - CONTRACTED SERVICES</b>	<b>\$4,000</b>
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Funds will be used to pay a contractor to remove mixed up oil products from the cooking oil container, clean it and dispose of the motor oil product.

<b>520400 – ADVERTISING AND PUBLICITY</b>	<b>\$3,220</b>
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Funds will be used to pay for a waste oil advertisement on the screen at the Lexington County DMV's. Ad will address where to bring used oil and filters in Lexington County.

<b>520800 – OUTSIDE PRINTING</b>	<b>\$1,978</b>
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Funds will be used to print new pamphlets for Collection and Recycling Centers that specifically address several of our FAQ's, what is accepted and not, and resources when centers are unable to accept a material. \$ 989/lot x 2 = \$1,978

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**521200 - OPERATING SUPPLIES** **\$16,684**

- (2) Metal Funnels x \$280 each = \$560  
Funnels will be used at Collection and Recycling Centers for collection of used oil mixtures and antifreeze in tanks.
- (12) Boxes of Oil Bottle Bags (box of 100 bags) x \$500/box = \$6,000  
The bags are used to line oil bottle recycling collection containers and then to transfer the oil bottles from the County's 11 Collection and Recycling Centers to the Edmund C&D Landfill where the bottles can be drained and separated from regular plastics.
- (300) Bags of Oil Dry x \$12.50/Bag = \$3,750  
Oil Dry is used at each of the County's 11 Collection and Recycling Centers and the Edmund C&D Landfill to absorb both aggressive and non-aggressive fluids including oil, acid, paint, ink, and water, while reducing slipping accidents by keeping ground surfaces dry.
- (2) Cases of Oil-Only Absorbent Socks x \$128 = \$256  
Absorbent socks will be kept on recycle center service vehicles and at Collection and Recycling Centers as a spill containment measure.
- (10) 38' X 144 ft Rolls of Oil-Absorbent Pads x \$220 = \$2,200  
Absorbent pads are used as part of oil-spill kits which are kept on hand at each of the Collection and Recycling Centers to be used as needed by employees for unexpected oil spills or leaks.
- (200) Used oil storage containers for storing oil filters = 200 X \$19.59 = \$3,918  
These containers will be distributed to residents to reduce the amount of boxes, plastic bags and other items that are found mixed in with the oil filters and increase the amount of time it takes to sort and crush the filters because boxes, bags and packaging must be separated from the oil filters prior to being crushed.

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**525210 - CONFERENCE AND MEETING EXPENSE** **\$750**

Funds will be used to send the County Recycling Coordinator to the annual Carolina Recycling Association Annual Conference and to other professional development training.

**SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES**

**5AO000 – (1) Used Oil Filter Recycling Shelter \$5,600**

Funds will be used to purchase materials and install 1 oil shelter. The current shelter located behind the oil filter crusher at the Edmund Landfill is too short to cover the size bin that is brought to collect the oil filters.

**5AO000 – (12) LARGE INSTRUCTIONAL SIGNS \$ 600**

Funds will be used to make signs that demonstrate the difference between cooking oils and motor oils to reduce contamination.

**COUNTY OF LEXINGTON**  
**SW/DHEC Compost Bin Grant**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*DHEC Compost Bin Grant 5726:</b>								
<b>Revenues:</b>								
438803	Compost Bin Sales	3,090	520	800	1,365	3,250		
805700	Op Trn from Solid Waste	163	0	0	0	0		
<b>** Total Revenue</b>		<b>3,253</b>	<b>520</b>	<b>800</b>	<b>1,365</b>	<b>3,250</b>		
<b>***Total Appropriation</b>					<b>0</b>	<b>5,500</b>		
FUND BALANCE								
Beginning of Year					6,242	7,607		
FUND BALANCE - Projected								
End of Year					7,607	5,357		

Fund: 5726  
Division: Public Works  
Organization: 121207 - Solid Waste / Recycling

Object Expenditure Code	Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	2023-24 Requested	BUDGET	
						2023-24 Recommend	2023-24 Approved
<b>Personnel</b>							
<b>* Total Personnel</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Operating Expenses</b>							
<b>* Total Operating</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>**Total Personnel &amp; Operating</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Capital</b>							
540000	Small Tools & Minor Equipment	3,362	0	0	5,500		
599999	Capital Clearing	(3,362)	0	0	0		
	All Other Equipment	3,362	0	0	0		
<b>**Total Capital</b>		<b>3,362</b>	<b>0</b>	<b>0</b>	<b>5,500</b>		
<b>** Total Budget Appropriation</b>		<b>3,362</b>	<b>0</b>	<b>0</b>	<b>5,500</b>		





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## SECTION V – PROGRAM OVERVIEW

### Summary of Programs

Compost Bin Sales

#### Objective:

This program was initially funded by a DHEC Grant in which 250 compost bins were purchased and provided to Lexington County Solid Waste for the purpose of promoting backyard composting of generated organic household waste. The program is intended to sustain itself through compost bin sales. Fund balance provides any off set from the estimated annual revenue.

## SECTION VI. – LINE ITEM NARRATIVES

### SECTION VI. A. – SUMMARY OF REVENUES

<b>438803 – Compost Bin Sales</b>	<b>\$3,250</b>
<hr/> Sale of 50 backyard compost bins at \$65 each.	

### SECTION VI. B. – LISTING OF POSITIONS

### SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

### SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

#### CAPITAL REQUEST

<b>5A0000 – (100) COMPOST BIN “EARTH MACHINE”</b>	<b>\$5,500</b>
<hr/>	

(100) Compost bin “Earth Machine”

This account will be used to replenish existing stock of backyard compost bins that are available for sale to residents for backyard composting.

- 100 Compost Bins x \$55 each (with delivery and tax) = \$5,500



**COUNTY OF LEXINGTON**  
**DEPARTMENT OF PUBLIC WORKS**  
ENGINEERING & TRANSPORTATION

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**MEMORANDUM**

DATE: February 14, 2023  
TO: Randy Poston, Chief Financial Officer  
FROM: Tim Shumpert, PLS, Deputy Director of Public Works  
RE: FY 23-24 Requested Budget – 5800 & 5801 – Lexington County Airport

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Enclosed is the submittal of the FY 23-24 requested budget for all account organizations within fund 5800 and 5801, Lexington County Airport.

**COUNTY OF LEXINGTON  
LEXINGTON COUNTY AIRPORT  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru June 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>* Lexington County Airport 5800:</b>								
<b>Revenues:</b>								
438430	Aviation Fuel Sales	133,693	54,415	127,476	127,476	130,596		
438431	Aviation Fuel Cost	(132,915)	(53,333)	(97,500)	(97,500)	(127,999)		
450000	Rental Income	51,060	20,257	51,852	51,852	51,852		
457016	CARES Act	30,000	0	0	0	0		
461000	Investment Interest	1,837	6,076	1,200	6,076	1,200		
462001	Sales Tax Payable	0	(3,546)	6,951	6,951	(9,142)		
801000	Op Trn from General Fund	25,000	25,000	25,000	25,000	25,000		
<b>Total Revenue</b>		<b>108,675</b>	<b>48,869</b>	<b>114,979</b>	<b>119,855</b>	<b>71,507</b>		
<b>Expenses:</b>								
	Total Personnel & Operating	44,317	27,241	470,267	470,267	66,803		
	Depreciation	0	0	82,206	82,206	82,206		
	Capital Outlay	0	3,353	60,000	60,000	0		
	Operating Trn to Airport Capital	0	0	50,000	50,000	0		
<b>*Total Expense</b>		<b>44,317</b>	<b>30,594</b>	<b>662,473</b>	<b>662,473</b>	<b>149,009</b>		
<b>Noncash Expenses:</b>								
	Depreciation: Add Back In		0	82,206	82,206	82,206		
<b>Net Cash</b>			<b>18,275</b>	<b>(465,288)</b>	<b>(460,412)</b>	<b>4,704</b>		
Add back Contingency					400,213			
FUND BALANCE								
	Beginning				676,964	616,765		
FUND BALANCE								
	End of Year - Projected				616,765	616,765		
<b>CASH BASIS:</b>								
CASH FUND BALANCE								
	Beginning of Year - cash				611,527	551,328		
CASH FUND BALANCE - Projected								
	End of Year - cash				551,328	551,328		



**COUNTY OF LEXINGTON  
LEXINGTON COUNTY AIRPORT  
Annual Budget  
Fiscal Year - 2023-24**

Fund: 5800  
Division: Airport  
Organization: 580010 - Airport Administration

Object Expenditure Code Classification	2021-22	2022-23	2022-23	2023-24	<b>BUDGET</b>	
	Expend	Expend (Dec)	Amended (Dec)	Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Operating Expenses</b>						
520100 Contracted Maintenance	0	0	5,600	5,600		
520200 Contracted Services	5,010	2,280	10,075	5,000		
520400 Advertising & Publicity	0	0	100	100		
520500 Legal Services	0	0	300	300		
520703 Computer Hardware Maintenance	0	0	1,000	1,000		
521000 Office Supplies	0	0	500	500		
521100 Duplicating	0	0	50	75		
521200 Operating Supplies	82	130	996	995		
522000 Building Repairs & Maintenance	3,156	0	10,000	10,000		
522200 Small Equipment Repair & Maintenance	5,385	0	7,000	7,000		
522201 Fuel Site Repair & Maintenance	2,573	0	2,500	2,500		
524000 Building Insurance	4,404	4,404	4,537	4,537		
525000 Telephone	228	114	300	300		
525004 WAN Service Charges	1,199	599	1,500	1,500		
525210 Conference, Meeting & Training Expense	0	0	1,900	1,900		
525230 Subscriptions, Dues, & Books	40	40	40	40		
525240 Personal Mileage Reimbursement	0	0	200	200		
525390 Utilities - Pelion Airport	7,544	4,822	8,000	9,800		
526500 Licenses & Permits	100	175	500	500		
529903 Contingency	0	0	400,213	0		
530100 Depreciation Expense	0	0	82,206	82,206		
538500 Property Taxes	14,596	14,677	14,956	14,956		
<b>* Total Operating</b>	<b>44,317</b>	<b>27,241</b>	<b>552,473</b>	<b>149,009</b>		
<b>** Total Personnel &amp; Operating</b>	<b>44,317</b>	<b>27,241</b>	<b>552,473</b>	<b>149,009</b>		
<b>Capital</b>						
All Other Equipment	0	3,353	60,000	0		
<b>** Total Capital</b>	<b>0</b>	<b>3,353</b>	<b>60,000</b>	<b>0</b>		
<b>Transfers</b>						
815801 Operating Transfer to Airport Cap. Proj.						
835801 RET-Airport Capital Project	57,000	0	50,000	0		
<b>** Total Transfers</b>	<b>57,000</b>	<b>0</b>	<b>50,000</b>	<b>0</b>		
<b>Other Financing Uses</b>						
<b>**Total Other Financing Uses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Expenses</b>	<b>101,317</b>	<b>30,594</b>	<b>662,473</b>	<b>149,009</b>		

**SECTION V. - PROGRAM OVERVIEW**

**Program:** Lexington County Airport

**Mission Statement and Objectives:**

The mission of the airport is to provide a functional airstrip for use by recreational pilots as well as corporate and/or commercial pilots. The existing facilities include hangars and self-service aviation fuel (100LL) along with a terminal building. The fuel is set at a competitive rate and the terminal building is currently unmanned.

