



ORANGEBURG
SOUTH CAROLINA



Budget Book
FY 2017 - 2018

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FY October 1, 2017– September 30, 2018

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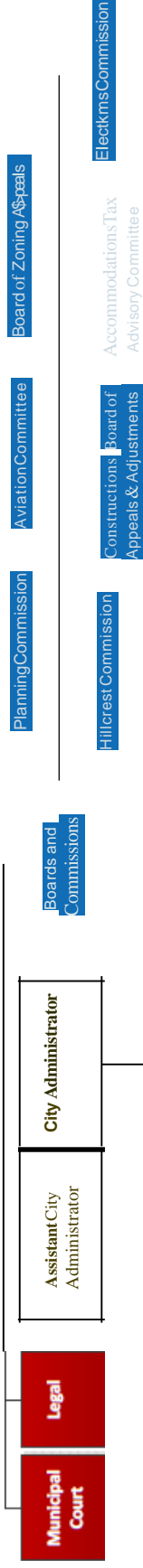
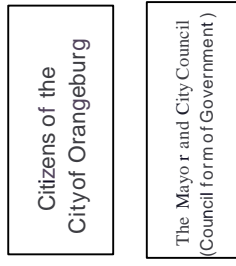
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The City of Orangeburg

Organizational Chart



Administration	Finance	Hilcrest	Public Works	Public Safety	Part.s & Recreation	Service
Personnel	Records	Golf Course	Administration	Administration	Administration	Administration
community & Public Relations	Audit & Finance	Pro Shop	Garage	Inert Disposal	Special Operations	Recreation
Non-Operating	COlections		Municipal Buildings	Sanitation	Grants	Gardens
Community Planning & Development	Employee Benefits & Administration		Streets and Maintenance	Airport	Forest Lab & Crime Scene Investigation	Parts & Cemetery
Grants	Information Technology				DUI Enforcement	
Annexation						

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



Orangeburg at a Glance

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
 SI Group
 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
- Orangeburg National Fish Hatchery
 - 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
Sensory Garden

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





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	5 years	At large
Bernard Haire	Councilmember	30 years	4
Jerry Hannah	Councilmember	1 year	3
Charles W. Jernigan	Councilmember	19 years	2
Sandra P. Knotts	Councilmember	25 years	6
L. Zimmerman Keitt	Mayor Pro Tempore	10 years	5
Richard F. Stroman	Councilmember	10 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.



Fee Increases FY 2017-18

- Increase in transfers from DPU
- Increase in Rentals of City Facilities
 - Increase in Cemetery Plot Fees
- Increase in Non-City Fees at Parks & Recreation



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 6, 2017.

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 \$2,999.99 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 16-17



*Cameras
Installed*





Accomplishments FY 16-17

Groundbreaking and Design of Recreation Complex



New Scoreboards





Budget Calendar FY 17-18

Date	Event
June 6, 2017	Approval of Budget Calendar
May 10, 2017	Distribute Calendar, budget forms and personnel information to all Departments
May 19, 2017 by 12 noon	Year End Projections for Revenues and Expenditures for FY 2016-17
May 25, 2017	Staff Planning for Management Team, Discuss Accomplishments, Goals and Objectives for FY 2017-18 to be held at the Airport Recreation Room at 8:30 am
June 9, 2017	Budget Requests Submitted in System by 12 noon for FY 2017-18.
June 8, 14 and 15, 2017	Management Team to Review Submittals with Departments
June 28 and 29, 2017	Planning Retreat for Council and Goal Setting Retreat to be held in the Executive Board Room, Council Chambers, 5pm
July 12 and 13, 2017 Cancel July 4 & 18 th Council Meetings	Budget Workshops with Council and Budget Team, 5pm
July 24, 2017	Finance Director prepares Budget Document for First Reading and Public Notice
July 30, 2017	Ad in Newspaper for Public Hearing
August 1, 2017	First Reading of Budget FY 2017-18
August 15, 2017	Second Reading of Budget FY 2017-18
September 5, 2017	Third Reading and Adoption of Budget FY 2017-18
October 1, 2017	New Fiscal Year Begins FY 2017-18 Budget Document Ready for Inspection



ORDINANCE NO. 2017- 5

AN ORDINANCE ANIENDING THE BUDGET FOR THE CITY OF ORANGEBURG, SOUTH CAROLINA, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017

THE CITY COUNCIL OF THE CITY OF ORANGEBURG HEREBY ORDAINS AND RATIFIES:

Section 1. That the Budget of the City of Orangeburg for the Fiscal Year beginning October 1, 2016 and ending September 30, 2017, designated as Ordinance No. 2016- , shall be and hereby is amended so to levy 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 stuns and in the manner hereinafter mentioned and shall be levied, collected and paid into the Treasury of the City of Orangeburg, South Carolina, for the use and service thereof; i.e., a tax of ninety four (94) mills 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 2. That in all other respects, except as hereby and heretofore amended, the budget for the City of Orangeburg for the Fiscal Year beginning October I, 2016 and ending September 30, 2017 shall remain in full force and effect.

