

Budget Book

FY 2016 - 2017



ORANGEBURG

SOUTH CAROLINA



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City of Orangeburg

Budget Document

FY October 1, 2016 – September 30, 2017

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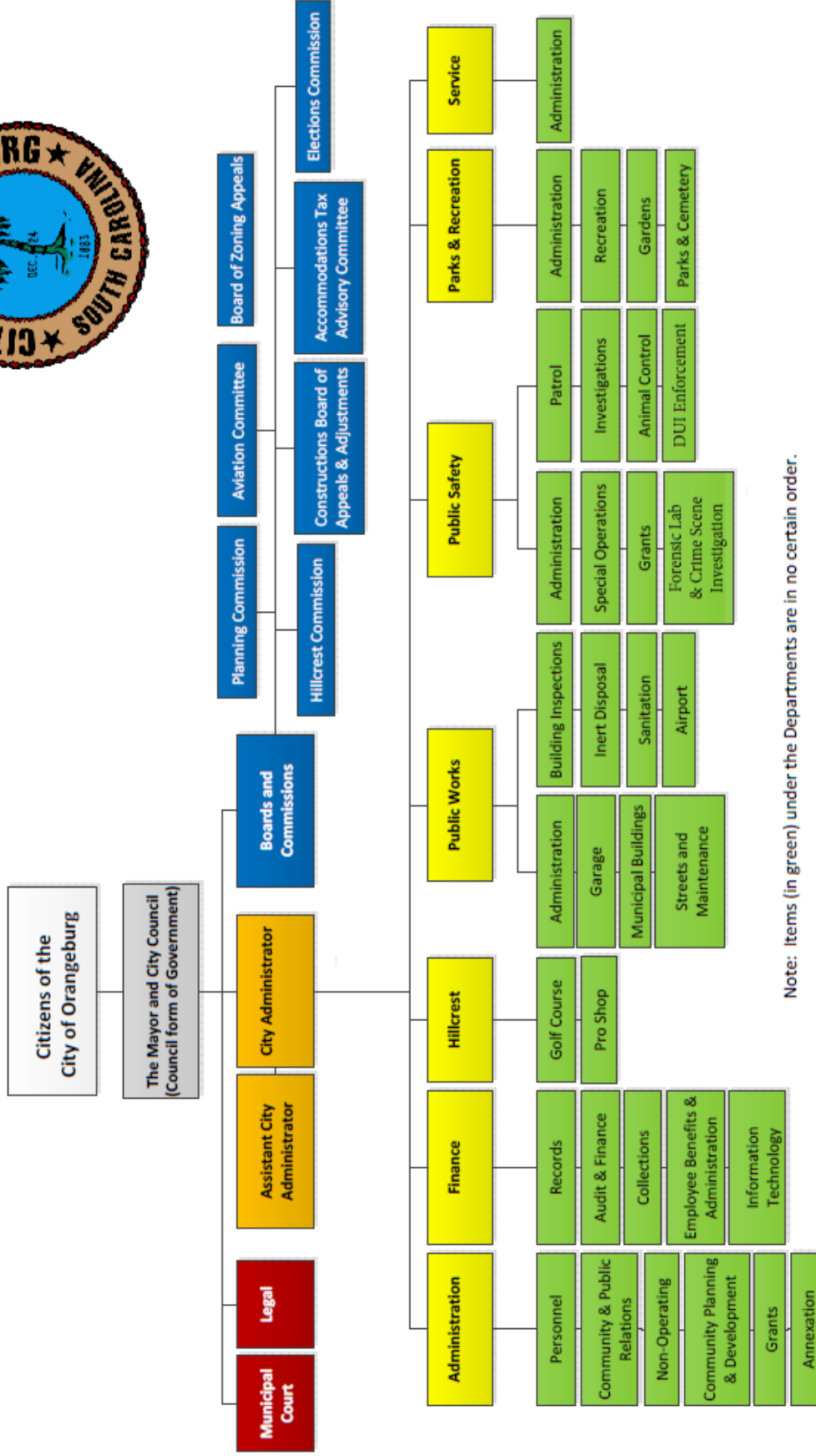
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The City of Orangeburg

Organizational Chart



Note: Items (in green) under the Departments are in no certain order.



The City of Orangeburg is located in the heart of South Carolina. The City of Orangeburg was founded in 1704 and incorporated in 1883. The area of the city covers approximately 7.40 square miles. Orangeburg County covers an area of 1,111 square miles located near the center of South Carolina. The nearest large city is the state capital, Columbia. Charleston and leading beach resorts are nearby.

There are two (2) railways (Norfolk Southern & CSX), one (1) city owned Airport and two (20 international airports within an hour's drive.

Orangeburg is home to one (1) four-year private college, two (2) universities, one (1) two-year technical college, and one (1) vocational school.

Quick Facts

Population

- Orangeburg County: 91,746
- Orangeburg City: 13,964

Climate

- Average temperature: 62.95 degrees
- Average annual rainfall: 46.97 inches



Millage Rate: 94

Number of Fire Stations: 4

Date of Incorporation: December 24, 1983

Labor

County residents are principally employed in occupations related to commerce, agriculture or manufacturing. Industry is well balanced and diversified with manufacturing plants in chemicals, lumber and woodworking, textiles, and textile equipment. Manufacturing products include pharmaceuticals, ball and roller bearings, clothing and other textiles, fiberglass products, fishing equipment, food stuff, lawnmowers, livestock feed, packaging, plastic molds, stuffed toys, Teflon tubing, valves, wall paneling, articulated pistons for diesel

Top Employers of Orangeburg County

Regional Medical Center of Orangeburg
Husqvarna Outdoor Products
Sara Lee
Allied Air Enterprises
Food Lion LLC
Koyo Corporation of USA
Zeus Industrial Products



Places of Interest

The City of Orangeburg holds home to many points of interests for tourists as well as its citizens. A listing of some of those attractions are below.

For those who may be interested in history and viewing historical sites, you may find these places interesting:

- Alex Salley Archives Building
 - Claflin University
- South Carolina State University/Dixie Hall
 - Judge Glover's Home
 - Old Presbyterian Cemetery
- Orangeburg County Fine Arts Building
 - Pioneer Graveyard

Then while visiting the Edisto River be sure to visit.....

The Edisto Memorial Gardens that holds home to some roses that are apart of the American Rose Garden

Selections and also the American Rose Society. The Edisto Memorial Gardens also has many attractions including:

Andrew Berry Terrace Garden
Butterfly Garden
Centennial Park
Disc Golf Course
Horne Wetlands Park
Memorial Fountain

Spray Park
Water Wheel
Works of Sculpture
Angel of Hope
Veteran's Memorial Park
Summers Memorial Park





The City operates under the Council-Administrator form of government. The governing body is composed of a mayor elected at large, and six council members elected for four year staggered terms. The Council is a legislative body establishing policies with recommendations by the City Administrator who administers all Departments of the City.

The present members of Council and their number of years on Council are as follows:

<u>Name</u>	<u>Title</u>	<u>Years on Council</u>	<u>District</u>
Michael C. Butler	Mayor	4 years	At large
Bernard Haire	Councilmember	29 years	4
Charles B. Barnwell, Jr.	Mayor Pro Tempore	16 years	3
Charles W. Jernigan	Councilmember	18 years	2
Sandra P. Knotts	Councilmember	24 years	6
L. Zimmerman Keitt	Councilmember	9 years	5
Richard F. Stroman	Councilmember	9 years	1

Government Organization

The principal functional areas of the City government are summarized in the organizational chart in this book. These functions are designed to provide government service in an efficient and effective manner promoting the concern of quality customer service.

The **Executive Department** is the first functional area and is comprised of both elected and non-elected officials. Included within this area are the functions of Mayor, City Council, Legal, Elections, and Municipal Court.

The **Finance Department** is comprised of two divisions: Finance and Records (including the functions of budgeting, internal auditing, employee benefits, all revenues, budget and accounting) and Information Technology.

The **Administration Department** is comprised of two divisions: Administrative, which includes a Human Resource Officer, and Community Planning.

Public Works encompasses those areas related to the maintenance of the City's infrastructure, city equipment, and the removal of refuse. Organizationally, it contains seven divisions:

- Administration
- Building Inspection (enforcement of building codes, inspections, and issuance of permits)
- Garage (maintenance of City's rolling stock)
- Parking Facilities (overseeing of parking facilities owned and/or operated by the City)
- Sanitation (collection of residential and commercial refuse)
- Streets & Maintenance and Parking Lots

The **Department of Public Safety** provides a variety of public safety services, including mobile patrol, crime prevention, crime investigations, warrant detail, traffic enforcement, and fire suppression service. Included within this Department are the Divisions of:

- Administration (budget, applicant screening, internal investigations)
 - Patrol (mobile response, traffic enforcement, accident investigation)
 - Special Operations (accreditation, neighborhood based police services, dispatch, training, grants, equipment)
 - Investigations (crimes, drug cases, surveillance, forensic scientist)
 - Forensic Lab
- Any grant related Divisions

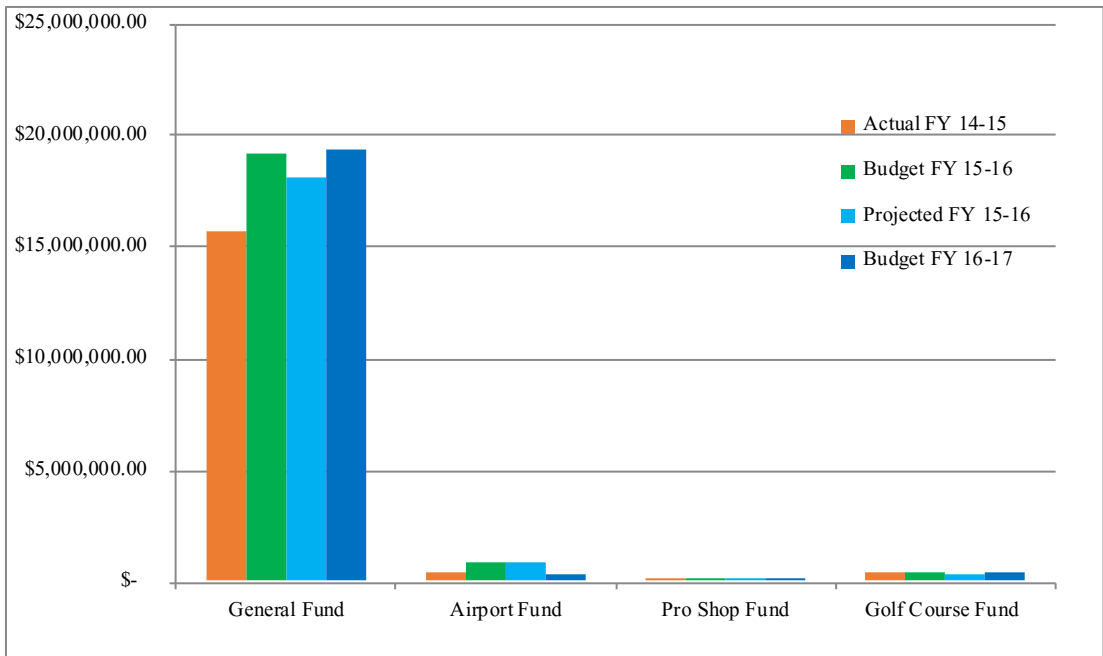


The **Parks & Recreation Department** oversees the following functions and has these divisions: Administration, Recreation, Gardens, and Parks & Cemeteries. This Department is responsible for sporting programs, instructional classes, and maintenance of the parks, Edisto Gardens, and two cemeteries.

The **Service Department** provides maintenance and service for other Departments and citizens within the City. Some of the Department’s responsibilities are grounds maintenance, drainage, lawn cutting, sweeping, scraping dirt streets, and litter control.

The **Orangeburg Municipal Airport** is a city owned and operated Airport. The Administration Division of the Airport operates the Airport and provides maintenance on hangars and other Airport facilities. This Department is overseen by the Public Works Director and operates as an Enterprise Fund.

Summary of Fund Revenues



Fee Increases FY 2016-17

- \$1 increase in Residential Sanitation Fees



The Budget Document & Process

Budget Document

The annual budget is the vehicle through which Orangeburg City Council authorizes Orangeburg City government to fund operations during a specific Fiscal Year for specific purposes, and which establishes the economic resources that are required to support these activities. A municipality has to be financially healthy. A state or local government is financially healthy if it can deliver the services its citizens expect, with the resources its citizens provide, now and in the future. The budget ensures and drives a healthy municipality.

Legal provisions for adoption of the annual budget are contained in Article X, Section 7 of the Constitution of the State of SC, Section 5-13-90 of the SC Code of Laws of 1970 and Section 2-5.2 of the Orangeburg Municipal Code.

Budget Process

The budget process begins in April where the Finance Director creates a budget calendar, which is approved by the City Administrator, and he in turn presents it to Council for approval. In May, the Finance Director distributes the budget manuals that include the budget calendar, statistical analysis, and budgetary history, and needed forms to each Department.

Each Department Head then prepares a comprehensive list of goals and objectives that highlights the programs, projects, capital needs, and initiatives they would like to have considered for the upcoming budget year. Each item is then presented to the Management Team in a goal setting retreat in an informal setting. Goals from previous years, which have not been completed, are included in these goals along with initiatives for the upcoming year. This serves as a guide by which each Department then prepares their expenditure requests. Expenditure requests are then evaluated to determine the fiscal resources necessary to accomplish these goals. During this time, the Finance Director prepares revenue estimates for the current year. Appropriate Departments also prepare their own revenue projections for those revenue items generated by their Departments.

Each Department Head then meets individually with the Budget Team to review budget and expenditure requests. During these meetings, the goals of each Department are reviewed and expenditure requests are evaluated to determine the fiscal resources necessary to accomplish these goals.

Following these meetings, the Budget Team meets to prepare a draft budget for submission to City Council. This draft budget is submitted to City Council at budget workshops held in July. The public has an opportunity to comment on the budget at the time of second reading. A draft copy of the budget is made available prior to first reading to anyone interested. Three readings are required for formal adoption of the budget. State law requires City Council to adopt a balanced budget by fiscal year end.

Budget Amending Process

Request(s) for budget changes (projections) must be submitted by Department Heads to the City Administrator, who in turn submits his request to Council. The amendments are submitted to City Council and are approved by an Ordinance. This procedure takes place during the budget process for the upcoming fiscal year. The Ordinance was passed on September 1, 2016.

Actual expenditures may not legally exceed budgeted appropriations at the fund level. The City Administrator is authorized to transfer budgeted amounts between line items, Divisions and/or Departments. Any revisions that alter the total expenditures of any of the governmental funds must be approved by City Council by Ordinance amending the budget prior to September 30th. Appropriations lapse at year-end.



Capital Projects Funds - The Capital Projects Fund accounts for financial resources to be used for the renovations of major capital facilities, which are not financed by the General Fund or the Proprietary Funds. A budget is not adopted for the Capital Projects Fund. Current capital project funds are: Stevenson Auditorium Renovation Fund, County Capital 1%, and Debt Service Fund.

Proprietary Funds - Proprietary Funds are used to account for activities where the determination of net income is necessary or useful for sound financial administration.

Enterprise Funds - Enterprise Funds are used to account for activities that provide goods and services and to recover costs through user charges in a manner similar to private business enterprises (including depreciation). The City maintains an Enterprise Fund to account for the Orangeburg Municipal Airport, Hillcrest Pro Shop and Hillcrest Golf Course.

Fiduciary Funds- Expendable Trust Funds include funds held for the Orangeburg Festival of Roses, Delinquent Tax Collections and Edisto Senior Games. They are accounted for in essentially the same manner as governmental funds.

Agency Funds - Agency Funds are used to account for assets and liabilities, which are custodial in nature. Primary example is Deferred Compensation.

Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds and expendable trust funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating Statements of these funds present increases (example: revenues and other financial sources) and decreases (example: expenditures and other financial uses) in net current assets. Revenues and expenditures of Governmental Funds and Expendable Trust Funds are recognized on the modified accrual basis. Revenues are deemed susceptible to accrual and are recognized in the period when they become measurable and available as net current assets. Measurable means the amount of the transaction can be determined and “available” mean collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. State shared revenue is considered “measurable” when in the hands of the State Treasurer and is recognized as revenue at that time. Other major revenue that is determined to be susceptible to accrual includes state and federal grants earned and interest. Major revenue that is determined not be susceptible to accrual because it is not available soon enough to pay liabilities of the current period and is not objectively measurable, this includes delinquent property taxes, licenses, permits, and the majority of fines and forfeitures.

Expenditures are recognized when the fund liability is incurred, if measurable, except principal and interest on general long-term debt, which is recognized when due or when funds have been made available for payment. The government reports deferred revenue on its combined balance sheet. Deferred revenue arises when potential revenue does not meet both the measurable and available criteria for recognition in the current period. Deferred revenue also arises when the government receives resources before it has a legal claim to them, as when grant monies are received prior to the incidence of qualifying expenditures. In subsequent periods, when both revenue and recognition criteria are met or when the government has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

The Proprietary Fund is accounted for on the accrual basis, which measures the flow of economic resources measurement focus. Revenues are recognized when earned and expenses recognized when the related liabilities are incurred. With this measurement focus, all assets and liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (example: net total assets) is segregated into contributed capital and retained earning components. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in net total assets.

Basis of Budgeting

In accordance with General Statutes of the State of South Carolina, the City Council is required to adopt an annual balanced budget Ordinance for the combined General and Enterprise Operating Funds prior to October 1. Formal budgetary integration is employed as a management control device during the year for the General, Orangeburg Municipal Airport, Hillcrest Pro Shop and Hillcrest Golf Course Funds. The City provides estimates of its prior year actual and current year projected revenues and expenditures during the budget process. City Council has the authority to amend the Budget Ordinance. Unused appropriations to the General, Orangeburg Municipal Airport, Hillcrest Golf Course, and Hillcrest Pro Shop lapse at the end of the year unless encumbered.

Appropriations are authorized in the annual Budget Ordinances generally at the Department level. The legal level of budgetary control is essentially at the fund level; however, in practice the City maintains control at the Department level. Administrative control is further maintained through the establishment of more detailed line item budgets. The City adopts a budget for the General Fund (010) and the Enterprise Funds (170,180, and 185) only. The Special Revenue Funds, Capital Project Funds, and Fiduciary Funds are not adopted as part of this formal budget document.

Capital Budgeting

Some expenditures are for “Operating” **capital outlay**, which is defined as any item with a useful life of one year or greater and a unit cost of \$2999.99 or more. The nature of capital items such as motor vehicles, fire trucks, and other equipment requires that they be planned for and replaced on a recurring basis. The annual budget is the tool to do so. A listing of capital outlay funded for this fiscal year is found at the end of each Division and also in the Capital Summary section and what impact it has on the operating budget. At this time, the City of Orangeburg does not have a Capital Improvements program, nor does it adopt a separate capital budget. The City of Orangeburg also identifies certain expenditures as **small capital outlay**. These items are identified as small capital outlay because each will have a useful life of greater than one-year and have a unit cost ranging from \$500 - \$2,999.99. These items will not be depreciated.





Accomplishments FY 15-16



New Fuel Station



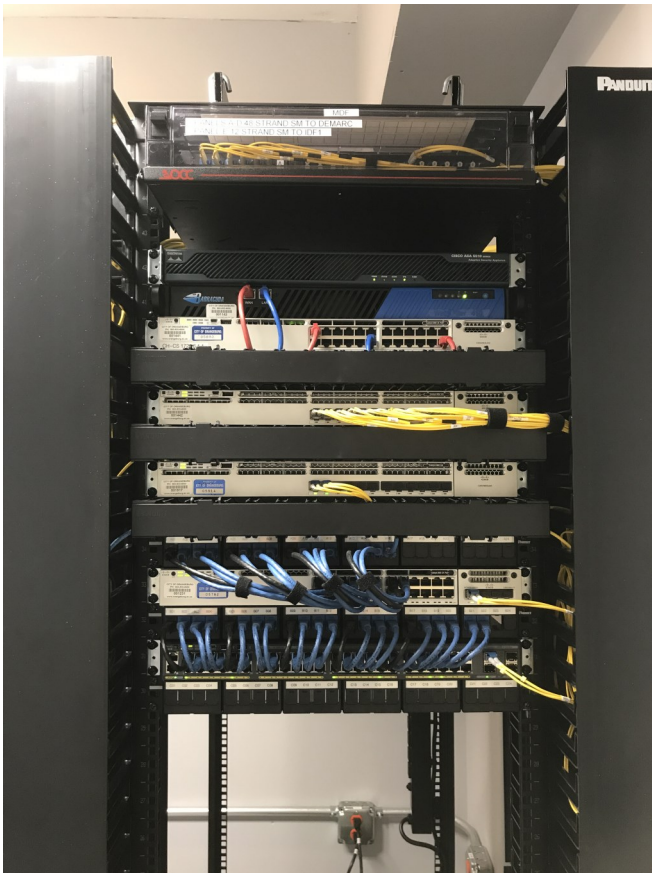
Repairs & Renovations to Mirmow Field



Accomplishments FY 15-16



Construction of New City Gym



Repairs & Upgrades to IT Server Room

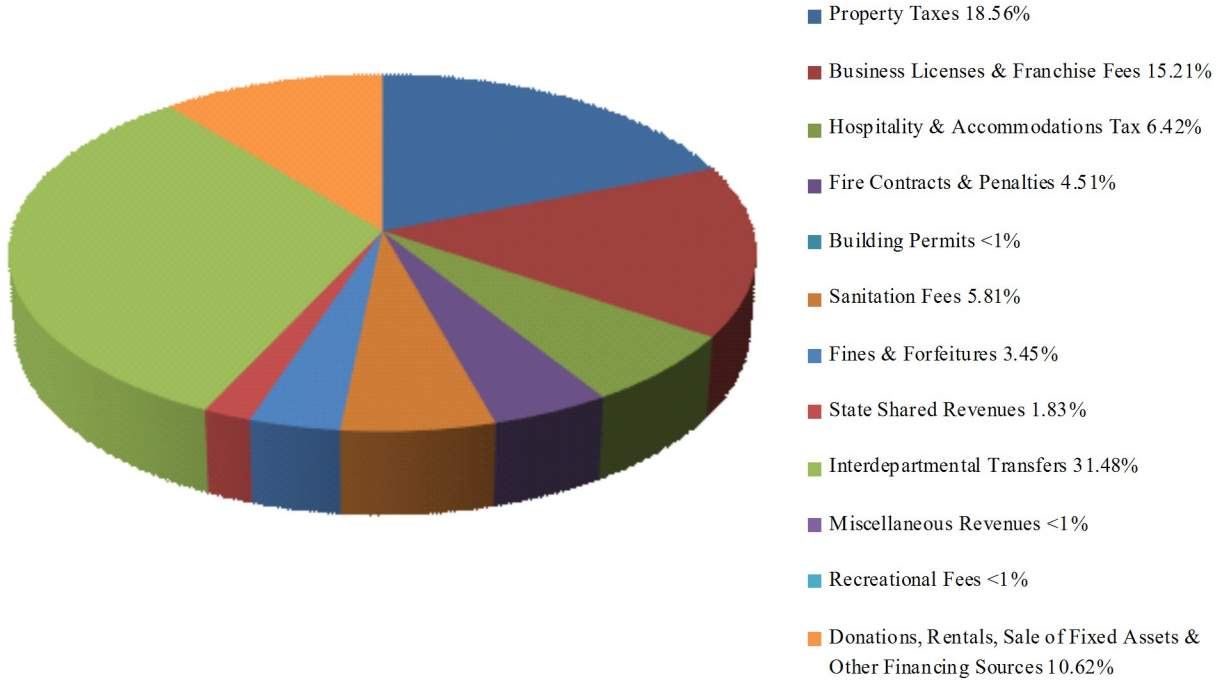
Budget Calendar for Fiscal Year 2016-2017

Date	Event
May 3, 2016	Approval of Budget Calendar
May 10, 2016	Distribute Calendar, budget forms and personnel information to all Departments
May 18, 2016 by 12 noon	Year End Projections for Revenues and Expenditures for FY 2015-16
May 26, 2016	Staff Planning for Management Team, Discuss Accomplishments, Goals and Objectives for FY 2016-17 <ul style="list-style-type: none"> • Held at the Airport Recreation Room at 8:30 am
June 6, 2016	Budget Requests Submitted in System by 12 noon for FY 2016-17.
June 9, 13 and 15, 2016	Management Team to Review Submittals with Departments
June 29 and 30, 2016	Planning Retreat for Council and Goal Setting Retreat <ul style="list-style-type: none"> • Executive Board Room, Council Chambers, time TBA
July 11 and 12, 2016	Budget Workshops with Council and Budget Team
July 22, 2016	Finance Director prepares Budget Document for First Reading and Public Notice
July 31, 2016	Ad in Newspaper for Public Hearing
August 2, 2016	First Reading of Budget FY 2016-17
August 16, 2016	Second Reading of Budget FY 2016-17
September 6, 2016	Third Reading and Adoption of Budget FY 2016-17
October 1, 2016	New Fiscal Year Begins FY 2016-17 Budget Document Ready for Inspection

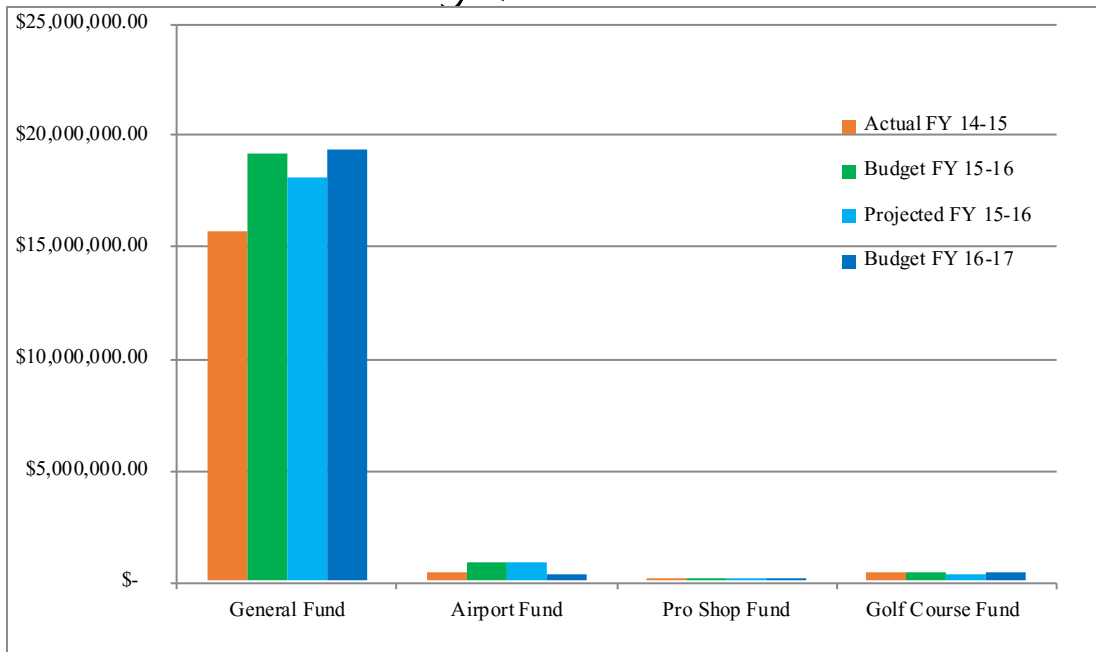


Revenue Assumptions for FY 16-17

General Fund Revenues



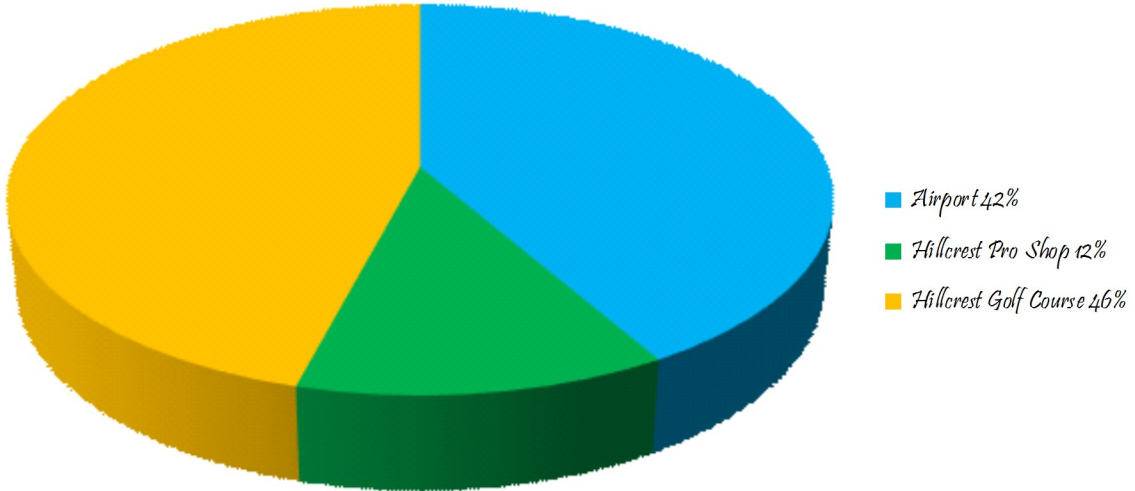
Summary of Fund Revenues





Revenue Assumptions for FY 16-17

Enterprise Funds Revenues





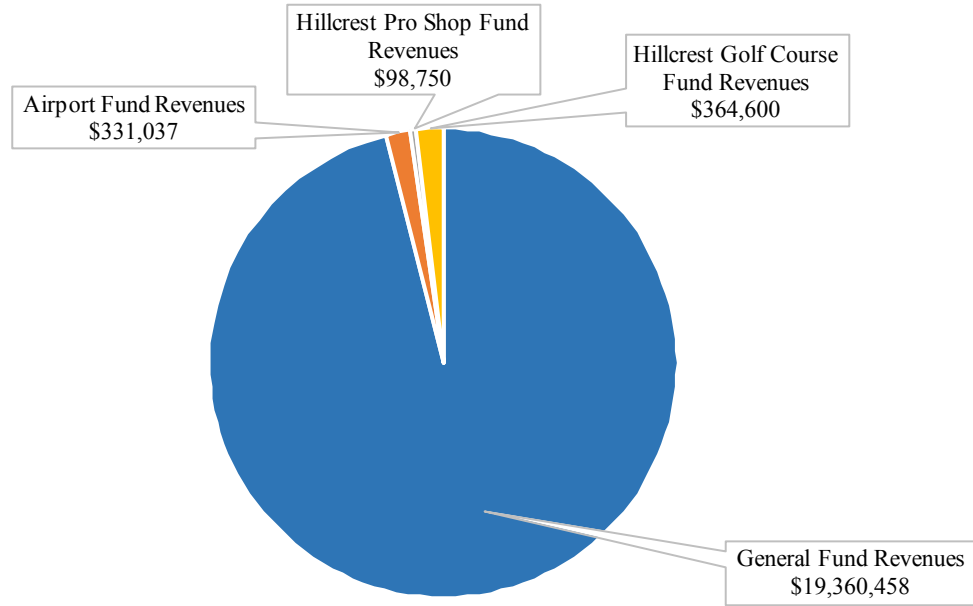
Revenue Assumptions for FY 16-17

City of Orangeburg FY 2016-2017

<i>Total Budgeted Revenues by Category/General Fund</i>	
Property Taxes	\$3,601,516
Business Licenses	\$2,902,350
Interfund Transfers	\$5,758,609
Other Financing	\$1,981,500
Miscellaneous Revenue	\$ 67,271
Franchise Fees	\$ 156,000
Permits	\$ 40,612
Hospitality and Accommodations	\$1,234,000
Federal Grants	\$ 0
State Grants	\$ 222,000
State Shared Revenue	\$ 351,000
Sale of Fixed Assets	\$ 80,000
Fines and Forfeitures	\$ 607,000
Interest Revenues	\$ 50,000
General Government Fees	\$ 4,800
Fire Service Fees	\$ 881,000
Sanitation Fees	\$1,165,000
Recreation Fees	\$ 189,300
Rentals	\$ 45,000
Donations	\$ 23,500
<i>Total General Fund Revenues</i>	<i>\$19,360,458</i>

Summary of Fund Revenues

FY 2016-17



- General Fund Revenues
- Airport Fund Revenues
- Hillcrest Pro Shop Fund Revenues
- Hillcrest Golf Course Fund Revenues

General Fund Revenues

Account	Account Description	Actual 14-15	Budget 15-16	Amended 15-16	Budget 16-17
Property Taxes					
010000311001	CURRENT PROPERTY TAX	2,615,464	2,740,000	2,750,000	2,800,000
010000311002	PENALTIES ON CURRENT TAX	44,082	38,500	38,000	37,000
010000311003	PRIOR YEARS TAXES	132,150	127,000	82,000	85,000
010000311004	PENALTIES ON PRI YEAR TAX	17,549	18,000	13,500	14,000
010000311005	NEXT YEAR TAXES	0	0	0	0
010000311006	HOMESTEAD EXEMPTIONS	159,818	159,900	169,531	172,000
010000311007	PROCESSING FEES	32,400	33,000	30,000	30,000
010000311008	FORFEITED LAND COMM INTER	1,322	1,000	2,000	2,000
010000311009	MERCHANTS INVT. TAX REIMB	69,016	69,016	69,016	69,016
010000311010	MOTOR CARRIER TAXES	17,707	17,000	17,500	17,500
010000311011	MANUFACTURER'S TAX EXEMPT	31,603	32,000	30,193	31,000
010000311012	PAYMENT IN LIEU OF TAXES	61,917	61,000	71,000	71,000
010000311027	2007 VEHICLE TAXES	0	0	0	0
010000311028	2008 VEHICLE TAXES	0	0	0	0
010000311029	2009 VEHICLE TAXES	0	0	0	0
010000311030	2010 VEHICLE TAXES	467	0	0	0
010000311031	2011 VEHICLE TAXES	124	0	0	0
010000311032	2012 VEHICLE TAXES	246	0	178	0
010000311033	2013 VEHICLE TAXES	3,064	250	833	200
010000311034	2014 VEHICLE TAXES	79,650	3,000	3,384	800
010000311035	2015 VEHICLE TAXES	213,142	80,000	86,000	3,500
010000311036	2016 VEHICLE TAXES	0	184,000	182,000	85,500
010000311037	2017 VEHICLE TAXES	0	0	0	183,000
		3,479,721	3,563,666	3,545,135	3,601,516
Franchise Fees					
010000318001	TIME WARNER FRANCHISE FEE	125,879	130,000	131,000	131,000
010000318002	AT&T FRANCHISE FEES	21,189	19,100	23,400	25,000
		147,068	149,100	154,400	156,000
Business Licenses					
010000321001	GENERAL BUSINESS LICENSES	931,946	950,000	920,000	950,000
010000321002	LIFE & MEDICAL INSURANCE	691,369	595,000	599,000	601,000
010000321003	FIRE & CASUALTY INSURANCE	1,176,334	1,120,000	1,275,000	1,275,000
010000321004	PENALTIES BUSINESS LIC	15,961	40,000	15,000	16,000
010000321005	PRECIOUS METALS LICENSE	350	350	350	350
010000321007	TELECOMMUNICATIONS LICENS	61,725	65,000	60,000	60,000
		2,877,685	2,770,350	2,869,350	2,902,350