Improvements to the runway make it more attractive to recreational pilots and could potentially draw commercial development or corporate businesses into the area. The widening and strengthening of the runway project was completed in 2017 and the newly constructed concrete runway is 75 feet wide and 4,335 feet long. Constuction for the runway extension is anticipated for 2023.

**SECTION VI – LINE ITEM NARRATIVES**

**SECTION VIA - LISTING OF REVENUES**

<b>438430 – AVIATION FUEL SALES</b>	<b>\$130,596</b>
<hr/>	
Estimated fuel sales for FY 2023-24	
<b>438431 – AVIATION OPERATIONS FUEL EXPENSES</b>	<b>\$ (127,999)</b>
<hr/>	
Estimated fuel costs for FY 2023-24	
<b>462001 – SALES TAX PAYABLE</b>	<b>\$ (9,142)</b>
<hr/>	
Estimated sales tax for FY 2023-24	
<b>439900 – MISCELLANEOUS FEE, PERMITS AND SALES</b>	<b>\$0</b>
<hr/>	
Estimated Fees, Permits and Sales for FY 2023-24	
<b>450000 – RENTAL INCOME</b>	<b>\$51,852</b>
<hr/>	
Ten (10) 42' x 32' T-Hangar leases @ \$173.50/month x 12 months =	\$20,820
Ten (10) 42' x 33' Hangar leases @ \$186.50/month x 12 months =	\$22,380
One (1) 36' x 44' Hangar lease @ \$212.50/month x 12 months =	\$2,550
One (1) 60' x 60' Hangar lease @ \$508.50/month x 12 months =	<u>\$6,102</u>
Total Hangar/Rental Revenue =	\$51,852
<b>461000 – INTEREST INCOME</b>	<b>\$1,200</b>
<hr/>	
Estimated Interest Income = \$1,200	
<b>801000 – OP TRN FROM GENERAL FUND</b>	<b>\$25,000</b>
<hr/>	
General Fund amount required = \$25,000	

**SECTION VI.C. OPERATING LINE ITEM NARRATIVES**

<b>5202100 – CONTRACTED MAINTENANCE</b>	<b>\$5,600</b>
Maintenance agreement covering overhead hangar doors for biannual inspection: 22 Electronic bifold doors @ \$95 each x 2 visits = \$4,180.00 2 Manual Roll up doors @ \$95 each x 2 visits = \$380.00	
<b>520200 – CONTRACTED SERVICES</b>	<b>\$5,000</b>
Covers tree removal costs on an as-needed basis and for miscellaneous testing for compaction, etc. on projects.	
<b>520400 - ADVERTISING &amp; PUBLICITY</b>	<b>\$100</b>
This appropriation covers the cost of advertising for Hangar rental and upcoming events at the Airport.	
<b>520500 – LEGAL SERVICES</b>	<b>\$300</b>
County Attorney services for assistance with items such as hangar contract advice, grant acceptance document review and assisting with legal procedures.	
<b>520703 – COMPUTER HARDWARE MAINTENANCE</b>	<b>\$1,000</b>
To cover the annual maintenance cost for the WeatherHawk Firewall Service Contract and SayWeather calibration.	
<b>521000 - OFFICE SUPPLIES</b>	<b>\$500</b>
To cover routine office supplies (i.e. paper, pens, file folders, etc.).	
<b>521100 - DUPLICATING</b>	<b>\$75</b>
To cover the cost of making copies.	
<b>521200 – OPERATING SUPPLIES</b>	<b>\$995</b>
To cover the cost of general operating supplies such as beacon bulbs (\$30/ea), glass lenses for runway and taxiway lights (\$20/ea), replacement lamps for runway/taxiway lights (\$12.50/ea), and breakaway couplings (\$8.25/ea).	
<b>522000 – BUILDING REPAIRS &amp; MAINTENANCE</b>	<b>\$10,000</b>
To cover the cost of general building repairs and routine maintenance of the terminal building and hangars.	
<b>522200 – SMALL EQUIPMENT REPAIR &amp; MAINTENANCE</b>	<b>\$7,000</b>
To cover the cost of repairs and/or maintenance of the light vault, wind sock, and segmented circle.	
<b>522201 – FUEL SITE REPAIR &amp; MAINTENANCE</b>	<b>\$2,500</b>
To cover the cost of repairs or maintenance to the 100 LL fuel pump and storage tank.	
<b>524000 – BUILDING INSURANCE</b>	<b>\$4,537</b>
To cover the cost of allocated building insurance per Risk Management. FY 20-21 was \$4,404 and FY 21-22 was \$4,404.	
<b>525000 – TELEPHONE</b>	<b>\$300</b>
This appropriation is to cover the telephone service located in the terminal building for the tenants and other pilots to make calls or log flight plans.	

FUND 5800  
PUBLIC WORKS (580010) AIRPORT ADMIN.  
FY2023-24 BUDGET REQUEST

**525004 – WAN SERVICE CHARGES** **\$1,500**

This appropriation is to cover the cost of WIFI for the SayWeather system, Weather Hawk Weather system located on the terminal building and for providing WIFI for pilots to log flight plans.

**525210 – CONFERENCE & MEETING EXPENSE** **\$1,900**

To cover the cost of attending the South Carolina Aviation Association Annual Conference (SCAA) and Federal Aviation Administration (FAA) Southern Region Conference.

**525230 – SUBSCRIPTIONS, DUES, & BOOKS** **\$40**

To cover the annual membership dues for the South Carolina Aviation Association (SCAA)

**525240 – PERSONAL MILEAGE REIMBURSEMENT** **\$200**

To cover reimbursement for use of personal vehicle by the Airport Manager on County business.

**525390 – UTILITIES LEXINGTON COUNTY AIRPORT** **\$9,800**

To cover the cost of electricity and water for the terminal building and hangars.

FY 20-21 \$8,503

FY 21-22 \$7,544

FY 22-23 \$4,822 Through Dec 2022

**526500 – LICENCES & PERMITS** **\$500**

This cost is to cover the DHEC permit for the in-ground fuel tank.

**529903 – CONTINGENCY** **\$0**

**530100 – DEPRECIATION EXPENSE** **\$82,206**

**538300 – PROPERTY TAXES** **\$14,956**

**\*\* Total Operating (Transfer Total to Section I and IA)** **\$149,009**



FUND 5800  
PUBLIC WORKS (580010) AIRPORT ADMIN.  
FY2023-24 BUDGET REQUEST

**SECTION VI.D. - CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

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**\$0**

**\*\* Total Capital (Transfer Total to Section I and IA)**

**\$0**

COUNTY OF LEXINGTON

GENERAL FUND

Annual Budget

Fiscal Year - 2023-24

**NEW PROGRAM**

Fund: 5800

Division: Airport

Organization: 580010 - Airport Administration **Addition of Airport Manager**

Object Expenditure Code Classification	<u>Delete</u>  No deletions	<u>Add</u> (1) Airport Manager (Band 213)	<i>BUDGET</i>		
			2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>					
510100 Salaries & Wages - 1	0	60,730	60,730		
511112 FICA Cost	0	4,646	4,646		
511113 State Retirement	0	11,271	11,271		
511120 Insurance Fund Contribution	0	7,800	7,800		
511130 Workers Compensation	0	1,670	1,670		
<b>* Total Personnel</b>	<b>0</b>	<b>86,117</b>	<b>86,117</b>		
<b>Operating Expenses</b>					
521200 Operating Supplies	0	150	150		
524201 General Tort Liability Insurance	0	42	42		
525020 Pagers and Cell Phones	0	900	900		
525041 Email Service Charges	0	132	132		
525000 Telephone	0	264	264		
<b>* Total Operating</b>	<b>0</b>	<b>1,488</b>	<b>1,488</b>		
<b>** Total Personnel &amp; Operating</b>	<b>0</b>	<b>87,605</b>	<b>87,605</b>		
<b>Capital</b>					
540000 Small Tools & Minor Equipments	0	300	300		
540010 Minor Software	0	468	468		
All Other Equipment	0	1,772	1,772		
<b>** Total Capital</b>	<b>0</b>	<b>2,540</b>	<b>2,540</b>		
 <b>*** Total Budget Appropriation</b>			<b>90,145</b>	<b>0</b>	

**SECTION V. – NEW PROGRAM OVERVIEW**  
**Addition of Airport Manager**

**Airport Administration**

**Objective:**

**Provide staff to manage the day to day activities of the Lexington County Airport**

The County of Lexington is the owner and operator of the Lexington County Airport (6J0) in Pelion, SC. County Council has demonstrated their commitment to the success of the Lexington County Airport through an investment of \$2.8 million dollars for the extension of the runway to a length that would allow for jet operations. Along with County funded projects like this, Lexington County also implements the Airport Capital Improvement Plan (ACIP) which is submitted to the Federal Aviation Administration (FAA) annually and is the guiding document for federal and state funding for airport projects.

**SECTION VI. – LINE ITEM NARRATIVES**

**SECTION VI.B. – LISTING OF POSITIONS**

**Proposed Staffing Level - Airport Administration**

	<u>Full Time Equivalent</u> <u>General Fund</u>	<u>Grade</u>
Airport Manager	1	213
Total Positions	<u>1</u>	

All of these positions require insurance.



## SECTION VI.C. – OPERATING LINE ITEM NARRATIVES

### **521200 – OPERATING SUPPLIES** **\$150**

Includes computer supplies, printer supplies for Airport Manager.

### **524201 - GENERAL TORT LIABILITY INSURANCE** **\$42**

Based on figures supplied by Risk Manager.

### **525021 – SMART PHONE CHARGES** **\$900**

Smart phone for NEW Airport Manager.

1 Smart phones ea. @ \$75.00 per month for 12 months = \$900.00

### **525041 - EMAIL SERVICE CHARGES** **\$132**

1 email account @ \$11.00 per month for 12 months = \$132.00

### **525000 – TELEPHONE** **\$264**

Basic service charges on 1 land line

1 land line w/ vm @ \$22.00 per month for 12 months = \$264.00

Total = \$264.00

## SECTION VI.D. - CAPITAL LINE ITEM NARRATIVES

### CAPITAL REQUEST

### **540000 – SMALL TOOLS & MINOR EQUIPMENT** **\$300**

To purchase desk and chair.

### **540010 – MINOR SOFTWARE** **\$468**

To provide operating software and antivirus software for the computer assigned to this position.

Microsoft Office Pro Plus

1 @ \$414.00 = \$414.00 cost includes tax = \$414.00

PA Cortex XDR Pro Antivirus

1 @ \$54.00 = \$54.00 cost includes tax = \$54.00

### **1 EA. F1A ALL IN ONE COMPUTER AND MONITOR** **\$1,480**

Dell OptiPlex 7400 F1A Standard PC All in One Computer and Monitor

### **1 EA. M112 DELL 27 MONITOR - P2722H** **\$292**

New 27" computer monitor

COUNTY OF LEXINGTON

GENERAL FUND  
Annual Budget  
Fiscal Year - 2023-24

**NEW PROGRAM**

Fund: 5800

Division: Airport

Organization: 580010 - Airport Administration **Addition of HEO II**

Object Expenditure Code Classification	<b>Addition of HEO II</b>		<b>BUDGET</b>		
	<u>Delete</u>  No deletions	<u>Add</u>  (2) HEO II (Band 107)	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>					
510100 Salaries & Wages - 2	0	65,853	65,853		
511112 FICA Cost	0	5,038	5,038		
511113 State Retirement	0	12,222	12,222		
511120 Insurance Fund Contribution	0	15,600	15,600		
511130 Workers Compensation	0	3,418	3,418		
<b>* Total Personnel</b>	<b>0</b>	<b>102,131</b>	<b>102,131</b>		
<b>Operating Expenses</b>					
520302 Drug Testing Services	0	150	150		
522100 Heavy Equipment Repairs and Mainten	0	7,000	7,000		
524100 Vehicle Insurance	0	615	615		
525006 GPS Monitoring Charges	0	204	204		
525021 Smart Phone Charges	0	900	900		
252041 Email Service Charges	0	132	132		
525400 Gas, Fuel and Oil	0	3,552	3,552		
525000 Telephone	0	264	264		
525600 Uniforms and Clothing	0	1,000	1,000		
<b>* Total Operating</b>	<b>0</b>	<b>13,817</b>	<b>13,817</b>		
<b>** Total Personnel &amp; Operating</b>	<b>0</b>	<b>115,948</b>	<b>115,948</b>		
<b>Capital</b>					
540000 Small Tolls & Minor Equipments	0	300	300		
540010 Minor Software	0	468	468		
All Other Equipment	0	247,197	247,197		
<b>** Total Capital</b>	<b>0</b>	<b>247,965</b>	<b>247,965</b>		
<b>*** Total Budget Appropriation</b>			<b>363,913</b>	<b>0</b>	

**SECTION V. – NEW PROGRAM OVERVIEW**  
**Addition of HEO II**

**Airport Administration**

**Objective:**

**Provide on site staff to fuel the corporate jets that can land at Lexington County Airport after Runway extension**

The County of Lexington is the owner and operator of the Lexington County Airport (6J0) in Pelion, SC. County Council has demonstrated their commitment to the success of the Lexington County Airport through an investment of \$2.8 million dollars for the extension of the runway to a length that would allow for jet operations. Jets are not able to approach the fuel pumps, so it's necessary to provide fuel transport to supply the jets on location.

**SECTION VI. – LINE ITEM NARRATIVES**

**SECTION VI.B. – LISTING OF POSITIONS**

**Proposed Staffing Level - Airport Administration**

	<u>Full Time Equivalent</u> <u>General Fund</u>	<u>Grade</u>
HEO II.....	1	107
<b>Total Positions</b>	<u>1</u>	

All of these positions require insurance.



## SECTION VI.C. – OPERATING LINE ITEM NARRATIVES

### 520302 – DRUG TESTING SERVICES \$150

This line item funds drug testing services

### 522100 - HEAVY EQUIPMENT REPAIRS AND MAINTENANCE \$7,000

This line item covers maintenance and repairs of fuel truck including tires

### 524100 - VEHICLE INSURANCE \$615

Based on 1 road vehicle @ \$615.00 each = \$615.00

### 525006 - GPS MONITORING CHARGES \$204

1 GPS monitoring @ \$17.00 per month for 12 months = \$204.00

### 525021 – SMART PHONE CHARGES \$900

Smart phone for NEW HEO II

1 Smart phones ea. @ \$75.00 per month for 12 months = \$900.00

### 525041 - EMAIL SERVICE CHARGES \$132

1 email account @ \$11.00 per month for 12 months = \$132.00

### 525400 – GAS, FUEL AND OIL \$3,552

Estimate 1,200 gals of diesel @ \$2.96 per gallon = \$3,552.00

### 525000 – TELEPHONE \$264

Basic service charges on 1 land line

1 land line w/ vm @ \$22.00 per month for 12 months = \$264.00

### 525600 – UNIFORMS AND CLOTHING \$1,000

This employee is required to wear certain personal protective equipment (such as steel-toed boots, back braces) and uniforms (shirts, pants, jackets).

## SECTION VI.D. - CAPITAL LINE ITEM NARRATIVES

### CAPITAL REQUEST

### 540000 – SMALL TOOLS & MINOR EQUIPMENT \$300

To purchase desk and chair.

### 540010 – MINOR SOFTWARE \$468

To provide operating software and antivirus software for the computer assigned to this position.

Microsoft Office Pro Plus

1 @ \$414.00 = \$414.00 cost includes tax = \$414.00

PA Cortex XDR Pro Antivirus

1 @ \$54.00 = \$54.00 cost includes tax = \$54.00

### 1 EA. NEW FUEL TRUCK \$245,435

Fuel truck will be required to fuel jets.

**1 EA. F1A ALL IN ONE COMPUTER AND MONITOR** **\$1,455**  
Dell OptiPlex 5480 F1A Standard PC All in One Computer and Monitor

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**1 EA. M112 DELL 27 MONITOR - P2722H** **\$307**  
New 27" computer monitor

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**COUNTY OF LEXINGTON  
AIRPORT CAPITAL PROJECTS  
Annual Budget  
FY 2023-24 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2021-22	Received Thru Nov 2022-23	Amended Budget Thru Nov 2022-23	Projected Revenues Thru Jun 2022-23	Requested 2023-24	Recommend 2023-24	Approved 2023-24
<b>*Airport Capital Projects 5801:</b>								
<b>Revenues:</b>								
457001	FAA Funding (AIP)	90,388	90,388	0	0	5,480,280		
458003	State Aeronautics Funds	0	0	0	0	446,848		
461000	Investment Interest	9,168	31,061	1,285	31,061	1,500		
821000	RET from General Fund	0	0	0	0	399,385		
825800	RET from Lexington Cty Airport	57,000	0	50,000	50,000	0		
<b>** Total Revenue</b>		<b>156,556</b>	<b>121,449</b>	<b>51,285</b>	<b>81,061</b>	<b>6,328,013</b>	<b>0</b>	<b>0</b>
<b>Expenses:</b>								
	Operating	498,117	0	0	0	0		
	Capital Outlay	0	137,675	3,712,955	3,712,955	<u>6,326,513</u>		
<b>***Total Expenses</b>		<b>498,117</b>	<b>137,675</b>	<b>3,712,955</b>	<b>3,712,955</b>	<b>6,326,513</b>		
<b>****Total Appropriation:</b>					<b>3,712,955</b>	<del>6,326,513</del>		
FUND BALANCE								
Beginning of Year					2,849,685	(782,209)		
FUND BALANCE - Projected						(780,705)		
End of Year					(782,209)	(782,209)		
<b>CASH BASIS:</b>								
CASH FUND BALANCE								
Beginning of Year					2,953,739	(678,155)		
CASH FUND BALANCE - Projected						(676,655)		
End of Year					(678,155)	(678,155)		



**COUNTY OF LEXINGTON  
AIRPORT CAPITAL PROJECTS  
Annual Budget  
Fiscal Year - 2023-24**

Fund: 5801  
Division: Airport  
Organization: 580020 - Airport FAA Projects

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
					2023-24 Requested	2023-24 Recommend
<b>Personnel</b>						
	<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Operating Expenses</b>						
530100	Depreciation Expense	498,117	0	0		
	<b>* Total Operating</b>	<b>498,117</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>** Total Personnel &amp; Operating</b>	<b>498,117</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Capital</b>						
599999	Capital Clearing	(90,388)	0	0		
	All Other Equipment	90,388	49,501	1,122,611		
	Common Use Hangar Develop-Taxilane & Apron	0	0	0	2,146,513	
	New Terminal Building	0	0	0	4,180,000	
	<b>** Total Capital</b>	<b>0</b>	<b>49,501</b>	<b>1,122,611</b>	<b>6,326,513</b>	
<b>*** Total Budget Appropriation</b>		<b>498,117</b>	<b>49,501</b>	<b>1,122,611</b>	<b>6,326,513</b>	

**COUNTY OF LEXINGTON  
AIRPORT CAPITAL PROJECTS  
Annual Budget  
Fiscal Year - 2023-24**

Fund: 5801  
Division: Airport  
Organization: 580021 - Airport General Projects

Object Code	Expenditure Classification	2021-22 Expend	2022-23 Expend (Dec)	2022-23 Amended (Dec)	BUDGET	
					2023-24 Requested	2023-24 Recommend Approved
<b>Personnel</b>						
	<b>* Total Personnel</b>	0	0	0	<u>0</u>	
<b>Operating Expenses</b>						
	<b>* Total Operating</b>	0	0	0	<u>0</u>	
	<b>** Total Personnel &amp; Operating</b>	0	0	0	<u>0</u>	
<b>Capital</b>						
599999	Capital Clearing	(245,602)	0	0	<u>0</u>	
	All Other Projects	245,602	88,174	2,590,344	<u>0</u>	
	<b>** Total Capital</b>	0	88,174	2,590,344	0	
<b>*** Total Budget Appropriation</b>		<b>0</b>	<b>88,174</b>	<b>2,590,344</b>	<b>0</b>	

**SECTION IV**

**COUNTY OF LEXINGTON**

**Capital Item Summary  
Fiscal Year - 2023-24**

Fund #	<u>5801</u>	Fund Title:	<u>Lexington County Airport</u>	
Organization #	<u>5800210</u>	Organization Title:	<u>Airport General Projects</u>	<b>BUDGET</b>
Program #	<u></u>	Program Title:	<u>FAA</u>	2023-24 Requested

<u>Qty</u>	<u>Item Description</u>	<u>Amount</u>
1 EA	COMMON USE HANGAR DEVELOPMENT: TAXILANE & APRON	\$2,146,513
1 EA	NEW TERMINAL BUILDING	\$4,180,000

**\*\* Total Capital (Transfer Total to Section I and IA) \$6,326,513**

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2023-24

Fund # 5801 Fund Title: Lexington County Airport  
Organization # 580020 Organization Title: Airport FAA Projects **BUDGET**  
Program # \_\_\_\_\_ Program Title: General 2023-24  
Requested

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Qty	Item Description	Amount
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**\*\* Total Capital (Transfer Total to Section I and IA)** \$0

**SECTION V. - PROGRAM OVERVIEW**

**Program:** Lexington County Airport

**Mission Statement and Objectives:**

The mission of the airport is to provide a functional airstrip for use by recreational pilots as well as corporate and/or commercial pilots. The existing facilities include hangars and self-service aviation fuel (100LL) along with a terminal building. The fuel is set at a competitive rate and the terminal building is currently unmanned.