General Fund Revenues

Account	Account Description	Actual 14-15	Budget 15-16	Amended 15-16	Budget 16-17
Permits					
010000322001	BUILDING PERMITS	80,060	40,000	33,471	40,000
010000322002	TAXI PERMITS	6	6	12	12
010000322003	YARD SALE PERMITS	600	600	600	600
010000322004	PERMIT PENALTIES	0	0	0	0
		80,666	40,606	34,083	40,612
Hospitality & Actx					
010000324001	HOSPITALITY TAX MONIES	0	1,200,000	1,150,000	1,200,000
010000324002	ACCOMMODATIONS TAX MONIES	0	32,000	33,000	33,000
010000324003	PENALTIES-HOSP & ACC TAX	0	1,200	800	1,000
		0	1,233,200	1,183,800	1,234,000
Federal Grants					
010000331001	GRANT INCOME-FEDERAL	0	0	0	0
010000331007	CLAFLIN FED GRANT	0	0	0	0
		0	0	0	0
State Grants					
010000334001	GRANT INCOME-STATE	0	60,000	25,000	0
010000334002	SCHOOL RESOURCE OFFICER R	32,577	32,000	34,000	34,000
010000334003	VICTIMS ADVOCATE GRANT	0	0	24,715	9,300
010000334006	FORENSIC DRUG LAB	0	0	0	0
010000334007	CDV GRANT REIMBURSEMENT	0	0	0	0
010000334008	JAG GRANT REVENUE	0	0	0	0
010000334009	JAG - CRIME SCENE EQMT	0	0	0	0
010000334010	HWY SAFETY - LEN	24,840	28,000	28,000	28,000
010000334011	HIGHWAY SAFETY GRANT	57,885	0	41,055	0
010000334012	JAG - RECORDS ENHANCEMENT	0	0	0	0
010000334013	JAG - LE TRAINING ASSIST	0	0	0	0
010000334014	CDBG GRANT REVENUE	0	0	7,000	150,700
		115,302	120,000	159,770	222,000
State Shared					
010000335001	ACCOMMODATIONS TAX	25,411	26,000	26,000	26,000
010000335002	LOCAL GOVERNMENT FUND	292,385	300,000	286,000	300,000
010000335005	FEMA REIMB AFG	0	0	0	0
010000335009	ICE/FLOOD REIMBURSEMENT	17,420	25,000	170,000	25,000
010000335011	USDOJ GRANTS	3,859	0	0	0
010000335012	FEMA - FP&S	16,530	0	0	0
010000335014	GREAT FEDERAL GRANT REVEN	0	0	0	0
010000335015	METH. INITIATIVE GRANT	0	0	0	0
		355,605	351,000	482,000	351,000

General Fund Revenues

Account	Account Description	Actual 14-15	Budget 15-16	Amended 15-16	Budget 16-17
Government Fees					
010000341001	REZONING FEES	6,134	3,000	3,583	3,000
010000341002	SETOFF DEBT COLLECTIONS	1,375	1,800	1,800	1,800
		7,509	4,800	5,383	4,800
Fire Service Fees					
010000342001	FIRE CONTRACTS	824,376	855,000	855,000	855,000
010000342002	PENALTIES FIRE CONTRACTS	14,375	10,000	15,500	16,000
010000342003	FIRE RECOVERY ORD FEES	0	0	0	10,000
		838,751	865,000	870,500	881,000
Sanitation Fees					
010000344001	COMMERCIAL SANITATION FEE	385,648	420,000	440,824	440,000
010000344003	RESIDENTIAL SANITATION FE	694,774	696,000	660,000	725,000
		1,080,422	1,116,000	1,100,824	1,165,000
Recreation Fees					
010000347001	NON RESIDENT FEE	11,338	25,000	11,500	18,000
010000347002	ADULT SOFTBALL	1,400	1,500	1,500	1,500
010000347003	YOUTH SOFTBALL	2,490	2,500	4,140	5,000
010000347004	BASEBALL	16,370	12,100	15,475	17,000
010000347005	ADULT BASKETBALL	0	2,500	2,500	300
010000347006	YOUTH BASKETBALL	10,566	20,000	20,000	22,000
010000347007	FOOTBALL	12,882	12,000	12,000	12,000
010000347009	YOUTH SOCCER	12,400	7,000	12,000	12,000
010000347012	TENNIS	0	500	500	500
010000347013	PROGRAMS/CLASSES	35,166	33,000	33,000	30,000
010000347014	PAGEANTS	0	0	4,555	5,000
010000347015	CONCESSIONS	1,005	3,000	3,000	15,000
010000347016	SPECIAL EVENTS	350	400	1,200	1,500
010000347017	INSURANCE	0	0	105	0
010000347018	CHEERLEADING	3,101	2,500	1,000	1,500
010000347019	SPRAY PARK ADMISSION/RENT	20,513	15,000	15,000	18,000
010000347022	DISC GOLF REVENUES	0	0	0	0
010000347023	DISADVANTAGED SCHOLARSHIP	0	0	0	0
010000347024	ADULT KICKBALL	0	0	0	0
010000347026	GYM TOURNAMENTS & CAMPS	0	30,000	1,500	30,000
		127,581	167,000	138,975	189,300

General Fund Revenues

Account	Account Description	Actual 14-15	Budget 15-16	Amended 15-16	Budget 16-17
Fines					
010000351001	CRIMINAL FINES	179,768	188,000	180,000	180,000
010000351002	TRAFFIC FINES	442,058	460,000	415,000	415,000
010000351003	PARKING TICKETS	9,028	11,000	9,000	9,000
010000351005	INCIDENT & ACCIDENT	2,657	2,000	2,500	2,500
010000351008	FINGERPRINT REVENUE	375	500	500	500
		633,886	661,500	607,000	607,000
Interest					
010000361001	INVESTMENT INT INCOME	29,551	20,000	50,000	50,000
		29,551	20,000	50,000	50,000
Rentals					
010000363001	RENTALS	33,501	29,000	30,000	35,000
010000363002	STEVENSON AUD-DONATION	0	0	0	0
010000363003	STEVENSON PERSONNEL	11,945	10,000	6,000	10,000
010000363006	RENT - FIRST CITZ BLDG	0	0	0	0
		45,446	39,000	36,000	45,000
Donations					
010000365002	PRIVATE DONATION	25,000	15,000	15,000	15,000
010000365007	MENTORING DONATIONS	3,000	3,000	2,500	2,500
010000365008	DONATED ASSETS	0	0	0	0
010000365009	DONATIONS-GANG INITIATIVE	5,355	5,000	6,435	6,000
010000365012	ANIMAL CONTROL DONATIONS	5,244	0	0	0
		38,599	23,000	23,935	23,500
Other Financial Sources					
010000390001	OTHER FINANCING SOURCES	601,533	1,556,592	1,306,592	1,465,500
010000390002	FIRE EQUIPMENT RESERVE	0	0	0	176,000
010000390003	TRF FR VICTIMS ADVOCATE	40,000	40,000	40,000	40,000
010000390009	TRF FROM HOSP & ACC TAX	300,000	300,000	300,000	300,000
010000390013	OT FINANCING-UNUSED FUNDS	0	0	0	0
010000390097	TRANSFER FROM 1% FUND	0	0	0	0
		941,533	1,896,592	1,646,592	1,981,500
Transfers					
010000391001	CASH RESERVE	0	935,000	0	650,000
010000391002	PUBLIC UTILITY TRANSFER	4,838,609	5,108,609	5,108,609	5,108,609
010000391003	STREET LIGHTS	0	0	0	0
010000391004	FIRE HYDRANT RENTALS	0	0	0	0
010000391005	CHRISTMAS LIGHTS	0	0	0	0
010000391009	DPU - CENTENNIAL PARK	0	0	0	0
010000391011	DPU FIBER RENTAL	0	0	0	0
		4,838,609	6,043,609	5,108,609	5,758,609

General Fund Revenues

Account	Account Description	Actual 14-15	Budget 15-16	Amended 15-16	Budget 16-17
Sale Fixed Assets					
010000392001	SALE OF FIXED ASSETS	24,343	80,000	35,000	80,000
		24,343	80,000	35,000	80,000
Misc Revenue					
010000394000	WEEDY LOT FEES	27,650	20,000	35,000	30,000
010000394001	SALE-CEMETERY LOTS/INTERM	4,101	5,000	8,000	5,000
010000394005	SERV CHG-RT CKS	458	700	570	600
010000394006	TRAFFIC SIGNAL REIMBURS	356	355	360	360
010000394007	SCDOT REIMBURSEMENT	12,097	12,000	14,632	14,500
010000394009	RECYCLING FEES	2,129	1,500	2,599	1,500
010000394012	MISCELLANEOUS REVENUE	15,332	15,000	15,000	15,311
010000394022	DEMOLITIONS	0	0	0	0
010000394026	MISC CLEAN UP FEES	0	0	0	0
		62,123	54,555	76,161	67,271
Total General Fund Revenues		15,724,400	19,198,978	18,127,517	19,360,458

Airport Fund Revenues

<u>Account Description</u>	<u>Actual 14-15</u>	<u>Budget 15-16</u>	<u>Amended 15-16</u>	<u>Budget 16-17</u>
<u>Sales Tax</u>				
170000313001 SALES TAX	21,277	21,568	16,839	16,839
	21,277	21,568	16,839	16,839
<u>Federal Grants</u>				
170000331001 GRANT INCOME-FEDERAL	0	0	0	0
170000331004 REIMBURSEMENT FROM FAA	0	0	0	0
170000331005 FED GRANT INCOME - APRON	0	0	0	0
170000331006 FED GRT INCOME - HANGARS	0	0	0	0
170000331008 FED GRANT - PHASE II	0	0	0	0
170000331011 GRANT - LAND/FENCING 18	22,268	0	0	0
170000331012 GRANT INCOME - FARM FUEL	0	0	0	0
170000331013 GRANT INCOME 20 FUEL CONS	2,313	461,967	468,377	0
	24,581	461,967	463,377	0
<u>State Grants</u>				
170000334001 GRANT INCOME-STATE	0	0	0	0
	0	0	0	0
<u>Airport</u>				
170000346001 AVGAS FUEL SALES	95,894	94,790	89,361	89,361
170000346002 JET FUEL SALES	204,264	214,500	145,896	145,896
170000346003 OIL SALES	2,066	1,813	3,363	3,363
170000346004 HANGAR RENTALS	68,280	65,409	69,412	69,412
170000346005 TIE-DOWN RENTALS	1,047	1,047	750	750
170000346006 FINANCE CHARGE	268	256	267	200
170000346007 LEASES/RENTAL AGREEMENTS	0	0	0	0
170000346010 RETAIL SALES	1,572	1,100	1,492	1,492
	305,111	378,915	310,541	310,474
<u>Donations</u>				
170000365002 PRIVATE DONATION	0	0	0	0
	0	0	0	0
<u>Other Financial Sources</u>				
170000390001 OTHER FINANCING SOURCES	0	0	0	0
170000390005 TRANSFER FROM G/F	0	0	0	0
170000390009 TRF FROM HOSP & ACC TAX	0	0	0	0
170000390015 TRF FROM 2006 1% FUND	0	0	0	0
	0	0	0	0
<u>Sale Fixed Assets</u>				
170000392001 SALE OF FIXED ASSETS	0	0	0	0
	0	0	0	0
<u>Miscellaneous Revenue</u>				
170000394012 MISCELLANEOUS REVENUE	323	336	441	441
170000394025 MISC REVENUE NON-TAXABLE	4,791	4,685	3,083	3,083
170000394029 PILOTS WALK	0	0	0	200
170000394116 RESTITUTION	650	1,114	0	0
	5,764	6,135	3,524	3,524
<i>Total Airport Fund Revenues</i>	<i>356,773</i>	<i>868,585</i>	<i>799,281</i>	<i>331,037</i>

Hillcrest Pro Shop Fund Revenues

Account	Account Description	Actual 14-15	Budget 15-16	Amended 15-16	Budget 16-17
<u>Sales Tax</u>					
180000313001	SALES TAX	5,822	6,000	6,000	6,800
		5,822	6,000	6,000	6,800
<u>Hillcrest</u>					
180000348000	DRIVING RANGE REVENUES	16,112	17,000	16,000	17,000
		16,112	17,000	16,000	17,000
<u>Pro Shop</u>					
180000349001	BEER SALES	4,100	4,000	4,000	3,400
180000349002	DRINK SALES	11,408	10,000	10,000	10,000
180000349003	FOOD AND SNACKBAR	10,613	10,000	11,000	11,000
180000349004	SOFTGOODS,SHOES & CLOTHIN	22,711	20,000	25,000	25,000
180000349005	CLUBS	2,028	2,000	9,000	9,000
180000349006	GOLFBALLS	16,832	15,000	15,000	16,000
180000349007	PULL CART RENTAL	413	200	550	550
180000349008	TRADED IN CLUBS	0	0	0	0
		68,105	61,200	74,550	74,950
<u>Miscellaneous Revenue</u>					
180000394012	MISCELLANEOUS REVENUE	0	0	0	0
		0	0	0	0
<i>Total Hillcrest Pro Shop Fund Revenues</i>		<i>90,039</i>	<i>84,200</i>	<i>96,550</i>	<i>98,750</i>

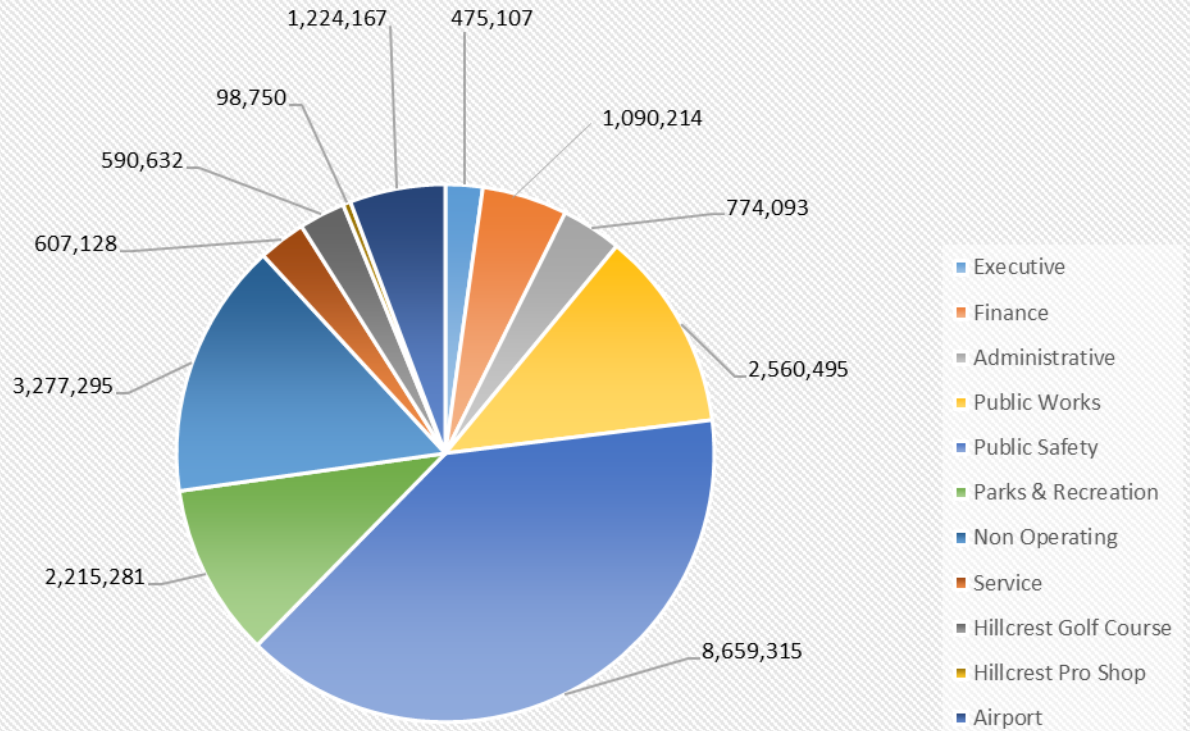
Hillcrest Pro Shop Fund Revenues

Account	Account Description	Actual 14-15	Budget 15-16	Amended 15-16	Budget 16-17
<u>Sales Tax</u>					
185000313001	SALES TAX	10,132	10,000	10,000	10,000
185000313002	ADMISSIONS TAX	7,001	7,500	7,500	7,800
		17,133	17,500	17,500	17,800
<u>Recreation Fees</u>					
185000347083	SPONSORSHIP	0	11,700	0	5,000
		0	11,700	0	5,000
<u>Hillcrest</u>					
185000348001	GREEN FEES	115,640	110,000	110,000	115,000
185000348002	CART RENTAL	131,126	145,000	120,000	130,000
185000348003	MEMBERSHIPS	21,970	25,000	24,000	24,000
185000348004	HC CAPITAL PROJECTS REVENUES	12,667	12,000	11,000	14,000
185000348005	LOAN FROM GENERAL FUND	0	0	0	0
185000348006	LOAN FROM HOSP/ACC TAX	0	0	0	0
185000348007	CART REPLACEMENT REVENUES	0	0	0	0
185000348008	FACILITY FEE/WALKERS	2,146	2,400	1,500	1,500
		283,549	294,400	266,500	284,500
<u>Interest</u>					
185000361002	OTHER INTEREST INCOME	0	0	0	0
		0	0	0	0
<u>Other Financial Sources</u>					
185000390001	OTHER FINANCING SOURCES	0	0	0	0
185000390005	TRANSFER FROM G/F	0	0	0	0
185000390009	TRF FROM HOSP & ACC TAX	4,246	0	0	0
185000390010	TRANSFER FROM PRO SHOP	41,651	46,900	57,450	52,250
185000390013	OT FINANCING-UNUSED FUNDS	0	0	0	0
185000390097	TRANSFER FROM 1% FUND	0	0	0	0
		45,897	46,900	57,450	52,250
<u>Transfers</u>					
185000391000	CARRY FRWD RETAINED EARNINGS	0	0	0	0
		0	0	0	0
<u>Sale Fixed Assets</u>					
185000392001	SALE OF FIXED ASSETS	10,985	0	0	0
		10,985	0	0	0
<u>Miscellaneous Revenue</u>					
185000394012	MISCELLANEOUS REVENUE	64	0	23	50
185000394028	LESSONS & CLUB REPAIR	0	0	4,000	5,000
		64	0	4,023	5,050
<i>Total Hillcrest Golf Course Fun Revenues</i>		357,628	370,500	345,473	364,600



Expenditures for FY 16-17

Expenditure/Expense Summary FY 2016-17





Expenditures for FY 16-17

Summary of General & Enterprise Fund Expenditures by Department

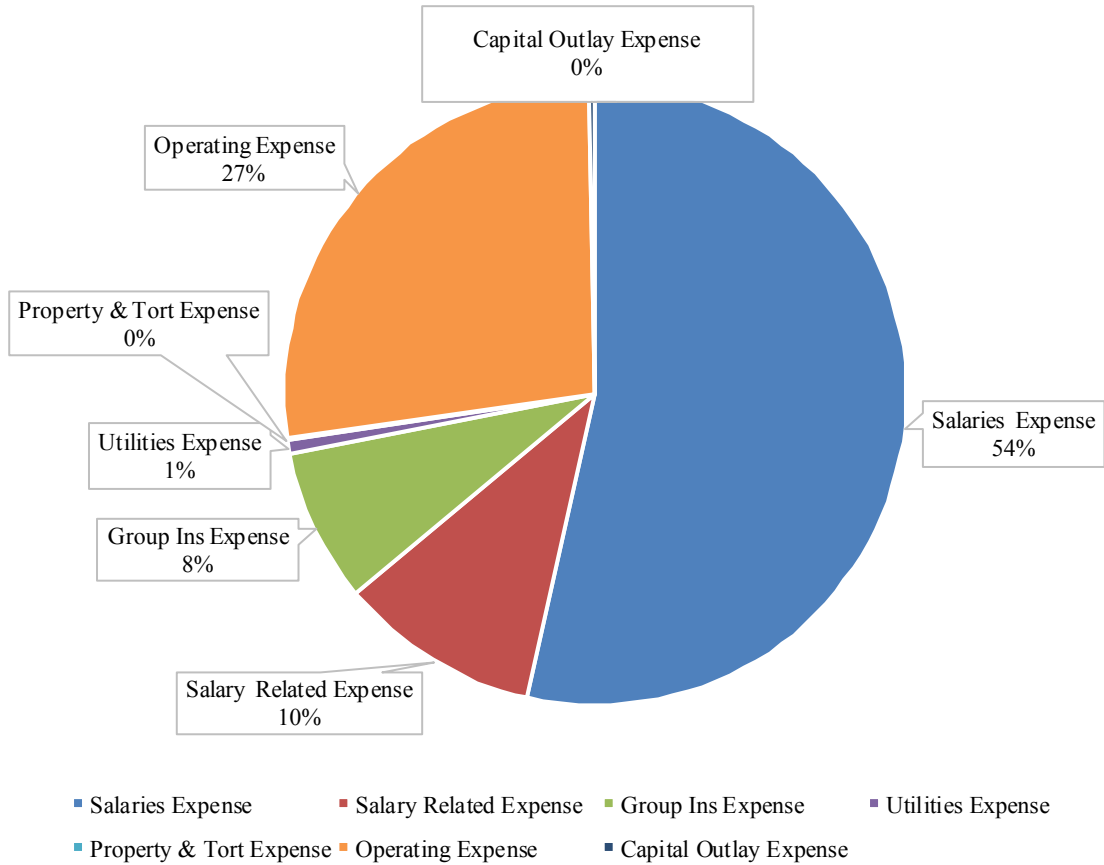
DEPARTMENT	Actual FY 14-15	Budget FY 15-16	Projected FY 15-16	Budget FY 16-17
Executive	401,283	415,928	445,904	475,107
Finance	773,657	1,080,805	779,248	1,090,214
Administrative	548,500	616,168	659,781	774,093
Public Works	2,555,896	2,292,878	2,219,254	2,560,495
Public Safety	7,249,509	8,659,315	7,560,116	8,659,315
Parks & Recreation	1,837,855	2,097,270	1,972,922	2,215,281
Non-Operating	1,427,512	3,219,921	3,092,569	3,277,295
Service	599,345	816,693	812,468	607,128
TOTAL GENERAL FUND	15,393,557	19,198,978	17,542,262	19,658,928
Airport	1,145,468	1,824,929	1,665,538	1,224,167
Hillcrest Pro Shop	90,038	84,200	96,550	98,750
Hillcrest Golf Course	560,849	621,607	602,854	590,632
TOTAL ENTERPRISE FUNDS	1,796,355	2,530,736	2,364,942	1,913,549

Summary of Expenditures by Expense Category

(Includes Enterprise Funds)

ACCOUNT	Actual FY 14-15	Budget FY 15-16	Budget FY 16-17
Salaries Expense	7,559,132	8,155,990	8,269,532
Salary Related	1,718,014	1,919,134	1,877,142
Group Insurance	1,707,429	1,675,372	1,537,779
Utilities Expense	373,223	391,900	385,500
Property and Tort	327,107	338,538	346,970
Operating Expense	3,327,985	3,780,302	3,808,089
Capital Outlay	779,664	2,421,281	1,811,000
Non-Operating Expense	1,397,358	3,046,197	3,237,995
TOTAL EXPENDITURES	17,189,912	21,728,714	21,274,007

Executive Department



Executive Department	Administration Division
01	10

Fiscal Summary		Resources & Funding	
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Full Time Positions	1	Salaries Expense	74,464
Part Time Positions	7	Salary Related	15,521
Total Positions	8	Group Insurance	7,036
Vehicles	0	Utilities	3,500
		Property & Tort	15
		Operating	77,300
		Sub Total	177,836
		Capital	1,500
		Grand Total	179,336

Description of Department:
Mayor and Council exercise all legislative powers of the City. They approve the annual budget, set the tax millage and other fees and rates, set policies, goals and objectives to direct the City's growth and development, including the Department of Public Utilities and adopt Ordinances, rules and regulations as necessary for the general welfare of the City of Orangeburg. Long term planning is an essential element of Council's responsibilities.

The City Attorney provides legal advice to the Mayor, City Council, City Administrator, Boards, Commissions, Municipal Clerk, and all offices and departments of the City. The Attorney also represents the City in legal proceedings and jury trials. The City Attorneys office works closely with the Administrator in preparation of franchises, contracts, and long-term leases.

There is only one employee paid from this Division, the City Attorney. Mayor & Council are paid from the Department of Public Utilities. However, all of their expenses are budgeted in this Division are shown in part time positions.

- Goals:**
1. To continue with annexation of areas into the City limits of Orangeburg, for growth, revenue, and control of the fringe areas.
 2. To continue to enhance economic and community development to create jobs, revitalize the city, decrease crime, add to the tax base, and improve the appearance of the City and its communities.
 3. To continue to upgrade housing stock thru new construction, rehabilitation, and rezoning.

- Objectives:**
1. To continue improvement in providing protection and safety of property and persons with the Public Safety concept.
 2. To create a governmental environment which is conducive to economic development and job creation.

Detail of Executive—Administration Division Expenditures

Description	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Amended	FY 16-17 Adopted	
	Expense	Budget	Budget	Budget	
010010110410001	ADMINISTRATIVE PAYROLL	\$70,690	\$71,452	\$72,459	\$74,464
010010110420006	WORKERS' COMPENSATION	\$1,473	\$1,540	\$1,472	\$1,625
010010110420007	SOCIAL SECURITY	\$5,446	\$5,446	\$5,558	\$5,696
010010110420008	RETIREMENT	\$7,336	\$7,902	\$8,097	\$8,200
010010110430005	GROUP INSURANCE	\$8,304	\$6,968	\$5,923	\$7,036
010010110440010	UTILITIES EXPENSE	\$2,592	\$3,500	\$3,000	\$3,500
010010110450011	PROPERTY & TORT INSURANCE	\$14	\$14	\$21	\$15
010010110460004	SPECIAL EXPENSE	\$37,461	\$40,000	\$55,200	\$50,000
010010110460009	TRAVEL & TRAINING	\$9,585	\$10,000	\$13,608	\$10,000
010010110460012	DUES, FEES & SUBSCRIPTION	\$7,068	\$6,800	\$6,300	\$6,800
010010110460013	POSTAGE, PRINTING, ADV	\$1,329	\$2,000	\$984	\$1,500
010010110460014	OFFICE SUPPLIES	\$997	\$1,200	\$1,774	\$2,000
010010110460015	OFFICE MAINTENANCE	\$0	\$0	\$0	\$0
010010110460016	MISCELLANEOUS EXPENSE	\$2,318	\$4,000	\$492	\$2,000
010010110460128	MAYOR'S EXPENSE ACCOUNT	\$0	\$5,000	\$5,000	\$5,000
010010110470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010010110470040	SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$1,500
Grand Total		\$155,013	\$165,842	\$179,888	\$179,336

Executive Department	Elections Division
01	20

Fiscal Summary		Resources & Funding	
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Full Time Positions	0	Salaries Expense	0
Part Time Positions	0	Salary Related	0
Total Positions	0	Group Insurance	0
Vehicles	0	Utilities	0
		Property & Tort	75
		Operating	6,000
		Sub Total	6,075
		Capital	0
		Grand Total	6,075

Description of Department:
Section 5-15-10 of the S.C. Code of Laws authorizes each Municipality in South Carolina to hold general elections or special elections at times established by Ordinance. City Council has adopted by Ordinance the second Tuesday of September to hold elections for City Council elections.

A three member Election Commission was established for six-year terms. A chairman is designated for this Commission. The Chairman’s responsibilities are to set up a timetable for the election and write the County and request the number of qualified registered voters in the City. A notice of election is advertised at least 60 days prior to the election. All interested candidates must file a petition. After petitions are received, the County Voter’s Registration Office certifies candidates to the Municipal Election Commission. All candidates are required to file a State Ethics Commission form. The County handles the establishment of poll locations, getting ballot boxes ready, getting the ballots printed, choosing poll managers, absentee ballots and preparing tally sheets. The Election Commission and City Clerk in conjunction with the County, conducts the election and certifies the results to City Council.

Council member elections are held every four years at staggered terms. The mayoral election is held every four years at large.

Goals:

1. To conduct all municipal general elections and special elections in a fair and efficient manner.

Objectives:

1. To adhere to all laws governing elections.
2. Operating Expenses are for compensation of poll worker, printing of ballots, and advertisement of elections.

Detail of Executive—Election Division Expenditures

Description		<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>
		<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010010120450011	PROPERTY & TORT INSURANCE	\$75	\$75	\$75	\$75
010010120460004	SPECIAL EXPENSE	\$2,773	\$0	\$2,688	\$2,700
010010120460013	POSTAGE, PRINTING, ADV	\$250	\$0	\$0	\$250
Grand Total		\$3,098	\$75	\$2,763	\$3,025

Executive	Municipal Court
01	30

Fiscal Summary		Resources & Funding	
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Full Time Positions	3	Salaries Expense	157,057
Part Time Positions	1	Salary Related	29,227
Total Positions	4	Group Insurance	23,794
Vehicles	0	Utilities	0
		Properties & Tort	476
		Operating	23,800
		Sub Total	234,354
		Capital	0
		Grand Total	234,354

Description of Department: The Municipal Court is a court of criminal jurisdiction, which initially handles all criminal matters, which occur within the City of Orangeburg. Criminal actions are commenced with the issuance of either an arrest warrant or a uniform traffic citation. The court has jurisdiction over cases arising under ordinances of the Municipality and over all offenses which are subject to a fine not exceeding \$2,100.00 or imprisonment not exceeding six-months, or both, and which occur within the Municipality. Bench trials are held every week except during jury trial week, CDV court is held the last Wednesday of each month and jury trials are held the second full week of each month beginning the second Monday of each month. If the offense carries a penalty in excess of \$2,100.00 and/or six-months, the case is sent to the Court of General Sessions for trial. In addition, the Municipal Judge is responsible for setting and accepting bail, conducting preliminary hearings and issuing arrest and search warrants.

Goals:

1. To continue to provide fair and impartial treatment to all parties who come before the court by ensuring that the constitutional rights of both victims and defendants are protected.

Objectives:

1. To continue legal education by attending seminars designed to keep the judiciary knowledgeable of changing laws and case decisions.
2. To keep court personnel up to date by training and instruction as to upgrades and changes to the Lawtrak System and other software.
3. To continue monthly jury trial terms to ensure that all cases are disposed of in the time limits set by the S.C. Court Administration.

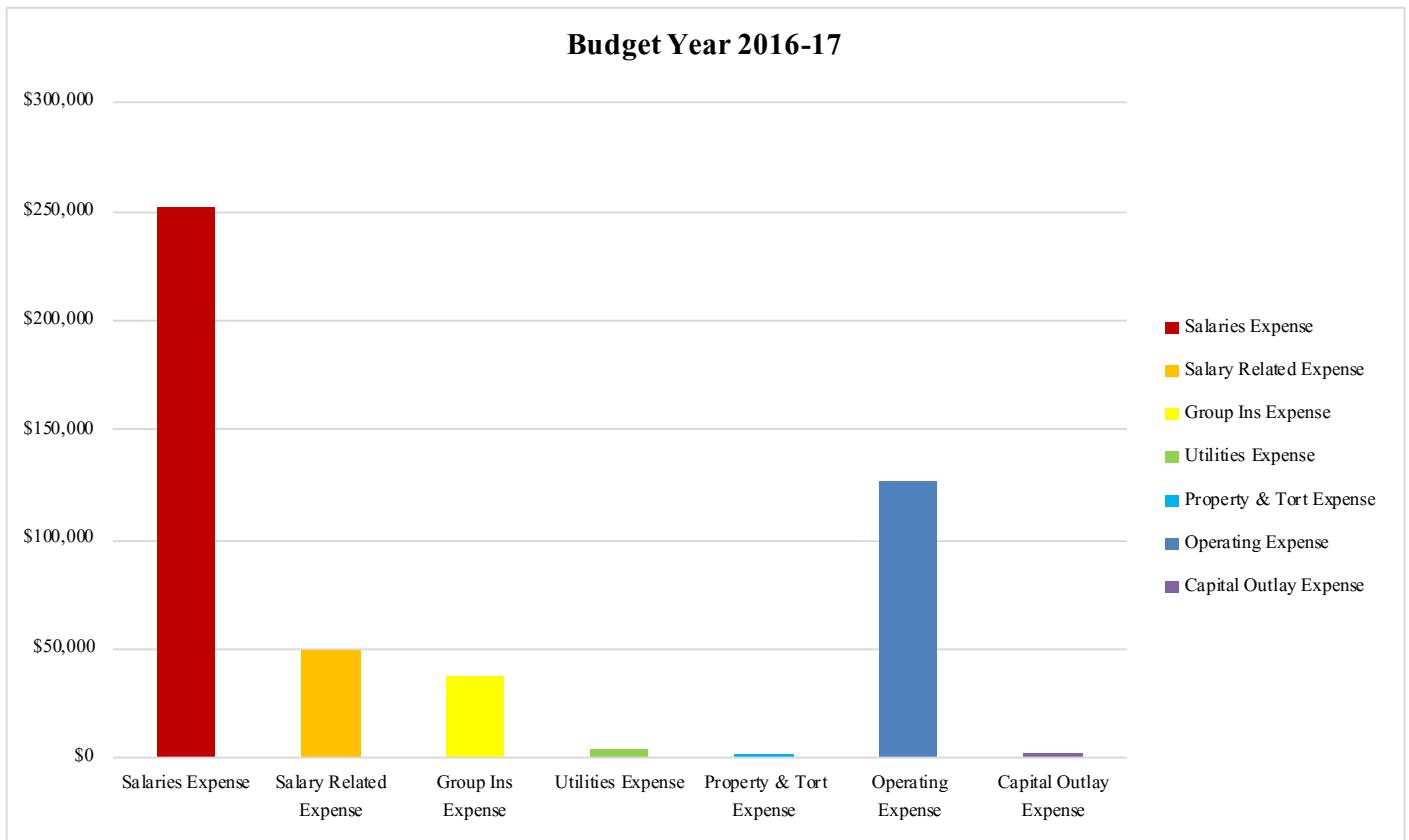
Small Capital Outlay Approved	Amount
<u>Commercial Microcut Paper Shredder</u> To destroy court documents that contains social security numbers and other personal information.	\$550.00
Total Approved	\$550.00

Detail of Executive—Municipal Court Division Expenditures

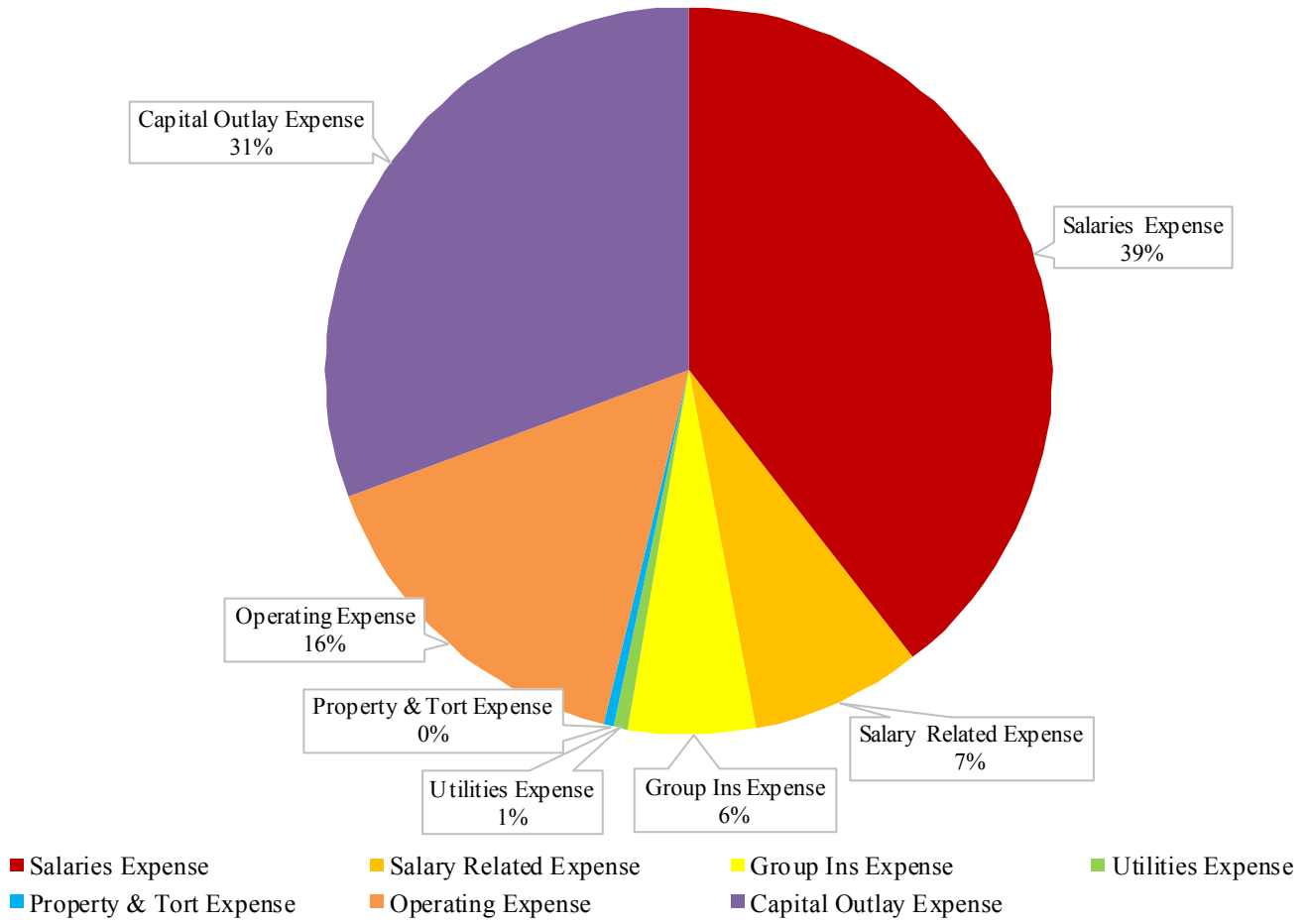
Description	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Amended	FY 16-17 Adopted	
	Expense	Budget	Budget	Budget	
010010130410001	ADMINISTRATIVE PAYROLL	\$86,439	\$87,371	\$89,538	\$90,442
010010130410002	OPERATIONAL PAYROLL	\$74,955	\$75,441	\$74,563	\$86,308
010010130410003	OVERTIME	\$0	\$250	\$250	\$250
010010130420006	WORKERS' COMPENSATION	\$387	\$440	\$346	\$429
010010130420007	SOCIAL SECURITY	\$11,492	\$12,447	\$12,404	\$13,540
010010130420008	RETIREMENT	\$17,662	\$17,995	\$18,367	\$19,500
010010130430005	GROUP INSURANCE	\$36,286	\$30,444	\$23,643	\$30,218
010010130450011	PROPERTY & TORT INSURANCE	\$473	\$473	\$481	\$474
010010130460002	INDIGENT DEFENSE	\$0	\$0	\$24,000	\$24,000
010010130460004	SPECIAL EXPENSE	\$4,237	\$5,000	\$4,530	\$5,000
010010130460009	TRAVEL & TRAINING	\$1,387	\$1,500	\$1,500	\$1,500
010010130460012	DUES, FEES & SUBSCRIPTION	\$290	\$750	\$750	\$750
010010130460013	POSTAGE, PRINTING, ADV	\$2,858	\$4,500	\$3,127	\$4,000
010010130460014	OFFICE SUPPLIES	\$1,262	\$2,500	\$1,836	\$2,000
010010130460015	OFFICE MAINTENANCE	\$1,260	\$1,200	\$1,200	\$1,200
010010130460016	MISCELLANEOUS EXPENSE	\$0	\$1,300	\$835	\$1,300
010010130460017	COMPUTER OPERATIONS	\$1,650	\$1,650	\$1,650	\$1,650
010010130460025	COMPUTER SUPPLIES & UPGRA	\$1,180	\$1,200	\$1,145	\$1,200
010010130460041	CONTRACTUAL SERVICES	\$650	\$2,500	\$1,000	\$1,000
010010130460088	PR YR BOND REFUND EXPENSE	\$704	\$2,500	\$1,500	\$2,500
010010130470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010010130470040	SMALL CAPITAL OUTLAY	\$0	\$550	\$588	\$0
Grand Total		\$243,172	\$250,011	\$263,253	\$287,261

Summary of Executive Department Expenditures

Description	<u>FY 14-15 Actual Expense</u>	<u>FY 15-16 Adopted Budget</u>	<u>FY 15-16 Amended Budget</u>	<u>FY 16-17 Adopted Budget</u>
410 Salaries Expense	\$232,084	\$234,514	\$236,810	\$251,464
420 Salary Related Expense	\$44,196	\$45,790	\$46,244	\$48,990
430 Group Ins Expense	\$44,590	\$37,412	\$29,566	\$37,254
440 Utilities Expense	\$2,592	\$3,500	\$3,000	\$3,500
450 Property & Tort Expense	\$562	\$562	\$577	\$564
460 Operating Expense	\$77,259	\$93,600	\$129,119	\$126,350
470 Capital Outlay Expense	\$0	\$550	\$588	\$1,500
Grand Total	\$401,283	\$415,928	\$445,904	\$469,622



Finance Department



Finance Department	Finance & Records Division
10	10

Fiscal Summary		Resources & Funding	
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Full Time Positions	6	Salaries Expense	294,225
Part Time Positions	0	Salary Related	55,333
Total Positions	6	Group Insurance	48,000
Vehicles	1	Utilities	4,200
		Property & Tort	3,000
		Operating	68,850
		Sub Total	473,608
		Capital	1,500
		Grand Total	475,108

Description of Department: The employees in the Finance & Records Division of the Finance Department handle all City records, employee insurance, payroll, accounts payable, all receivables including the collection of business licenses, fire contracts, property taxes for the City, permits, hospitality & accommodations taxes, retiree insurance, permits, credit cards and other collections. All employee insurance is handled in this office. The Department handles all deposits and investments and puts together the City's budget, including projections, for the City budget document each year. The Finance Department is responsible for internal audits and preparing for the external audit. Records retention is a major responsibility of the Department as well as benefit coordination for the employees. Customer Service is an utmost priority not only to citizens; but employees also.