Improvements to the runway make it more attractive to recreational pilots and could potentially draw commercial development or corporate businesses into the area. The widening and strengthening of the runway project was completed in 2017 and the newly constructed concrete runway is 75 feet wide and 4,335 feet long. Construction for the runway extension is anticipated for 2023.

**SECTION VI – LINE ITEM NARRATIVES**

**SECTION VI.A – REVENUE LINE ITEM NARRATIVES**

**821000 - RET FROM GENERAL FUND**

**\$399,385**

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This is the estimated cost of construction of the Taxilane and Apron for the Common Use Hangar Development and New Terminal Building.

**SECTION VI.B – CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

**COUNTY OF LEXINGTON  
MOTOR POOL  
Annual Budget  
Fiscal Year - 2023-24**

Fund 6590  
Division: General Services  
Organization: 111500 - Motor Pool

Summary Page	2021-22	2022-23	2022-23	2023-24	<b>BUDGET</b>	
	Actual	Actual (Nov)	Amended (Nov)	Requested	2023-24 Recommend	2023-24 Approved
<b>Activity From Operations:</b>						
<b>Revenues:</b>						
438700 Motor Pool Service Charges	23,518	9,549	20,000	20,000		
461000 Investment Interest	2,799	9,884	2,000	2,000		
490300 Gain on Sale of Fixed Assets	28,423	0	0	0		
<b>Total Revenues</b>	<b>54,740</b>	<b>19,433</b>	<b>22,000</b>	<b>22,000</b>		
<b>Expenditures:</b>						
Operations	17,218	11,890	83,099	<del>43,770</del> 29,770		
Depreciation	18,606	0	22,000	<del>22,000</del> 23,000		
Capital Outlay	0	0	100	100		
<b>Total Expenditures</b>	<b>35,824</b>	<b>11,890</b>	<b>105,199</b>	<b>65,870</b> 43,870		
<b>Noncash Expenses:</b>						
Depreciation: Add Back In	18,606	0	22,000	22,000	23,000	
<b>Net Cash</b>	<b>37,522</b>	<b>7,543</b>	<b>(61,199)</b>	<b>(21,870)</b> 1,130		
<b>Income Calculation:</b>						
Capital Outlay: Add Back In	0	0	100	100		
<b>Net Income (Loss)</b>	<b>18,916</b>	<b>7,543</b>	<b>(83,099)</b>	<b>(43,770)</b> (21,770)		
<b>FUND BALANCE</b>						
Beginning of Year - Cash			850,443			
<b>FUND BALANCE</b>						
End of Year - Cash			789,244			



**COUNTY OF LEXINGTON  
MOTOR POOL  
Annual Budget  
Fiscal Year - 2023-24**

Fund 6590  
Division: General Services  
Organization: 111500 - Motor Pool

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
				2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Personnel</b>					
<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Operating Expenses</b>					
520233 Towing Service	0	0	75	90	
522300 Vehicle Repairs & Maintenance	2,043	463	4,000	4,000	
524100 Vehicle Insurance - 13	7,380	7,380	7,380	7,380	
525006 GPS Monitoring Charges - 13	2,120	1,119	2,500	2,500	
525400 Gas, Fuel, & Oil	5,675	2,928	7,945	6,800	
529903 Contingency	0	0	61,199	0	
530100 Depreciation	18,606	0	22,000	23,000	
<b>* Total Operating</b>	<b>35,824</b>	<b>11,890</b>	<b>105,099</b>	<b>43,770</b>	
<b>** Total Personnel &amp; Operating</b>	<b>35,824</b>	<b>11,890</b>	<b>105,099</b>	<b>43,770</b>	
<b>Capital</b>					
540000 Small Tools and Minor Equipment	0	0	100	100	
549999 Capital Clearing	(41,945)	0	0		
All Other Equipment	41,945	0	0		
<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>	
<b>*** Total Budget Appropriation</b>	<b>35,824</b>	<b>11,890</b>	<b>105,199</b>	<b>43,870</b>	



## SECTION V. - 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 on out of town trips.

Service Level Indicators:	SERVICE LEVELS			
	Actual FY 20/21	Actual FY 21/22	Estimated FY 22/23	Projected FY 23/24
Miles Driven	26,735	47,796	50,000	60,000

**SECTION VI. - LINE ITEM NARRATIVES**

Vehicle usage from outside departments have increased since the lifting of COVID restrictions. Towing has gone up in price. Many services have grown in price as well.

**SECTION VI. A - SUMMARY OF REVENUES**

Service Charge The rental rate is currently \$0.655 per mile for each vehicle in the motor pool.

**SECTION VI. B - LISTING OF POSITIONS**

There are no positions dedicated to the management and operation of the Motor Pool. Fleet Services oversees the management and operation using existing personnel on an as needed basis.

**SECTION VI. C - OPERATING LINE ITEM NARRATIVES**

**520233 - TOWING SERVICE \$90**

This account will fund the cost of towing expenses incurred for the (12) vehicles operated in the motor pool.

**522300-VEHICLE REPAIRS & MAINTENANCE \$4,000**

This account will fund the cost of repairs and routine maintenance on the (12) vehicles operated in the motor pool. This request is based on the actual expenditures in this year's budget, and projections for future maintenance costs. Vehicle worksheet on Appendix 1.

**524100 -VEHICLE INSURANCE \$7,380**

This account will fund the cost of liability on (12) vehicles in the motor pool. County employees operate these vehicles on a daily basis only. Cost is \$615.00 X 12 = \$7,380

**525006 - GPS MONITORING CHARGES \$2,500**

This account will fund the cost of monitoring for 12 GPS monitoring devices. These devices are installed in each Motor Pool vehicle for monitoring of vehicle location and collection of historic usage data. Cost to operate is \$16.95 per unit for monitoring per month. (12 x \$16.95 x 12 months)= \$2,440.80

**525400 -GAS. FUEL. & OIL \$6,800**

This account will fund the cost of gasoline and oils used by the (12) vehicles assigned to the motor pool. This request is based on estimated usage. Vehicle worksheet on Appendix 1.

## SECTION VI. D - CAPITAL LINE ITEM NARRATIVES

### CAPITAL REQUEST

**540000 - Small Tools & Minor Equipment** **\$ 100**

This account is for the purchase of relatively low cost tools and equipment used in the Motor Pool that has a useful life of less than 2 years. This account also will fund the addition and replacement of any GPS units that may be required.





**COUNTY OF LEXINGTON  
 WORKER'S COMPENSATION INSURANCE FUND  
 Annual Budget  
 Fiscal Year - 2023-24**

Fund 6710  
 Division: Non-departmental  
 Organization 999900 - Non-departmental

Summary Page	2021-22	2022-23	2022-23	2023-24	<i>BUDGET</i>	
	Actual	Actual (Nov)	Amended (Nov)	Requested	2023-24 Recommend	2023-24 Approved
<b>Activity From Operations:</b>						
<b>Revenues:</b>						
439601 Employer Insurance Contributions	2,977,888	1,341,291	2,916,457	2,808,406		
439630 TPA Insurance Reimbursements	21,998	21,105	0	0		
461000 Investment Interest	29,886	94,020	37,450	37,450		
462002 Workers Compensation Reimbursement	48,121	0	0	0		
<b>Total Revenues</b>	<b>3,077,893</b>	<b>1,456,416</b>	<b>2,953,907</b>	<b>2,845,856</b>		
<b>Expenditures:</b>						
Operations	1,721,728	717,222	3,840,539	2,609,926		
Operating Transfer to Risk Management	155,421	158,071	158,071	158,071		
<b>Total Expenditures</b>	<b>1,877,149</b>	<b>875,293</b>	<b>3,998,610</b>	<b>2,767,997</b>		
<b>Noncash Expenses:</b>						
<b>Net Cash</b>	<b>1,200,744</b>	<b>581,123</b>	<b>(1,044,703)</b>	<b>77,859</b>		
<b>Income Calculation</b>						
<b>Net Income (Loss)</b>	<b>1,200,744</b>	<b>581,123</b>	<b>(1,044,703)</b>	<b>77,859</b>		
FUND BALANCE - Estimated						
Beginning of Year			8,736,078	7,691,375		
FUND BALANCE - Projected						
End of Year			7,691,375	7,769,234		



**COUNTY OF LEXINGTON**  
**WORKER'S COMPENSATION INSURANCE FUND**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund 6710  
Division: Non-departmental  
Organization 999900 - Non-departmental

Object Expenditure Code Classification	2021-22 Expend	2022-23 Expend. (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Operating Expenses</b>						
520206 Background History Screening	23,434	11,479	24,750	27,500		
520209 Driver History Screening	3,826	1,651	3,600	4,000		
520301 Safety Management Services	0	0	20,000	24,000		
520302 Drug Testing Services	21,752	1,795	29,710	34,883		
521214 Safety Supplies	832	1,276	1,166	1,324		
525210 Conference & Meeting Expense	2,017	0	5,685	5,685		
525230 Subscriptions, Dues & Books	0	1,113	0	0		
525710 Safety Awards	0	0	1,000	1,000		
527307 SC Workers Compensation Taxes	0	40,196	44,000	44,000		
527309 Workers Compensation Ins. Premiums	724,555	351,156	794,448	794,448		
527351 WC - Medical Expense	421,708	263,566	767,653	767,653		
527352 WC - Legal Expense	29,817	5,593	66,883	66,883		
527353 WC - Indemnity Expense	583,358	170,623	830,691	830,691		
527358 WC - Recoveries	(133,624)	(112,155)	0	0		
527359 WC - Miscellaneous Expense	44,053	(19,071)	7,859	7,859		
529903 Contingency	0	0	1,243,094	0		
<b>* Total Operating</b>	<b>1,721,728</b>	<b>717,222</b>	<b>3,840,539</b>	<b>2,609,926</b>		
<b>** Total Personnel &amp; Operating</b>	<b>1,721,728</b>	<b>717,222</b>	<b>3,840,539</b>	<b>2,609,926</b>		
<b>Transfers:</b>						
816790 Operating Transfer to Risk Management	155,421	158,071	158,071	158,071		
<b>Capital</b>						
<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>*** Total Budget Appropriation</b>	<b>1,877,149</b>	<b>875,293</b>	<b>3,998,610</b>	<b>2,767,997</b>		

**SECTION VI. - SUMMARY OF REVENUES**

**439601 – Employer Insurance Contributions** \$2,808,406

This figure reflects the adjusted budget as of 12/31/2022. Workers' compensation rates are payroll driven and this figure is subject to adjustment prior to releasing the Recommended Budget.

**461000 – Investment Interest** \$37,450

Projection based on current budget status.

**SECTION VI – OPERATING LINE ITEM NARRATIVES**

**520206 – Background History Screening \$27,500**

To cover the cost new-hire background screenings.

(500 annually x \$55.00 National Check = \$27,500)

**520209 – Driver History Screening \$4,000**

A driving history will be performed for all conditionally hired employees in accordance with County policy.

(500 annually @ \$8.00 per history)

**520301 – Safety Management Services \$24,000**

This appropriation is to cover the cost for Risk Management consultation. The consultation services (320 hours x \$75.00 per hour = \$24,000) will include periodic advisory meetings with the County’s Risk Management Team. Staff will interview providers and make the appropriate recommendation.

**520302 – Drug Testing Services \$34,883**

Pre-employment Drug Screen (10 Panel Screens)  
500 x \$40/test = \$20,000

Monthly Random Drug Tests – Safety Sensitive positions, excluding SCDOT positions  
30 standard @ average cost of \$40/ x Quarterly (4X/yr.) = \$4,800  
2 standard Breath Alcohol Test @ \$42 x 12 = \$1,008

Particular suspicion test in accordance with County Policy—estimate  
15 x \$55 = \$825 (includes alcohol test)

Post accident drug and alcohol testing –estimate  
30 x \$275 = \$8,250

**521214 – Safety Supplies \$1,323.82**

This account would allow the Safety Manager to have a limited amount of safety supplies on hand (safety glasses, ear plugs, signage, etc.) to assist departments with a particular need immediately if discovered during safety inspections.

<b>Item</b>	<b>Qty</b>		<b>Unit Cost</b>	<b>=</b>	<b>Total</b>
Safety Glasses	10	x	1.34	=	13.40
Gloves (Oil Resistant)	6	x	4.37	=	26.22
First Aid Kits	12	x	18.08	=	216.96
Puncture Protect Glove	20	x	41.49	=	829.90
Flashlight	3	x	8.11	=	24.33
Cooler 2 Gallon	1	x	14.93	=	14.93
Cooler 5 Gallon	1	x	29.66	=	29.66
Gator Aid Packets	10	X	1.06	=	10.60
Safety Vests	5	x	15.00	=	75.00
Earplugs	2	X	41.41	=	82.82
					<b>\$1,323.82</b>

**525210 – Conference, Meeting & Training Expense** **\$5,685**

**Safety Video Exchange and Streaming Program** – This provides access to a library of safety training DVD’s and allows for up to five videos to be checked out at one time for unlimited use.  
 Annual Cost = \$365

**Occupational Safety Manager Certificate – online**  
 Online training program x1 = \$2,000

**Annual SC Counties Workers’ Compensation Trust Meeting**  
 (Lodging, Per Diem, Mileage) \$1000.00

**Hazardous Materials Safety Training – online**  
 Virtual = 350

**525710 – Safety Awards** **\$1,000**

During the course of the year the Risk Management Division will be on the look-out for daily examples of safe work behavior within the County’s various service areas. Employees "caught in the act" of safety will be recognized and will have an opportunity to win prizes.

When possible we will take a photo and forward the safe PARTNER’s safe act picture to their supervisor for recognition and will attempt to feature them in the County Scoop Newsletter.

**527307 – SC Workers Compensation Tax** **\$44,000**

According to the SC Counties Workers’ Compensation Trust (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 for the plan year 2022-2023.

**527309 – Workers Compensation Insurance Premium** **\$794,448**

Recommend continuing the Large Deductible option of a \$300,000 Self Insured Retention (SIR) per occurrence. This Estimated Premium is based on the SC Counties Workers’ Compensation Trust (SCCWCT) Board approved rates by WC Code. The projection factors an estimated payroll of \$91,764,600. Payroll includes exposure for Reserve Deputies, Inmate Labor, and any Sub-contractors who may not have insurance. WC Code rates have been consistent, the increases in premium can largely be attributed to a growing payroll.

**Total Estimated Premium (\$300,000) Large Deductible Program** **\$873,892**

**Lexington County Workers’ Compensation Self Insured Premium**

Plan Year	WC Premium
2023-2024	\$873,892
2022-2023	\$794,448
2021-2022	\$724,555
2020 - 2021	\$759,198
2019 - 2020	\$775,711
2018 - 2019	\$727,888
2017 - 2018	\$699,814
2016 - 2017	\$645,355
2015 - 2016	\$562,201

**527351 – Workers Compensation Medical Expense** **\$767,653**

**527352 – Workers Compensation Legal Expense** **\$66,883**

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**527353 – Workers Compensation Indemnity Expense** **\$830,691**

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**527358 – Workers Compensation Recoveries** **\$0**

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**527359 – Workers Compensation Miscellaneous Expense** **\$7,859**

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**529903 – Contingency** **\$0**

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This contingency line item will act as an additional funded loss-control measure.

**COUNTY OF LEXINGTON  
EMPLOYEE INSURANCE FUND  
Annual Budget  
Fiscal Year - 2023-24**

Fund 6730  
Division: Non-departmental  
Organization: 999900 - Non-departmental

Summary Page	2021-22	2022-23	2022-23	2023-24	<i>BUDGET</i>	
	Actual	Actual (Nov)	Amended (Nov)	Requested	2023-24 Recommend	2023-24 Approved
<b>Activity From Operations:</b>						
<b>Revenues:</b>						
439601	Employer Medical Insurance Contr.	12,035,846	6,348,543	13,460,850	13,460,850	
439602	Employee Health Ins Premiums (P/D)	3,581,287	1,409,529	3,746,479	3,746,479	
439604	Post-Employment Insurance Premiums	579,949	193,373	540,215	540,215	
439606	Cobra Payments	29,202	7,514	66,752	66,752	
439607	Employer Subsidy - Post Employment	205,350	89,418	277,870	277,870	
439608	Employee Life Insurance Premiums (P/D)	207,076	80,129	183,080	183,080	
439609	Employee Dental Ins Premiums (P/D)	285,654	113,278	232,036	232,036	
439610	Insurance Co-pay Fees	0	0	900	0	
439611	Employee Dental Insurance Contr.	724,220	368,795	715,000	715,000	
439620	Pharmaceuticals Rebate	1,013,555	551,730	1,000,000	1,000,000	
439630	TPA Insurance Reimbursements	124,823	30,647	93,128	150,000	
439632	Stop-Loss Insurance	594,429	676,385	482,785	482,785	
461000	Investment Interest	21,830	69,385	30,000	30,000	
<b>Total Revenues</b>		<b>19,403,221</b>	<b>9,938,726</b>	<b>20,829,095</b>	<b>20,885,067</b>	
<b>Expenditures:</b>						
Non-Departmental - Operations		21,108,163	8,086,766	21,234,831	19,340,496	
Non-Departmental - Capital		0	0	0	0	
Wellness Center - Operations		1,487,697	751,055	1,527,132	1,598,096	
Wellness Center - Capital		771	0	0	1,000	
<b>Total Expenditures</b>		<b>22,596,631</b>	<b>8,837,821</b>	<b>22,761,963</b>	<b>20,939,592</b>	
Adj. Unused Appropriations						
<b>Net Cash</b>		<b>(3,193,410)</b>	<b>1,100,905</b>	<b>(1,932,868)</b>	<b>(54,525)</b>	
<b>Income Calculation:</b>						
Capital Outlay: Add Back In		771	0	0	1,000	
<b>Net Income (Loss)</b>		<b>(3,192,639)</b>	<b>1,100,905</b>	<b>(1,932,868)</b>	<b>(53,525)</b>	
<b>FUND BALANCE</b>						
Beginning of Year				9,548,697	7,615,829	
Convert to Cash Basis						
<b>FUND BALANCE - Projected</b>						
End of Year				7,615,829	7,561,304	

**COUNTY OF LEXINGTON  
EMPLOYEE INSURANCE FUND  
Annual Budget  
Fiscal Year - 2023-24**

Fund 6730  
Division: Non-departmental  
Organization: 999900 - Non-departmental

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend. (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Operating Expenses</b>						
520308 Health Screening Services	23,260	21,437	31,740	<u>31,740</u>		
520313 Actuarial Services	12,117	0	10,000	<u>7,000</u>		
525210 Conference, Meeting & Training Exp.	0	0	4,900	<u>4,900</u>		
527303 Life Insurance Premiums	370,642	183,977	375,000	<u>375,000</u>		
527304 Stop-Loss Insurance Premiums	716,862	252,719	670,000	<u>670,000</u>		
527310 Pharmacy Claims	4,381,578	2,062,994	3,450,000	<u>3,450,000</u>		
527312 Health Care Reform Fees	17,871	0	63,620	<u>63,620</u>		
527313 Medical Insurance Claims	13,431,094	4,954,916	13,018,317	<u>13,018,317</u>		
527314 Dental Insurance Claims	1,299,717	314,140	773,000	<u>773,000</u>		
527315 Medical Administrative Costs	613,752	238,210	645,000	<u>645,000</u>		
527316 Dental Administrative Costs	28,507	14,043	29,000	<u>29,000</u>		
527317 HRA/HSA Administrative Costs	60,347	19,316	65,469	<u>65,469</u>		
3rd Party Administrator Costs (HSA)						
3rd Party Administrator Costs (HRA)						
3rd Party Administrator Costs (FSA,DCA)						
527318 Cobra Administrative Costs	14,707	3,780	15,303	<u>15,300</u>		
527319 Compliance Testing	2,983	0	2,990	<u>2,990</u>		
527320 Online Benefits System	32,950	13,796	33,660	<u>33,660</u>		
527330 Wellness Program Incentives	101,776	7,438	115,000	<u>155,500</u>		
529903 Contingency	0	0	1,931,832	<u>0</u>		
<b>* Total Operating</b>	<b>21,108,163</b>	<b>8,086,766</b>	<b>21,234,831</b>	<b><u>19,340,496</u></b>		
<b>** Total Personnel &amp; Operating</b>	<b>21,108,163</b>	<b>8,086,766</b>	<b>21,234,831</b>	<b><u>19,340,496</u></b>		
<b>Capital</b>						
<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b><u>0</u></b>		
 <b>*** Total Budget Appropriation</b>	 <b>21,108,163</b>	 <b>8,086,766</b>	 <b>21,234,831</b>	 <b><u>19,340,496</u></b>		