- Goals:**
1. To administer City Wide insurance programs to employees, dependents and to retirees
 2. To collect all revenue due to the City in all areas.
 3. To educate Departments on proper methods of destruction of records.
 4. To continue exceptional customer service to our citizens.
 5. To seek ways to communicate services and city fees to citizens via the City website and online payment functions.

- Objectives:**
1. Educate Departments on purchasing procedures and limits.
 2. Continue claims monitoring and workers compensation monitoring to lower our insurance costs for employees and retirees.
 3. Increase the General Fund Revenue by more inspections and following up with Public Works Department on on-going jobs and permits and with Department of Public Safety on fire contracts.
 4. Encourage Departments to purchase locally and to provide timely purchase of supplies, materials and equipment and to dispose of surplus equipment owned by the City at auction or other online means.

- | |
|---|
| 5. To continue educational opportunities for staff for growth and development. |
| 6. To improve communication with City residents on fees, taxes, and licenses. |
| 7. Seek alternative means in collecting past due debts. |
| 8. Increase on-line functions with payables and receivables and get all debts computerized. |
| 9. Increase professional certification within the department. |
| 10. To seek time to cross-train employees in different areas. |

Finance Department – Finance & Records Division

#10-10

Small Capital Outlay Approved	Amount
<u>Computer</u> To replace old outdated computer.	\$1,500.00
Total Approved	\$1,500.00

Detail of Finance—Finance & Records Division Expenditures

Description	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Amended	FY 16-17 Adopted	
	Expense	Budget	Budget	Budget	
010101010410001	ADMINISTRATIVE PAYROLL	\$276,019	\$275,810	\$283,943	\$293,925
010101010410003	OVERTIME	\$0	\$0	\$800	\$300
010101010420006	WORKERS' COMPENSATION	\$1,130	\$1,066	\$1,136	\$1,048
010101010420007	SOCIAL SECURITY	\$20,660	\$21,099	\$20,700	\$22,485
010101010420008	RETIREMENT	\$29,481	\$30,504	\$31,000	\$31,800
010101010430005	GROUP INSURANCE	\$54,491	\$45,802	\$37,967	\$48,000
010101010440010	UTILITIES EXPENSE	\$3,891	\$4,400	\$4,200	\$4,200
010101010450011	PROPERTY & TORT INSURANCE	\$2,314	\$2,314	\$2,321	\$2,315
010101010450049	VEHICLE INSURANCE	\$685	\$685	\$685	\$685
010101010460004	SPECIAL EXPENSE	\$872	\$500	\$500	\$500
010101010460009	TRAVEL & TRAINING	\$5,878	\$5,500	\$2,638	\$4,000
010101010460012	DUES, FEES & SUBSCRIPTION	\$2,953	\$2,500	\$2,200	\$2,200
010101010460013	POSTAGE, PRINTING, ADV	\$34,309	\$30,000	\$28,600	\$28,000
010101010460014	OFFICE SUPPLIES	\$4,362	\$5,200	\$9,300	\$5,500
010101010460015	OFFICE MAINTENANCE	\$2,804	\$2,800	\$2,500	\$2,500
010101010460016	MISCELLANEOUS EXPENSE	\$8,116	\$3,900	\$8,058	\$6,250
010101010460017	COMPUTER OPERATIONS	\$675	\$1,000	\$1,350	\$1,350
010101010460021	GAS	\$332	\$500	\$500	\$500
010101010460022	TIRES	\$205	\$500	\$0	\$500
010101010460025	COMPUTER SUPPLIES & UPGRA	\$2,248	\$2,200	\$6,986	\$5,000
010101010460030	LEASES	\$3,828	\$3,300	\$3,800	\$3,800
010101010460032	TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
010101010460041	CONTRACTUAL SERVICES	\$0	\$0	\$6,250	\$8,000
010101010460050	VEHICLE MAINTENANCE	\$939	\$1,000	\$252	\$750
010101010470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010101010470040	SMALL CAPITAL OUTLAY	\$0	\$1,500	\$1,015	\$1,500
Grand Total		\$456,606	\$442,580	\$456,701	\$475,108

Finance Department		Information Technology	
10		30	
Fiscal Summary		Resources & Funding	
Full Time Positions	2	Salaries Expense	136,152
Part Time Positions	1	Salary Related	27,011
Total Positions	3	Group Insurance	14,000
Vehicles	1	Utilities	2,600
		Property & Tort	2,043
		Operating	101,300
		Sub Total	283,106
		Capital	332,000
		Grand Total	615,106
Description of Department:			
<p>Information Technology serves all departments and divisions by providing computer system analysis, development, maintenance, support, operations, purchasing of computer equipment and supplies for the server data centers at city hall and the Department of Public Safety. The division is responsible for all city owned workstations, laptop, and printers. Information Technology diagnoses hardware and software problems and makes repairs as needed. Information Technology performs daily, weekly, monthly, and yearly operations tasks such as: archiving files, tax rolls, fiscal year roll-over among others as required to maintain a successful operation. New technologies are reviewed and incorporated into the city operations when possible. The department additionally hosts, develops and maintains the web pages for the Department of Public Safety and the City of Orangeburg.</p>			
Goals:			
1. Operate, maintain, and upgrade of computer devices including the AS/400, Windows servers, PCs, terminals, printers, and peripherals.			
2. Provide assistance to all Departments with the evaluation, procurement, and implementation of new hardware and software applications.			
3. To improve the utilization of existing network infrastructure for remote connections directly to City Hall.			
4. Promote the increased utilization of Information Technology assets.			
5. Continue enhancement to the City and Public Safety web sites.			
6. Expand Intra/Internet email server applications.			
7. Increase the standard of quality, productivity, error free work, communication skills, system user friendliness, and general effectiveness.			
Objectives:			
1. Operation, maintenance, upgrade of computer devices.			
2. Provide support to Department of Public Safety.			
3. Expand our network to connect remote locations directly to City Hall.			

4. Promote the increase utilization of Information Technology assets.
5. Continue enhancement to the City web sites.
6. Expand Internet and e-mail servers server.
7. Increase of Standards.

Accomplishments:
1. Provide information regarding property taxes, fire contracts, and business licenses to the public via the city web page. Credit card payment for parking tickets and the ability to make fire penalty payments have been completed.
2. Maintain and upgrade application software for City Hall, Department of Public Safety, and Municipal Court. Major software upgrades for RMS (Records Management Services), CAD (Computer Aided Dispatch) are complete. Upgrades for Lawtrak (Municipal Court) are applied as released.
3. The Computer Aided Dispatch (CAD) system has been linked with Records Management system (RMS) between E-911 center and DPS (Department of Public Safety).
4. Improve network connectivity to remote locations through the city's fiber optic network. The Garage, Sanitation and Hillcrest Golf Course locations are now active on the city's network. Fire Station 2 is also now active via a wireless link.
5. The network reconfiguration has been completed. The firewall, email and Internet activity are active through a common structure.
6. The Hospitality & Accommodations program along with the Employee Insurance application has been completely rewritten using php code. A new Action Form program has been completed and is under final review.
7. Additional server virtualization has been implemented at the Department of Public Safety and city hall.
8. Additional data backup processing and storage devices have been installed to provide redundant backup capabilities.

Finance Department - Information Technology Division

#10-30

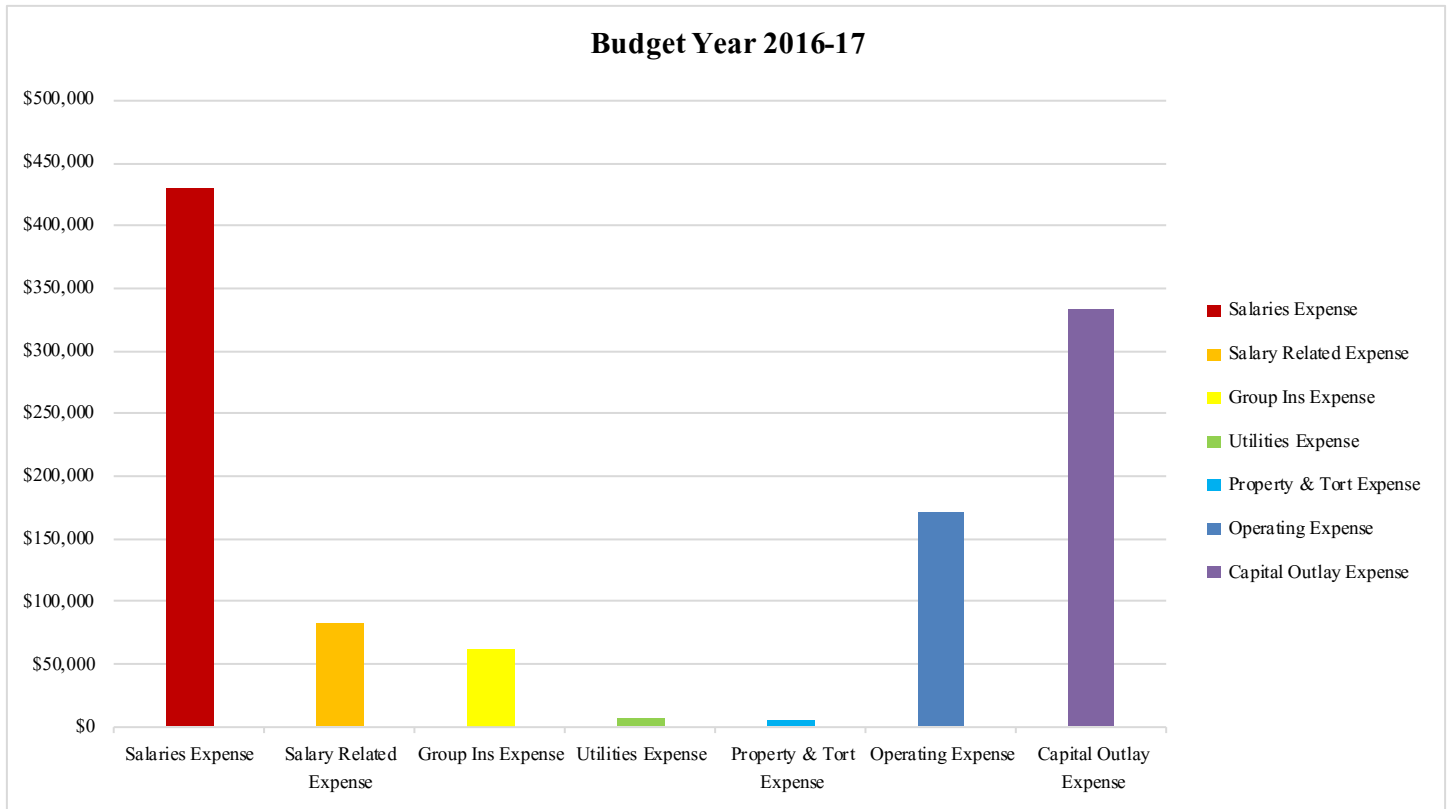
Capital Outlay Requested	Amount
<u>Firewall Replacement</u> Needed to bring DPS up to CJIS compliance, all of City uses the firewall	\$17,000.00
<u>SAN Upgrade</u> Expand the City Storage Area Network, storage for all city file servers	\$15,000.00
<u>New Software</u> <i>(Lease Purchase)</i> To replace outdated software currently being used for General Ledger, Payroll, AP, Purchasing and other functions.	\$300,000.00
Total Approved	\$332,000.00

Detail of Finance—Information Technology Division Expenditures

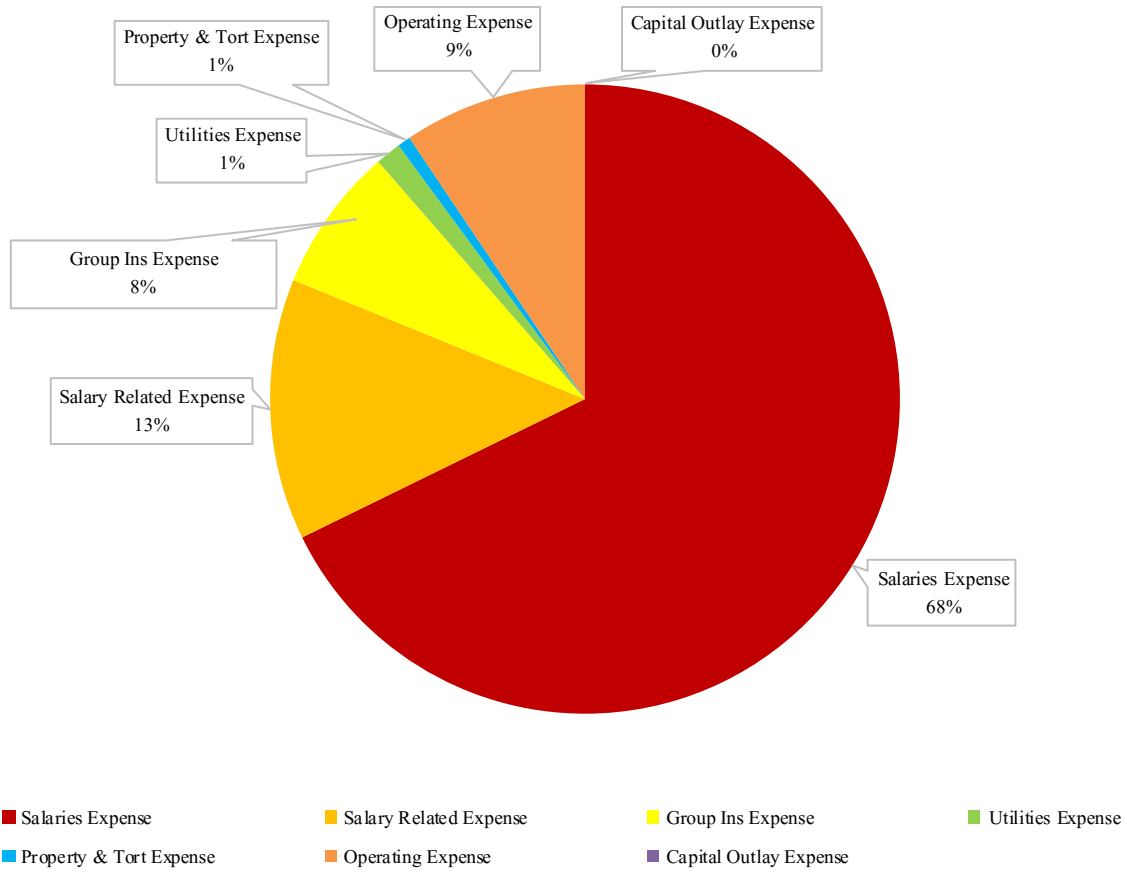
Description	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Amended	FY 16-17 Adopted	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010101030410001	ADMINISTRATIVE PAYROLL	\$175,448	\$164,992	\$123,643	\$136,152
010101030420006	WORKERS' COMPENSATION	\$1,196	\$1,325	\$1,246	\$1,646
010101030420007	SOCIAL SECURITY	\$12,471	\$12,621	\$9,295	\$10,415
010101030420008	RETIREMENT	\$19,214	\$18,248	\$13,153	\$14,950
010101030430005	GROUP INSURANCE	\$31,276	\$26,182	\$11,298	\$14,000
010101030440010	UTILITIES EXPENSE	\$2,899	\$2,500	\$3,131	\$2,600
010101030450011	PROPERTY & TORT INSURANCE	\$1,379	\$1,379	\$1,371	\$1,365
010101030450049	VEHICLE INSURANCE	\$678	\$678	\$678	\$678
010101030460004	SPECIAL EXPENSE	\$0	\$200	\$200	\$200
010101030460009	TRAVEL & TRAINING	\$1179	\$1,000	\$350	\$1,200
010101030460012	DUES, FEES & SUBSCRIPTION	\$80	\$100	\$100	\$100
010101030460013	POSTAGE, PRINTING, ADV	\$42	\$200	\$200	\$200
010101030460014	OFFICE SUPPLIES	\$16	\$500	\$430	\$500
010101030460015	OFFICE MAINTENANCE	\$0	\$500	\$0	\$500
010101030460016	MISCELLANEOUS EXPENSE	\$277	\$800	-\$2,913	\$500
010101030460017	COMPUTER OPERATIONS	\$51,453	\$58,900	\$65,000	\$65,000
010101030460021	GAS	\$482	\$600	\$600	\$600
010101030460025	COMPUTER SUPPLIES & UPGRA	\$2,244	\$3,000	\$10,444	\$3,500
010101030460030	LEASES	\$0	\$0	\$0	\$0
010101030460032	TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
010101030460041	CONTRACTUAL SERVICES	\$2,720	\$25,000	\$34,141	\$28,000
010101030460050	VEHICLE MAINTENANCE	\$377	\$1,000	\$1,000	\$1,000
010101030470020	CAPITAL OUTLAY	\$13,620	\$317,000	\$30,430	\$332,000
010101030470040	SMALL CAPITAL OUTLAY	\$0	\$1,500	\$18,750	\$0
Grand Total		\$773,657	\$1,080,805	\$779,248	\$1,090,214

Summary of Finance Department Expenditures

Description	FY 14-15 Actual Expense	FY 15-16 Adopted Budget	FY 15-16 Amended Budget	FY 16-17 Adopted Budget
410 Salaries Expense	\$451,467	\$440,802	\$408,386	\$430,377
420 Salary Related Expense	\$84,152	\$8,486	\$76,530	\$82,344
430 Group Ins Expense	\$85,767	\$71,984	\$49,265	\$62,000
440 Utilities Expense	\$6,790	\$6,900	\$7,331	\$6,800
450 Property & Tort Expense	\$5,056	\$5,056	\$5,055	\$5,043
460 Operating Expense	\$126,805	\$151,200	\$182,486	\$170,150
470 Capital Outlay Expense	\$13,620	\$320,000	\$50,195	\$333,500
Grand Total	\$773,657	\$1,080,805	\$779,248	\$1,090,214



Administration Department



Administration Department		Administrative Division	
20		10	
Fiscal Summary		Resources & Funding	
Full Time Positions	3	Salaries Expense	298,882
Part Time Positions	0	Salary Related	58,864
Total Positions	3	Group Insurance	26,327
Vehicles	1	Utilities	6,500
		Property & Tort	2,068
		Operating	26,000
		Sub Total	418,641
		Capital	0
		Grand Total	418,641

Description of Department: The Administrative Office is charged with the coordination and management of the development and implementation of policies and procedures which ensure that available resources are effectively and efficiently utilized by the Departments of the City to deliver quality municipal services to the citizens of Orangeburg in response to policy directives established by the Mayor and City Council, the State of South Carolina of the Federal Government.

Goals:

1. To continuously facilitate the Mission Statement as adopted by Orangeburg City Council in order to improve and maintain a high quality of life and favorable business environment for residents, visitors, businesses, and industries in our community.
2. Implement and support policies as set forth by City Council in order to achieve fair and efficient City Government.
3. Manage the day-to-day organization and operations of the City to provide effective and efficient City Government.
4. Constantly manage and analyze organizational effectiveness; effect changes as necessary to achieve the most from available personnel and resources.
5. Cultivate and improve working relationships with other entities to leverage resources for overall betterment of the community.

Objectives:

1. Continued coordination of projects funded through the City two-percent (2%) Hospitality and Accommodations Tax to improve overall facilities, and aesthetics of community.
2. Construction of projects funded through the County One-Percent (1%) Capital Fund.
3. Finish streetscape in Downtown Orangeburg – Russell St to Blvd. Develop future plans for downtown improvement.
4. Assist in implementing a new Airport Layout Plan and Business Plan; develop strategy for locating new businesses and industry on airport property. Design new fuel farm at Airport.
5. Manage finances of the City to insure available revenues are collected and effectively monitor expenditures City-wide to keep cost of services within revenue.
6. Continue plan for land acquisition near and next to Edisto Memorial Gardens
7. Manage developments for Parks and Recreation Complex and City Gym.
8. Explore opportunities for business and economic development; Corporate Headquarters downtown.

Detail of Administration—Administrative Division Expenditures

Description	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010202010410001	ADMINISTRATIVE PAYROLL	\$265,961	\$275,695	\$277,345	\$298,882
010202010420006	WORKERS' COMPENSATION	\$5,906	\$4,094	\$2,644	\$3,500
010202010420007	SOCIAL SECURITY	\$16,187	\$21,090	\$21,217	\$22,864
010202010420008	RETIREMENT	\$29,107	\$30,491	\$30,300	\$32,500
010202010430005	GROUP INSURANCE	\$26,187	\$22,089	\$22,000	\$26,327
010202010440010	UTILITIES EXPENSE	\$5,721	\$6,500	\$6,500	\$6,500
010202010450011	PROPERTY & TORT INSURANCE	\$1,278	\$1,278	\$1,278	\$1,278
010202010450049	VEHICLE INSURANCE	\$736	\$736	\$709	\$709
010202010460004	SPECIAL EXPENSE	\$115	\$200	\$200	\$200
010202010460009	TRAVEL & TRAINING	\$3,493	\$3,500	\$4,300	\$4,300
010202010460012	DUES, FEES & SUBSCRIPTION	\$4,283	\$3,500	\$2,841	\$3,500
010202010460013	POSTAGE, PRINTING, ADV	\$1,412	\$1,400	\$1,985	\$2,000
010202010460014	OFFICE SUPPLIES	\$2,627	\$2,000	\$3,159	\$2,500
010202010460015	OFFICE MAINTENANCE	\$3,938	\$3,000	\$4,110	\$3,800
010202010460016	MISCELLANEOUS EXPENSE	\$358	\$500	\$255	\$0
010202010460019	EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0
010202010460021	GAS	\$1,825	\$2,500	\$1,453	\$2,200
010202010460022	TIRES	\$0	\$500	\$690	\$250
010202010460025	COMPUTER SUPPLIES & UPGRA	\$205	\$500	\$255	\$0
010202010460027	RADIOS	\$0	\$0	\$0	\$0
010202010460032	TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
010202010460041	CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0
010202010460050	VEHICLE MAINTENANCE	\$538	\$750	\$750	\$750
010202010470020	CAPITAL OUTLAY	\$0	\$0	\$45,000	\$0
010202010470040	SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$0
Grand Total		\$369,877	\$380,323	\$427,324	\$418,641

Administrative Department		Community Planning and Development Division	
20		20	
Fiscal Summary		Resources & Funding	
Full Time Positions	2	Salaries Expense	125,905
Part Time Positions	0	Salary Related	24,645
Total Positions	2	Group Insurance	16,301
Vehicles	1	Utilities	1,700
		Property & Tort	2,094
		Operating	40,200
		Sub Total	215,845
		Capital	0
		Grand Total	215,845

Description of Department: To develop and implement plans which will improve the quality of life within the City of Orangeburg by promoting orderly and controlled growth. This division directs planning, zoning, community development, downtown revitalization, grant, administration activities, and assists with overseeing the enforcement of the Code of Ordinances for the City of Orangeburg.

- Goals:**
1. To develop and implement plans which will improve the quality of life within the City of Orangeburg.
 2. Promote orderly and controlled growth through the development, coordination and implementation of systematic programs, which utilize the resources of the City and its divisions.

- Objectives:**
1. Continue to assist the City Administrator and all Department Heads with the execution of special projects, annexation, lease purchase and additional areas of administration as needed.
 2. Pursue a comprehensive approach to revitalizing and elimination of dilapidated housing such as Boswell Street Project and housing consortium.
 3. Continue to support the Systematic Code Enforcement Program by eradicating dilapidated and unsafe housing and other structures within the City through the use of all available laws and regulations.
 4. Continue to review of City's Comprehensive Plan and Map and to assure that all boards adhere to planning continuing education as required.
 5. Stay abreast of proposed and current legislation, especially in areas of planning and development. Assist the City Administrator with the Land Development Ordinance.
 6. Gather, interpret, and prepare data for studies, reports and recommendations.
 7. Provide assistance to the Downtown Streetscape Project and Downtown Revitalization efforts through meetings, support, facilitating, and grant opportunities.

Administration Department – Community Planning Division

#20-20

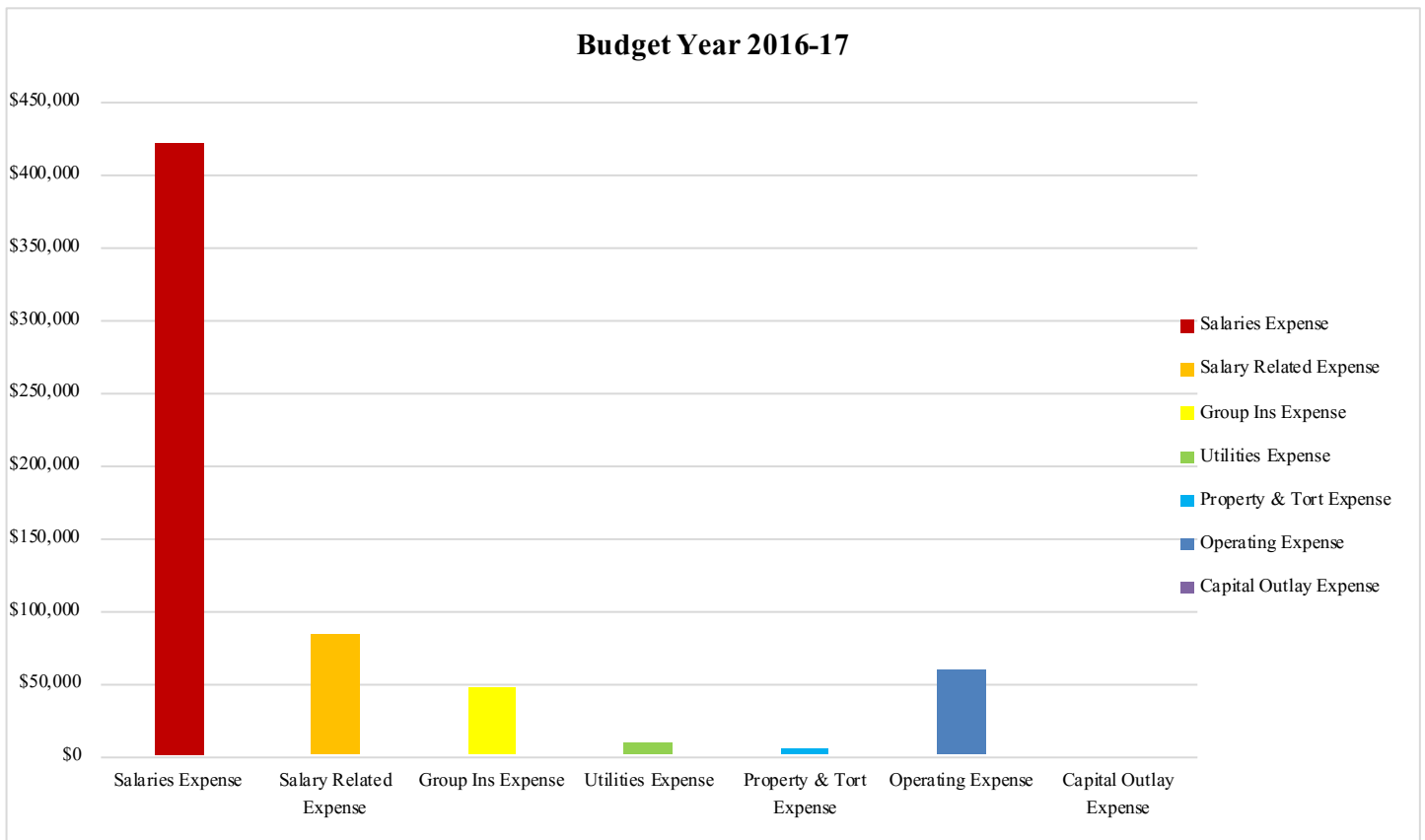
Capital Outlay Approved	Amount
Total Approved	

Detail of Administration—Community Planning Division Expenditures

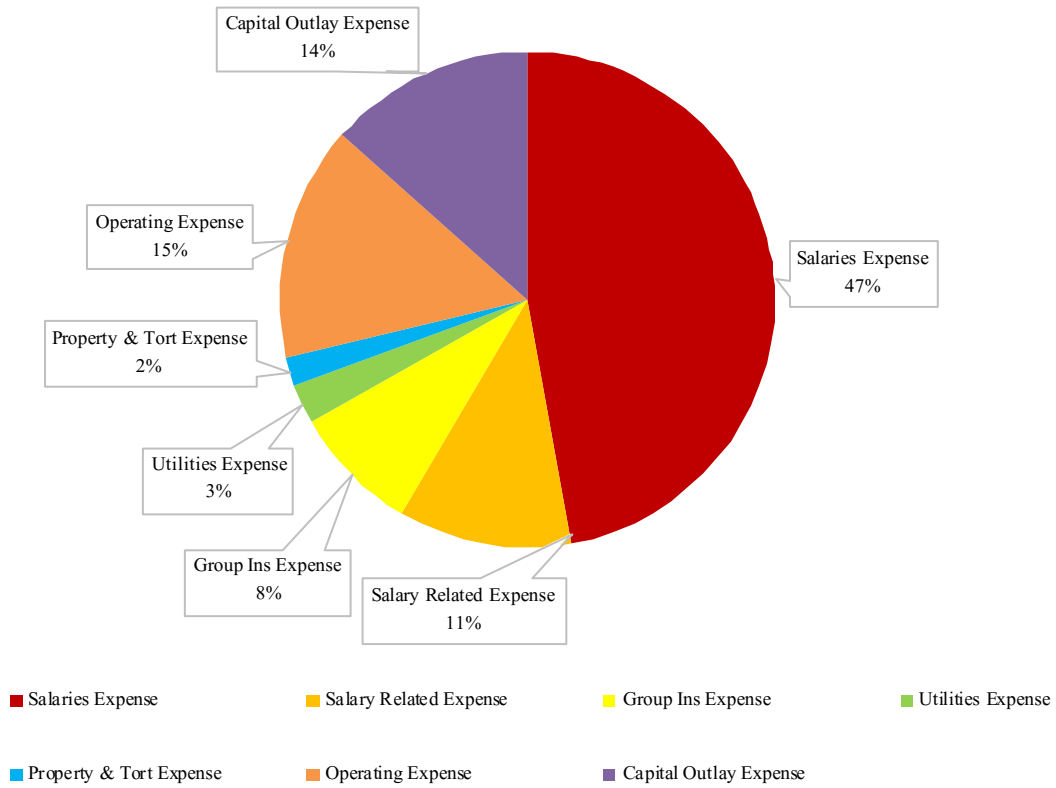
Description	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010202020410001 ADMINISTRATIVE PAYROLL	\$119,140	\$125,905	\$125,905	\$123,482
010202020420006 WORKERS' COMPENSATION	\$1,567	\$1,850	\$1,748	\$1,800
010202020420007 SOCIAL SECURITY	\$9,033	\$9,320	\$9,631	\$9,446
010202020420008 RETIREMENT	\$13,038	\$13,475	\$14,039	\$13,524
010202020430005 GROUP INSURANCE	\$19,945	\$16,301	\$17,004	\$20,000
010202020440010 UTILITIES EXPENSE	\$1,195	\$1,700	\$1,700	\$1,700
010202020450011 PROPERTY & TORT INSURANCE	\$1,194	\$1,194	\$1,201	\$1,200
010202020450049 VEHICLE INSURANCE	\$585	\$900	\$900	\$900
010202020460004 SPECIAL EXPENSE	\$208	\$200	\$115	\$200
010202020460009 TRAVEL & TRAINING	\$4,491	\$4,000	\$4,000	\$4,000
010202020460012 DUES, FEES & SUBSCRIPTION	\$813	\$1,000	\$1,006	\$1,000
010202020460013 POSTAGE, PRINTING, ADV	\$1,978	\$2,000	\$905	\$2,000
010202020460014 OFFICE SUPPLIES	\$1,255	\$750	\$758	\$750
010202020460015 OFFICE MAINTENANCE	\$11	\$250	\$241	\$250
010202020460016 MISCELLANEOUS EXPENSE	\$665	\$500	\$500	\$500
010202020460019 EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0
010202020460021 GAS	\$406	\$750	\$500	\$500
010202020460022 TIRES	\$549	\$0	\$0	\$0
010202020460025 COMPUTER SUPPLIES & UPGRA	\$272	\$2,250	\$1,500	\$1,000
010202020460026 GRANT MATCH	\$2,250	\$10,000	\$10,000	\$10,000
010202020460032 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
010202020460041 CONTRACTUAL SERVICES	\$0	\$18,000	\$12,000	\$12,000
010202020460050 VEHICLE MAINTENANCE	\$28	\$500	\$250	\$500
010202020470020 CAPITAL OUTLAY	\$0	\$25,000	\$27,271	\$0
010202020470040 SMALL CAPITAL OUTLAY	\$0	\$0	\$1,283	\$0
010202020480055 TRF TO CDBG FASCADE	\$0	\$0	\$0	\$0
010202020480299 GRANT DEMOLITIONS	\$0	\$0	\$0	\$150,700
Grand Total	\$178,623	\$235,845	\$232,457	\$335,452

Summary of Administration Department Expenditures

Description	FY 2014-15 Actual Expense	FY 2015-16 Adopted Budget	FY 2015-16 Amended Budget	FY 2016-17 Adopted Budget
410 Salaries Expense	\$385,101	\$401,600	\$403,250	\$422,364
420 Salary Related Expense	\$74,838	\$80,320	\$79,579	\$83,634
430 Group Ins Expense	\$46,132	\$38,390	\$39,004	\$46,327
440 Utilities Expense	\$6,916	\$8,200	\$8,200	\$8,200
450 Property & Tort Expense	\$3,793	\$4,108	\$4,176	\$4,168
460 Operating Expense	\$31,720	\$58,550	\$52,018	\$58,700
470 Capital Outlay Expense	\$0	\$25,000	\$73,554	\$0
480 Non-Operating Expense	\$0	\$0	\$0	\$150,700
Grand Total	\$545,500	\$616,168	\$659,781	\$774,093



Public Works Department



Public Works Department	Administration Division
40	01

Fiscal Summary		Resources & Funding	
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Full Time Positions	3	Salaries Expense	228,727
Part Time Positions	0	Salary Related	45,417
Total Positions	3	Group Insurance	26,709
Vehicles	1	Utilities	4,600
		Properties & Tort	1,920
		Operating	14,500
		Sub Total	321,873
		Capital	30,500
		Grand Total	352,373

Description of Division: The Administration Division supports the efforts of all the divisions within the Public Works Department in meeting their goals and objectives.