**SECTION VI – OPERATING LINE ITEM NARRATIVES**  
**6730 Health Plan FY 23-24**

<b>520308 – Health Screening Services</b>	<b>\$31,740</b>
Employee Health & Wellness initiative biometric screening fees for Lexington Medical Center’s services. Screenings projected 529 @ \$60.00 = \$31,740 per screening	
<b>520313 – Actuarial Services</b>	<b>\$7,000</b>
Based on current budget for GASB 45 Actuarial Study and plan design change impact review.	
<b>525210 – Conferences, Meeting &amp; Training</b>	<b>\$4,900</b>
State and Local Government Benefit Association membership x2 (\$400), SALGBA Conference Registration (\$600), travel expenses (\$1450).	
<b>527303 – Life Insurance Premiums</b>	<b>\$375,000</b>
Basic Life Plan based on total eligible employees.	
<b>527304 – Stop Loss Premiums</b>	<b>\$670,000</b>
Based on stop-loss coverage levels and claims experience.	
<b>527310 – Pharmacy Claims</b>	<b>\$3,450,000</b>
Based on average monthly Prescription Drug cost and review of claims experience and projected trends.	
<b>527312 – Health Care Reform Fees</b>	<b>\$63,620</b>
Reinsurance Fee = \$27* 2181 = \$58,887 Patient-Centered Outcomes Research Institute Fee = \$2.17 *2181 = \$4,732.77	
<b>527313 – Medical Insurance Claims</b>	<b>\$13,018,317</b>
Claims funding based upon PAI projections, trend analysis less anticipated stop-loss reimbursements reconciled to PAI paid claims and average claims spend over past 5 years. Based on 1594 full time, benefits eligible employees.	
<b>527314 – Dental Insurance Claims</b>	<b>\$773,000</b>
Claims funding based on actual claims plus trend including buy up plan option.	
<b>527315 – Medical Administrative Costs</b>	<b>\$645,000</b>
Fixed cost Administrative Fees paid to PAI for claims adjudication.	
<b>527316 – Dental Administrative Costs</b>	<b>\$29,000</b>
Fixed cost Administrative Fees paid to Delta Dental for claims adjudication.	
<b>527317 – HRA/HSA/FSA/DCA Administrative Costs</b>	<b>\$65,469</b>
Administration fee for each card holder.	

**527318 – COBRA Administrative** **\$15,300**

1535 Benefit eligible employees at \$.83 a month =  $\$1,275 * 12 = \$15,300$

**527319 – Compliance Testing** **\$2,990**

Mandated non-discrimination testing for Cafeteria plan, FSA, and DCA.

**527320 – Online Benefit System** **\$33,660**

User Access Fee: 1630 Lives (Benefit Eligible Employees, Retirees, and COBRA participants) \* \$1.50 per person per month =  $\$2,445 * 12 \text{ months} = \$29,340$

Electronic Data Interchange Fee: 6 EDI \* \$60 each =  $\$360 * 12 \text{ months} = \$4,320$

**527330 – Wellness Program Incentives** **\$155,500**

Wellness Incentive Program: Estimated participation of 552 \* \$250 = **\$138,000.**

Dental Incentive Program: Estimated participation of 350 \* \$50 = **\$17,500.**

**529903- Contingency** **\$0**

This contingency line item will act as an additional funded loss-control measure. Amount above only reflects new funding request. Previous FY's unused amount will carry over.

**COUNTY OF LEXINGTON  
EMPLOYEE INSURANCE FUND  
WELLNESS CENTER  
Annual Budget  
Fiscal Year - 2023-24**

Fund 6730  
Division: Non-departmental  
Organization: 999901 - Wellness Center

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend. (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
				2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Personnel</b>					
<b>* Total Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Operating Expenses</b>					
520248 Alarm Monitoring and Maintenance	0	0	378	378	
520309 Medical Services	1,437,978	731,852	1,466,688	<u>1,536,688</u>	
521405 Pharmaceuticals	40,865	14,362	45,000	<u>45,000</u>	
524000 Building Insurance	364	364	364	<u>364</u>	
525000 Telephone	3,613	1,569	3,350	<u>3,350</u>	
525004 WAN Service Charges	963	672	1,539	<u>1,539</u>	
525210 Conference, Meeting & Training Exp.	0	0	1,600	<u>1,600</u>	
525385 Utilities - Auxiliary Admin. Bldg.	3,914	2,236	7,177	<u>7,177</u>	
529903 Contingency	0	0	1,036	<u>2,000</u>	
<b>* Total Operating</b>	<b>1,487,697</b>	<b>751,055</b>	<b>1,527,132</b>	<b><u>1,598,096</u></b>	
<b>** Total Personnel &amp; Operating</b>	<b>1,487,697</b>	<b>751,055</b>	<b>1,527,132</b>	<b><u>1,598,096</u></b>	
<b>Capital</b>					
540000 Small Tools & Minor Equipment	771	0	0	<u>1,000</u>	
<b>** Total Capital</b>	<b>771</b>	<b>0</b>	<b>0</b>	<b><u>1,000</u></b>	
<b>*** Total Budget Appropriation</b>	<b>1,488,468</b>	<b>751,055</b>	<b>1,527,132</b>	<b><u>1,599,096</u></b>	

**COUNTY OF LEXINGTON**  
**POST-EMPLOYMENT INSURANCE FUND**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund 6731  
Division: Non-departmental  
Organization: 999900 - Non-departmental

Summary Page	2021-22	2022-23	2022-23	2023-24	<b>BUDGET</b>	
	Actual	Actual (Dec)	Amended (Dec)	Requested	2023-24 Recommend	2023-24 Approved
<b>Activity From Operations:</b>						
<b>Revenues:</b>						
439601	Employer Insurance Contributions	689,734	131,712	353,800	353,800	
461000	Investment Interest	40,803	185,931	40,000	40,000	
<b>Total Revenues</b>		<b>730,537</b>	<b>317,643</b>	<b>393,800</b>	<b>393,800</b>	
<b>Expenditures:</b>						
	Operations	479,543	196,398	540,475	540,475	
<b>Total Expenditures</b>		<b>479,543</b>	<b>196,398</b>	<b>540,475</b>	<b>540,475</b>	
<b>Noncash Expenses:</b>						
<b>Net Cash</b>		<b>250,994</b>	<b>121,245</b>	<b>(146,675)</b>	<b>(146,675)</b>	
<b>Income Calculation:</b>						
<b>Net Income (Loss)</b>		<b>250,994</b>	<b>121,245</b>	<b>(146,675)</b>	<b>(146,675)</b>	
FUND BALANCE						
	Beginning of Year			20,161,359	20,014,684	
FUND BALANCE - Projected						
	End of Year			20,014,684	19,868,009	

**COUNTY OF LEXINGTON  
POST-EMPLOYMENT INSURANCE FUND  
Annual Budget  
Fiscal Year - 2023-24**

Fund 6731  
Division: Non-departmental  
Organization: 999900 - Non-departmental

Object Expenditure Code Classification		2021-22 Expenditure	2022-23 Expend. (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>	
					2023-24 Requested	2023-24 Recommend 2023-24 Approved
<b>Personnel</b>						
<b>* Total Personnel</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Operating Expenses</b>						
527311	Ins. Premium Reimb. to Employee	479,543	196,398	540,475	540,475	
<b>* Total Operating</b>		<b>479,543</b>	<b>196,398</b>	<b>540,475</b>	<b>540,475</b>	
<b>** Total Personnel &amp; Operating</b>		<b>479,543</b>	<b>196,398</b>	<b>540,475</b>	<b>540,475</b>	
<b>Capital</b>						
<b>** Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>*** Total Budget Appropriation</b>		<b>479,543</b>	<b>196,398</b>	<b>540,475</b>	<b>540,475</b>	

**COUNTY OF LEXINGTON  
RISK MANAGEMENT ADMINISTRATION  
Annual Budget  
Fiscal Year - 2023-24**

Fund 6790  
Division: General Administrative  
Organization: 101500 - Personnel

Summary Page	<i>BUDGET</i>					
	2021-22 Actual	2022-23 Actual (Nov)	2022-23 Amended (Nov)	2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Activity From Operations:</b>						
<b>Revenues:</b>						
461000	Investment Interest	361	2,096	850	850	
806710	Op Trn from Workers Comp Ins.	155,421	158,071	158,071	144,555	
<b>Total Revenues</b>		<b>155,782</b>	<b>160,167</b>	<b>158,921</b>	<b>145,405</b>	
<b>Expenditures:</b>						
	Personnel & Operations	98,414	51,937	183,997	164,215	
	Capital Outlay	155	0	1,500	1,981	
<b>Total Expenditures</b>		<b>98,569</b>	<b>51,937</b>	<b>185,497</b>	<b>166,196</b>	
<b>Noncash Expenses:</b>						
<b>Net Cash</b>		<b>57,213</b>	<b>108,230</b>	<b>(26,576)</b>	<b>(20,791)</b>	
<b>Income Calculation:</b>						
	Capital Outlay: Add Back In	155	0	1,500	1,981	
<b>Net Income (Loss)</b>		<b>57,368</b>	<b>108,230</b>	<b>(25,076)</b>	<b>(18,810)</b>	
FUND BALANCE - Estimated						
	Beginning of Year - cash			125,991	99,415	
Add Back - Net Pension Liability deduction						
FUND BALANCE - Projected cash				99,415	78,624	

**COUNTY OF LEXINGTON**  
**RISK MANAGEMENT ADMINISTRATION**  
**Annual Budget**  
**Fiscal Year - 2023-24**

Fund 6790  
Division: General Administrative  
Organization: 101500 - Personnel

Object Expenditure Code Classification	2021-22 Expenditure	2022-23 Expend. (Dec)	2022-23 Amended (Dec)	<i>BUDGET</i>		
				2023-24 Requested	2023-24 Recommend	2023-24 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 2	63,900	33,638	99,581	104,182		
510200 Overtime	84	30	0	0		
511112 FICA - Employer Portion	5,095	2,570	7,432	7,970		
511113 State Retirement - Employer Portion	2,390	5,357	17,060	19,337		
511120 Employee Insurance - 2	15,600	7,800	15,600	15,600		
511130 Workers Compensation	1,839	853	301	2,865		
<b>* Total Personnel</b>	<b>88,908</b>	<b>50,248</b>	<b>139,974</b>	<b>149,954</b>		
<b>Operating Expenses</b>						
521000 Office Supplies	175	128	475	712		
521100 Duplicating	96	45	745	745		
521200 Operating Supplies	268	499	500	1,000		
522200 Small Equipment Repairs & Maintenance	0	0	500	500		
524000 Building Insurance	50	50	50	50		
524201 General Tort Liability Insurance	161	170	170	170		
525000 Telephone	482	241	482	482		
525021 Smartphone Charges	4,024	431	696	696		
525041 E-mail Service Charges - 2	129	54	258	258		
525100 Postage	13	0	200	200		
525110 Other Parcel Delivery Service	0	0	50	50		
525210 Conference, Meeting & Training Expense	2,928	0	5,050	5,050		
525230 Subscriptions, Dues, & Books	720	0	1,948	1,948		
525240 Personal Mileage Reimbursement	0	0	100	100		
525250 Motor Pool Reimbursement	97	0	300	300		
525300 Utilities / Administration Building	363	71	1,500	1,500		
529903 Contingency	0	0	30,999	0		
530100 Depreciation	0	0	0	0		
538000 Claims & Judgements	0	0	0	500		
<b>* Total Operating</b>	<b>9,506</b>	<b>1,689</b>	<b>44,023</b>	<b>14,261</b>		
<b>** Total Personnel &amp; Operating</b>	<b>98,414</b>	<b>51,937</b>	<b>183,997</b>	<b>164,215</b>		
<b>Capital</b>						
540000 Small Tools & Minor Equipment	155	0	1,500	481		
540010 Minor Software				1,500		
<b>** Total Capital</b>	<b>155</b>	<b>0</b>	<b>1,500</b>	<b>1,981</b>		
<b>*** Total Budget Appropriation</b>	<b>98,569</b>	<b>51,937</b>	<b>185,497</b>	<b>166,196</b>		

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## Section V - PROGRAM OVERVIEW

### Summary:

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#### Human Resources Risk Management Administration

Human Resources (HR) Risk Management Administration is responsible for the identification, maintenance, and measurement of exposure to accidental loss within the County. These programs include general tort liability, vehicle liability, buildings and content insurance, workers' compensation, and the recovery for damages to County property. The Risk Manager may assist with employee benefits as needed.

HR Risk Management Administration is responsible for managing occupational health and safety strategies, state and federal regulatory compliance (OSHA), administering loss prevention programs, and maintaining adequate coverage levels for the property & casualty, and workers' compensation insurance programs. Risk management administration would include preparing any necessary requests for proposal drafts for insurance related matters.

The County of Lexington participates in the South Carolina Counties Workers' Compensation Trust and maintains a self-insured retention of \$300,000 per occurrence for job related injuries. Generally, retaining some risk through deductibles or self-insured retention results in lower premiums than those associated with insurance that pays the first dollar of any covered claim.

The County's Property & Casualty Program is currently provided through the South Carolina Insurance Reserve Fund, a Division of the South Carolina State Fiscal Accountability Authority. The Insurance Reserve Fund functions as a governmental insurance operation with the mission to provide insurance specifically designed to meet the needs of governmental entities at the lowest possible cost. The Insurance Reserve Fund operates like an insurance company, by issuing policies, collecting premiums (based in consultation with actuaries), and by paying claims from the accumulated premiums in accordance with the terms and conditions of the insurance policies it has issued.

The Insurance Reserve Fund Lines of Insurance carried by the County include:

- Liability Insurance: Automobile Liability
- General Tort Liability
- Medical Professional Liability
- Property Insurance: "All Risk" Coverage on Buildings and Contents
- Builders' Risk
- Data Processing Equipment and Media (Computer Network Systems)
- Inland Marine (Heavy and Mobile Equipment)
- Business Interruption and Extra Expense

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.



**Service Standards:**

- a. Responsible for assigned initiatives and activities of the Risk Management Program and would advise departments and County Administration on various insurance and budget related matters.
- b. Conduct trend analysis on various insurance and benefits offered by the County.
- c. To maintain a working knowledge of Human Resources/Risk Management legal requirements, reduce legal risks and ensures regulatory compliance.
- d. Assists senior management in developing county risk management standards, and certain employee benefits; advises management on other issues that would relate to the ADA, FMLA, and workers' compensation.
- e. Provides guidance on employee relation issues.
- f. To incorporate occupational safety and wellness initiatives within the County.
- g. Provides or coordinates training for certain job duties as mandated by State and Federal laws.
- h. To maintain Occupational Safety and Health Administration (OSHA) standards.
- i. Manages the County's Alcohol and Drug Testing Program.
- j. Establishes services standards for reporting and investigating accidents/incidents involving employees, vehicles and equipment, and liability issues.
- k. Coordinates safety training & inspections.
- l. To develop departmental safety contacts and initiatives.

Service Level Indicators:	SERVICE LEVELS			
	Actual FY 20/21	Actual FY 21/22	Estimated FY 22/23	Projected FY 23/24
Workers' Compensation Claims (WC)	182	243	79	150
OSHA-300 (Recordable injuries)	54	21	22	30
OSHA Recordable Incident Rate *	2.86	1.30	1.38	2.05
OSHA Lost Time (LT) Injuries	39	40	15	30
WC LT Incident Rate *	2.06	2.04	.94	2.05
Total Auto Insurance Claims	130	145	88	100
General Tort Liability Claims	67	75	32	50
Property Damage Claims	10	10	8	15
Inland Marine Claims	2	2	3	5

\* Incident Rates are per 100 Employees

**SECTION VI - LINE ITEM NARRATIVES**

**SECTION VI. A - LISTING OF REVENUES**

**806710 – Operations Transfer from Workers Compensation Insurance \$144,555**

A transfer of funds to cover the salaries and operations of two employees for the Risk Management Program.

**SECTION VI. B - 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	213
HR Coordinator	1		1	1	109
Total Positions	2		2	2	

**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**520300 - PROFESSIONAL SERVICES** **\$ 0**

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**520702 - TECHNICAL CURRENCY & SUPPORT** **\$ 0**

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**521000 - OFFICE SUPPLIES** **\$712**

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To cover routine office supplies (paper, pencils, file folders, etc.). This line item will include form printing costs and computer supplies.

File folders (15 boxes x \$21.99) = \$329.85  
Toner Cartridges - color printer (2 x \$162.00) = \$324.00  
Pens, pencils, & other office products = \$40.00  
Hanging file folders (legal) (2 boxes x \$9.68) = \$17.80

**521100 - DUPLICATING** **\$745**

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Copier Machine Usage cost (\$0.033705) x 15,100 copies = \$509  
8 cases paper = (\$2.96 x 80 reams) = \$236

**521200 - OPERATING SUPPLIES** **\$1,000**

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This account is needed for specific supplies such as training materials, operations manual material, etc.

**522200 - Small Equipment Repairs and Maintenance** **\$500**

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Maintenance on printers, computers, etc.

**524000 - BUILDING INSURANCE** **\$50**

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Building and Personal Property Insurance for division.

**524201 - GENERAL TORT LIABILITY INSURANCE** **\$170**

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Tort Liability Premium 2 Positions

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**524202 – SURETY BONDS** **\$0**

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**525000 - TELEPHONE** **\$482**

Two lines for Risk Management Administration with voice mail @ \$20.07/mo.

(2 x \$20.07= \$40.14 x 12 mo. = \$481.68)

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**525021 – SMART PHONE CHARGES** **\$696**

1 iPhone Plan - \$54 per month x 12 = \$648  
1 iPhone Otter-Box Case = \$48.00

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**525041 – E-MAIL SERVICE CHARGES** **\$258**

\$10.75 per month x 2 = \$21.50 x 12 mo. = \$258

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**525100 - POSTAGE** **\$200**

Postage expense for office correspondence.

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**525100 – OTHER POSTAL DELIVERY** **\$ 50**

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**525210 – CONFERENCE, MEETING & TRAINING EXPENSE** **\$5,050**

SC Public Risk Managers Association Annual Conference \$1,125

SHRM (Society Human Resources Managers) \$3,875

Virtual = \$1,095 x 2 = \$2,290      In person = \$1,335 x 2 = 2,670 +

SHRM Annual Legal Update \$50

**525230 - SUBSCRIPTIONS, DUES & BOOKS** **\$1,948**

This account will cover costs for membership dues, publications, and services.

SC Public Risk Managers Association (One Government, two associates)	\$ 55
Columbia Society for Human Resource Management	\$125
National Society for Human Resource Management	\$209
National PRIMA Membership (2 @ \$395)	\$790
National Safety Council	\$350
American Society of Safety Professionals	\$119

**525240 - Personal Mileage** **\$100**

**525250 - Motor Pool Reimbursement** **\$300**

**525300 - UTILITIES -** **\$1500**

Based on current average monthly activity.

**529903 - Contingency** **~~\$30,999~~ 0**

**530100 - Depreciation** **\$0**

**5380000 - Claims & Judgements** **\$500**

Tort Claim Deductible (2)

**SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES**

**CAPITAL REQUEST**

**540000 - Small Tools & Minor Equipment** **\$481**  
iPad 10.2 256 GB (\$481)

**540010 – Minor Software** **\$1,500**  
Claims & Inspection Tracking Software

**LEXINGTON COUNTY RECREATION & AGING COMMISSION**

Budgeted Revenues and Expenditures

Fund 7620

Fiscal Year 2023-2024

Revenues:

<b>REQUESTED Lexington County Appropriation</b>	<b>\$ 14,355,300</b>	
Fees & Registrations	2,024,500	
Other	100,000	
<b>Total Revenues</b>		<b>\$ 16,479,800</b>

Expenditures:

Personnel	\$ 7,245,750	
Maintenance	4,590,000	
Operations	541,250	
Programs	993,050	
Capital	450,000	
<b>Total Expenditures</b>		<b>13,820,050</b>

Excess (Deficiency) of Revenues Over Expenditures 2,659,750

Other Uses:

Transfers to Other Funds (i.e. Aging Fund)	(3,109,750)
Transfers to Capital Projects Fund	<u>0</u>

Excess (Deficiency) of Revenues Over Expenditures and Other Uses (450,000)

Estimated Fund Balance - Beginning of Fiscal Year 22,913,701

Projected Fund Balance - End of Fiscal Year \$ 22,463,701

Budgeted Revenues and Expenditures provided by Lexington County Recreation & Aging Commission.

Revenue Disbursements from Lexington County to Lexington County Recreation & Aging Commission  
FY 2009-10 through FY 2023-24

	BUDGET		ACTUAL			Millage
	Requested	Approved	Received	Disbursed	Difference	
FY 2009-10	9,339,316	9,339,316	9,130,851	9,130,758	92	12.499
FY 2010-11	9,490,558	9,490,558	9,577,219	9,577,404	(185)	12.116
FY 2011-12	9,635,607	9,635,607	9,859,456	9,859,456	0	12.315
FY 2012-13	9,964,629	9,964,629	10,193,962	10,193,869	93	12.315
FY 2013-14	10,305,173	10,305,173	10,458,324	10,458,324	0	12.315
FY 2014-15	10,472,940	10,472,940	10,847,216	10,847,216	0	12.315
FY 2015-16	10,739,625	10,739,625	10,987,466	10,987,466	0	12.202
FY 2016-17	10,947,216	10,947,216	11,334,583	11,334,583	0	12.202
FY 2017-18	11,155,334	11,155,334	11,741,051	11,741,051	0	12.202
FY 2018-19	11,787,800	11,787,800	12,098,353	12,098,353	0	12.202
FY 2019-20	12,398,200	12,398,200	12,339,024	12,339,024	0	12.202
FY 2020-21	12,620,350	12,620,350	13,069,587	13,069,587	0	11.728
FY 2021-22	13,132,700	13,132,700	13,345,978	13,345,978	0	11.728
FY 2022-23	13,903,620	13,903,620			0	11.728
* Received and Disbursed through February 28, 2023						
<b>FY 2023-24</b>	<b>14,355,300</b>					

Note: Full disbursement by Treasurer of all collections.