Goals:
1. To provide support, leadership, direction and planning to all divisions within the Public Works Department in meeting their goals and objectives.
2. To work closely with Service Department, SCDOT and DPU on common goals within the City.
3. To ensure a safe work environment.
4. To ensure that Public Works has a highly motivated work group.
5. To ensure that the Public Works Department supports Mayor, Council, and City Administrator in the achievement of their goals and objectives.

Objectives:
1. Provide administrative support to all divisions.
2. Enforce safe work practices in all divisions through safety meetings, on-the-job encouragement, support and corrective discipline.
3. Provide support to individual communities within the city in their cleanup efforts by providing special collection services.
4. Encourage all employees to make a personal commitment to a cleaner and safer city.
5. To attend Council meetings and Management Staff meetings to ensure that the Public Works Department is supporting Mayor, Council and City Administrator in achieving their goals and objectives.
6. To ensure Public Works employees are highly motivated by establishing accountability, recognizing successes, dealing with failures, being fair, providing opportunities for increased compensation and advancement where possible.
7. To support other departments in meeting their goals and objectives.
8. To review and update ordinances pertaining to Public Works.

Public Works – Administration Division

#40-01

Capital Outlay Approved	Amount
<u>New Vehicle</u> <i>(Lease Purchase)</i> To replace existing 2008 TrailBlazer used by Director.	\$30,000.00
	0
Total Approved	\$30,000.00

Public Works – Administration Division

#40-01

Small Capital Outlay Approved	Amount
<u>Miscellaneous Tools</u> To replace old tools.	\$500.00
Total Approved	\$500.00

Detail of Public Works—Administration Division Expenditures

Description	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010404001410001 ADMINISTRATIVE PAYROLL	\$180,140	\$185,602	\$188,208	\$228,727
010404001420006 WORKERS' COMPENSATION	\$2,185	\$2,461	\$2,171	\$2,800
010404001420007 SOCIAL SECURITY	\$12,856	\$14,198	\$14,397	\$17,497
010404001420008 RETIREMENT	\$19,714	\$20,527	\$21,022	\$25,120
010404001430005 GROUP INSURANCE	\$31,809	\$26,672	\$25,000	\$26,709
010404001440010 UTILITIES EXPENSE	\$4,715	\$4,500	\$4,641	\$4,600
010404001450011 PROPERTY & TORT INSURANCE	\$1,119	\$1,119	\$1,126	\$1,120
010404001450049 VEHICLE INSURANCE	\$585	\$785	\$585	\$800
010404001460004 SPECIAL EXPENSE	\$0	\$100	\$35	\$50
010404001460009 TRAVEL & TRAINING	\$340	\$2,000	\$1,200	\$2,000
010404001460012 DUES, FEES & SUBSCRIPTION	\$1,151	\$1,400	\$1,400	\$1,400
010404001460013 POSTAGE, PRINTING, ADV	\$253	\$400	\$100	\$100
010404001460014 OFFICE SUPPLIES	\$707	\$1,000	\$1,000	\$1,200
010404001460015 OFFICE MAINTENANCE	\$538	\$500	\$800	\$800
010404001460016 MISCELLANEOUS EXPENSE	\$711	\$1,000	\$1,000	\$1,000
010404001460018 CLOTHING	\$174	\$500	\$0	\$1,000
010404001460019 EQUIPMENT MAINTENANCE	\$0	\$250	\$0	\$250
010404001460021 GAS	\$1,636	\$2,500	\$1,282	\$2,500
010404001460022 TIRES	\$549	\$0	\$0	\$500
010404001460024 MATERIALS AND SUPPLIES	\$665	\$1,500	\$1,000	\$1,000
010404001460025 COMPUTER SUPPLIES & UPGRA	\$1,245	\$1,500	\$2,200	\$1,500
010404001460027 RADIOS	\$0	\$0	\$0	\$0
010404001460031 MISCELLANEOUS EQUIPMENT	\$0	\$0	\$0	\$0
010404001460032 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
010404001460041 CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0
010404001460050 VEHICLE MAINTENANCE	\$973	\$600	\$1,200	\$1,200
010404001470020 CAPITAL OUTLAY	\$0	\$0	\$0	\$30,000
010404001470040 SMALL CAPITAL OUTLAY	\$0	\$1,000	\$1,846	\$500
Grand Total	\$262,065	\$270,114	\$270,213	\$352,373

Public Works Department	Building Inspection Division
40	10

Fiscal Summary		Resources & Funding	
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Full Time Positions	2	Salaries Expense	122,500
Part Time Positions	1	Salary Related	25,335
Total Positions	3	Group Insurance	24,147
Vehicles	2	Utilities	3,500
		Properties & Tort	2,058
		Operating	20,600
		Sub Total	198,140
		Capital	500
		Grand Total	198,640

Description of Division: The Building Inspection Division enforces the Comprehensive Plan, Zoning Ordinance and building codes through the building permit and inspection processes. This division also works to eradicate dilapidated housing in the city.

Goals:
1. To review and recommend the adoption of appropriate building and housing codes.
2. To enforce Comprehensive Plan and Zoning Ordinances.
3. To enforce building codes.
4. To enforce <u>minimum</u> housing standards.
5. To have properly trained building officials and inspectors.
6. To promote safety in all areas.

Objectives:
1. To issue building permits.
2. To operate vehicles in a safe manner and to follow all applicable safety rules.
3. To cause the demolition or repair of dilapidated dwellings in the city this year.
4. To enforce required display of E-911 house/business address numbers.
5. To spend 25% of time in the field identifying dilapidated housing, business license violations, zoning violations and property maintenance violations.
6. To update qualifications and certifications of Building Officials and Building Inspectors.

Small Capital Outlay Approved	Amount
<u>Miscellaneous Tools</u> To replace old tools.	\$500.00
Total Approved	\$500.00

Detail of Public Works—Building Inspection Division Expenditures

Description	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010404010410001 ADMINISTRATIVE PAYROLL	\$113,523	\$110,735	\$113,777	\$122,500
010404010410003 OVERTIME	\$0	\$0	\$0	\$0
010404010420006 WORKERS' COMPENSATION	\$1,805	\$2,384	\$2,224	\$2,600
010404010420007 SOCIAL SECURITY	\$7,976	\$8,460	\$8,603	\$9,371
010404010420008 RETIREMENT	\$12,453	\$12,231	\$12,733	\$13,364
010404010430005 GROUP INSURANCE	\$23,388	\$24,119	\$22,000	\$24,147
010404010440010 UTILITIES EXPENSE	\$2,736	\$3,500	\$2,687	\$3,500
010404010450011 PROPERTY & TORT INSURANCE	\$782	\$1,016	\$789	\$783
010404010450049 VEHICLE INSURANCE	\$1,298	\$1,277	\$1,275	\$1,275
010404010460004 SPECIAL EXPENSE	\$135	\$150	\$0	\$100
010404010460009 TRAVEL & TRAINING	\$1,895	\$2,500	\$1,900	\$2,500
010404010460011 GIS SUPPORT	\$0	\$0	\$0	\$0
010404010460012 DUES, FEES & SUBSCRIPTION	\$1,377	\$3,000	\$1,500	\$2,000
010404010460013 POSTAGE, PRINTING, ADV	\$3,389	\$3,500	\$2,749	\$3,000
010404010460014 OFFICE SUPPLIES	\$613	\$800	\$990	\$1,000
010404010460015 OFFICE MAINTENANCE	\$538	\$500	\$801	\$800
010404010460016 MISCELLANEOUS EXPENSE	\$167	\$0	\$13	\$0
010404010460018 CLOTHING	\$357	\$1,000	\$0	\$1,500
010404010460019 EQUIPMENT MAINTENANCE	\$0	\$200	\$200	\$200
010404010460021 GAS	\$1,001	\$1,500	\$1,000	\$1,500
010404010460022 TIRES	\$0	\$500	\$500	\$500
010404010460024 MATERIALS AND SUPPLIES	\$516	\$2,000	\$3,000	\$3,000
010404010460025 COMPUTER SUPPLIES & UPGRA	\$1,349	\$2,500	\$1,525	\$2,000
010404010460027 RADIOS	\$0	\$0	\$0	\$0
010404010460031 MISCELLANEOUS EQUIPMENT	\$0	\$0	\$0	\$0
010404010460032 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
010404010460041 CONTRACTUAL SERVICES	\$0	\$0	\$0	\$1,500
010404010460050 VEHICLE MAINTENANCE	\$196	\$1,000	\$500	\$1,000
010404010460057 WEEDY LOT MISCELLANEOUS	\$0	\$0	\$255	\$0
010404010470020 CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010404010470040 SMALL CAPITAL OUTLAY	\$0	\$2,000	\$0	\$500
Grand Total	\$175,494	\$184,872	\$179,021	\$198,640

Public Works Department	Garage Division
40	30

Fiscal Summary		Resources & Funding	
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Full Time Positions	5	Salaries Expense	228,816
Part Time Positions	0	Salary Related	49,845
Total Positions	5	Group Insurance	34,000
Vehicles	3	Utilities	20,000
		Properties & Tort	4,993
		Operating	35,600
		Sub Total	373,254
		Capital	24,000
		Grand Total	397,254

Description of Division: The Garage Division operates the City Garage that maintains the city's vehicles and equipment (excluding DPU).

Goals:

1. To operate a safe, responsible and cost effective maintenance facility for the city's vehicles and equipment.
2. To operate a fueling station for the city's vehicles and equipment.
3. To provide road service for city vehicles and equipment.
4. To promote a safe work environment.

Objectives:

1. To maintain a highly trained workforce by providing ongoing training to mechanics.
2. To provide a safe work environment by complying with Federal and State safety standards and requiring employees to follow safety rules to reduce number of injuries.
3. To complete maintenance and repairs to vehicles and equipment in a timely manner, keep customers informed of the status of repairs, and charge parts to appropriate departments in a timely manner. To be more sensitive to customers' needs.
4. Utilize DacEasy software for inventory control. Continue to use Qquest software for vehicle history, scheduling maintenance, scheduling replacements and tracking turn-around time for repairs.
5. Arrange garage area, office area and outside area to promote safety, cleanliness and organization. Provide area for customers to wait while repairs are being made.

Capital Outlay Approved	Amount
<u>Fuel Master DEF System at Fueling Island</u> New trucks require DEF fluid to be added on a regular basis.	\$16,000.00
Total Approved	\$16,000.00

Small Capital Outlay Approved	Amount
<u>Miscellaneous Tools and Shelves for Parts</u> To replace old tools and provide additional storage for parts.	\$8,000.00
Total Approved	\$8,000.00

Detail of Public Works—Garage Division Expenditures

Description	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010404030410001	ADMINISTRATIVE PAYROLL	\$52,584	\$52,456	\$54,049	\$54,843
010404030410002	OPERATIONAL PAYROLL	\$161,662	\$164,233	\$166,893	\$171,973
010404030410003	OVERTIME	\$1,086	\$1,500	\$1,975	\$2,000
010404030420006	WORKERS' COMPENSATION	\$7,524	\$7,914	\$7,092	\$7,200
010404030420007	SOCIAL SECURITY	\$15,227	\$16,691	\$16,902	\$17,504
010404030420008	RETIREMENT	\$23,564	\$24,131	\$24,871	\$25,141
010404030430005	GROUP INSURANCE	\$40,592	\$31,016	\$29,510	\$34,000
010404030440010	UTILITIES EXPENSE	\$16,144	\$20,000	\$15,539	\$20,000
010404030450011	PROPERTY & TORT INSURANCE	\$2,401	\$2,500	\$2,599	\$2,593
010404030450049	VEHICLE INSURANCE	\$2,179	\$2,200	\$2,400	\$2,400
010404030460004	SPECIAL EXPENSE	\$0	\$100	\$0	\$100
010404030460009	TRAVEL & TRAINING	\$20	\$1,500	\$1,289	\$1,500
010404030460012	DUES, FEES & SUBSCRIPTION	\$3,565	\$600	\$1,965	\$600
010404030460013	POSTAGE, PRINTING, ADV	\$0	\$0	\$111	\$0
010404030460014	OFFICE SUPPLIES	\$101	\$250	\$100	\$200
010404030460015	OFFICE MAINTENANCE	\$0	\$500	\$250	\$500
010404030460016	MISCELLANEOUS EXPENSE	\$0	\$0	\$17	\$0
010404030460017	COMPUTER OPERATIONS	\$0	\$1,500	\$400	\$1,500
010404030460018	CLOTHING	\$2,642	\$2,500	\$2,700	\$2,500
010404030460019	EQUIPMENT MAINTENANCE	\$2,284	\$3,000	\$1,600	\$1,500
010404030460021	GAS	\$3,136	\$4,000	\$2,500	\$3,500
010404030460022	TIRES	\$0	\$500	\$500	\$500
010404030460023	FACILITY MAINTENANCE	\$5,080	\$4,000	\$19,456	\$4,000
010404030460024	MATERIALS AND SUPPLIES	\$22,693	\$17,400	\$16,698	\$17,000
010404030460025	COMPUTER SUPPLIES & UPGRA	\$1,674	\$1,200	\$1,546	\$1,200
010404030460027	RADIOS	\$0	\$0	\$0	\$0
010404030460030	LEASES	\$0	\$0	\$0	\$0
010404030460050	VEHICLE MAINTENANCE	\$916	\$1,000	\$2,500	\$1,000
010404030470020	CAPITAL OUTLAY	\$72,676	\$60,000	\$73,330	\$16,000
010404030470040	SMALL CAPITAL OUTLAY	\$2,734	\$2,000	\$0	\$8,000
Grand Total		\$440,484	\$442,691	\$446,792	\$397,254

Public Works Department	Municipal Buildings Division
40	40

Fiscal Summary		Resources & Funding	
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Full Time Positions	1	Salaries Expense	44,922
Part Time Positions	0	Salary Related	10,238
Total Positions	1	Group Insurance	6,570
Vehicles	1	Utilities	33,500
		Properties & Tort	7,001
		Operating	39,700
		Sub Total	141,931
		Capital	500
		Grand Total	142,431

Description of Division: The Municipal Buildings Division maintains City Hall, Public Works Complex, Stevenson Auditorium and City Council Chambers. It also provides courier service for departments in City Hall and Public Works.

- Goals:**
1. To maintain City Hall, Public Works Complex, Stevenson Auditorium and City Council Chambers to prevent deterioration to structures and equipment.
 2. To ensure that City Hall, Public Works Complex, Stevenson Auditorium and City Council Chambers are presentable and usable at all times.
 3. To provide courier service for City Hall and Public Works such as mail pickup and delivery, bank deposits and any errands needed to continue business as usual without major interruption to City Hall and Public Works personnel.
 4. To work safely in carrying out work assignments.

- Objectives:**
1. To maintain outside areas at City Hall, Public Works Complex, Stevenson Auditorium and City Council Chambers.
 2. To clean City Hall, Public Works Complex, Stevenson Auditorium and City Council Chambers as needed.
 3. To maintain the structure, interior and exterior of City Hall, Public Works Complex, Stevenson Auditorium and City Council Chambers.
 4. To maintain emergency evacuation plan and emergency equipment such as fire extinguishers as required by code.
 5. To respond promptly to the facility needs of City Staff, Mayor, Council and visitors.
 6. To work closely with those renting Stevenson Auditorium to help them have a successful event.

Small Capital Outlay Approved	Amount
<u>Miscellaneous Tools</u> To replace old tools.	\$500.00
Total Approved	\$500.00

Detail of Public Works—Municipal Buildings Division Expenditures

Description	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010404040410001 ADMINISTRATIVE PAYROLL	\$31,297	\$31,299	\$32,149	\$32,922
010404040410003 OVERTIME	\$13,692	\$15,000	\$12,000	\$12,000
010404040420006 WORKERS' COMPENSATION	\$1,911	\$1,863	\$1,310	\$1,856
010404040420007 SOCIAL SECURITY	\$2,748	\$3,542	\$3,377	\$3,436
010404040420008 RETIREMENT	\$4,890	\$5,121	\$4,824	\$4,946
010404040430005 GROUP INSURANCE	\$5,756	\$3,325	\$4,610	\$6,570
010404040440010 UTILITIES EXPENSE	\$36,391	\$33,000	\$35,232	\$33,500
010404040450011 PROPERTY & TORT INSURANCE	\$6,415	\$6,415	\$6,422	\$6,416
010404040450049 VEHICLE INSURANCE	\$585	\$585	\$675	\$585
010404040460004 SPECIAL EXPENSE	\$0	\$50	\$0	\$50
010404040460016 MISCELLANEOUS EXPENSE	\$0	\$0	\$45	\$0
010404040460018 CLOTHING	\$1,088	\$1,500	\$691	\$1,500
010404040460019 EQUIPMENT MAINTENANCE	\$958	\$800	\$958	\$800
010404040460021 GAS	\$2,151	\$2,200	\$1,500	\$1,700
010404040460022 TIRES	\$278	\$300	\$821	\$300
010404040460023 FACILITY MAINTENANCE	\$30,014	\$20,000	\$17,500	\$25,000
010404040460024 MATERIALS AND SUPPLIES	\$4,616	\$4,500	\$6,588	\$5,000
010404040460027 RADIOS	\$0	\$0	\$0	\$0
010404040460031 MISCELLANEOUS EQUIPMENT	\$0	\$0	\$0	\$0
010404040460032 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
010404040460041 CONTRACTUAL SERVICES	\$4,020	\$3,600	\$4,020	\$3,600
010404040460199 FIRST CIT BLDG EXPENSES	\$161	\$2,000	\$25	\$1,000
010404040470020 CAPITAL OUTLAY	\$23,382	\$0	\$0	\$0
010404040470040 SMALL CAPITAL OUTLAY	\$0	\$1,000	\$0	\$500
Grand Total	\$170,697	\$136,600	\$133,497	\$142,431

Public Works Department	Parking Facilities Division
40	50

Fiscal Summary		Resources & Funding	
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Full Time Positions	0	Salaries Expense	
Part Time Positions	0	Salary Related	
Total Positions	0	Group Insurance	
Vehicles	0	Utilities	
		Properties & Tort	78
		Operating	5,480
		Sub Total	5,558
		Capital	500
		Grand Total	6,058

Description of Division: This Division maintains all City-owned and rented off-street parking lots and on-street parking space liners.

Goals:
 1. To provide and maintain safe public parking through rented, leased and City-owned parking lots as well as on-street parking and make sure all these parking lots have proper signage.

Objectives:
 1. Identify areas on streets for parking and no parking and submit encroachment agreements to SCDOT.
 2. To provide adequate supply of marking paint and signs for identifying parking.
 3. Inspect parking facilities once per quarter for condition. Issue service orders as needed to cut grass and clear lots of any weeds and/or litter.

Public Works Department – Parking Facilities

#40-50

Small Capital Outlay Approved	Amount
<u>Miscellaneous Tools</u> To replace old tools.	\$500.00
Total Approved	\$500.00

Detail of Public Works—Parking Facilities Division Expenditures

Description	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010404050450011 PROPERTY & TORT INSURANCE	\$78	\$78	\$78	\$78
010404050460024 MATERIALS AND SUPPLIES	\$174	\$500	\$0	\$500
010404050460036 PARKING LOT RENTALS	\$4,980	\$4,980	\$4,980	\$4,980
010404050470040 SMALL CAPITAL OUTLAY	\$0	\$500	\$0	\$500
Grand Total	\$5,232	\$6,058	\$5,058	\$6,058

Public Works Department	Residential Sanitation Division
40	60

Fiscal Summary		Resources & Funding	
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Full Time Positions	15	Salaries Expense	500,843
Part Time Positions	0	Salary Related	137,565
Total Positions	15	Group Insurance	110,000
Vehicles	17	Utilities	5,400
		Properties & Tort	22,735
		Operating	173,050
		Sub Total	949,593
		Capital	500
		Grand Total	950,093

Description of Division: The Residential Sanitation Division collects and disposes of residential solid waste within the City limits.

- Goals:**
1. To collect and dispose of residential solid waste in the City in a cost effective and safe manner.
 2. To be responsive to the needs of the citizens in disposing of Solid Waste.
 3. To promote a clean city through dedicated employees, education of the public and enforcement of ordinances.
 4. To support Code Enforcement by clearing weedy and overgrown lots.
 5. To promote a safe work environment.

- Objectives:**
1. To continue to monitor employees' driving records to be sure that all operators have a current Commercial Drivers License (CDL) and comply with the requirements and to continue with random drug screens.
 2. To ensure that all employees work in a safe manner to protect themselves and the public.
 3. To be responsive to the special needs of citizens and accommodate them when possible.
 4. To motivate employees to make a personal commitment to keeping the city clean.
 5. To continue to promote the curbside recycling program.
 6. To enforce city ordinances pertaining to solid waste collection and disposal, and to recommend changes where appropriate.
 7. To continue to search for ways to make the Comprehensive Solid Waste Management Program better.
 8. Support community cleanup efforts by making special solid waste collections.
 9. Provide backup support to other departments when short on personnel or equipment.
 10. To continue implementation of mandatory residential garbage collection.
 11. To maintain all equipment in proper operating condition and appearance, i.e., to change out heavy equipment on a 10-year cycle and change out trash carts as needed.

Small Capital Outlay Approved	Amount
<u>Miscellaneous Tools</u> To replace old tools.	\$500.00
Total Approved	\$500.00

Detail of Public Works—Residential Sanitation Division Expenditures

Description	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010404060410001 ADMINISTRATIVE PAYROLL	\$86,214	\$107,650	\$104,563	\$45,815
010404060410002 OPERATIONAL PAYROLL	\$380,299	\$385,539	\$367,000	\$415,028
010404060410003 OVERTIME	\$28,145	\$40,000	\$34,916	\$40,000
010404060420006 WORKERS' COMPENSATION	\$53,465	\$52,203	\$43,393	\$44,000
010404060420007 SOCIAL SECURITY	\$35,203	\$40,788	\$39,135	\$38,315
010404060420008 RETIREMENT	\$54,155	\$58,970	\$55,993	\$55,250
010404060430005 GROUP INSURANCE	\$142,274	\$115,649	\$97,004	\$110,000
010404060440010 UTILITIES EXPENSE	\$6,077	\$5,800	\$6,104	\$5,400
010404060450011 PROPERTY & TORT INSURANCE	\$5,211	\$5,340	\$5,572	\$5,446
010404060450049 VEHICLE INSURANCE	\$18,223	\$13,637	\$17,289	\$17,289
010404060460004 SPECIAL EXPENSE	\$639	\$150	\$455	\$100
010404060460009 TRAVEL & TRAINING	\$40	\$80	\$251	\$400
010404060460012 DUES, FEES & SUBSCRIPTION	\$0	\$0	\$0	\$0
010404060460013 POSTAGE, PRINTING, ADV	\$143	\$150	\$0	\$100
010404060460014 OFFICE SUPPLIES	\$34	\$50	\$304	\$250
010404060460015 OFFICE MAINTENANCE	\$0	\$0	\$0	\$0
010404060460016 MISCELLANEOUS EXPENSE	\$17	\$100	\$291	\$200
010404060460018 CLOTHING	\$13,583	\$10,000	\$12,513	\$12,500
010404060460019 EQUIPMENT MAINTENANCE	\$669	\$800	\$988	\$800
010404060460021 GAS	\$57,983	\$70,000	\$40,704	\$63,000
010404060460022 TIRES	\$16,579	\$25,000	\$22,000	\$24,000
010404060460023 FACILITY MAINTENANCE	\$1,059	\$1,000	\$1,210	\$1,000
010404060460024 MATERIALS AND SUPPLIES	\$7,667	\$7,700	\$14,911	\$12,000
010404060460027 RADIOS	\$0	\$0	\$0	\$0
010404060460037 FRONT END CONTAINERS	\$0	\$0	\$0	\$0
010404060460038 CARTS & MAINTENANCE	\$11,812	\$10,000	\$10,000	\$10,000
010404060460041 CONTRACTUAL SERVICES	\$6,642	\$6,500	\$850	\$1,500
010404060460050 VEHICLE MAINTENANCE	\$44,193	\$45,000	\$35,000	\$45,000
010404060460665 RECYCLING BINS	\$0	\$2,200	\$0	\$2,200
010404060470020 CAPITAL OUTLAY	\$242,832	\$49,200	\$50,960	\$0
010404060470040 SMALL CAPITAL OUTLAY	\$0	\$500	\$0	\$500
Grand Total	\$1,213,158	\$1,054,006	\$961,406	\$950,093

Public Works Department	Commercial Sanitation Division
40	65

Fiscal Summary		Resources & Funding	
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Full Time Positions	2	Salaries Expense	80,246
Part Time Positions	0	Salary Related	21,570
Total Positions	2	Group Insurance	13,000
Vehicles	3	Utilities	0
		Properties & Tort	5,589
		Operating	72,500
		Sub Total	192,905
		Capital	285,500
		Grand Total	478,405

Description of Division: The Commercial Sanitation Division collects and disposes of solid waste within the City limits.

- Goals:**
1. To collect and dispose of commercial solid waste in the City in a cost effective and safe manner.
 2. To be responsive to the needs of city businesses in disposing of Solid Waste.
 3. To promote a clean city through dedicated employees, education of the public and enforcement of ordinances.
 4. To promote a safe work environment.

- Objectives:**
1. To continue to monitor employees' driving records to be sure that all operators have a current Commercial Drivers License (CDL) and comply with the requirements and to continue with random drug screens.
 2. To ensure that all employees work in a safe manner to protect themselves and the public.
 3. To motivate employees to make a personal commitment to keeping the city clean.
 4. To enforce city ordinances pertaining to solid waste collection and disposal and to recommend changes where appropriate.
 5. To continue to search for ways to make the Comprehensive Solid Waste Management Program better.
 6. Provide backup support to other departments when short on personnel or equipment.
 7. To continue implementation of mandatory commercial garbage collection.
 8. To maintain all equipment in proper operating condition and appearance, i.e., to change out heavy equipment on a 10-year cycle and change out dumpsters as needed.
 9. Continue to utilize "WasteBooks" to manage routes.

Capital Outlay Approved	Amount
<u>Garbage Truck</u> <i>(Lease Purchase)</i> Spare truck is 15 years old. Spare trucks have to be more reliable now due to new emission systems on new trucks requiring dealer maintenance requirements.	\$285,000.00
Total Approved	\$285,000.00

Small Capital Outlay Approved	Amount
<u>Miscellaneous Tools</u> To replace old tools.	\$500.00
Total Approved	\$500.00

Detail of Public Works—Commercial Sanitation Division Expenditures

Description	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010404065410002	OPERATIONAL PAYROLL	\$68,662	\$69,068	\$67,500	\$72,246
010404065410003	OVERTIME	\$6,513	\$7,000	\$9,500	\$8,000
010404065420006	WORKERS' COMPENSATION	\$6,761	\$7,447	\$6,407	\$6,600
010404065420007	SOCIAL SECURITY	\$5,547	\$5,819	\$5,776	\$6,139
010404065420008	RETIREMENT	\$8,226	\$8,413	\$8,597	\$8,831
010404065430005	GROUP INSURANCE	\$14,168	\$10,096	\$9,588	\$13,000
010404065450011	PROPERTY & TORT INSURANCE	\$482	\$482	\$489	\$483
010404065450049	VEHICLE INSURANCE	\$5,106	\$4,108	\$5,106	\$5,106
010404065460013	POSTAGE, PRINTING, ADV	\$0	\$0	\$0	\$0
010404065460018	CLOTHING	\$1,146	\$1,000	\$1,058	\$1,000
010404065460021	GAS	\$19,367	\$25,000	\$19,000	\$23,000
010404065460022	TIRES	\$11,831	\$12,000	\$12,654	\$12,000
010404065460024	MATERIALS AND SUPPLIES	\$0	\$0	\$0	\$0
010404065460025	COMPUTER SUPPLIES & UPGRA	\$720	\$1,500	\$1,440	\$1,500
010404065460027	RADIOS	\$0	\$0	\$0	\$0
010404065460037	FRONT END CONTAINERS	\$24,750	\$15,000	\$21,986	\$20,000
010404065460038	CARTS & MAINTENANCE	\$231	\$2,000	\$0	\$2,000
010404065460050	VEHICLE MAINTENANCE	\$12,879	\$13,000	\$22,673	\$13,000
010404065470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$285,000
010404065470040	SMALL CAPITAL OUTLAY	\$0	\$500	\$0	\$500
Grand Total		\$186,389	\$182,433	\$191,774	\$478,405

Public Works Department	Streets & Maintenance Division
40	80

Fiscal Summary		Resources & Funding	
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Full Time Positions	0	Salaries Expense	0
Part Time Positions	0	Salary Related	0
Total Positions	0	Group Insurance	0
Vehicles	0	Utilities	0
		Properties & Tort	2,741
		Operating	30,000
		Sub Total	32,741
		Capital	2,500
		Grand Total	35,241

Description of Division: The Streets and Maintenance Division is responsible for the maintenance of city streets and signs, open drainage ditches, clearing of weedy lots and junk car removal.

- Goals:**
1. To ensure city streets are properly maintained.
 2. To use Sanitation personnel to support this area.
 3. To address flooding caused by storm water run-off.
 4. To improve the appearance of the city by enforcement of the Weedy Lot and Junk Car Ordinances.

- Objectives:**
1. To insure properly maintained streets in the city by issuing service orders for repair.
 2. To monitor open ditches in the city for blockages and issue service orders to correct.
 3. To identify storm water flooding problems in the city and recommend corrective action.
 4. To identify defective or missing street signs and order replacements; also, to provide instructions on replacements to field personnel.
 5. To identify weedy lots including exposed opened storage areas and take corrective action.
 6. To identify junk cars and take corrective action.