**IRMO CHAPIN RECREATION COMMISSION**

Budgeted Revenues and Expenditures

Fund 7630

Fiscal Year 2023-2024

Revenues:

<b>REQUESTED Lexington County Appropriation</b>	\$	<b>4,692,850</b>	
Fees, Rentals, Registrations, Grants		1,391,105	
Other		48,300	
		<u>          </u>	
Total Revenues			\$ 6,132,255

Expenditures:

Personnel	\$	4,575,067	
Operations		2,455,244	
Capital		394,135	
		<u>          </u>	
Total Expenditures			<u>7,424,446</u>

Excess (Deficiency) of Revenues Over Expenditures (1,292,191)

Other Source (Uses):

Transfer from Other Funds		1,292,191	
Transfer to Other Funds		<u>          0</u>	

Excess (Deficiency) of Revenues Over Expenditures and Other Uses \$           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 Chapin Recreation Commission.

Revenue Disbursements from Lexington County to Irmo Chapin Recreation Commission  
FY 2009-10 through FY 2023-24

	BUDGET		ACTUAL			Millage
	Requested	Recommended	Received	Disbursed	Difference	
FY 2009-10	3,536,512	3,536,512	3,644,985	3,644,960	25	13.695
FY 2010-11	3,642,607	3,642,607	3,781,001	3,781,050	(49)	13.139
FY 2011-12	3,788,311	3,788,311	3,930,007	3,930,007	0	13.354
FY 2012-13	3,883,019	3,883,019	3,937,549	3,937,524	25	13.354
FY 2013-14	3,999,510	3,999,510	4,009,229	4,009,229	0	13.354
FY 2014-15	4,099,498	4,049,210	4,071,949	4,071,949	0	13.354
FY 2015-16	4,181,488	4,181,488	4,019,253	4,019,253	0	13.354
*Bond Proceeds/Disbursements			3,278,396	3,278,396	0	
FY 2016-17	4,244,210	4,244,210	4,134,032	4,134,032	0	13.354
FY 2017-18	4,286,652	4,286,652	4,603,215	4,603,215	0	13.354
FY 2018-19	4,350,952	4,350,952	4,477,961	4,477,961	0	13.354
FY 2019-20	4,394,462	4,394,462	4,832,475	4,832,475	0	13.354
FY 2020-21	4,438,407	4,438,407	5,320,382	5,320,382	0	12.682
FY 2021-22	4,482,791	4,482,791	5,434,279	5,434,279	0	12.682
FY 2022-23	4,527,619	4,527,619			0	12.682
* Received and Disbursed through February 28, 2023						
<b>FY 2023-24</b>	<b>4,692,850</b>					

Note: Full disbursement by Treasurer of all collections.

**MIDLANDS TECHNICAL COLLEGE**

Budgeted Revenues and Expenditures

Fund 7650

Fiscal Year 2023-2024

Revenues:

Student Tuition & Fees	\$ 47,384,716	
State Appropriations	19,571,348	
<b>REQUESTED Lexington County Appropriation*</b>	<b>7,214,092</b>	
Richland County Appropriation	10,738,600	
Fairfield County Appropriation	158,810	
Auxiliary Enterprises, Other	2,948,050	
Restricted Revenues (Federal and State Grants, Student Financial Aid, Other)	<u>49,747,952</u>	
<b>Total Revenues</b>		\$ 137,763,568

Expenditures:

Instruction / Academic Support	49,214,904	
Student Support Services	12,226,029	
Plant Operations	11,374,316	
Institutional Support	16,535,788	
Auxiliary Enterprises	164,237	
Restricted Disbursements (Federal and State Grants, Student Financial Aid, Other)	<u>49,747,952</u>	
<b>Total Expenditures</b>		<u>139,263,226</u>

Excess (Deficiency) of Revenues Over Expenditures (1,499,658)

Other Sources (Uses):

Transfers - Capital 1,499,658

Excess (Deficiency) of Revenues Over Expenditures and  
Other Uses 0

Estimated Fund Balance - Beginning of Fiscal Year Information not provided

Projected Fund Balance - End of Fiscal Year Information not provided

**\* Includes \$2,086,444 for Capital Fund 7652 Appropriations**

Budgeted Revenues and Expenditures provided by Midlands Technical College.

Revenue Disbursements from Lexington County to Midlands Technical College  
FY 2009-10 through FY 2023-24

	BUDGET		ACTUAL			Millage
	Requested	Recommended	Received	Disbursed	Difference	
FY 2009-10	2,629,201	2,629,201	3,048,806	2,721,402	327,404	3.023
FY 2010-11	2,816,652	2,816,652	3,190,579	2,816,652	373,927	2.922
FY 2011-12	2,955,969	2,955,969	3,279,519	2,955,969	323,550	2.970
FY 2012-13	3,059,427	3,059,427	3,368,753	3,059,427	309,326	2.970
FY 2013-14	3,182,942	3,182,942	3,443,881	3,182,942	260,939	2.970
FY 2014-15	3,310,259	3,310,259	3,555,060	3,310,259	244,801	2.970
FY 2015-16	3,633,193	3,633,193	3,591,387	3,633,193	(41,806)	2.956
FY 2016-17	3,778,521	3,778,521	3,713,862	3,778,521	(64,659)	2.956
FY 2017-18	3,909,706	3,909,706	3,857,298	3,909,706	(52,408)	2.956
FY 2018-19	5,316,094	5,316,094	3,962,222	4,066,094	(103,872)	2.956
* Includes \$1,250,000 from Fund Balance				1,250,000	(1,250,000)	
FY 2019-20	4,228,738	4,228,738	4,012,532	4,228,759	(216,227)	2.956
FY 2020-21	4,397,888	4,397,888	4,210,561	4,397,888	(187,327)	2.833
FY 2021-22	4,573,803	4,573,803	4,297,568	4,573,803	(276,235)	2.833
FY 2022-23	5,207,896	5,207,896			0	2.833
* Received and Disbursed through February 28, 2023						
<b>FY 2023-24</b>	<b>5,127,648</b>					

Note: Disbursement by Treasurer is equal to amount approved (budgeted) each fiscal year.

**HOLLOW CREEK WATERSHED**  
 Budgeted Revenues and Expenditures  
 Fund 7660  
 Fiscal Year 2023-2024

Revenues:			
<b>REQUESTED Lexington County Appropriation</b>	_____	\$	0
Total Revenues			
Expenditures:			
Other Expense	\$ 6,748		
Total Expenditures	_____		6,748
Excess (Deficiency) of Revenues Over Expenditures			(6,748)
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 Lexington County Community Mental Health Center.

Revenue Disbursements from Lexington County to Community Mental Health  
 FY 2013-14 through FY 2023-24

	BUDGET		ACTUAL			Millage
	Requested	Recommended	Received	Disbursed	Difference	
FY 2013-14	5,795	5,795	5,860	5,795	65	1.600
FY 2014-15	4,945	4,945	6,078	4,945	1,133	1.600
FY 2015-16	5,295	5,295	6,018	6,992	(974)	1.599
FY 2016-17	6,067	6,067	6,084	6,084	0	1.599
FY 2017-18	6,211	6,211	6,118	6,118	0	1.599
FY 2018-19	6,186	6,186	6,291	6,291	0	1.599
FY 2019-20	6,420	6,420	6,807	6,807	0	1.599
FY 2020-21	6,996	6,996	7,387	7,387	0	1.599
FY 2021-22	7,634	7,634	8,688	8,688	0	1.599
FY 2022-23	8,759	8,759				
* Received and Disbursed through February 28, 2023						
<b>FY 2023-24</b>						

Note: Full disbursement by Treasurer of all collections.

**IRMO FIRE DISTRICT**  
 Budgeted Revenues and Expenditures  
 Funds 7800 & 7802  
 Fiscal Year 2023-24

Revenues:

<b>REQUESTED Lexington County Appropriation</b>	<b>\$ 3,240,000</b>	
Town of Irmo	740,000	
City of Columbia fire fees	435,000	
Total Revenues	435,000	\$ 4,415,000

Expenditures:

Salaries / Employee Benefits	\$ 3,476,817	
Professional Services	60,000	
Conference / Meeting / Employee Education / Dues	28,000	
Fire Prevention / Community Education	2,000	
Protective Gear / Fitness / Uniforms	57,500	
Small Tools & Minor Equipment	10,000	
Radio Equipment / Palmetto 800	31,000	
Computers / Electronics / Software / Office Machines / Furniture	15,000	
Operating / Office Supplies / Postage	12,700	
Software / Email Hosting / Security	31,500	
Building and Grounds Maintenance	28,000	
Equipment Repairs	8,000	
Fleet Maintenance	150,000	
Gas / Fuel / Oil	120,000	
Telephone Services and Utilities - Electricity / Water	70,000	
Liability and Fleet Insurance	45,000	
Capital Improvements	155,000	
Contingency	114,483	
Total Expenditures	4,415,000	4,415,000

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 2008-09 through FY 2022-23

	BUDGET		ACTUAL			Millage
	Requested	Approved	Received	Disbursed	Difference	
FY 2009-10	2,708,664	2,050,616	1,913,516	1,913,516	0	15.588
FY 2010-11	3,857,650	2,025,973	2,031,883	2,031,883	0	15.489
FY 2011-12	2,536,200	2,054,200	2,158,477	2,158,477	0	15.986
FY 2012-13	2,591,920	2,068,920	2,231,104	2,231,104	0	16.491
FY 2013-14	2,782,000	2,300,000	2,335,824	2,335,824	0	17.068
FY 2014-15	2,738,264	2,300,000	2,375,996	2,375,996	0	17.068
FY 2015-16	2,657,184	2,500,000	2,390,174	2,390,174	0	17.473
FY 2016-17	2,500,000	2,500,000	2,476,802	2,476,802	0	17.675
FY 2017-18	2,500,000	2,500,000	2,495,351	2,495,351	0	17.675
FY 2018-19	2,766,090	2,666,687	2,666,550	2,666,550	0	18.945
FY 2019-20	2,765,000	2,876,515	2,815,684	2,815,684	0	19.682
FY 2020-21	2,800,000	2,892,983	3,053,779	3,053,779	0	19.325
** Bond Proceeds/Disbursements			4,943,801	4,943,801	0	
FY 2021-22	2,800,000	2,800,000	3,049,517	3,049,517	0	19.325
FY 2022-23	3,014,000	3,313,460			0	21.275
* Received and Disbursed through February 28, 2023						
<b>FY 2023-24</b>	<b>3,240,000</b>					

Note: Full disbursement by Treasurer of all collections.