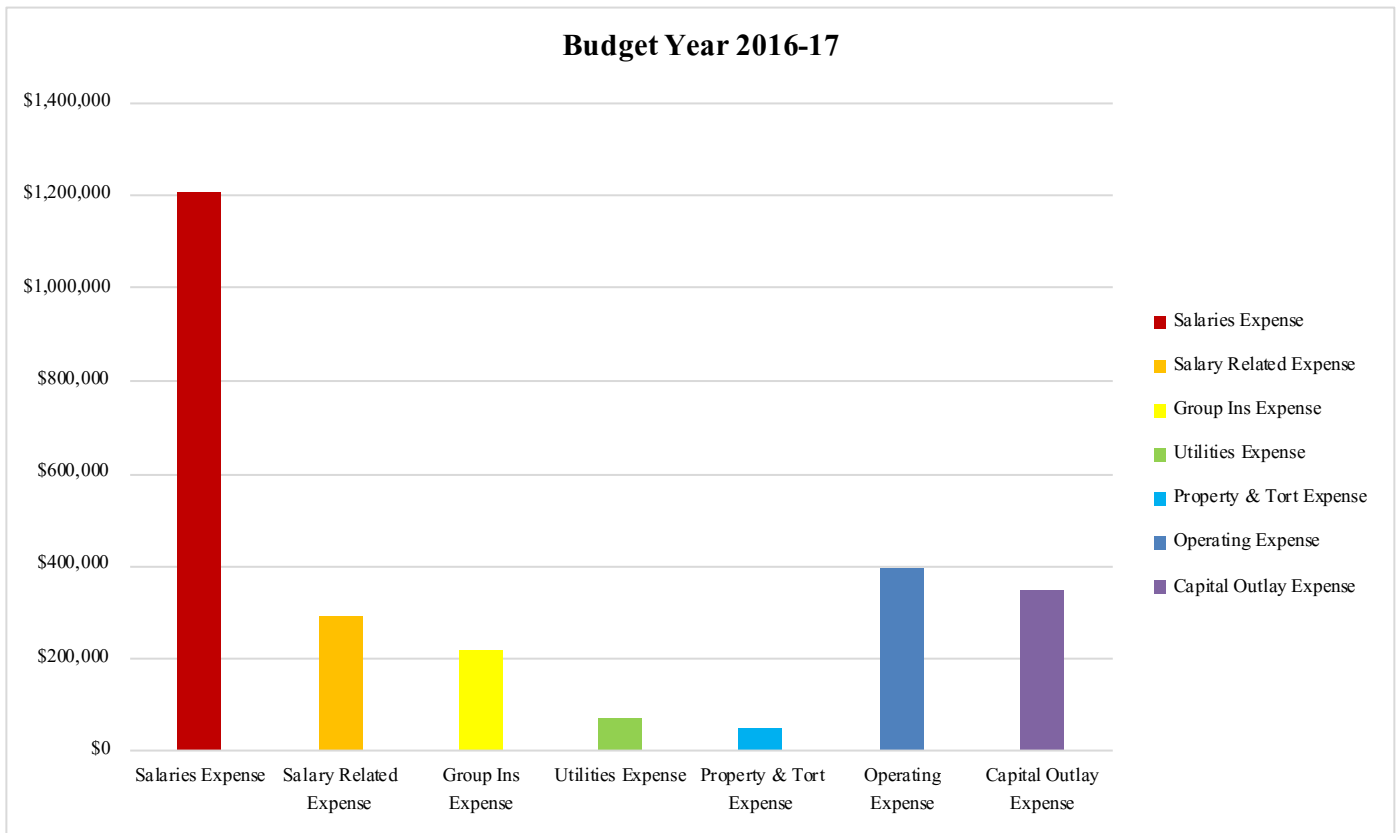
Small Capital Outlay Approved	Amount
<u>Miscellaneous Tools</u> To replace outdated tools.	\$2,500.00
Total Approved	\$2,500.00

Detail of Public Works—Streets & Maintenance Division Expenditures

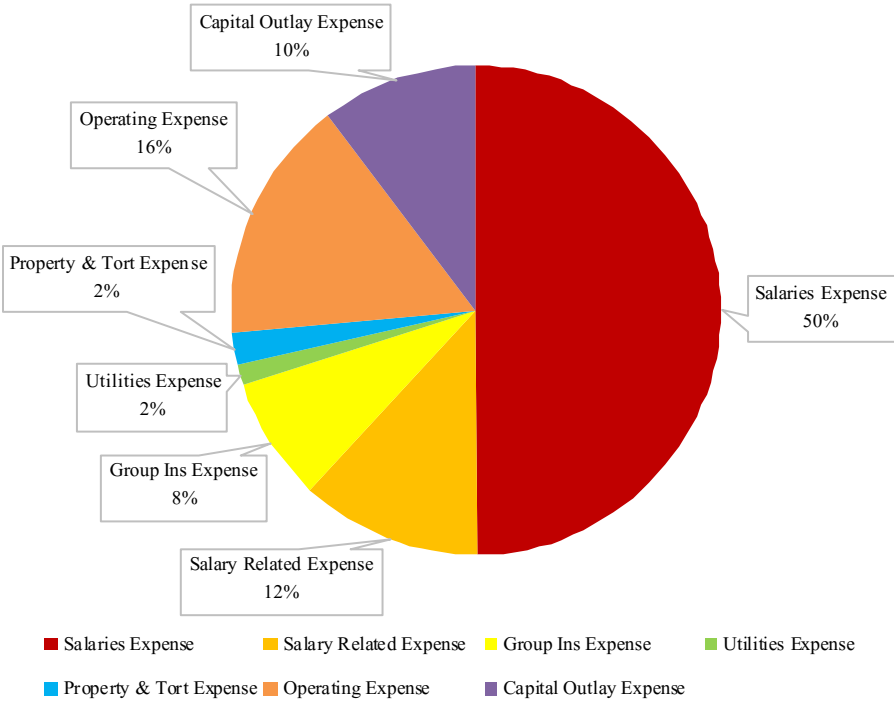
Description	<u>FY 14-15 Actual</u> <u>Expense</u>	<u>FY 15-16 Adopted</u> <u>Budget</u>	<u>FY 15-16 Amended</u> <u>Budget</u>	<u>FY 16-17 Adopted</u> <u>Budget</u>
010404080450011 PROPERTY & TORT INSURANCE	\$1,158	\$2,104	\$2,156	\$2,156
010404080450049 VEHICLE INSURANCE	\$0	\$0	\$0	\$585
010404080460019 EQUIPMENT MAINTENANCE	\$3,140	\$3,000	\$3,500	\$3,500
010404080460024 MATERIALS AND SUPPLIES	\$11,973	\$15,000	\$18,057	\$15,000
010404080460039 TRAFFIC & STREET SIGNS	\$17,746	\$13,000	\$6,000	\$7,000
010404080460041 CONTRACTUAL SERVICES	\$845	\$1,500	\$1,280	\$1,500
010404080460050 VEHICLE MAINTENANCE	\$0	\$0	\$0	\$1,000
010404080460224 INERT DUMP SUPPLIES	\$0	\$500	\$500	\$500
010404080470020 CAPITAL OUTLAY	\$67,515	\$0	\$0	\$0
010404080470040 SMALL CAPITAL OUTLAY	\$0	\$1,000	\$0	\$2,500
Grand Total	\$102,377	\$36,104	\$31,493	\$35,241

Summary of Public Works Department Expenditures

Description	FY 2014-15 Actual Expense	FY 2015-16 Adopted Budget	FY 2015-16 Amended Budget	FY 2016-17 Adopted Budget
410 Salaries Expense	\$1,123,817	\$1,170,082	\$1,152,530	\$1,206,054
420 Salary Related Expense	\$276,210	\$293,163	\$278,827	\$289,970
430 Group Ins Expense	\$257,987	\$210,877	\$187,712	\$214,426
440 Utilities Expense	\$66,063	\$66,800	\$64,203	\$67,000
450 Property & Tort Expense	\$45,622	\$41,646	\$46,561	\$47,115
460 Operating Expense	\$377,058	\$392,610	\$363,285	\$391,430
470 Capital Outlay Expense	\$409,139	\$117,700	\$126,136	\$344,500
Grand Total	\$2,555,896	\$2,292,878	\$2,219,254	\$2,560,495



Public Safety Department



Public Safety Department	Administration Division
60	10

Fiscal Summary		Resources & Funding	
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Full Time Positions	3	Salaries Expense	153,314
Part Time Positions	0	Salary Related	32,351
Total Positions	3	Group Insurance	18,000
Vehicles	1	Utilities	120,000
		Property & Tort	19,800
		Operating	611,500
		Sub Total	954,965
		Capital / Small Cap	0
		Grand Total	954,965

Description of Division:
Coordinate functions of entire Department. Develop plans and strategies to address present and future trends.

- Goal:**
1. The Administrative Division will work to increase the effectiveness of the Fire Service through the modernization of existing and the purchase of new firefighting equipment.
 2. The Department of Public Safety will work towards finalizing the operational and physical control over the ODPS/Claflin University Forensic Laboratory

- Objective:**
1. The Department of Public Safety will work towards the purchase of a new pumper, bunker gear, and other updated firefighting gear.
 2. The Department of Public Safety will work with the City Administrator and Claflin University officials to finalize the placement of existing laboratory personnel to ODPS control. We will also work to finalize the Memorandum of Understanding between the two parties as well as develop a long term agreement for the facility from the university.

Detail of Public Safety—Administration Division Expenditures

Description	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010606010410001	ADMINISTRATIVE PAYROLL	\$137,416	\$121,399	\$122,512	\$125,624
010606010410002	OPERATIONAL PAYROLL	\$25,221	\$25,733	\$26,178	\$27,690
010606010410003	OVERTIME	\$0	\$0	\$24	\$0
010606010420006	WORKERS' COMPENSATION	\$4,203	\$4,358	\$3,588	\$3,700
010606010420007	SOCIAL SECURITY	\$12,030	\$11,255	\$10,721	\$11,728
010606010420008	RETIREMENT	\$18,360	\$18,550	\$18,954	\$16,923
010606010430005	GROUP INSURANCE	\$20,821	\$18,260	\$14,834	\$18,000
010606010440010	UTILITIES EXPENSE	\$113,415	\$130,000	\$110,000	\$120,000
010606010450011	PROPERTY & TORT INSURANCE	\$15,493	\$15,493	\$18,774	\$19,000
010606010450049	VEHICLE INSURANCE	\$734	\$734	\$756	\$800
010606010460004	SPECIAL EXPENSE	\$15,161	\$35,000	\$30,000	\$31,000
010606010460008	NEW HIRE/RECRUITMENT EXP	\$8,089	\$7,000	\$9,698	\$9,000
010606010460009	TRAVEL & TRAINING	\$2,300	\$2,000	\$2,000	\$2,000
010606010460012	DUES, FEES & SUBSCRIPTION	\$5,326	\$5,000	\$10,305	\$10,000
010606010460013	POSTAGE, PRINTING, ADV	\$14,479	\$14,000	\$16,306	\$15,000
010606010460014	OFFICE SUPPLIES	\$5,245	\$5,000	\$6,000	\$6,000
010606010460015	OFFICE MAINTENANCE	\$3,870	\$6,000	\$1,409	\$6,000
010606010460016	MISCELLANEOUS EXPENSE	\$473	\$1,000	\$1,000	\$1,000
010606010460017	COMPUTER OPERATIONS	\$16,375	\$32,000	\$29,652	\$42,000
010606010460019	EQUIPMENT MAINTENANCE	\$236	\$100	\$100	\$100
010606010460021	GAS	\$1,371	\$4,000	\$1,600	\$2,000
010606010460022	TIRES	\$618	\$400	\$0	\$600
010606010460023	FACILITY MAINTENANCE	\$22,985	\$40,000	\$47,104	\$50,000
010606010460024	MATERIALS AND SUPPLIES	\$16,499	\$14,000	\$14,000	\$14,000
010606010460025	COMPUTER SUPPLIES & UPGRA	\$20,848	\$15,000	\$18,476	\$15,000
010606010460026	GRANT MATCH	\$0	\$0	\$0	\$0
010606010460030	LEASES	\$0	\$0	\$0	\$0
010606010460032	TUITION REIMBURSEMENT	\$15,584	\$35,000	\$27,138	\$25,000
010606010460034	GANG INITIATIVE/2020	\$5,390	\$5,000	\$5,000	\$5,000
010606010460050	VEHICLE MAINTENANCE	\$487	\$800	\$400	\$800
010606010460053	CRIMINAL STATE ASSESSMENT	\$111,594	\$120,000	\$115,000	\$115,000
010606010460054	TRAFFIC STATE ASSESSMENTS	\$277,305	\$280,000	\$255,000	\$257,000
010606010460056	JUVENILE DETENTION	5,050	\$5,000	\$3,000	\$5,000
010606010460060	REIMBURSE LE TRAINING	\$0	\$0	\$0	\$0
010606010470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010606010470032	JAG GRANT	\$0	\$0	\$14,300	\$0
010606010470040	SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010606010480091	TRANSFER TO LLEBG	\$0	\$0	\$0	\$0
Grand Total		\$897,832	\$972,082	\$933,829	\$954,965

Public Safety	Patrol
60	20

Fiscal Summary		Resources & Funding	
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Full Time Positions	46	Salaries Expense	1,682,000
Part Time Positions	0	Salary Related	409,500
Total Positions	46	Group Insurance	280,000
Vehicles	30	Utilities	0
		Properties & Tort	73,011
		Operating	290,000
		Sub Total	2,734,611
		Capital / Small Cap	118,300
		Grand Total	2,852,811

Description of Division:
Responsible for initial response to fire and law enforcement calls for service. Maintain constant patrol of City to detect and deter crime.

Goal:
 1. Provide the citizens of Orangeburg with the most comprehensive, efficient and effective police and fire service available within the confines of our existing resources.

Objective:
 1. Deliver community focused police, victim, and fire services by developing collaborative relationships with our community partners.

Capital Outlay Approved	Amount
<p><u>Vehicles (Police Package)</u> 3 @ \$38,000.00 each Replace high mileage, high maintenance Crown Victoria's that are no longer on state contract, these vehicles are used 24/7 by Patrol officers. Include additional equipment of in-car video camera system, traffic radar equipment, mobile computer system, push bumper with lights, light bar, siren with speaker, console, gun rack, license plate mounted light, window partition and striping. Will replace Vehicles: 99 (Mileage: 81,004), 03 (mileage: 142,297) and 07 (mileage: 92,262).</p>	\$114,000.00
Total Requested	\$114,000.00

Small Capital Outlay Approved	Amount
<p><u>In-Car Printers</u> 10 @ \$430.00 each To replace outdated Brother Pocket Jet 3 printers currently in Patrol vehicles.</p>	\$4,300.00
Total Approved	\$4,300.00

Detail of Public Safety—Patrol Division Expenditures

Description	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Amended	FY 16-17 Adopted	
	Expense	Budget	Budget	Budget	
010606020410001	ADMINISTRATIVE PAYROLL	\$24,546	\$54,525	\$54,511	\$57,000
010606020410002	OPERATIONAL PAYROLL	\$1,601,698	\$1,677,269	\$1,320,000	\$1,445,000
010606020410003	OVERTIME	\$236,561	\$180,000	\$183,783	\$180,000
010606020420006	WORKERS' COMPENSATION	\$51,071	\$73,983	\$52,261	\$55,000
010606020420007	SOCIAL SECURITY	\$136,931	\$146,864	\$112,510	\$129,000
010606020420008	RETIREMENT	\$251,514	\$264,604	\$215,909	\$225,500
010606020430005	GROUP INSURANCE	\$391,588	\$381,820	\$237,233	\$280,000
010606020450011	PROPERTY & TORT INSURANCE	\$46,886	\$46,887	\$48,003	\$49,000
010606020450049	VEHICLE INSURANCE	\$22,749	\$22,965	\$24,011	\$24,011
010606020460004	SPECIAL EXPENSE	\$45	\$1,000	\$1,000	\$1,000
010606020460009	TRAVEL & TRAINING	\$2,471	\$1,000	\$1,000	\$1,000
010606020460018	CLOTHING	\$94,027	\$90,000	\$113,155	\$125,000
010606020460019	EQUIPMENT MAINTENANCE	\$4,509	\$6,000	\$4,682	\$6,000
010606020460021	GAS	\$85,158	\$115,000	\$65,000	\$75,000
010606020460022	TIRES	\$9,631	\$8,000	\$8,346	\$8,000
010606020460024	MATERIALS AND SUPPLIES	\$3,082	\$4,000	\$3,000	\$4,000
010606020460027	RADIOS	\$11,377	\$7,000	\$2,000	\$46,000
010606020460028	TRAFFIC CONTROL	\$0	\$1,000	\$30,500	\$500
010606020460049	CANINE EXPENSES	\$1,277	\$1,500	\$909	\$1,500
010606020460050	VEHICLE MAINTENANCE	\$30,281	\$25,000	\$18,000	\$22,000
010606020460091	CRIME/FIRE PREVENTION	\$0	\$0	\$0	\$0
010606020470020	CAPITAL OUTLAY	\$98,839	\$114,000	\$103,173	\$114,000
010606020470040	SMALL CAPITAL OUTLAY	\$4,824	\$2,180	\$532	\$4,300
Grand Total		\$3,109,605	\$3,224,597	\$2,599,518	\$2,852,811

Public Safety	Special Operations
60	25

Fiscal Summary		Resources & Funding	
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Full Time Positions	35	Salaries Expense	1,252,285
Part Time Positions	4	Salary Related	297,895
Total Positions	39	Group Insurance	223,272
Vehicles	28	Utilities	0
		Properties & Tort	47,935
		Operating	240,500
		Sub Total	2,061,887
		Capital / Small Cap	702,400
		Grand Total	2,764,287

Description of Division:
Provide technical support and training to the Department personnel. Responsibilities include fire inspections and fire units.

Goal:
 1. Continue progress toward implementation of the Orangeburg Against Violence Crime Initiative, to reduce crime and increase the safety and quality of life for residents of the Orangeburg area.

Objectives:
 1. Development of a Community Action Group consisting of residents, service organizations and religious groups.
 2. Develop written criteria and board members for offender call-in selection process.

Capital Outlay Approved	Amount
<p><u>Fire Apparatus</u> <i>(Lease Purchase)</i></p> <p>A new fire engine pumper will replace one of the oldest engines and allow for newer more modern apparatus to rotate to outer fire stations. Due to the amount of mechanical problems in the past, Engine 61 is currently housed as a back-up engine at Fire Station 3 and is a candidate for replacement. The amount requested includes the cost of new apparatus and allow for the addition of up-to-date equipment and fire hose to partially outfit the apparatus.</p>	\$550,000
<p><u>SCBA with Cylinder and Mask</u></p> <p>5 @ \$6,000 each</p> <p>SCOTT Air-Pak 3 SCBA to include AV-3000 mask with fleece mask bag and 2216 psi cylinder. After fires, SCBAs that were used are being washed and put back on the truck wet if they are being washed / deconned at all. With extra SCBAs and masks, this will allow for clean packs to go on to the trucks while dirty SCBAs and be cleaned appropriately and allowed to dry to extend life time of the equipment.</p>	\$30,000
<p><u>Thermal Imaging Camera</u></p> <p>A MSA 6000 is needed to install on Rescue 52 at the command post for incident command. This thermal imaging camera can also function as a spare for when cameras are removed from service for repairs. Fire station 4 had its thermal camera removed for repairs and during this time it left 1 fire station without thermal imaging capabilities. This camera will also include a truck mount for recharging and an extra battery.</p>	\$12,000
<p><u>Vehicles</u> <i>(Lease Purchase)</i></p> <p>2 @ 38,000 each</p> <p>Replace worn, high mileage, high maintenance vehicles in need of costly repair. (This includes siren, lights, stripping, etc.) Vehicles 600-22 (2010), 600-26 (2011) will be replaced in this budget item</p>	\$76,000
Total Approved	\$668,000

Small Capital Outlay Approved	Amount
<p><u>SCOTT Voice Amplifier</u> 24 at \$480 each Epic 3 voice amplifier with 75 brackets for all existing AV-2000 and AV-3000 masks currently owned by the department. This provides all first out engines and aerials at all four fire stations with voice amplifiers on the masks on each truck. The voice amplifier will allow for firefighters to speak clearly when wearing the SCBA masks and will reduce the need for shouting and enable clear communication in and IDLH environment. When communications are clear on the fire ground, it reduces unnecessary radio traffic by eliminating the need to ask firefighter to repeat their radio transmissions.</p>	\$11,500
<p><u>Positive Ventilation Fan</u> 2 @ \$2,500 each New positive ventilation fans are needed to replace the aging and over used fans at fire station 1 and 2. PPV fans in service now utilize a plastic fan shroud and over the years it has started to crack and has some heat damage to the fan shroud. Newer, stronger fans will be able to clear buildings quicker and reduce on scene time when ventilating structures of smoke, gases, and heat. Fans will have an all metal structure and eliminate the broken plastic shrouds on current PPV fans.</p>	\$5,000
<p><u>CPR Mannequins</u> 2 sets at \$1,000 each Firefighters do not have current CPR cards and should maintain CPR certification. The department does not have enough CPR manikins to accommodate a class. Ideally, there should be 1 manikin per 2 students. Each set will include 4 adult manikins, 4 infant manikins, AED trainers, with additional equipment such as breathing barriers. Manikins will include lights installed in the manikin that provide the student with instant feedback on quality of CPR for rate of compression and depth of compression.</p>	\$2,000
<p><u>Tasers</u> 10 @ \$ 1,075 each Replace Taser units that are no longer serviceable. These units are the first units purchased and are over 15 years old</p>	\$10,750
<p><u>Computer Aided Workstation for Dispatch</u> The computers at dispatch need to be replaced on a normal rotation to maintain compliance with SLED and NCIC.</p>	\$1,550
<p><u>Desktop Computers</u> 2 @ 1,800 each Replace aging computers for both the COP Office and the grants management office. These computers are the oldest in the department and are not currently capable of running newer software needed for the specific job functions.</p>	\$3,600
Total Approved	\$34,400

Detail of Public Safety—Special Operations Division Expenditures

Description	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010606025410001	ADMINISTRATIVE PAYROLL	\$64,798	\$69,139	\$71,319	\$72,285
010606025410002	OPERATIONAL PAYROLL	\$879,583	\$1,095,898	\$951,954	\$1,100,000
010606025410003	OVERTIME	\$97,787	\$80,000	\$98,305	\$80,000
010606025420006	WORKERS' COMPENSATION	\$39,437	\$46,250	\$33,056	\$35,000
010606025420007	SOCIAL SECURITY	\$76,728	\$94,021	\$84,801	\$95,841
010606025420008	RETIREMENT	\$132,282	\$159,801	\$149,936	\$167,054
010606025430005	GROUP INSURANCE	\$264,843	\$250,888	\$200,000	\$223,272
010606025450011	PROPERTY & TORT INSURANCE	\$15,377	\$16,962	\$15,144	\$19,347
010606025450049	VEHICLE INSURANCE	\$29,714	\$30,000	\$28,587	\$28,588
010606025460004	SPECIAL EXPENSE	\$1,374	\$1,000	\$1,000	\$1,000
010606025460009	TRAVEL & TRAINING	\$17,115	\$20,000	\$18,000	\$20,000
010606025460019	EQUIPMENT MAINTENANCE	\$6,054	\$6,000	\$8,000	\$10,000
010606025460021	GAS	\$36,201	\$45,000	\$27,172	\$32,000
010606025460022	TIRES	\$1,580	\$8,000	\$5,000	\$6,000
010606025460024	MATERIALS AND SUPPLIES	\$13,204	\$10,000	\$14,500	\$10,000
010606025460028	TRAFFIC CONTROL	\$0	\$0	\$0	\$0
010606025460029	FIRE APPARATUS MAINTENANCE	\$59,293	\$60,000	\$60,000	\$60,000
010606025460033	AMMUNITION	\$8,555	\$9,000	\$6,148	\$9,000
010606025460050	VEHICLE MAINTENANCE	\$13,900	\$16,000	\$8,000	\$14,000
010606025460076	SPECIAL EVENTS	\$3,524	\$3,500	\$5,983	\$4,000
010606025460080	MENTORING EXPENSES	\$2,569	\$3,000	\$3,802	\$3,000
010606025460091	CRIME/FIRE PREVENTION	\$4,951	\$4,000	\$4,184	\$4,000
010606025460112	ANIMAL CTL DONATION EXPEN	\$5,254	\$0	\$0	\$0
010606025470020	CAPITAL OUTLAY	\$0	\$795,286	\$786,873	\$668,000
010606025470029	FEMA GRANT/COMMUNICATIONS	\$0	\$0	\$0	\$0
010606025470034	FEMA - SCBA'S	\$0	\$0	\$0	\$0
010606025470037	FEMA - ASSISTANCE TO FF	\$0	\$0	\$0	\$0
010606025470038	HIGHWAY SAFETY GRANT (ST)	\$0	\$0	\$0	\$0
010606025470039	GREAT FEDERAL GRANT EXP	\$0	\$0	\$0	\$0
010606025470040	SMALL CAPITAL OUTLAY	\$9,636	\$66,200	\$58,209	\$34,400
010606025470042	FEMA - SAFER	\$0	\$0	\$0	\$0
010606025470043	FEMA - FP&S	\$15,750	\$0	\$0	\$0
010606025470049	VICTIM ADV GRANT	\$0	\$0	\$0	\$0
010606025470051	JAG - RECORDS ENHANCE	\$0	\$0	\$0	\$0
010606025470052	JAG - COMMUNICATION EQMT	\$0	\$0	\$0	\$0
010606025470053	JAG - LE TRAINING ASSIST	\$0	\$0	\$0	\$0
010606025470054	CSI EQUIPMENT	\$0	\$0	\$0	\$0
Grand Total		\$1,799,509	\$2,889,945	\$2,639,973	\$2,764,287

Public Safety	Investigations
60	30

Fiscal Summary	Resources & Funding
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Full Time Positions	15	Salaries Expense	779,000
Part Time Positions	0	Salary Related	186,093
Total Positions	15	Group Insurance	130,000
Vehicles	19	Utilities	0
		Properties & Tort	25,600
		Operating	58,700
		Sub Total	1,179,393
		Capital / Small Cap	43,800
		Grand Total	1,179,393

Description of Division:
Performs detailed investigations and following of criminal activity. Supports efforts of Patrol Division.

Goals:
 1. Provide the community with efficient and effective investigative and victim services.

Objective:
 1. Conduct weekly meetings to discuss overall progress on investigations and bi-monthly case review with each individual investigator.
 2. Attend community/crime watch meetings to obtain information on areas of concern and/or provide outreach information.

Capital Outlay Approved	Amount
<p><u>Vehicle (Mid-Size SUV)</u> <i>(Lease Purchase)</i> Replacement of one 2007 Trailblazer in excess 126,000 miles. This Vehicle would replace Vehicle #86. Includes all needed equipment, unmarked vehicle.</p>	\$38,000
Total Approved	\$38,000

Small Capital Outlay Approved	Amount
<p><u>Desktop Computer w/Dual Monitors and Stand</u> With all programing licenses to include Microsoft Office. Replaces computer system that is currently on loan from the Forensics section. This computer will be used by the Division Commander</p>	\$1,800
<p><u>Laptop Computers with Docking Station</u> 2 @ 2,000 each Laptop computers will full program licenses to operate in the field where investigators can update files as well as conduct research for information to assist in the investigation without having to return to the office to retrieve.</p>	\$4,000
Total Approved	\$5,800

Detail of Public Safety—Investigations Division Expenditures

Description	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Amended	FY 16-17 Adopted
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010606030410001 ADMINISTRATIVE PAYROLL	\$49,442	\$57,343	\$53,378	\$58,000
010606030410002 OPERATIONAL PAYROLL	\$585,056	\$613,000	\$657,748	\$704,000
010606030410003 OVERTIME	\$22,538	\$15,000	\$25,181	\$17,000
010606030420006 WORKERS' COMPENSATION	\$20,405	\$25,019	\$21,154	\$22,000
010606030420007 SOCIAL SECURITY	\$45,435	\$52,435	\$56,257	\$59,593
010606030420008 RETIREMENT	\$88,663	\$93,190	\$101,264	\$104,500
010606030430005 GROUP INSURANCE	\$145,000	\$134,122	\$110,009	\$130,000
010606030450011 PROPERTY & TORT INSURANCE	\$15,713	\$15,714	\$13,497	\$12,600
010606030450049 VEHICLE INSURANCE	\$12,238	\$13,046	\$14,018	\$13,000
010606030460004 SPECIAL EXPENSE	\$533	\$800	\$800	\$800
010606030460009 TRAVEL & TRAINING	\$35	\$1,000	\$1,400	\$1,000
010606030460018 CLOTHING	\$6,600	\$6,600	\$5,700	\$7,800
010606030460019 EQUIPMENT MAINTENANCE	\$0	\$300	\$300	\$300
010606030460021 GAS	\$28,313	\$36,000	\$24,000	\$26,000
010606030460022 TIRES	\$3,783	\$3,000	\$3,200	\$2,500
010606030460023 FACILITY MAINTENANCE	\$0	\$0	\$172	\$0
010606030460024 MATERIALS AND SUPPLIES	\$4,892	\$4,000	\$4,488	\$4,000
010606030460030 LEASES	\$0	\$0	\$0	\$0
010606030460050 VEHICLE MAINTENANCE	\$6,261	\$8,000	\$7,046	\$6,000
010606030460058 EXTRADITION	\$480	\$1,000	\$54	\$1,000
010606030460189 FORENSIC SUPPLIES	\$0	\$0	\$0	\$0
010606030470020 CAPITAL OUTLAY	\$38,898	\$38,000	\$37,480	\$38,000
010606030470036 CLAFLIN FORENSIC LAB GRT	\$0	\$0	\$0	\$0
010606030470040 SMALL CAPITAL OUTLAY	\$0	\$2,100	\$3,000	\$5,800
010606030470049 VICTIM ADV GRANT	\$0	\$0	\$0	\$10
Grand Total	\$1,075,285	\$1,119,669	\$1,140,146	\$1,223,193

Public Safety	Office of HWY Safety LEN
60	85

Fiscal Summary		Resources & Funding	
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Full Time Positions	0	Salaries Expense	0
Part Time Positions	0	Salary Related	0
Total Positions	0	Group Insurance	0
Vehicles	0	Utilities	0
		Properties & Tort	0
		Operating	28,000
		Sub Total	0
		Capital	0
		Grand Total	28,000

Description of Division:
This Division defines expenditures related to 100% grant funding by the South Carolina Office of Highway Safety, Project Title: *Law Enforcement Network*. This grant is in the 6th year of funding, beginning 10/01/11. As Host Agency, this project provides for meetings, training expenses and traffic enforcement equipment for awards within the 1st Judicial Circuit Law Enforcement Network.

Goals:
 1. The goals of this division would be inclusive with that of the Patrol Division.

Detail of Public Safety—Highway Safety LEN Division Expenditures

Description		FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Amended	FY 16-17 Adopted
		<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010606085460009	TRAVEL & TRAINING	\$1,035	\$2,000	\$2,000	\$2,000
010606085460024	MATERIALS AND SUPPLIES	\$13,045	\$7,000	\$7,000	\$7,000
010606085460201	LEN SUPPORT AGENCY EXPENS	\$12,219	\$19,000	\$19,000	\$19,000
010606085470040	SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$0
Grand Total		\$26,299	\$28,000	\$28,000	\$28,000

Public Safety Department	Forensic Services Unit
60	89

Fiscal Summary		Resources & Funding	
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Full Time Positions	6	Salaries Expense	307,000
Part Time Positions	0	Salary Related	74,451
Total Positions	6	Group Insurance	34,000
Vehicles	3	Utilities	0
		Property & Tort	7,023
		Operating	113,000
		Sub Total	535,474
		Small Cap / Capital	7,600
		Grand Total	543,074

Description of Division:
This unit provides salary and benefits for three investigators and one evidence custodian for working crime scenes and securing evidence for court. Also includes a chemist, a DNA Technical Leader/Analyst, and a DNA Examiner working in a regional drug laboratory for the testing and confirming of evidence.

Goal :

1. Attain ANSI/ASQ Accreditation for the crime scene, evidence, and drug analysis functions of our forensics laboratory.

Objective :

1. Finalize all standard operating procedures and policies, and prepare for the on-site assessment scheduled for late 2015.

Capital Outlay Approved	Amount
<p><u>Evidence Destruction System</u> Drug Terminator Model # DT101, 110V, dual axial blowers EZ feed system for destroying narcotics evidence with optional adapter for documentation destruction. Currently using a modified city dumpster to destroy evidence, but it is beginning to age becoming structurally unsound.</p>	\$4,800
Total Approved	\$4,800

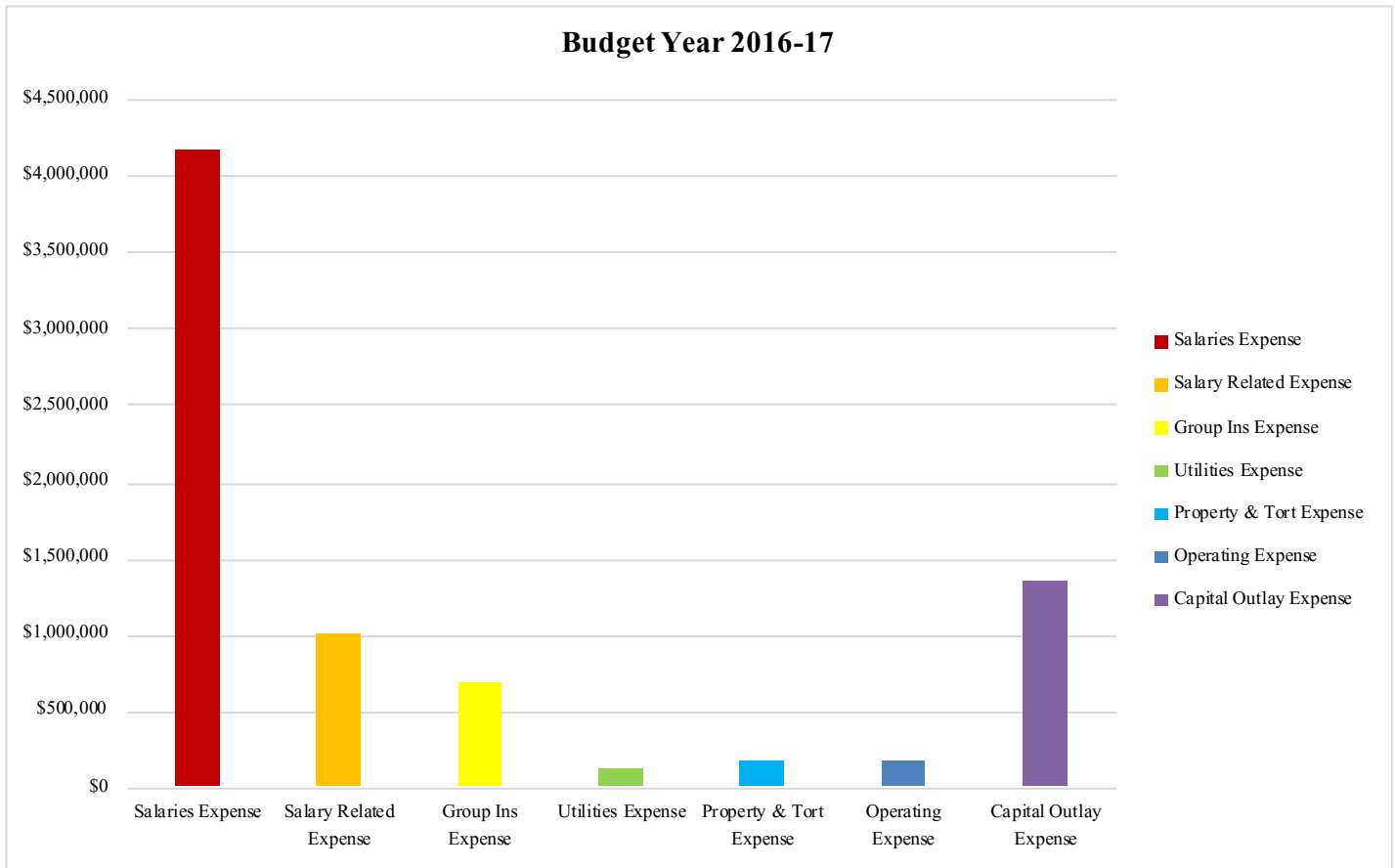
Small Capital Outlay Approved	Amount
<p><u>Tablet</u> A tablet, preferably Windows based, is needed to replace the CSI's iPad that was acquired by the Investigations Captain. A windows based tablet is more compatible with out StarLIMS program.</p>	\$800
<p><u>Barcode Scanners and Printers</u> 2 @ 1,000 each set Barcode scanners and printers are needed to work in conjunction with the StarLIMS forensic lab program. Barcoding evidence and tracking its movements via electronic scanner and digital signature will enhance the lab's efficiency and provide for better tracking and documentation. The StarLIMS representative recommends scanners by Datalogic and label printers by Zebra.</p>	\$2,000
Total Approved	\$2,800

Detail of Public Safety—Forensic Drug Lab Division Expenditures

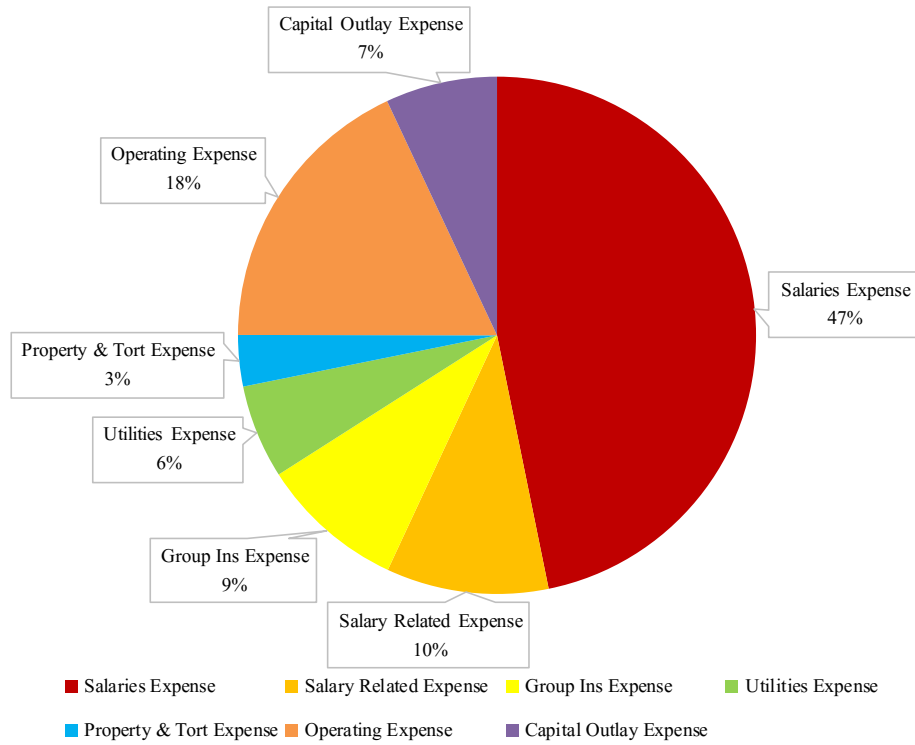
Description	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010606089410002	OPERATIONAL PAYROLL	\$145,550	\$213,011	\$110,389	\$299,000
010606089410003	OVERTIME	\$9,084	\$18,000	\$4,081	\$8,000
010606089420006	WORKERS' COMPENSATION	\$5,828	\$7,727	\$3,189	\$11,085
010606089420007	SOCIAL SECURITY	\$11,007	\$17,627	\$8,218	\$23,480
010606089420008	RETIREMENT	\$18,476	\$29,299	\$13,296	\$39,886
010606089430005	GROUP INSURANCE	\$37,604	\$33,561	\$14,064	\$34,000
010606089440010	UTILITIES EXPENSE	\$0	\$0	\$0	\$0
010606089450011	PROPERTY & TORT INSURANCE	\$2,714	\$2,715	\$1,584	\$3,423
010606089450049	VEHICLE INSURANCE	\$0	\$0	\$585	\$3,600
010606089460009	TRAVEL & TRAINING	\$348	\$5,000	\$526	\$4,500
010606089460013	POSTAGE, PRINTING, ADV	\$0	\$0	\$0	\$0
010606089460014	OFFICE SUPPLIES	\$64	\$100	\$100	\$100
010606089460018	CLOTHING	\$0	\$0	\$0	\$1200
010606089460019	EQUIPMENT MAINTENANCE	\$31,959	\$51,982	\$41,000	\$60,000
010606089460021	GAS	\$0	\$0	\$0	\$3,000
010606089460022	TIRES	\$0	\$0	\$0	\$1,200
010606089460024	MATERIALS AND SUPPLIES	\$15,382	\$38,000	\$14,000	\$40,000
010606089460025	COMPUTER SUPPLIES & UPGRA	\$0	\$0	\$0	\$0
010606089460050	VEHICLE MAINTENANCE	\$0	\$0	\$0	\$3,000
010606089470020	CAPITAL OUTLAY	\$0	\$8,000	\$7,618	\$4,800
010606089470040	SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$2,800
Grand Total		\$278,016	\$425,022	\$218,650	\$543,074

Summary of Public Safety Department Expenditures

Description	FY 2014-15 Actual Expense	FY 2015-16 Adopted Budget	FY 2015-16 Amended Budget	FY 2016-17 Adopted Budget
410 Salaries Expense	\$3,915,455	\$4,220,317	\$3,679,363	\$4,173,599
420 Salary Related Expense	\$923,010	\$1,044,983	\$885,114	\$1,000,290
430 Group Ins Expense	\$869,839	\$818,651	\$576,140	\$685,272
440 Utilities Expense	\$113,415	\$130,000	\$110,000	\$120,000
450 Property & Tort Expense	\$162,748	\$164,516	\$164,959	\$173,369
460 Operating Expense	\$1,095,241	\$1,255,082	\$1,133,355	\$1,341,700
470 Capital Outlay Expense	\$169,801	\$1,025,766	\$1,011,185	\$872,100
Grand Total	\$7,249,509	\$8,659,315	\$7,560,116	\$8,366,330



Parks & Recreation Department



Parks and Recreation Department	Administration Division
70	01

Fiscal Summary		Resources & Funding	
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Full Time Positions	3	Salaries Expense	162,763
Part Time Positions	0	Salary Related	34,001
Total Positions	3	Group Insurance	23,000
Vehicles	2	Utilities	12,000
		Properties & Tort	3,474
		Operating	10,900
		Sub Total	247,546
		Capital	0
		Grand Total	247,546

Description of Department: This Division is responsible for the total operation of the Department to enhance the quality of life of our Community. Duties include supervising and training all employees, generating of grant revenue, public relations, preparing and monitoring the budget, being a liaison for associated entities and completion of office duties to include the maintenance of employee records.

Goals:
To administer the total operation of the Parks and Recreation Department to enhance the quality of life for the community.

- Objectives:**
1. Preserve, protect, maintain, improve, and enhance natural resources, parkland, and recreational opportunities
 2. Anticipate the needs of the changing community and structure programs and facilities accordingly
 3. Enhance the city's arts, cultural and historic assets
 4. Provide efficient services to residents regardless of income, background, and ability
 5. Encourage volunteerism
 6. Utilize financial resources efficiently and equitably
 7. Become a recognized leader in the community, state and nation in park and recreation management
 8. Maximize financial efficiency and ensure contractual compliance
 9. Leverage partnerships that produce new parks and facilities that are forward-thinking and world class
 10. Enhance health and wellness of our patrons through innovative and diversified parks, arts, recreation, leisure and cultural opportunities
 11. Make the city a better place to live, work and play
 12. Promote positive customer service
 13. Be an employer of choice

14. Improve inter-agency cooperation with neighboring communities
15. Continue to expand the level of public information and involvement in parks and recreation
16. Use capital to renew aging infrastructure

Detail of Parks & Recreation—Administration Division Expenditures

Description	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010707001410001	ADMINISTRATIVE PAYROLL	\$140,210	\$154,422	\$158,055	\$162,763
010707001420006	WORKERS' COMPENSATION	\$2,921	\$4,114	\$3,657	\$3,700
010707001420007	SOCIAL SECURITY	\$10,506	\$11,813	\$12,087	\$12,451
010707001420008	RETIREMENT	\$15,407	\$17,079	\$17,679	\$17,850
010707001430005	GROUP INSURANCE	\$23,699	\$23,887	\$22,000	\$23,000
010707001440010	UTILITIES EXPENSE	\$14,209	\$12,000	\$12,000	\$12,000
010707001450011	PROPERTY & TORT INSURANCE	\$3,474	\$3,474	\$3,494	\$3,474
010707001450049	VEHICLE INSURANCE	\$1,363	\$1,363	\$1,408	\$1,408
010707001460004	SPECIAL EXPENSE	\$2,466	\$1,500	\$1,840	\$1,500
010707001460009	TRAVEL & TRAINING	\$1,326	\$1,500	\$1,350	\$1,500
010707001460012	DUES, FEES & SUBSCRIPTION	\$1,602	\$1,500	\$960	\$1,500
010707001460013	POSTAGE, PRINTING, ADV	\$1,154	\$1,500	\$1,500	\$1,500
010707001460014	OFFICE SUPPLIES	\$233	\$500	\$500	\$500
010707001460015	OFFICE MAINTENANCE	\$329	\$500	\$100	\$500
010707001460016	MISCELLANEOUS EXPENSE	\$17	\$0	\$218	\$0
010707001460017	COMPUTER OPERATIONS	\$0	\$0	\$0	\$0
010707001460018	CLOTHING	\$125	\$300	\$300	\$750
010707001460019	EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0
010707001460021	GAS	\$1,069	\$1,500	\$900	\$300
010707001460022	TIRES	\$241	\$500	\$250	\$250
010707001460024	MATERIALS AND SUPPLIES	\$876	\$800	\$400	\$800
010707001460025	COMPUTER SUPPLIES & UPGRA	\$622	\$300	\$900	\$300
010707001460027	RADIOS	\$0	\$0	\$0	\$0
010707001460031	MISCELLANEOUS EQUIPMENT	\$0	\$0	\$0	\$0
010707001460041	CONTRACTUAL SERVICES	\$9,540	\$0	\$0	\$0
010707001460050	VEHICLE MAINTENANCE	\$113	\$300	\$300	\$300
010707001470020	CAPITAL OUTLAY	\$18,344	\$0	\$10,400	\$0
010707001470040	SMALL CAPITAL OUTLAY	\$1,318	\$1,000	\$877	\$0
010707001470057	PARD	\$0	\$0	\$0	\$0
010707001480080	TRF TO ACCOM TAX ACCOUNT	\$0	\$0	\$0	\$0
Grand Total		\$251,164	\$218,737	\$251,175	\$247,546

Parks and Recreation Department	Recreation
70	10

Fiscal Summary		Resources & Funding	
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Full Time Positions	5	Salaries Expense	221,302
Part Time Positions	16	Salary Related	42,159
Total Positions	21	Group Insurance	25,000
Vehicles	2	Utilities	50,000
		Properties & Tort	8,880
		Operating	215,100
		Sub Total	562,441
		Capital	1,000
		Grand Total	563,441

Description of Department: This Division is responsible for providing the citizens of Orangeburg with leisure programs. Duties include organization and operation of youth and adult athletic leagues, conducting leisure recreation classes, program publicity and conducting tournaments and special events in addition to utilizing various marketing tools to promote the Department and City.

Goals:
The mission of Orangeburg Recreation Division is to enrich the quality of life in Orangeburg and surrounding area by providing diverse recreational, leisure, athletic, environmental and cultural opportunities for all residents and to administer programs and services that meet the basic needs of the most vulnerable people in our community.

- Objectives:**
1. Increase participation in programs and recreation opportunities
 2. Develop programs, tournaments and leagues for families, kids, ladies, men, seniors, and more
 3. Serve an aging population with social, recreational, active and healthy opportunities
 4. Teach, learn, and develop skills, abilities and talents for residents of all ages
 5. Meet recreational needs with maximum effectiveness and with minimum expense
 6. Effectively promote and publicize area recreational programs and events
 7. Increase facility usage
 8. Continually strive to improve existing facilities while seeking opportunities for future development
 9. Bring children and families into our parks and give them great reasons to stay and play for a lifetime
 10. To coordinate the Orangeburg Queen of Roses Scholarship Pageant and the Orangeburg Princess of Roses
 11. To conduct a Spring & Summer playground program.

12. To partner with other agencies in coordinating summer camps for area residents.
13. To partner with the Orangeburg Disc Golf Club in the promotion of tournaments and clinics.
14. To further develop non-governmental revenue resources.
15. To conduct background checks on all volunteers and contracted instructors.
16. To develop all billboards, brochures and other promotional materials.
17. To coordinate the operation of the Spray Park.
18. To host (3) sporting tournaments at the City Gym Annual.
19. To coordinate quarterly email blasts to participants and former participants containing our current program offerings
20. To start a youth disc golf league for children ages 7-15.
21. To conduct (3) special event annual.

Parks & Recreation Department - Recreation Division

#70-10

Small Capital Outlay Approved	Amount
<u>Computer Monitors</u> Needed for docking station laptop for superintendent of recreational services.	\$1,000.00
Total Approved	\$1,000.00

Detail of Parks & Recreation—Recreation Division Expenditures

Description	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Amended	FY 16-17 Adopted	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010707010410001	ADMINISTRATIVE PAYROLL	\$82,779	\$46,400	\$48,180	\$48,302
010707010410002	OPERATIONAL PAYROLL	\$33,577	\$172,337	\$105,550	\$173,000
010707010420006	WORKERS' COMPENSATION	\$4,487	\$5,516	\$3,803	\$4,000
010707010420007	SOCIAL SECURITY	\$9,668	\$16,733	\$12,039	\$17,159
010707010420008	RETIREMENT	\$12,438	\$21,206	\$19,000	\$21,000
010707010430005	GROUP INSURANCE	\$17,484	\$14,738	\$23,725	\$25,000
010707010440010	UTILITIES EXPENSE	\$25,787	\$50,000	\$51,500	\$50,000
010707010450011	PROPERTY & TORT INSURANCE	\$4,361	\$11,295	\$6,200	\$7,000
010707010450049	VEHICLE INSURANCE	\$1,403	\$1,403	\$1,299	\$1,880
010707010460004	SPECIAL EXPENSE	\$5,484	\$3,000	\$3,330	\$3,500
010707010460009	TRAVEL & TRAINING	\$1,566	\$1,000	\$2,655	\$2,500
010707010460012	DUES, FEES & SUBSCRIPTION	\$551	\$2,000	\$2,000	\$2,000
010707010460013	POSTAGE, PRINTING, ADV	\$2,592	\$4,000	\$4,000	\$4,000
010707010460015	OFFICE MAINTENANCE	\$2,852	\$2,500	\$2,900	\$5,000
010707010460016	MISCELLANEOUS EXPENSE	\$34	\$0	\$35	\$0
010707010460017	COMPUTER OPERATIONS	\$8,031	\$5,000	\$4,000	\$5,000
010707010460018	CLOTHING	\$686	\$2,500	\$2,500	\$3,200
010707010460019	EQUIPMENT MAINTENANCE	\$0	\$250	\$250	\$750
010707010460021	GAS	\$898	\$1,500	\$1,500	\$2,300
010707010460022	TIRES	\$0	\$500	\$500	\$600
010707010460023	FACILITY MAINTENANCE	\$0	\$10,000	\$7,000	\$11,000
010707010460024	MATERIALS AND SUPPLIES	\$6,020	\$14,500	\$15,265	\$20,000
010707010460025	COMPUTER SUPPLIES & UPGRA	\$317	\$500	\$500	\$500
010707010460031	MISCELLANEOUS EQUIPMENT	\$0	\$750	\$750	\$750
010707010460041	CONTRACTUAL SERVICES	\$1,520	\$0	\$0	\$0
010707010460050	VEHICLE MAINTENANCE	\$664	\$500	\$500	\$1,000
010707010460062	ADULT SOFTBALL	\$1,034	\$1,500	\$0	\$2,000
010707010460063	YOUTH SOFTBALL	\$3,734	\$5,000	\$6,500	\$5,000
010707010460064	BASEBALL	\$17,772	\$15,000	\$20,000	\$18,000
010707010460065	ADULT BASKETBALL	\$0	\$750	\$1,696	\$3,000
010707010460066	YOUTH BASKETBALL	\$22,138	\$19,500	\$19,650	\$22,000
010707010460067	FOOTBALL	\$16,982	\$15,000	\$14,300	\$15,000
010707010460069	YOUTH SOCCER	\$8,597	\$10,000	\$6,500	\$10,000
010707010460072	TENNIS	\$0	\$500	\$500	\$500
010707010460073	INSTRUCTIONAL CLASSES	\$26,259	\$33,500	\$20,500	\$33,500
010707010460076	SPECIAL EVENTS	\$893	\$400	\$1,950	\$2,000
010707010460077	INSURANCE	\$205	\$1,000	\$300	\$1,000
010707010460078	CHEERLEADING	\$514	\$500	\$585	\$500
010707010460079	CONCESSION EXPENSES	\$0	\$15,000	\$5,350	\$10,000
010707010460118	SPRAY PARK EXPENSE	\$11,425	\$14,000	\$5,320	\$14,000
010707010460119	DISC GOLF EXPENSES	\$0	\$0	\$0	\$0
010707010460124	ADULT KICKBALL	\$0	\$500	\$0	\$500
010707010460125	ALL STAR TEAM EXPENSES	\$0	\$0	\$10,956	\$15,000
010707010470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010707010470040	SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$1,000
010707010480077	TRF TO QUEEN OF ROSES	\$0	\$0	\$0	\$0
010707010480080	TRF TO ACCOM TAX ACCOUNT	\$0	\$0	\$0	\$0
Grand Total		\$332,752	\$287,788	\$278,076	\$354,441

Parks and Recreation Department	Gardens Division
70	20

Fiscal Summary		Resources & Funding	
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Full Time Positions	13	Salaries Expense	354,441
Part Time Positions	0	Salary Related	70,614
Total Positions	13	Group Insurance	63,000
Vehicles	8	Utilities	46,000
		Properties & Tort	28,180
		Operating	88,600
		Sub Total	650,835
		Capital	78,500
		Grand Total	729,335

Description of Department: The Gardens Division is responsible for maintaining and developing all City landscaped areas for the enjoyment of the Citizens of Orangeburg and visitors. Duties include greenhouse operation, litter control, spraying, watering and pruning of flowering plants, annual bed maintenance to include planting and maintenance.

Goals:
To maintain and develop all City landscaped areas for the enjoyment of the citizens of Orangeburg and visitors.

- Objectives:**
1. To maintain the Edisto Memorial Gardens.
 2. To maintain plants in 40 City landscaped areas.
 3. To design, install and maintain irrigation systems in park facilities and upgrade Gardens irrigation.
 4. To operate and expand greenhouse and nursery facilities.
 5. To maintain turf grass in parks.
 6. To maintain a Test Garden and Public Display Garden work with ARS to re-organize a rose testing program.
 7. To develop additional rose beds in the Rose Display Garden.
 8. To assist with the continued development of the Edisto Memorial Gardens.
 9. To assist with the implementation and development of landscaped areas along and in the right-of-ways, islands and intersections.
 10. To maintain landscape in all parking lots, streetscapes and the Plaza.
 11. To correct drainage problems in key areas of the Gardens.
 12. To develop, plant and maintain new planting areas (annual and perennials) throughout the City in high visibility areas.
 13. To develop a brochure for the Horne Wetlands Park and include information identifying flora and fauna in the Edisto Gardens.

14. To assist in the development of barrier free access in the Gardens.
15. To establish plant identification for various plants in the Gardens.
16. To continue maintenance of street trees and plant replacement trees.
17. To inspect and repair all passive area grounds and equipment of safety.
18. To continue replacing older rose plants in the Edisto Memorial Gardens.
19. To continue implementation of the azalea enhancement plan for the Gardens.
20. Continue to maintain the Noisette Garden and serve as a backup for this collection of roses. Also, add new varieties as they become available from other countries.
21. To add signage to both butterfly gardens identifying plant material.
22. To maintain a test garden for the American Rose Society's Award of Excellence.
23. To maintain Serenity Garden and Sensory Garden.
24. To maintain Angel of Hope Garden.
25. To insure that appropriate Staff possess a S.C. Non-Commercial Pesticides Applicator License.
26. Established and maintain youth rose garden with ARS & Kidz N Roses.
27. To maintain designated passive parks.

Parks and Recreation Department – Gardens Division

#70-20

Capital Outlay Approved	Amount
<u>Kubota L47TLB</u> <i>(Lease Purchase)</i> To replace existing 2001 backhoe and 2006 New Holland due to age and condition.	\$55,000.00
<u>Dump Bed for F350</u> This will be a permanent attachment with a hydraulic lift that will replace the old manual lift dump bed.	\$9,500.00
<u>Walker Mower</u> <i>(Lease Purchase)</i> Replacing the 2006 mower due to age and wear and tear.	\$14,000.00
Total Approved	\$78,500.00

Detail of Parks & Recreation—Gardens Division Expenditures

Description	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Amended	FY 16-17 Adopted	
	Expense	Budget	Budget	Budget	
010707020410001	ADMINISTRATIVE PAYROLL	\$75,816	\$80,088	\$76,379	\$82,441
010707020410002	OPERATIONAL PAYROLL	\$177,013	\$199,400	\$190,700	\$263,000
010707020410003	OVERTIME	\$7,594	\$7,500	\$11,000	\$9,000
010707020420006	WORKERS' COMPENSATION	\$9,940	\$13,390	\$8,363	\$8,500
010707020420007	SOCIAL SECURITY	\$19,430	\$22,019	\$21,372	\$27,114
010707020420008	RETIREMENT	\$28,234	\$31,835	\$32,000	\$35,000
010707020430005	GROUP INSURANCE	\$86,432	\$76,803	\$56,445	\$63,000
010707020440010	UTILITIES EXPENSE	\$58,215	\$46,000	\$60,000	\$46,000
010707020450011	PROPERTY & TORT INSURANCE	\$22,185	\$23,000	\$21,235	\$21,180
010707020450049	VEHICLE INSURANCE	\$5,296	\$5,297	\$5,344	\$7,000
010707020460004	SPECIAL EXPENSE	\$192	\$200	\$800	\$1,000
010707020460009	TRAVEL & TRAINING	\$345	\$500	\$500	\$1,500
010707020460012	DUES, FEES & SUBSCRIPTION	\$340	\$400	\$200	\$500
010707020460018	CLOTHING	\$2,846	\$3,500	\$2,420	\$2,300
010707020460019	EQUIPMENT MAINTENANCE	\$7,806	\$8,500	\$4,725	\$8,500
010707020460021	GAS	\$13,230	\$15,000	\$9,800	\$13,000
010707020460022	TIRES	\$1,558	\$5,000	\$4,170	\$5,000
010707020460023	FACILITY MAINTENANCE	\$4,452	\$5,000	\$6,400	\$4,800
010707020460024	MATERIALS AND SUPPLIES	\$37,050	\$39,000	\$43,065	\$39,000
010707020460025	COMPUTER SUPPLIES & UPGRA	\$228	\$500	\$500	\$500
010707020460027	RADIOS	\$19	\$0	\$0	\$0
010707020460031	MISCELLANEOUS EQUIPMENT	\$2,491	\$2,500	\$2,500	\$2,500
010707020460040	PLANT MATERIALS	\$0	\$0	\$0	\$0
010707020460041	CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0
010707020460050	VEHICLE MAINTENANCE	\$4,420	\$5,000	\$3,500	\$5,000
010707020460126	FOUNTAIN MAINTENANCE	\$2,986	\$5,000	\$3,500	\$5,000
010707020470020	CAPITAL OUTLAY	\$52,455	\$41,000	\$45,863	\$78,500
010707020470040	SMALL CAPITAL OUTLAY	\$0	\$2,200	\$2,044	\$0
Grand Total		\$620,573	\$639,432	\$616,862	\$729,335

Parks and Recreation	Parks and Cemetery Division
70	40

Fiscal Summary		Resources & Funding	
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Full Time Positions	12	Salaries Expense	328,379
Part Time Positions	0	Salary Related	69,215
Total Positions	12	Group Insurance	74,000
Vehicles	9	Utilities	15,000
		Properties & Tort	22,365
		Operating	92,500
		Sub Total	601,459
		Capital	73,500
		Grand Total	674,959

Description of Department: This Division is responsible for developing and maintaining all City ballfields, playgrounds, recreation buildings, and cemeteries, the Edisto Memorial Gardens, the Horne Wetlands Park, the Spray Park and various passive parks. Duties include litter control, raking, preparing ballfields, cleaning buildings, mowing, repairing playground equipment, opening and closing graves and maintaining hard surface playing courts.

Goals:
To develop and maintain all City ball fields, playgrounds, recreational buildings, the Sunnyside Cemetery, the Orangeburg Cemetery, the Edisto Memorial Gardens, the Horne Wetlands Park, the Spray Park, the Disc Golf Course and various passive parks.

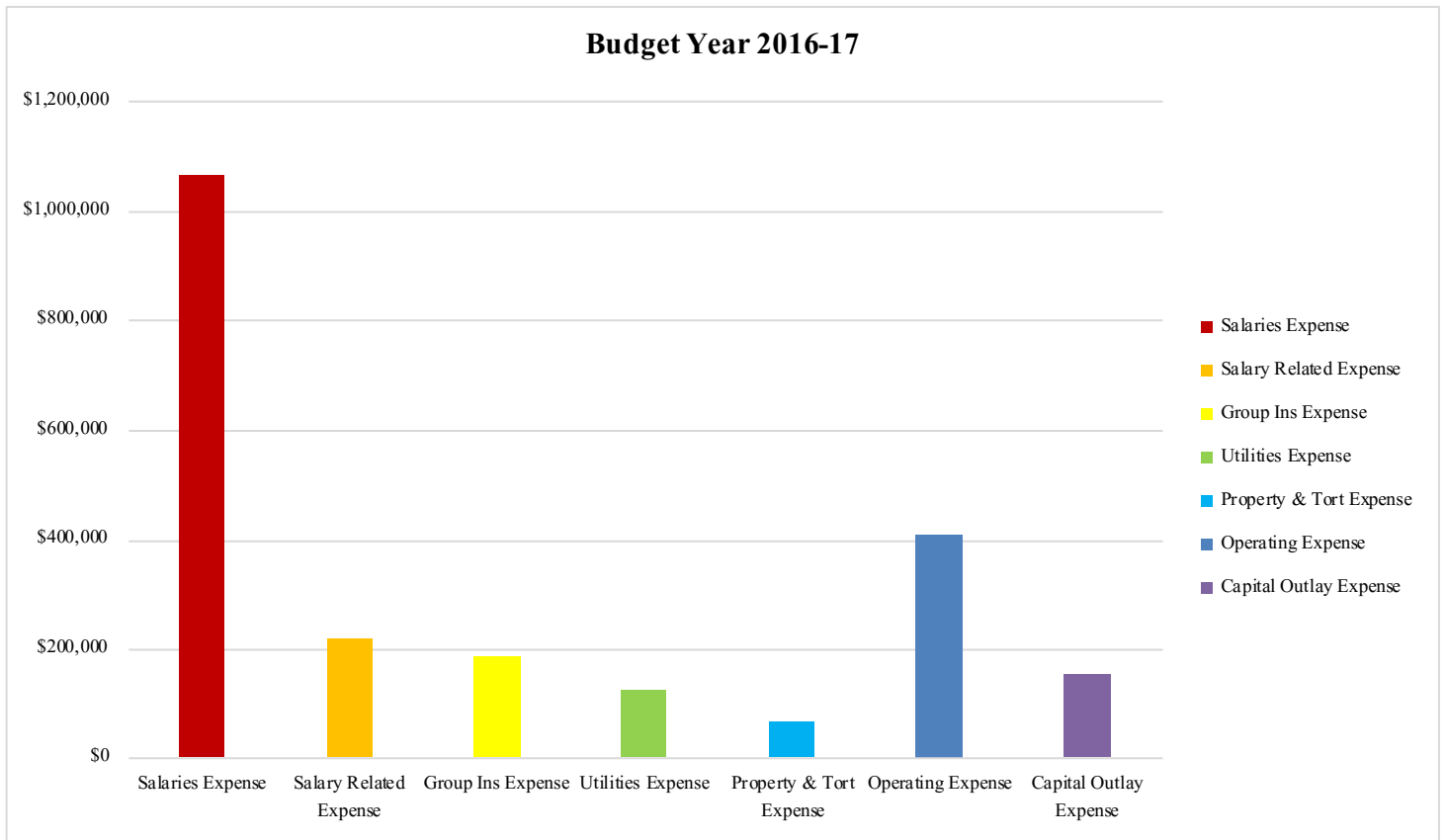
- Objectives:**
1. Apply safe design principles in order to make neighborhood parks safer and to increase citizen usage
 2. To prepare all fourteen (14) athletic fields for play.
 3. To inspect and repair all recreational equipment and facilities for safety.
 4. To maintain all Department indoor facilities.
 5. To complete the opening and closing of graves and the pouring of foundations for markers in the Sunnyside Cemetery and the Orangeburg Cemetery.
 6. To maintain all scoreboards and lighting systems.
 7. To maintain all fifteen (15) playgrounds with litter control, fine cutting trimming, chemical application, fertilization and barrier repair.
 8. To maintain turf grass on athletic fields and upgrade all athletic field irrigation systems.
 9. To maintain the disc golf course and improve drainage system.
 10. To maintain an additional nine holes on disc golf course next to river.
 11. To maintain all sixteen (16) hard surface courts by sweeping, trimming, net replacement and equipment repairs.
 12. To maintain the spray park and replace old fixtures.
 13. To maintain landscape around ball fields, playgrounds, buildings and cemeteries.
 14. To assist in all phases of maintenance in the Edisto Memorial Gardens and the Horne Wetlands Park.

Detail of Parks & Recreation—Parks & Cemeteries Division Expenditures

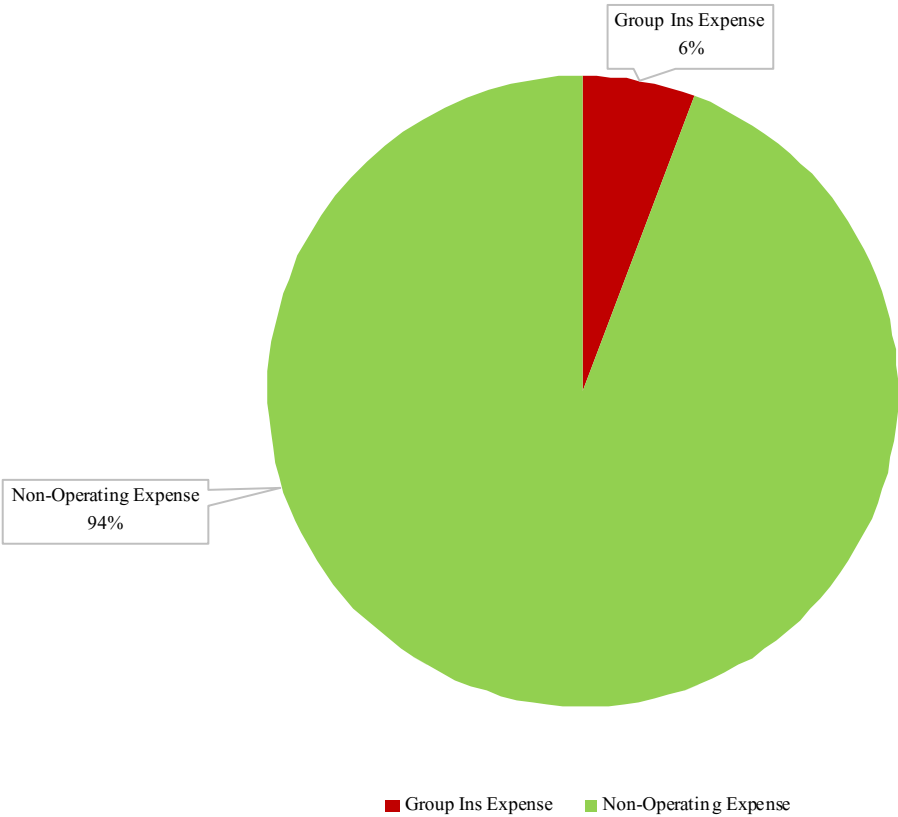
Description	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Amended	FY 16-17 Adopted	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010707040410001	ADMINISTRATIVE PAYROLL	\$47,638	\$77,631	\$80,978	\$82,705
010707040410002	OPERATIONAL PAYROLL	\$211,535	\$228,000	\$223,900	\$225,674
010707040410003	OVERTIME	\$12,769	\$15,000	\$17,400	\$20,000
010707040420006	WORKERS' COMPENSATION	\$7,112	\$9,000	\$8,942	\$8,942
010707040420007	SOCIAL SECURITY	\$19,711	\$24,596	\$24,554	\$25,273
010707040420008	RETIREMENT	\$29,550	\$35,000	\$35,700	\$35,000
010707040430005	GROUP INSURANCE	\$80,733	\$74,000	\$62,360	\$74,000
010707040440010	UTILITIES EXPENSE	\$19,262	\$15,000	\$17,550	\$15,000
010707040450011	PROPERTY & TORT INSURANCE	\$15,385	\$15,384	\$15,375	\$15,365
010707040450049	VEHICLE INSURANCE	\$5,905	\$5,905	\$5,823	\$7,000
010707040460004	SPECIAL EXPENSE	\$330	\$200	\$700	\$1,000
010707040460009	TRAVEL & TRAINING	\$45	\$100	\$100	\$1,200
010707040460018	CLOTHING	\$2,903	\$3,800	\$2,600	\$2,600
010707040460019	EQUIPMENT MAINTENANCE	\$7,440	\$8,000	\$6,500	\$8,000
010707040460021	GAS	\$13,499	\$20,000	\$11,000	\$20,000
010707040460022	TIRES	\$1,071	\$2,500	\$2,965	\$2,500
010707040460023	FACILITY MAINTENANCE	\$18,339	\$18,000	\$16,200	\$16,200
010707040460024	MATERIALS AND SUPPLIES	\$30,503	\$35,000	\$40,450	\$35,000
010707040460027	RADIOS	\$0	\$0	\$0	\$0
010707040460031	MISCELLANEOUS EQUIPMENT	\$1,323	\$2,500	\$2,700	\$2,500
010707040460041	CONTRACTUAL SERVICES	\$7,855	\$0	\$0	\$0
010707040460050	VEHICLE MAINTENANCE	\$4,399	\$3,500	\$2,500	\$3,500
010707040470020	CAPITAL OUTLAY	\$96,059	\$102,092	\$92,000	\$73,500
010707040470040	SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$0
Grand Total		\$633,366	\$695,208	\$670,297	\$674,959

Summary of Parks & Recreation Expenditures

Description	<u>FY 2014-15 Actual Expense</u>	<u>FY 2015-16 Adopted Budget</u>	<u>FY 2015-16 Amended Budget</u>	<u>FY 2016-17 Adopted Budget</u>
410 Salaries Expense	\$788,931	\$981,578	\$912,139	\$1,066,885
420 Salary Related Expense	\$169,404	\$212,301	\$199,196	\$215,989
430 Group Ins Expense	\$208,348	\$189,428	\$164,530	\$185,000
440 Utilities Expense	\$117,473	\$123,000	\$141,050	\$123,000
450 Property & Tort Expense	\$59,372	\$67,121	\$60,178	\$64,307
460 Operating Expense	\$326,151	\$377,550	\$344,645	\$407,100
470 Capital Outlay Expense	\$168,176	\$146,292	\$151,184	\$153,000
Grand Total	\$1,837,855	\$2,097,270	\$1,972,922	\$2,215,281



Non Operating Department



Non-Operating Department	Administration Division
80	00

Fiscal Summary		Resources & Funding	
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Full Time Positions	0	Salaries Expense	0
Part Time Positions	0	Salary Related	0
Total Positions	0	Group Insurance	190,000
Vehicles	0	Utilities	0
		Property & Tort	0
		Operating Expense	0
		Non-Operating Expense	2,782,695
		Sub Total	2,972,695
		Capital	0
		Total Expenditures	2,972,695

Description of Department: This Division has no employees. The expenditures are not related to any specific Department. This Division reflects all retirees who have insurance paid by the City and miscellaneous insurance expenses.

Non-Operating Department	Utilities Division
80	10

Fiscal Summary		Resources & Funding	
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Full Time Positions	0	Salaries Expense	0
Part Time Positions	0	Salary Related	0
Total Positions	0	Group Insurance	0
Vehicles	0	Utilities	0
		Property & Tort	0
		Operating	0
		Non-Operating Expense	304,600
		Sub Total	304,600
		Capital Outlay	0
		Grand Total	304,600

Description of Department: This Division has no employees. These are the utilities paid to the Department of Public Utilities. The Department of Public Utilities is also owned by the City; however, all of their accounting and finances are kept separate.

DEBT SERVICE

Description

Debt Service is used to account for and manage the resources needed to pay off the interest and principal on general long-term obligations that would be issued for capital projects or capital outlay expenditures for the current year.

**FY 2016-2017
Budget**

Lease Purchases:	<u>Annual Payments</u>
Municipal Equipment consisting of trucks, vehicles, and mowers financed for 3 years in the amount of \$601,524 financed by for 3 years by BB&T at a rate of .99%.	Approx 216,690
Municipal Equipment consisting of trucks, vehicles, and mowers financed for FY 15-16 in the amount of \$1,557,792 financed by for 3 years by South State at a rate of .98%.	324,574
Municipal Equipment consisting of trucks, vehicles, and mowers financed for FY 16-17 in the amount of \$1,465,500 financed by for 3 years by South State at a rate of 1.45%.	498,285
Total Payments	\$1,039,549

**Total Annual Debt Service is comprised of line item,
010-80-8000-480-082**

COMPUTATION OF LEGAL DEBT MARGIN

TOTAL ASSESSED VALUE	<u>\$ 36,515,883</u>
2016 ASSESSED VALUE (most current available) 9/30/2016	
REAL & OTHER 33,297,610	
VEHICLES 3,218,273	
TOTAL 36,515,883	
 DEBT LIMIT - 8% OF TOTAL ASSESSED VALUE	 <u>\$2,921,271</u>
 TOTAL AMOUNT OF DEBT APPLICABLE TO DEBT LIMIT	 \$1,039,549
LEGAL DEBT MARGIN	\$1,881,722

*Note: The total assessed value does not include Merchant's Inventory.

Detail of Non Operating—Administration Division Expenditures

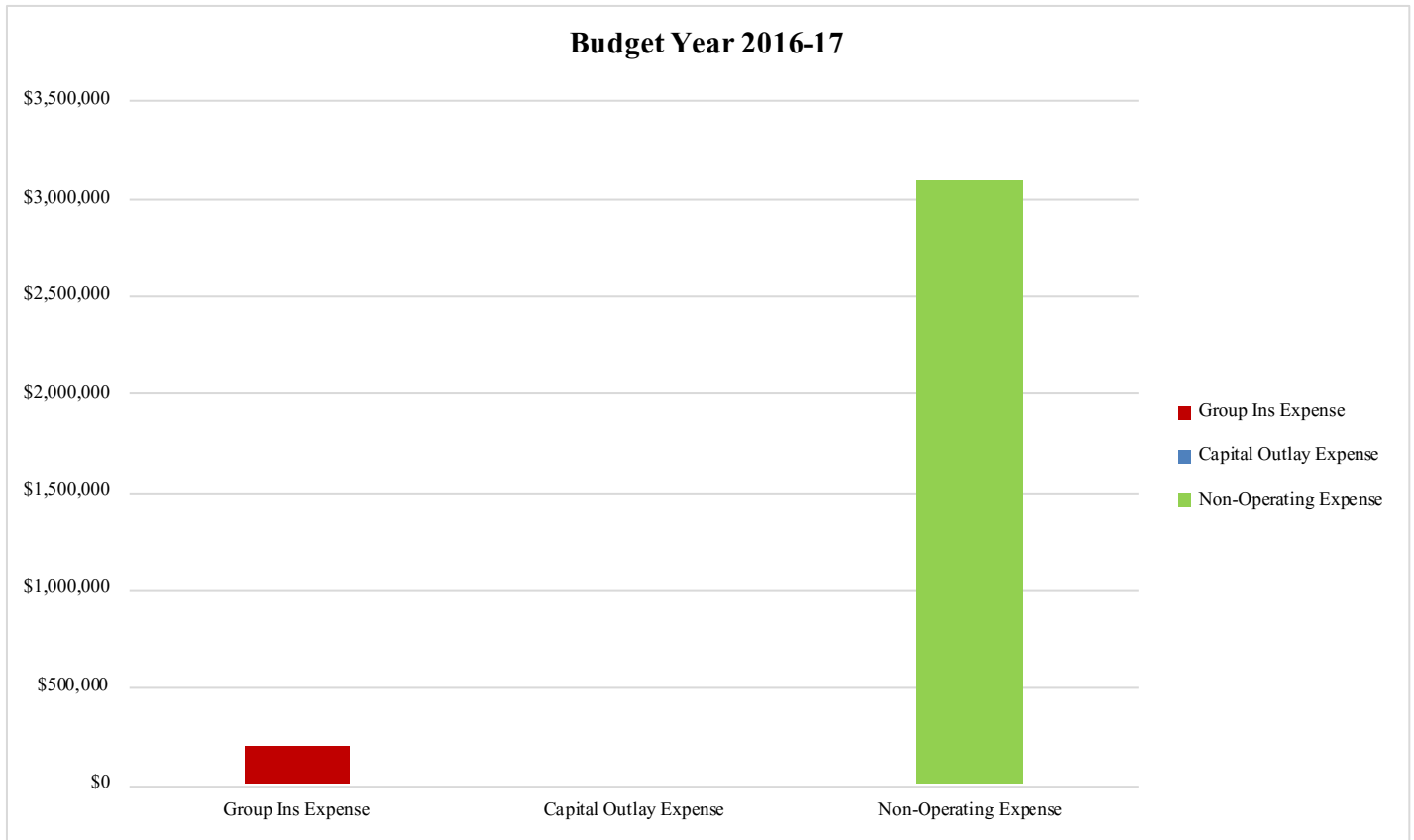
Description	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010808000430006 OPER/INS OVERAGES	\$30,154	\$7=173,724	\$82,000	\$190,000
010808000470079 SPECIAL PROJECTS CAPITAL	\$0	\$0	\$0	\$0
010808000480011 ICE/FLOOD RECOVERY #1	\$0	\$0	\$0	\$0
010808000480012 CHAMBER DUES	\$1,545	\$1,545	\$1,545	\$1,545
010808000480013 FLOOD #2 FRISBEE ROADS	\$0	\$0	\$28,000	\$0
010808000480014 FLOOD #3 JAKE ROAD	\$0	\$0	\$40,000	\$0
010808000480015 FLOOD #5 SPRAY PARK	\$0	\$0	\$17,000	\$0
010808000480023 EMPLOYEE CHRISTMAS	\$15,933	\$17,000	\$16,883	\$18,000
010808000480028 ANNEXATION COVENANTS	\$22,662	\$25,000	\$15,000	\$25,000
010808000480033 BLD CODE ENFORCEMENT	\$15,200	\$200,000	\$195,000	\$100,000
010808000480060 LOAN TO AIRPORT	\$0	\$0	\$0	\$0
010808000480067 DONATION SAMARITAN HOUSE	\$0	\$0	\$0	\$0
010808000480069 MASC BUSINESS LICENSES	\$52,224	\$50,000	\$54,691	\$52,000
010808000480071 COMM SANITATION FEES	\$233,499	\$238,000	\$254,148	\$250,000
010808000480073 TRF TO 2006 1% 099 FUND	\$0	\$0	\$0	\$0
010808000480074 TRF TO 097 1% COUNTY	\$0	\$0	\$0	\$0
010808000480075 UNEMPLOYMENT INSURANCE	\$3,204	\$3,000	\$1,500	\$1,500
010808000480079 SPECIAL PROJECTS	\$29,729	\$50,000	\$60,346	\$50,000
010808000480081 DOWNTOWN REVITALIZATION	\$25,000	\$25,000	\$25,000	\$25,000
010808000480082 DEBT SERVICE	\$621,983	\$836,252	\$769,022	\$970,000
010808000480083 RETIREES-GROUP INSURANCE	\$54,435	\$55,000	\$56,712	\$50,000
010808000480085 FIRE EQUIPMENT RESERVE	\$0	\$0	\$0	\$0
010808000480086 SETOFF DEBT	\$2,242	\$2,100	\$1,584	\$1,650
010808000480087 HOSP & ACCOM TAX TRF	\$0	\$1,233,200	\$1,165,903	\$1,234,000
010808000480090 DEBT SERVICE DPS FACILITI	\$0	\$0	\$0	\$0
010808000480094 CDL DRUG/ALCOHOL/OTHER TE	\$261	\$500	\$500	\$500
010808000480095 SELF INSURANCE	\$0	\$0	\$0	\$0
010808000480096 ADA COMPLIANCE	\$0	\$0	\$0	\$0
010808000480098 TRF TO BAL AIRPORT FUND	\$0	\$0	\$0	\$0
010808000480099 EMPLOYEE SHOTS	\$5,265	\$5,000	\$3,500	\$3,500
Grand Total	\$1,113,336	\$2,915,321	\$2,788,334	\$2,972,695

Detail of Non Operating—Utilities Division Expenditures

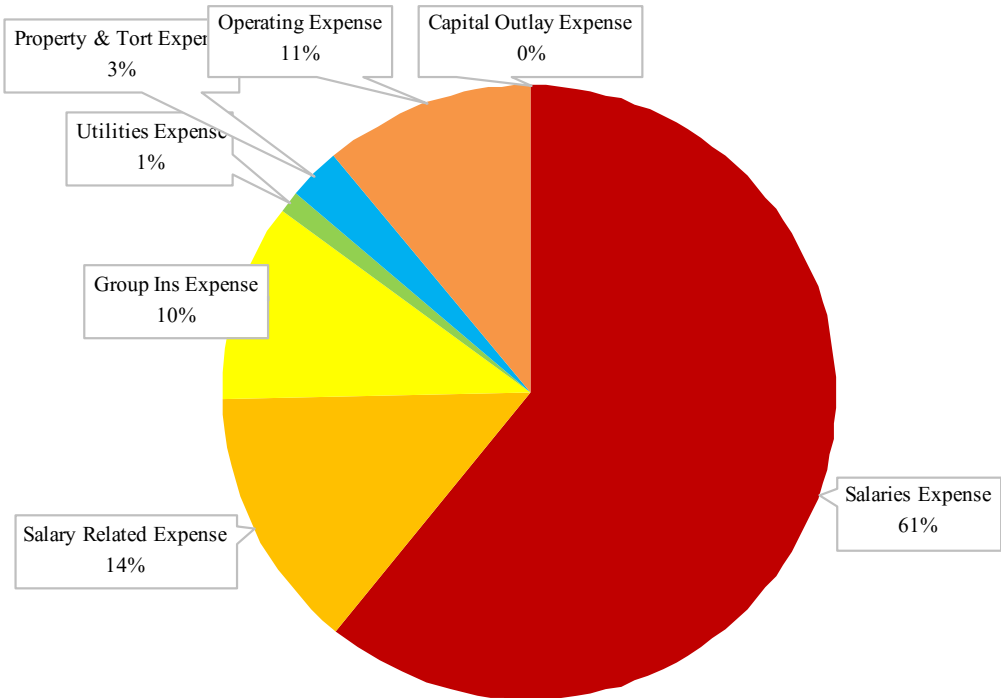
Description	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010808010480001 STREET LIGHTS	\$286,107	\$275,000	\$280,000	\$280,000
010808010480002 HYDRANT RENTALS	\$0	\$0	\$0	\$0
010808010480003 CHRISTMAS LIGHTS	\$18,469	\$20,000	\$14,635	\$15,000
010808010480006 FIBER RENTAL EXPENSE	\$9,600	\$9,600	\$9,600	\$9,600
010808010480007 DPU - INTERNET EXPENSE	\$0	\$0	\$0	\$0
Grand Total	\$314,176	\$304,600	\$304,235	\$304,600

Summary of Non Operating Expenditures

Description	<u>FY 2014-15 Actual Expense</u>	<u>FY 2015-16 Adopted Budget</u>	<u>FY 2015-16 Amended Budget</u>	<u>FY 2016-17 Adopted Budget</u>
430 Group Ins Expense	\$30,154	\$173,724	\$82,000	\$190,000
470 Capital Outlay Expense	\$0	\$0	\$0	\$0
480 Non-Operating Expense	\$1,397,358	\$3,046,197	\$3,010,569	\$3,087,295
Grand Total	\$1,427,512	\$3,219,921	\$3,092,569	\$3,277,295



Service Department



- Salaries Expense
- Salary Related Expense
- Group Ins Expense
- Utilities Expense
- Property & Tort Expense
- Operating Expense
- Capital Outlay Expense

Service Department	Administration Division
90	10

Fiscal Summary		Resources & Funding	
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Full Time Positions	8	Salaries Expense	363,374
Part Time Positions	0	Salary Related	84,104
Total Positions	8	Group Insurance	63,000
Vehicles	11	Utilities	7,500
		Property & Tort	16,000
		Operating	67,150
		Sub Total	607,128
		Capital	0
		Grand Total	607,128

<p>Description of Department: The Service Department was organized and created to provide maintenance and service for other departments and citizens within the City.</p> <p>Responsibilities include, but are not limited to: grass cutting, edging sidewalks and curbing, street sweeping, scraping City dirt streets, painting parking lines and yellow curbs, litter control, Public Works drainage of open ditches, (including Hillcrest Golf Course and Edisto Memorial Gardens), responding to emergencies when needed by the Department of Public Safety (to clear roads, etc.).</p>
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<p>Goals:</p> <ol style="list-style-type: none"> 1. To provide maintenance and service to other Departments within the City. 2. To reduce the number of on-the-job injuries and Workers' Compensation claims.
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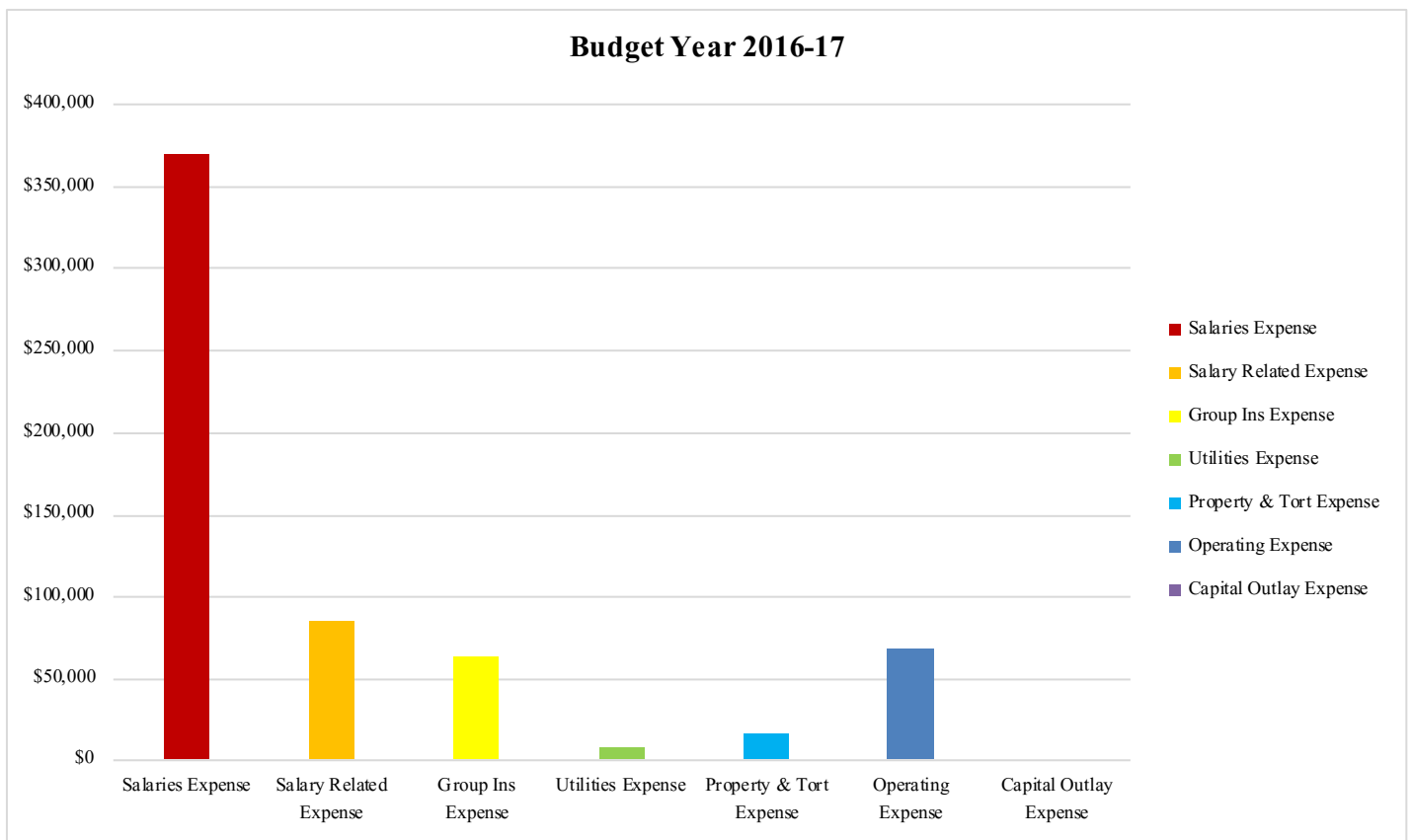
<p>Objectives:</p> <ol style="list-style-type: none"> 1. To continue a schedule for the mowing of open ditches throughout the City, and for cleaning out and protecting ditch banks from erosion. 2. To schedule cutting of City streets and right-of-ways to make our City more attractive. 3. To continue our curb and sidewalk-edging program. This procedure makes mowing easier and citizens are very complimentary of this program. 4. To keep our downtown and other city streets clean by using our street sweeper on a 40-hour weekly schedule. 5. To schedule removal of sand from concrete portion of Sunnyside Canal at least semi-annually. 6. To continue to upgrade old equipment with more productive equipment. 7. To continue a safety program for employees including holding regular meetings and asking employees for their suggestions. 8. To be readily available to Department of Public Safety at night and on weekends by use of beepers for emergency calls. (There are three people on call). 9. Assist other departments as needed.
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Detail of Service—Administration Division Expenditures

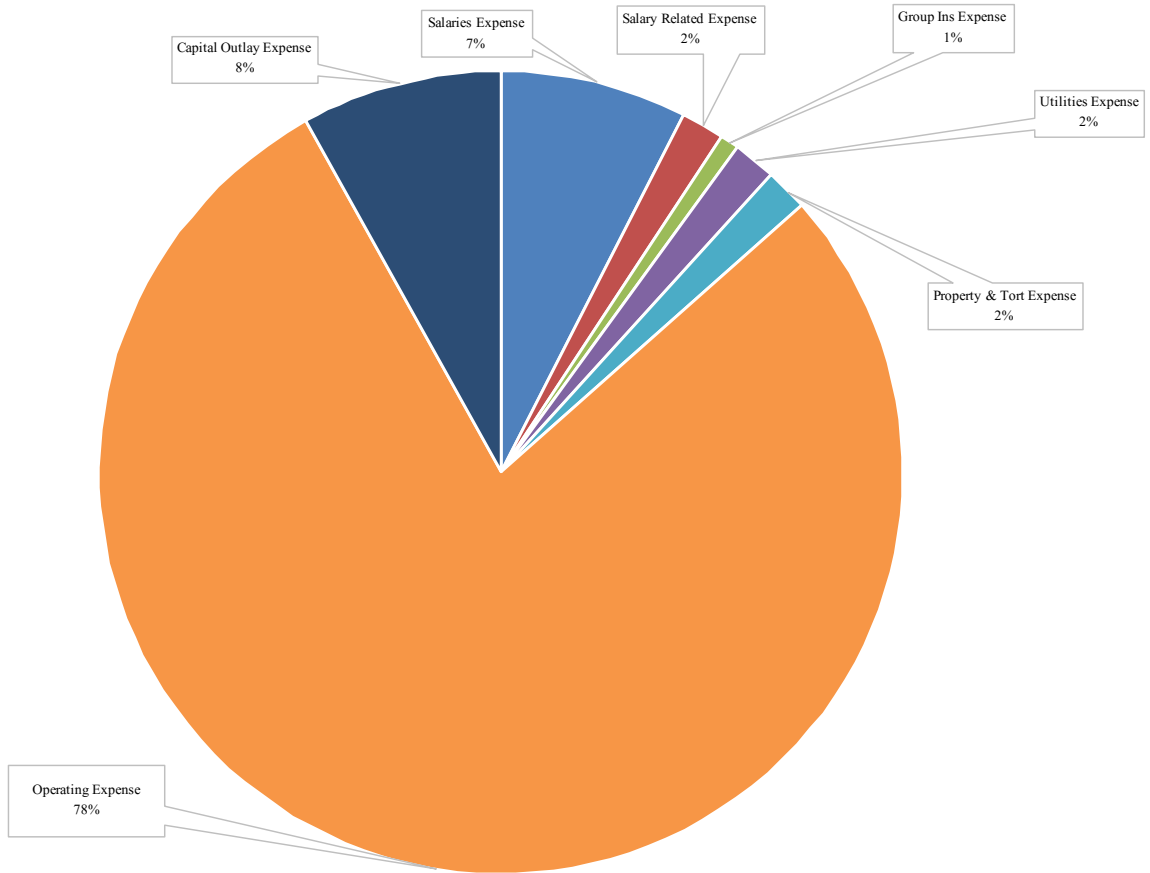
Description	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Amended	FY 16-17 Adopted
	Expense	Budget	Budget	Budget
010909010410001 ADMINISTRATIVE PAYROLL	\$111,545	\$110,396	\$111,571	\$116,874
010909010410002 OPERATIONAL PAYROLL	\$209,988	\$214,390	\$217,910	\$242,500
010909010410003 OVERTIME	\$9,188	\$10,000	\$12,710	\$10,000
010909010420006 WORKERS' COMPENSATION	\$17,004	\$17,425	\$15,780	\$16,000
010909010420007 SOCIAL SECURITY	\$22,988	\$25,000	\$24,212	\$28,104
010909010420008 RETIREMENT	\$36,192	\$35,921	\$38,354	\$40,000
010909010430005 GROUP INSURANCE	\$86,391	\$68,086	\$60,703	\$63,000
010909010440010 UTILITIES EXPENSE	\$7,089	\$7,000	\$6,997	\$7,500
010909010450011 PROPERTY & TORT INSURANCE	\$7,423	\$12,000	\$7,208	\$7,500
010909010450049 VEHICLE INSURANCE	\$7,062	\$8,500	\$8,062	\$8,500
010909010460004 SPECIAL EXPENSE	\$45	\$125	\$250	\$200
010909010460009 TRAVEL & TRAINING	\$390	\$1,600	\$967	\$1,600
010909010460012 DUES, FEES & SUBSCRIPTION	\$320	\$200	\$165	\$200
010909010460013 POSTAGE, PRINTING, ADV	\$86	\$100	\$59	\$100
010909010460014 OFFICE SUPPLIES	\$478	\$200	\$141	\$200
010909010460015 OFFICE MAINTENANCE	\$128	\$150	\$7	\$150
010909010460016 MISCELLANEOUS EXPENSE	\$0	\$100	\$17	\$100
010909010460018 CLOTHING	\$2,421	\$2,200	\$2,510	\$2,400
010909010460019 EQUIPMENT MAINTENANCE	\$17,911	\$15,000	\$16,200	\$15,000
010909010460021 GAS	\$22,753	\$30,000	\$18,265	\$22,000
010909010460022 TIRES	\$3,082	\$5,000	\$4,570	\$5,000
010909010460023 FACILITY MAINTENANCE	\$1,051	\$1,200	\$391	\$1,200
010909010460024 MATERIALS AND SUPPLIES	\$5,602	\$5,500	\$5,448	\$6,000
010909010460027 RADIOS	\$0	\$0	\$0	\$0
010909010460031 MISCELLANEOUS EQUIPMENT	\$423	\$500	\$2,007	\$500
010909010460050 VEHICLE MAINTENANCE	\$13,805	\$12,000	\$8,745	\$12,500
010909010470020 CAPITAL OUTLAY	\$15,980	\$233,500	\$247,571	\$0
010909010470040 SMALL CAPITAL OUTLAY	\$0	\$600	\$648	\$0
Grand Total	\$599,345	\$816,693	\$812,468	\$607,128

Summary of Service Expenditures

Description	FY 2014-15 Actual Expense	FY 2015-16 Adopted Budget	FY 2015-16 Amended Budget	FY 2016-17 Adopted Budget
410 Salaries Expense	\$330,721	\$334,786	\$343,191	\$369,374
420 Salary Related Expense	\$76,184	\$78,346	\$78,346	\$84,104
430 Group Ins Expense	\$86,391	\$68,086	\$60,703	\$63,000
440 Utilities Expense	\$7,089	\$7,000	\$6,997	\$7,500
450 Property & Tort Expense	\$14,485	\$20,500	\$15,270	\$16,000
460 Operating Expense	\$68,495	\$73,875	\$59,742	\$67,150
470 Capital Outlay Expense	\$15,980	\$234,100	\$248,219	\$0
Grand Total	\$599,345	\$816,693	\$812,468	\$607,128



Municipal Airport Fund



■ Salaries Expense ■ Salary Related Expense ■ Group Ins Expense ■ Utilities Expense ■ Property & Tort Expense ■ Operating Expense ■ Capital Outlay Expense

Airport	Administration Division
170	10

Fiscal Summary		Resources & Funding	
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Full Time Positions	1	Salaries Expense	91,915
Part Time Positions	2	Salary Related	20,823
Total Positions	3	Group Insurance	9,500
Vehicles	1	Utilities	21,500
		Property & Tort	20,870
		Operating	960,659
		Sub Total	1,125,267
		Capital	98,900
		Grand Total	1,224,167

Description of Division: The Administration Division operates the fixed base operation and maintenance of the Orangeburg Municipal Airport including hangars and other Airport facilities.

- Goals:**
1. To operate the city-owned airport in an efficient and safe manner.
 2. To operate the City and fixed based operation in a profitable, efficient and safe manner.

- Objectives:**
1. To promote industrial development of Airport Property.
 2. To promote awareness of Airport Facility by preparing an airport brochure and participation in the SC Aviation Association.
 3. To provide products and services desired by airport patrons either directly or through contracts.
 4. To provide navigational aids necessary for effective utilization of airport and within fiscal means.
 5. To perform duties in accordance with department safety rules for this type operation.
 6. To continue with DacEasy Point of Sale Accounting Program and monitor monthly for profitability.
 7. To continue vegetation and management plan.
 8. To focus on providing security for all airport property and operations.

Capital Outlay Approved	Amount
<u>Security Camera System</u> Existing system has few cameras purchased 8/18/2004.	\$30,000.00
<u>Jet Porter</u> Current Jet Porter over 10 years old. Purchased 03/29/2006	\$40,000.00
<u>6-Person Golf Cart</u> Transport passengers and luggage from plane to terminal. Loan to other City Dept. to transport people from parking area to events.	\$12,900.00
<u>Zero-Turn Mower</u> Existing mower was purchased 10/29/2004 and is worn out.	\$15,000.00
Total Approved	\$97,900.00

Small Capital Outlay Approved	Amount
<u>Miscellaneous Tools</u> To replace outdated tools	\$1,000.00
Total Approved	\$1,000.00

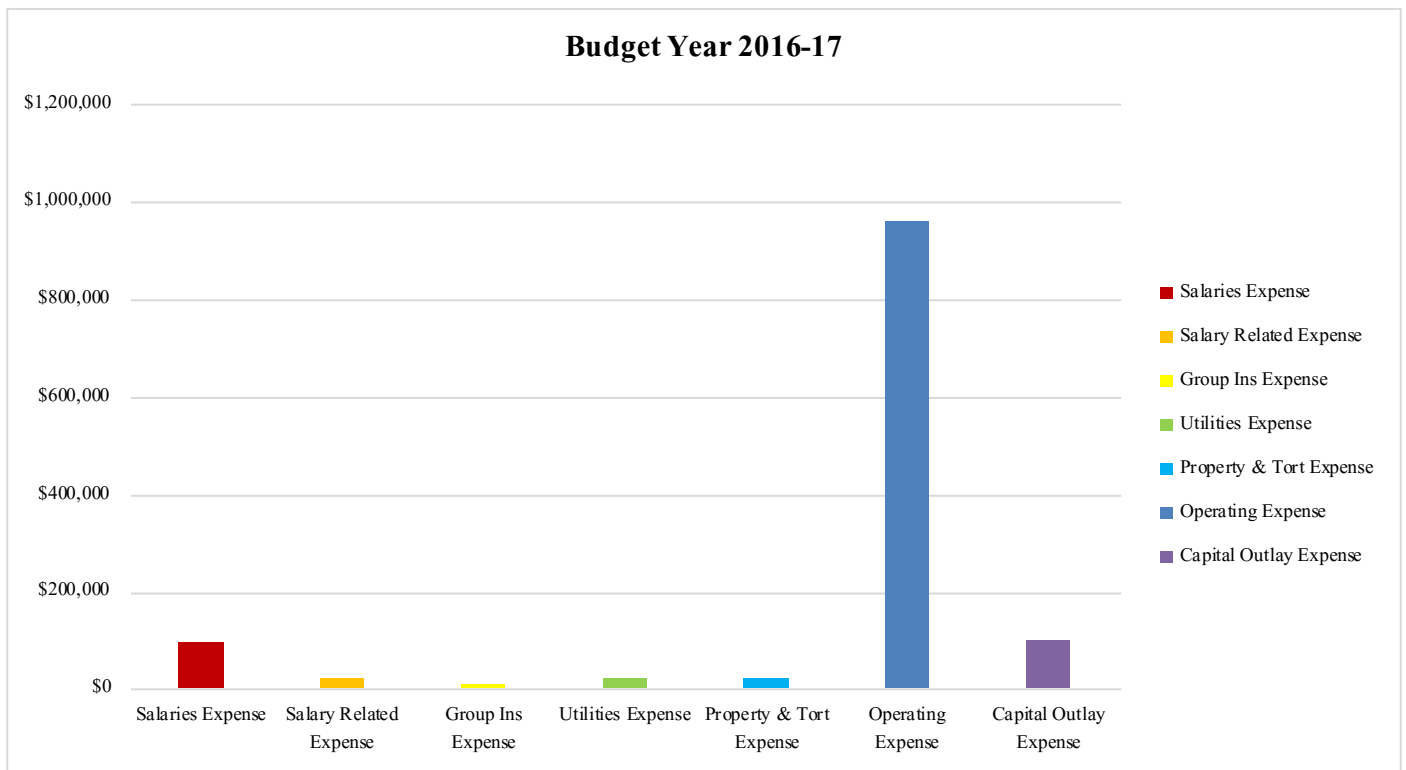
*Some capital items funded through grant line items.

Detail of Airport Department Expenditures

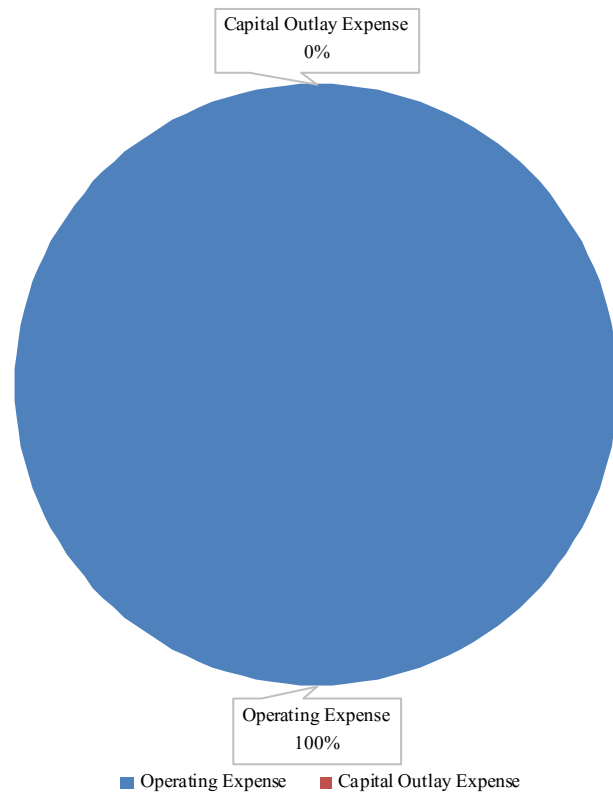
Description		<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>
		<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
170170170410001	ADMINISTRATIVE PAYROLL	\$53,228	\$53,291	\$54,043	\$55,165
170170170410002	OPERATIONAL PAYROLL	\$34,989	\$39,379	\$41,211	\$36,500
170170170410003	OVERTIME	\$1,087	\$500	\$674	\$250
170170170410052	MERIT INCREASES	\$0	\$0	\$0	\$0
170170170420006	WORKERS' COMPENSATION	\$3,851	\$4,440	\$3,954	\$3,954
170170170420007	SOCIAL SECURITY	\$6,516	\$7,119	\$7,305	\$6,900
170170170420008	RETIREMENT	\$9,716	\$10,293	\$10,571	\$9,969
170170170430005	GROUP INSURANCE	\$12,184	\$10,385	\$9,500	\$9,500
Grand Total		\$121,571	\$125,407	\$127,258	\$122,238

Summary of Airport Department Expenditures

Description	FY 14-15 Actual Expense	FY 15-16 Adopted Budget	FY 15-16 Amended Budget	FY 16-17 Adopted Budget
410 Salaries Expense	\$89,304	\$93,170	\$95,928	\$91,915
420 Salary Related Expense	\$20,083	\$21,852	\$21,830	\$20,823
430 Group Ins Expense	\$12,184	\$10,385	\$9,500	\$9,500
440 Utilities Expense	\$22,094	\$20,000	\$22,369	\$21,500
450 Property & Tort Expense	\$20,790	\$20,350	\$20,352	\$20,870
460 Operating Expense	\$978,065	\$1,108,225	\$973,399	\$960,659
470 Capital Outlay Expense	\$2,948	\$550,947	\$522,160	\$98,900
Grand Total	\$1,145,468	\$1,824,929	\$1,665,538	\$1,224,167



Hillcrest Pro Shop Fund



Hillcrest Pro Shop	Administration Division
180	10

Fiscal Summary		Resources & Funding	
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Full Time Positions	2	Salaries Expense	
Part Time Positions	8	Salary Related	
Total Positions	10	Group Insurance	
Vehicles	0	Utilities	
		Property & Tort	
		Operating	98,750
		Sub Total	98,750
		Capital	0
		Grand Total	98,750

Description of Department: The Hillcrest Pro Shop provides golf merchandise, driving range balls and a snack bar in addition to accepting fees for playing golf and annual dues.

- Goals:**
1. To provide excellent customer service to our members and guests when they play Hillcrest
 2. Provide quality merchandise at competitive prices
 3. Provide quality golf instruction to beginners and customers to help grow revenues at Hillcrest

- Objectives:**
1. Increase revenues in green fees, cart fees, merchandise and range

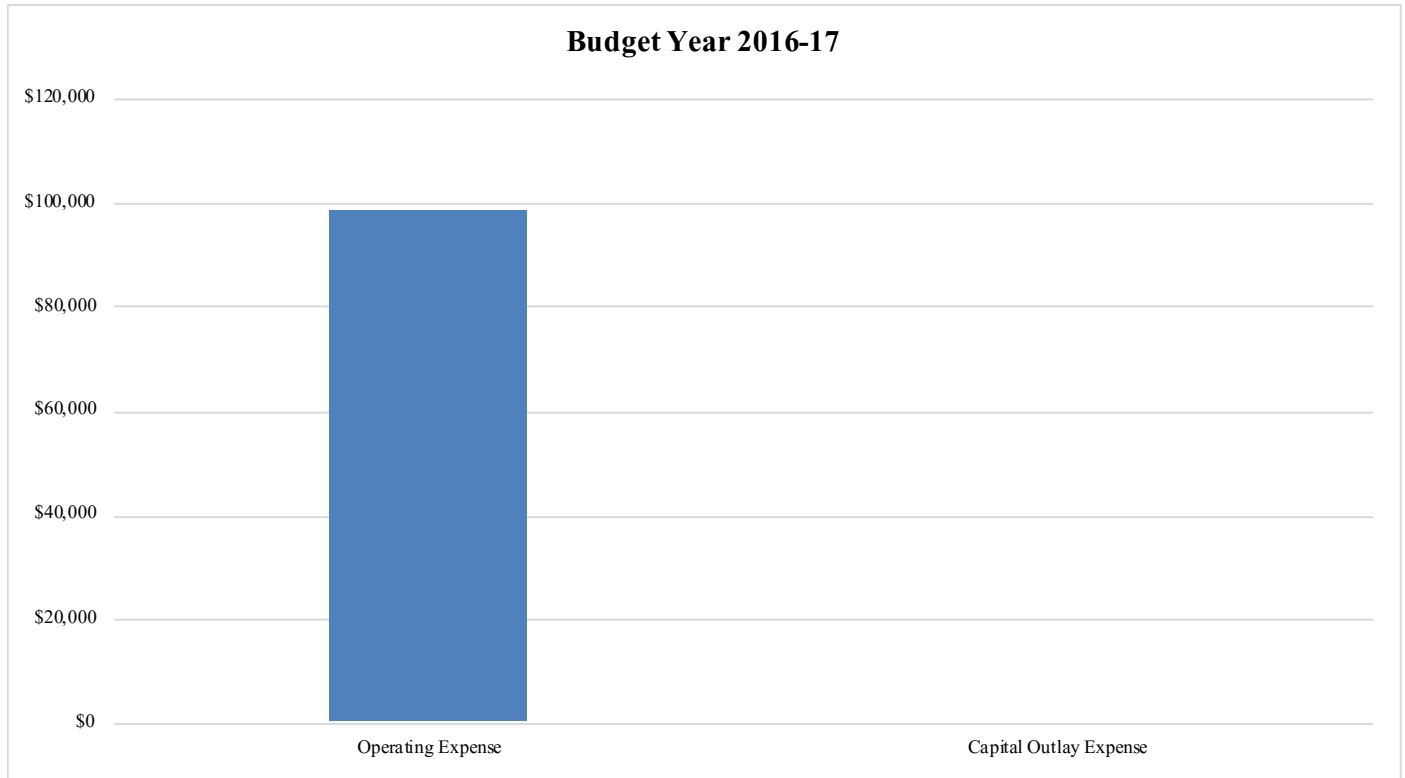
***Employees that operate and maintain the Pro Shop are paid from the Hillcrest Golf Course Fund.**

Detail of Hillcrest Pro Shop Fund Expenditures

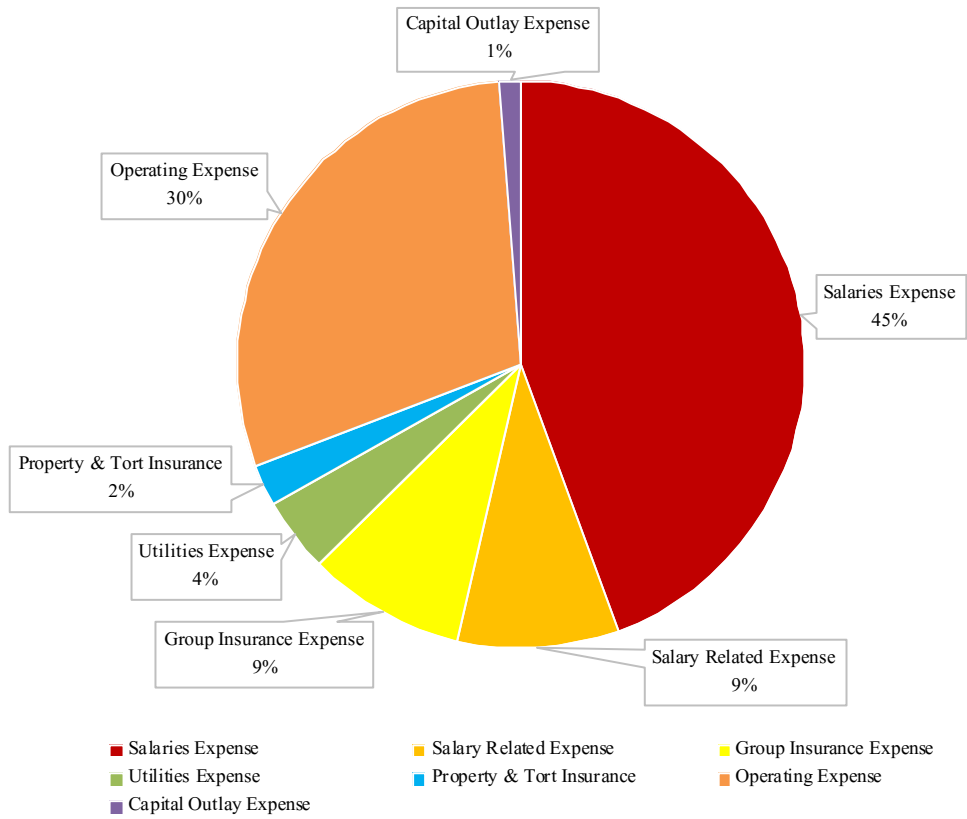
Description	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
180001460016	MISCELLANEOUS EXPENSE	\$1,332	\$800	\$989	\$800
180001460041	CONTRACTUAL SERVICES	\$3,941	\$4,000	\$3,500	\$3,600
180001460042	SALES TAX	\$5,780	\$4,200	\$6,253	\$6,800
180001460043	DEPRECIATION	\$0	\$0	\$0	\$0
180001460045	CREDIT CARD DISCOUNT	\$0	\$0	\$0	\$0
180001460048	COGS RETAIL INVENTORY	\$26,285	\$20,000	\$18,000	\$25,000
180001460098	DRIVING RANGE EXPENSES	\$0	\$500	\$2,319	\$2,500
180001460181	BEER BEVERAGES	\$1,604	\$1,400	\$1,439	\$1,200
180001460182	DRINK PRODUCTS	\$5,304	\$3,200	\$3,600	\$3,300
180001460183	FOOD & SNACKBAR PRODUCTS	\$4,141	\$3,200	\$3,000	\$3,300
180001460184	SOFTGOODS,SHOES & CLOTHING	\$0	\$0	\$0	\$0
180001460185	CLUBS	\$0	\$0	\$0	\$0
180001460186	GOLFBALLS	\$0	\$0	\$0	\$0
180001460492	LOAN TO GOLF COURSE	\$0	\$0	\$0	\$0
180001460493	TRANSFER TO HILLCREST GC	\$41,651	\$46,900	\$57,450	\$52,250
180001470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$0
180001470040	SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$0
Grand Total		\$90,038	\$84,200	\$96,550	\$98,750

Summary of Hillcrest Pro Shop Fund Expenditures

Description	<u>FY 14-15 Actual Expense</u>	<u>FY 15-16 Adopted Budget</u>	<u>FY 15-16 Amended Budget</u>	<u>FY 16-17 Adopted Budget</u>
460 Operating Expense	\$90,038	\$84,200	\$96,550	\$98,750
470 Capital Outlay Expense	\$0	\$0	\$0	\$0
Grand Total	\$90,038	\$84,200	\$96,550	\$98,750



Hillcrest Golf Course Fund



Hillcrest Golf Course	Administration Division
185	10

Fiscal Summary		Resources & Funding	
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Full Time Positions	7	Salaries Expense	257,500
Part Time Positions	7	Salary Related	50,998
Total Positions	14	Group Insurance	45,000
Vehicles	1	Utilities	28,000
		Property & Tort	15,534
		Operating	186,100
		Sub Total	583,132
		Capital	7,500
		Grand Total	590,632

Description of Department: To provide and maintain quality golf facility for the citizens of Orangeburg, the surrounding areas, and out of town quest to enjoy. To do this while creating a fee structure that will allow Hillcrest to be a self-sustaining facility and remain competitively priced. To focus our energy towards our annual members and at the same time realizing the financial importance of our outside play, tournaments, and outings.

Goals

1. Pursue the installation of traffic calming devices to slow traffic on State A & M Road.
2. Paint inside and outside of Clubhouse and replace carpet.
3. Remodel Old Shop Building to create a tournament/meeting room to accommodate 100 people. This building could also be incorporated into the City's Emergency Operations plan to be used as needed.
4. Continue to monitor greens until the time comes when we will have to replace putting surfaces.
5. Install lighting and irrigation to Hillcrest Signs at 601 and St. Matthews Road.
6. Replace all Tee Markers on Golf Course and all directional signage in parking lot.

Objectives:

1. To increase number of rounds played annually to 35,000.
2. To offer discounted rates to outings, tournaments and large groups.
3. To offer discounted rates during slow periods of the year to be competitive with other area golf courses (Newspaper, Discount Books, Internet, etc.).
4. To offer special rates to Industries and Companies for league play and corporate outings.
5. To offer discounted rates to area Motels that offer package play.
6. To offer private golf instructions and golf repair to public.
7. To offer discounted annual membership rates and discounted daily rates to City employees and SCSU employees (\$100.00 off regular rates).
8. To offer annual membership rates (Family, Single, Senior, Student) and increase annual members to 200.

Capital Items Approved	Amount
<p>Z Turn Mower Older mower broke down over 2 years ago and was never replaced.</p>	\$15,000.00
Total Approved	\$15,000.00

Small Capital Items Approved	Amount
<p>Computers (5 @ \$1500.00 each) To replace the computers at POS Main, Manager’s office, handicap computer, quickbooks server station and POS Station 2.</p>	\$7,500.00
Total Approved	\$7,500.00

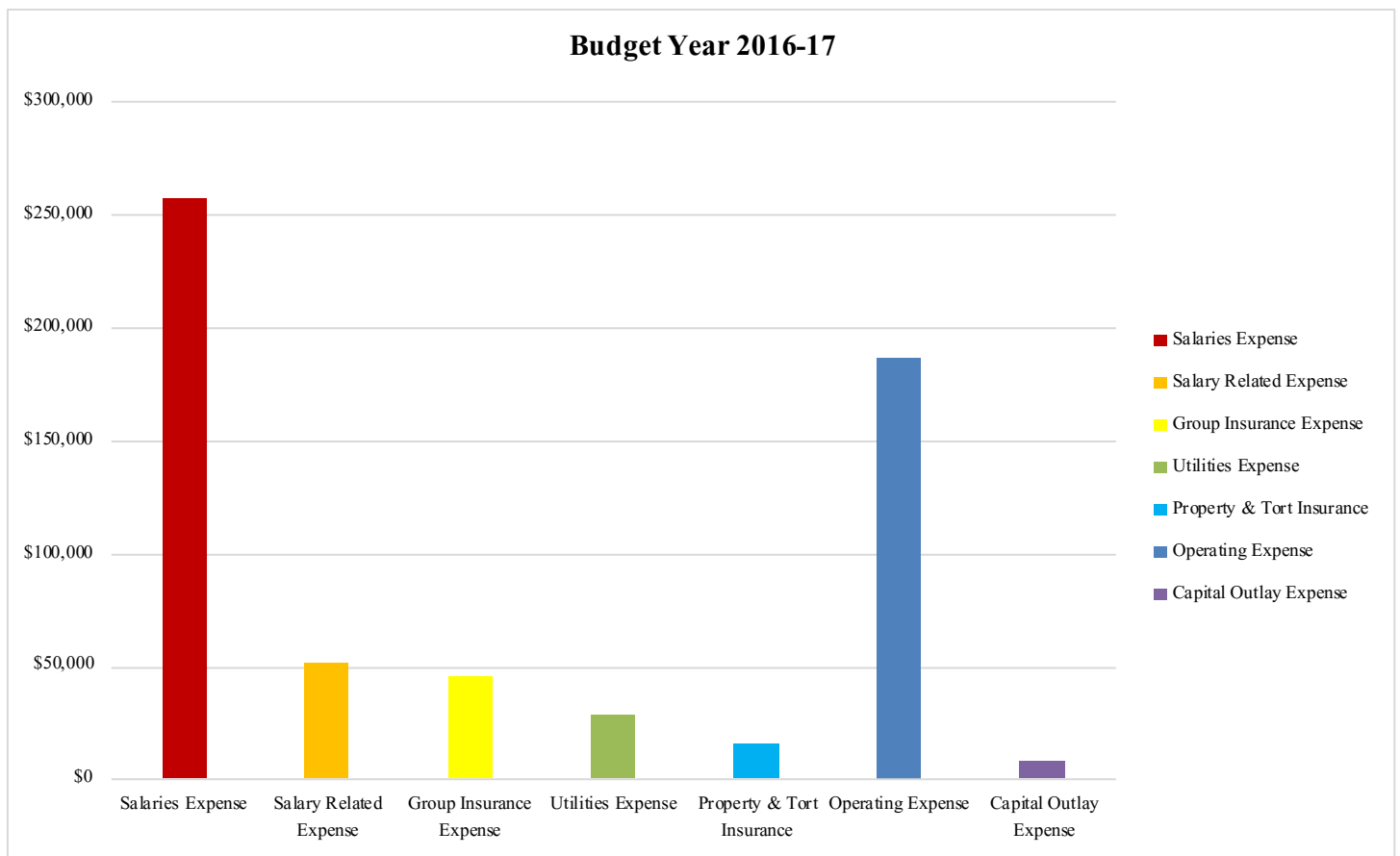
***Capital in an enterprise fund is shown in the depreciation expense line item.

Detail of Hillcrest Golf Course Fund Expenditures

Description	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Amended	FY 16-17 Adopted	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
185001410001	ADMINISTRATIVE PAYROLL	\$50,144	\$68,781	\$75,712	\$53,500
185001410002	OPERATIONAL PAYROLL	\$191,758	\$209,960	\$189,552	\$203,000
185001410003	OVERTIME	\$350	\$400	\$1,813	\$1,000
185001420006	WORKERS' COMPENSATION	\$3,677	\$5,373	\$4,357	\$4,300
185001420007	SOCIAL SECURITY	\$18,531	\$21,323	\$20,366	\$19,698
185001420008	RETIREMENT	\$27,729	\$30,820	\$27,750	\$27,000
185001430005	GROUP INSURANCE	\$66,037	\$56,435	\$41,569	\$45,000
185001440010	UTILITIES EXPENSE	\$30,791	\$26,500	\$31,898	\$28,000
185001450011	PROPERTY & TORT INSURANCE	\$14,094	\$14,094	\$14,956	\$14,949
185001450049	VEHICLE INSURANCE	\$585	\$585	\$585	\$585
185001460004	SPECIAL EXPENSE	\$497	\$100	\$9,437	\$2,500
185001460009	TRAVEL & TRAINING	\$1,000	\$1,000	\$1,141	\$2,500
185001460012	DUES, FEES & SUBSCRIPTION	\$765	\$200	\$784	\$2,500
185001460013	POSTAGE, PRINTING, ADV	\$1,315	\$1,150	\$4,189	\$2,000
185001460014	OFFICE SUPPLIES	\$558	\$500	\$762	\$1,500
185001460015	OFFICE MAINTENANCE	\$2,315	\$800	\$0	\$250
185001460016	MISCELLANEOUS EXPENSE	\$1,559	\$160	\$1,153	\$1,000
185001460018	CLOTHING	\$2,925	\$2,200	\$2,655	\$2,600
185001460019	EQUIPMENT MAINTENANCE	\$13,254	\$9,500	\$12,902	\$10,000
185001460021	GAS	\$11,961	\$12,000	\$7,095	\$8,500
185001460022	TIRES	\$0	\$0	\$116	\$250
185001460023	FACILITY MAINTENANCE	\$6,084	\$8,500	\$4,750	\$9,000
185001460024	MATERIALS AND SUPPLIES	\$16,014	\$16,000	\$12,544	\$16,000
185001460025	COMPUTER SUPPLIES & UPGRA	\$1,315	\$1,000	\$1,695	\$1,200
185001460041	CONTRACTUAL SERVICES	\$4,898	\$0	\$1,700	\$0
185001460042	SALES TAX	\$15,754	\$12,000	\$16,297	\$17,800
185001460043	DEPRECIATION	\$71,096	\$82,000	\$62,000	\$62,000
185001460044	INTEREST EXPENSE	\$0	\$0	\$0	\$0
185001460045	CREDIT CARD DISCOUNT	\$5,344	\$5,000	\$6,000	\$5,000
185001460050	VEHICLE MAINTENANCE	\$499	\$500	\$341	\$500
185001460101	TRANSFER TO G/F	\$0	\$21,000	\$21,000	\$0
185001460127	SPONSOR EXPENSE	\$0	\$1,800	\$0	\$1,000
185001460491	TRF TO HGC CAPITAL PROJECT	\$0	\$10,000	\$10,000	\$10,000
185001470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$0
185001470040	SMALL CAPITAL OUTLAY	\$0	\$1,926	\$2,237	\$7,500
Grand Total		\$560,849	\$621,607	\$602,854	\$590,632

Summary of Hillcrest Golf Course Fund Expenditures

Description	FY 14-15 Actual Expense	FY 15-16 Adopted Budget	FY 15-16 Amended Budget	FY 16-17 Adopted Budget
410 Salaries Expense	\$242,252	\$279,141	\$267,077	\$257,500
420 Salary Related Expense	\$49,937	\$57,516	\$52,473	\$50,998
430 Group Insurance Expense	\$66,037	\$56,435	\$41,569	\$45,000
440 Utilities Expense	\$30,791	\$26,500	\$31,898	\$28,000
450 Property & Tort Insurance	\$14,679	\$14,679	\$15,541	\$15,534
460 Operating Expense	\$157,153	\$185,410	\$192,059	\$186,100
470 Capital Outlay Expense	\$0	\$1,926	\$2,237	\$7,500
Grand Total	\$560,849	\$621,607	\$602,854	\$590,632



ORDINANCE NO. 2016-09

AN ORDINANCE TO RAISE REVENUE AND ADOPT A BUDGET FOR THE CITY OF ORANGEBURG, SOUTH CAROLINA FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017

BE IT ORDAINED by the Mayor and Council Members of the City of Orangeburg, South Carolina, in Council assembled, and by authority of the same:

SECTION 1. In accordance with Section 5-7-260 of the 1976 Code of Laws of South Carolina, and Council shall act by Ordinance to adopt budgets, levy taxes, and collect all other income sources available to the City pursuant to public notice.

SECTION 2. That the prepared budget for the fiscal year October 1, 2016-September 30, 2017, and the estimated revenue for payment of same is hereby adopted.

SECTION 3. That a tax to cover the period from the first day of January, 2016 to the thirty-first day of December, 2016, both inclusive, for the sums and in the manner hereinafter mentioned, is and shall be levied, collected and paid into the Treasury of the City of Orangeburg for the use and service thereof; i.e., a tax of 94 mills be and the same is hereby assessed on each dollar of the assessed value of all real estate and personal property within the City of Orangeburg, South Carolina, except as such which is exempt from taxation by law.

SECTION 4. Tax levied under this Ordinance shall be due and payable at the office of the City Clerk and Treasurer, in the Municipal Building of the City of Orangeburg, South Carolina, from the first day of November, 2016, until the fifteenth day of January 2017, from the hours of 8:00 A.M. until 5:00 P.M., Monday through Friday, except for Saturdays and Sundays.

SECTION 5. On January 16, 2017, a penalty of fifteen (15) percent shall be added on all unpaid taxes. The City Clerk and Treasurer shall on March 17, 2017, place all delinquent properties in execution in accordance with and adding an additional execution cost of \$60.00 to \$90.00 based on costs to City, Section 6-1-10, as amended, of the Code of Ordinances of the City of Orangeburg, South Carolina.

SECTION 6. If for any reason, any sentence, clause or provisions of this Ordinance shall be declared invalid, such shall not affect the remaining provisions thereof.

DONE AND RATIFIED BY THE CITY COUNCIL OF ORANGEBURG, SOUTH CAROLINA, IN COUNCIL ASSEMBLED THIS 6th DAY OF SEPTEMBER 2016.



James D. Hall MAYOR

Donda P. Knotts

Charles B. Broadley

Zimmerman Kell

Richard F. Stone
MEMBERS OF COUNCIL

ATTEST:
Carmel W. [Signature]

CITY CLERK

CAPITAL OUTLAY SUMMARY FY 2016-2017

The following list describes each capital outlay purchase that has been approved for Fiscal Year 2016-2017. A more detailed summary of each item is presented at the end of each Division's summary. These items have been defined as capital outlay because each will have a useful life of greater than one-year and have a unit cost of at least \$2999.99.

#	Dept.	Div.	Item	Description	Cost
1	10	1030	Firewall Replacement	Needed to bring DPS up to CJIS compliance, all of City uses the firewall	\$17,000
2	10	1030	SAN Upgrade	Expand the City Storage Area Network, storage for all city file servers	\$15,000
3	10	1030	New Software	To replace outdated software currently being used for General Ledger Payroll, AP, Purchasing and functions. (trf from FY 2015-16) (Lease Purchase)	\$300,000
4	40	4001	New Vehicle	To replace existing 2008 Trailblazer used by Director. (Lease Purchase)	\$30,000
5	40	4030	Fuel Master DEF System at Fueling Island	New trucks require DEF fluid to be added on a regular basis.	\$16,000
6	40	4065	Garbage truck Commercial	Spare truck is 15 years old.	\$285,000
7	60	6020	Vehicles (Police Package) 3 @ \$38,000.00 each With equipment	Replace high mileage, high maintenance Crown Victoria's. These vehicles are used 24/7 by Patrol officers. Include additional equipment of in-car video camera system, traffic radar equipment, mobile computer system, push bumper with lights, light bar, siren with speaker, console, gun rack, license plate mounted light, window partition and striping. Will replace Vehicles: 99, 03 and 07. (Lease Purchase)	\$114,000
8	60	6025	Fire Apparatus	A new fire engine pumper will replace one of the oldest engines and allow for new more modern apparatus to rotate to outer fire stations. Due to the amount of mechanical problems in the past, Engine 61 is currently housed as a back-up engine at Fire Station 3 and is a candidate for replacement. The amount requested includes the cost of new apparatus and allow for the addition of up-to-date equipment and fire hose to partially outfit the apparatus. (Lease Purchase)	\$550,000
9	60	6025	SCBA with Cylinder and Mask 5 @ \$6,000 each	SCOTT Air-Pak 3 SCBA to include AV-3000 mask bag and 2216 psi cylinder.	\$30,000
10	60	6025	Thermal Imaging Camera 1 @ \$12,000	A MSA 6000 is needed to install on Rescue 52 at the command post for incident command. This thermal imaging camera can also function as a spare for when cameras are removed from	\$12,000

				service for repairs. A truck mount for recharging and an extra battery.	
11	60	6025	Vehicles 2 @ \$38,000 each	Replace worn, high mileage, high maintenance vehicles in need of costly repair. (This includes siren, lights, striping, etc.) Vehicles 600-22(2010), 600-26 (2011) will be replaced in this budget item. (Lease Purchase)	\$76,000
12	60	6030	Vehicle (Mid-Size SUV)	Replacement of one 2007 Trailblazer in excess 125,000 miles. This vehicle would replace Vehicle #86. Included equipment, unmarked vehicle. (Lease Purchase)	\$38,000
13	60	6089	Evidence Destruction System	Drug Terminator Model # DT101, 110V, dual axial blowers EZ feed system for destroying narcotics evidence with optional adapter for documentation destruction.	\$4,800
14	70	7020	Kubota L47TLB	To replace 2001 backhoe & 2006 New Holland tractor due to age and condition. (Lease Purchase)	\$55,000
15	70	7020	Dump bed for F350	Water truck does not automatically dump material. Maintenance staff has to manually dump material from bed.	\$9,500
16	70	7020	Walker Mower	To replace existing 2007 walker mower due to age and condition. (Lease Purchase)	\$14,000
17	70	7040	Kubota Tractor MX5200-F	To replace the old 2002 John Deere equipment due to age and condition. (Lease Purchase)	\$19,500
18	70	7040	Kubota ZD1010 52' Deck Lawn Mower	To replace old 2006 mower used in cemeteries and disc golf area. (Lease Purchase)	\$15,000
19	70	7040	½ ton truck	To replace 2006 truck. (Lease Purchase)	\$19,000
20	70	7040	Playground Equipment Riggs Street	To improve the quality of the playground for the constitutes in that neighborhood.	\$20,000
21	170		Security Camera System	Existing system has few cameras 12 years old.	\$30,000
22	170		Jet Porter	Current Jet Porter over 10 years old.	\$40,000
23	170		6-Person Golf Cart	Transport passengers and luggage from plane to terminal. Also used to transport people from parking to events.	\$12,900
24	170		Zero-Turn Mower	Existing mower was purchased 10/29/2004 and is worn out.	\$15,000
25	185		Zero Turn Mower	To cut around trees, old zero turn broke down 2 yrs ago & not replaced	\$15,000

TOTAL CAPITAL ITEMS APPROVED: \$1,752,700.00

(*Some grant monies are shown in the Expenditures by Category in Capital Outlay)

Total General Fund Approved	\$1,639,800
Total PARD Grant	\$
Total Airport Fund Approved	\$ 97,900
Total Pro Shop Fund Approved	\$
Total Golf Course Fund Approved	\$ 15,000
TOTAL	\$1,752,700

****Airport, Pro Shop, and Golf Course Funds Capital Expenditures do not show in line items due to being Enterprise Funds. Their expense is reflected in the depreciation line item.**

PURCHASING PROCEDURES

\$.01 - \$2,999.99

Purchases may be made by the Department Head or authorized agent on his/her behalf. Competition is encouraged and recommended to ensure fair and reasonable pricing. These purchases would not be considered fixed assets and not paid from capital accounts. However, items of value that has a life greater than two years may be paid from small capital accounts and put on inventory but not fixed assets or depreciated.

\$3,000 - \$49,999.99

Bids may be taken by the Department Head and submitted to the Purchasing Agent for review and determination. The Department Head will not award the purchase or contract. The Purchasing Agent has the authority to seek additional bids if deemed necessary and the award or contract is subject to approval from the Purchasing Agent and then awarded. These purchases should be budgeted and would be considered fixed assets and paid from capital accounts. These assets must have a life greater than one year. It shall be policy to carry service agreements with the company who sells the equipment such as for copiers or other equipment that requires maintenance.

\$50,000 - \$99,999.99

Written bids are required and proposed vendors and specifications are given to the Purchasing Agent to solicit bids. The Purchasing Agent shall open the bids as outlined in the Request for Proposal or Bid and each vendor shall be notified in writing to the results. The Purchasing Agent shall award the bid or contract and place all orders. These proposals may or may not be advertised in the local newspaper.

\$100,000 and above

The City Administrator shall have the authority to award contracts within the purview of this article and administrative regulations and previously approved in the City's annual budget. However, the City Administrator shall be required to obtain separate City Council approval for any item in excess of one hundred thousand dollars (\$100,000).

Purchases may be made through the State of South Carolina Division of General Services instead of soliciting bids and quotations. Any item that is available under state contract shall be deemed to have met the competitive bidding requirements. Purchases shall not be divided into smaller orders to avoid obtaining bids or quotations, which require approval from the City Administrator or City Council.

SMALL CAPITAL OUTLAY SUMMARY FY 2016-2017

The following list describes each small capital outlay purchase that has been approved for Fiscal Year 2016-2017. A more detailed summary of each item is presented at the end of each Division's summary. These items have been defined as small capital outlay because each will have a useful life of greater than one-year and have a unit cost of at least \$500 - \$2,999.

#	Item	Dep.	Div.	Description	Cost
1	Computer for Finance	10	10-10	Replace outdated computer	\$1,500
2	Computer for Mayor	01	01-10	Replace outdated computer	\$1,500
3	Miscellaneous Tools	40	40-01	To replace old tools.	\$ 500
4	Miscellaneous Tools	40	40-10	To replace old tools	\$ 500
5	Miscellaneous Tools and Shelves for Parts	40	40-30	To replace old tools and provide additional storage for parts.	\$8,000
6	Miscellaneous Tools	40	40-40	To replace old tools	\$ 500
7	Miscellaneous Tools	40	40-50	To replace old tools	\$ 500
8	Miscellaneous Tools	40	40-60	To replace old tools	\$ 500
9	Miscellaneous Tools	40	40-65	To replace old tools	\$ 500
10	Miscellaneous Tools	40	40-80	To replace outdated tools	\$2,500
11	In-Car Printers 10 @ \$430.00 each	60	60-20	To replace outdated Brother Pocket Jet 3 printers currently in Patrol vehicles.	\$4,300
12	SCOTT Voice Amplifier 24 at \$480 each	60	60-25	Epic 3 voice amplifier with 75 brackets for all existing AV-2000 and AV-3000 masks currently owned by the department. This provides all first out engines and aerials at all four fire stations with voice amplifiers on the masks on each truck.	\$11,500
13	Positive Ventilation Fan 2 @ \$2,500 each	60	60-25	New positive ventilation fans are needed to replace the aging and overused fans at fire station 1 and 2. PPV fans in service now utilize a plastic fan shroud and over the years it has started to crack and has some heat damage to the fan shroud.	\$5,000
14	CPR Mannequins 2 sets at \$1,000 each	60	60-25	Firefighters do not have current CPR cards and should maintain CPR certification. The department does not have enough CPR mannequins to accommodate a class.	\$2,000
15	Tasers 10 @ \$1,075 each	60	60-25	Replace Taser units that are no longer serviceable. These units are the first units purchased and are over 15 years old.	\$10,750

16	Computer Aided for Workstation for Dispatch	60	60-25	The computers at dispatch need to be replaced on a normal rotation to maintain compliance with SLED and NCIC.	\$1,550
17	Desktop Computers 2 @1,800 each	60	60-25	Replace aging computers for both the COP Office and the grants management office. These computers are the oldest in the department and are not currently capable of running newer software needed for the specific job function.	\$3,600
18	Desktop Computer w/Dual Monitors and Stand	60	60-30	With all programing licenses to include Microsoft Office. Replaces computer system that is currently on loan from the Forensics section. This computer will be used by the Division Commander.	\$1,800
19	Laptop Computers with Docking Station 2 @ 2,000 each	60	60-30	Laptop computers will full program licenses to operate in the field where investigators can update files as well as conduct research for information to assist in the investigation without having to return to the office to retrieve.	\$4,000
20	Tablet 1 @ 800	60	60-89	A tablet, preferably Windows based, is needed to replace the CSI's iPad that was acquired by the Investigation Captain. A windows based tablet is more compatible with out Star LIMS program.	\$ 800
21	Barcode Scanners and Scanners and Printers 2 @ 1,000 each set	60	60-89	Barcode scanners and printers are needed to work in conjunction with the Star LIMS forensic lab program. Barcoding evidence and tracking its movements via electronic scanner and digital signature will enhance the lab's efficiency and provide for better tracking and documentation.	\$2,000
22	Computer Monitors	70	70-10	Need monitor for docking station for laptop.	\$1,000
23	Miscellaneous Tools	170	10	To replace outdated tools	\$1,000
24	Hillcrest Golf Course Manager, score computer, admin., assist, 2 POS Computers	185	10	To replace outdated computers	\$7,500

TOTAL SMALL OUTLAY ITEMS APPROVED: \$73,300

(Some grant monies are shown in the Expenditures by Category in Small Capital Outlay)

Total General Fund Approved	\$64,800
Total PARD Grant	\$
Total Airport Fund Approved	\$ 1,000
Total Pro Shop Fund Approved	\$
Total Golf Course Fund Approved	\$ 7,500
TOTAL	\$73,300

PURCHASING PROCEDURES

\$.01 - \$2,999.99

Purchases may be made by the Department Head or authorized agent on his/her behalf. Competition is encouraged and recommended to ensure fair and reasonable pricing. These purchases would not be considered fixed assets and not paid from capital accounts. However, items of value that has a life greater than two years may be paid from small capital accounts and put on inventory but not fixed assets or depreciated.

Purchases may be made through the State of South Carolina Division of General Services instead of soliciting bids and quotations. Any item that is available under state contract shall be deemed to have met the competitive bidding requirements.

Purchases shall not be divided into smaller orders to avoid obtaining bids or quotations, which require approval from the City Administrator or City Council.

095 Fund (2%)
Hospitality & Accommodations Tax Fund
Budget FY 16-17

<i>Description</i>	<i>Amount</i>	<i>Acct #</i>
Materials & Supplies	5,000	095-001-460-024
Facade Grants – Downtown	50,000	095-001-460-026
Contractual Services – Cleaning River, Boardwalk, track hoe rental	30,000	095-001-460-041
Contractual Services – street tree maintenance	15,000	095-001-460-041
Contractual Services – Fountains	50,000	095-001-460-041
Trf to G/F (Maintenance/Operations)	300,000	095-001-460-101
Rec. Improvements-Non Capital (garden bridges)	14,000	095-001-460-554
Canteen Renovations	20,000	095-001-460-554
Rec Improvements-Park Office Repairs	30,000	095-001-460-554
Billboards, Brochures, Banners	36,000	095-001-460-921
Plant Materials & Related Eqmt (playground surface)	40,000	095-001-460-923
Cameras	20,000	095-001-460-951
Christmas Lights (Non-Capital) bulbs, etc.	15,000	095-001-460-952
Streetscape Maintenance	30,000	095-001-460-956
Small Capital – software P&R	1,500	095-001-470-040
Property Purchase Downtown and Adjacent to Gardens	25,000	095-001-470-763
City Hall Repairs	5,000	095-001-470-764
Mirmow Field Renovations	50,000	095-001-470-777
Tennis Court Maintenance	10,000	095-001-470-778
Angel of Hope	2,000	095-001-470-781
Arts Center Capital Renovation	150,000	095-001-470-922
Stevenson Repairs (transfer to Stevenson)	20,000	095-001-470-951
Christmas Displays & Lights & Additions	15,000	095-001-470-952
Downtown Parking Improvements, striping, etc.	1,500	095-001-470-957
First National Bank Building	50,000	095-001-470-959
Spray Pad	43,000	095-001-470-960
Scoreboards-(Palmetto Majors, Adden St. Football C) Controllers-(Peasley, Pal Youth)	8,400	095-001-470-973
Sound System Gym	40,000	095-001-470-974
Fountains – Repairs (contract)	15,000	095-001-470-977
Playground Equipment	0	095-001-470-981
Disc Golf Course	3,000	095-001-470-982
Seaboard/Shuler-Garden Exp	0	095-001-470-984
Boardwalk (FEMA)	425,000	095-001-470-989
Trash Receptacles	5,000	095-001-470-997
Promotions & Marketing, Branding	30,000	095-001-480-005
Promotions – Chamber of Commerce	5,000	095-001-480-005
DORA plus Mkt Mgr	27,500	095-001-480-081
Debt Service	342,927	095-001-480-082
Orangeburg Arts Center – annual donation	12,000	095-001-480-105
Contingency (Projects)	25,000	095-001-480-904
Total Budgeted	\$1,966,827	

Detail of Hospitality & Accommodations Tax Fund Expenditures

Description	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Amended</u>	<u>FY 16-17 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
095001460024	MATERIALS AND SUPPLIES	\$8,374	\$5,000	\$5,890	\$5,000
095001460026	GRANT MATCH	\$51,387	\$50,000	\$100,000	\$50,000
095001460041	CONTRACTUAL SERVICES	\$10,997	\$45,000	\$20,000	\$95,000
095001460101	TRANSFER TO G/F	\$300,000	\$300,000	\$300,000	\$300,000
095001460493	TRANSFER TO HILLCREST GC	\$4,246	\$0	\$0	\$0
095001460500	GRANT	\$0	\$25,000	\$0	\$0
095001460554	REC IMPROVEMENTS NON CAP	\$26,3555	\$0	\$13,500	\$64,000
095001460921	BILLBOARDS/COMMERCIALS	\$21,627	\$36,000	\$36,000	\$36,000
095001460922	BROCHURES	\$0	\$0	\$0	\$0
095001460923	PLANT MATERIALS	\$27,952	\$28,000	\$30,000	\$40,000
095001460952	CHRISTMAS LIGHTS NON CAPT	\$16,628	\$15,000	\$38,664	\$15,000
095001460956	STREETSCAPE MAINTENANCE	\$0	\$30,000	\$30,000	\$30,000
095001460999	OUTDOOR PROMOTIONS	\$7,867	\$10,000	\$0	\$0
095001470040	SMALL CAPITAL OUTLAY	\$0	\$2,000	\$1,786	\$1,500
095001470554	RECREATIONAL IMPROVEMENTS	\$11,890	\$10,000	\$10,000	\$0
095001470754	MULTI SPORTS FACILITY	\$0	\$0	\$0	\$0
095001470763	PROP PURCH DWNTN/GARDENS	\$14,508	\$20,000	\$0	\$25,000
095001470764	CITY HALL/STEVENSON REPS	\$0	\$0	\$5,015	\$5,000
095001470765	RENOVATIONS/LH OR SIGNS	\$5,095	\$0	\$0	\$0
095001470777	MIRMOW FIELD REN/SCRBD	\$3,372	\$50,000	\$30,000	\$50,000
095001470778	RESURFACE TENNIS COURTS	\$1,192	\$10,00	\$10,000	\$10,000
095001470779	REMODEL BATHROOMS HCREST	\$0	\$0	\$0	\$0
095001470781	ANGEL OF HOPE	\$300	\$2,000	\$2,000	\$2,000
095001470922	ARTS CENTER REPAIRS	\$4,386	\$50,000	\$16,000	\$150,000
095001470951	TRF TO STEVENSON AUD.	\$20,000	\$20,000	\$20,000	\$20,000
095001470952	CHRISTMAS DISPLAY	\$0	\$0	\$10,486	\$15,000
095001470957	DWT PARKING LOT	\$16	\$1,500	\$1,500	\$1,500
095001470959	FIRST NATION BANK BLDG	\$470	\$0	\$80,000	\$50,000
095001470960	SPRAY PARKS	\$0	\$0	\$0	\$43,000
095001470973	SCOREBOARDS	\$0	\$0	\$0	\$8,400
095001470974	IT EQMT/SOUND SYSTEM	\$0	\$0	\$0	\$40,000
095001470977	FOUNTAINS	\$5,250	\$5,000	\$16,500	\$15,000
095001470981	PLAYGROUND EQUIPMENT	\$35,666	\$0	\$16,000	\$0
095001470982	DISC GOLF COURSE	\$1,487	\$3,000	\$3,000	\$3,000
095001470989	BOARDWALK	\$0	\$0	\$0	\$425,000
095001470997	TRASH RECEPTACLES	\$0	\$0	\$0	\$5,000
095001470999	OUTDOOR PROMOTIONS	\$0	\$10,000	\$0	\$0
095001480005	PROMOTIONS/MARKETING	\$49,231	\$90,000	\$40,000	\$35,000
095001480073	TRF TO 2006 1% 099 FUND	\$0	\$0	\$0	\$0
095001480079	SPECIAL PROJECTS	\$0	\$0	\$0	\$0
095001480081	DOWNTOWN REVITALIZATION	\$30,000	\$25,000	\$27,500	\$27,500
095001480082	DEBT SERVICE	\$342,927	\$342,927	\$342,927	\$342,927
095001480105	ORANGEBURG ARTS COUNCIL	\$12,000	\$12,000	\$12,000	\$12,000
095001480904	CONTINGENCY	\$14,8262	\$20,000	\$20,000	\$25,000
Grand Total		\$1,028,049	\$1,217,427	\$1,258,768	\$1,966,827