Section 3. That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Adopted by the Council of the City of Orangeburg on this # d a y of j J:J., 2017 at which a quomm was present and voting.

cuL}. BJ:4,
MAYOR



Tandra G. Smith
Le Zimmerman
Charles B. ...
...
Damon Harris
MEMBERS OF COUNCIL

ATTEST:

...
ITY CLERK



ORDINANCE NO. 2017-b

AN ORDINANCE TO RAISE REVENUE AND ADOPT A BUDGET FOR THE CITY OF ORANGEBURG, SOUTH CAROLINA FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018

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, 2017-September 30, 2018, 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, 2017 to the thirty-first day of December, 2017, 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, 2017, until the fifteenth day of January 2018, 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, 2018, a penalty of fifteen (15) percent shall be added on all unpaid taxes. The City Clerk and Treasurer shall on March 17, 2018, 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 1 **DAY OF** 11 **2017.**

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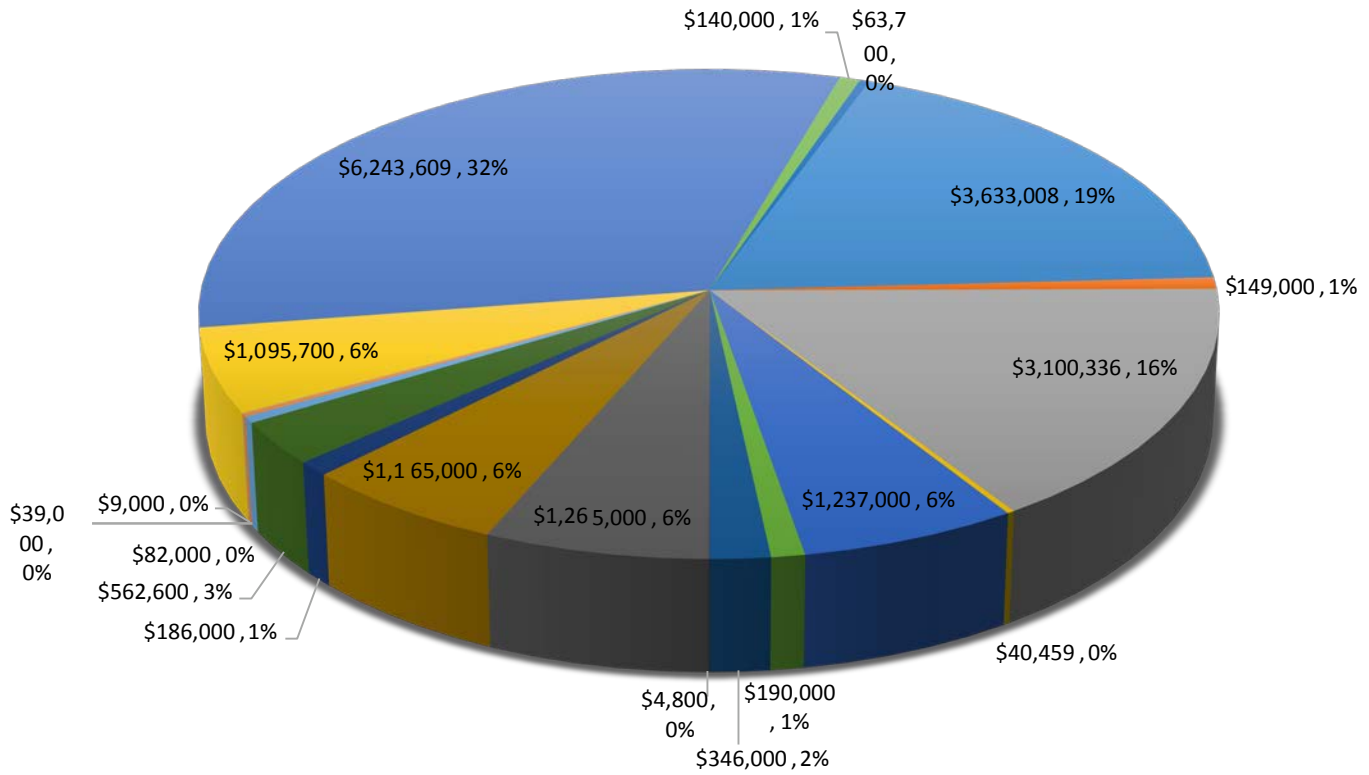
MAYOR
L. J. Jamerson
Charles G. Brunson
Chad J. Jones
Edward S. Haine
MEMBERS OF COUNCIL



ATTEST:
[Signature]
CITY CLERK



General Fund Revenues Assumptions by Category



- | | | | |
|---------------------|-----------------------|----------------------|-------------------------|
| Property Taxes | Franchise Fees | Business Licenses | Permits |
| Hospitality Fees | State Grants | State Shared Revenue | General Government Fees |
| Fire Service | Sanitation Fees | Recreation | Fines & Forfeitures |
| Interest Revenues | Rentals | Donations | Other Financing |
| Interfund Transfers | Sales of Fixed Assets | Miscellaneous | |

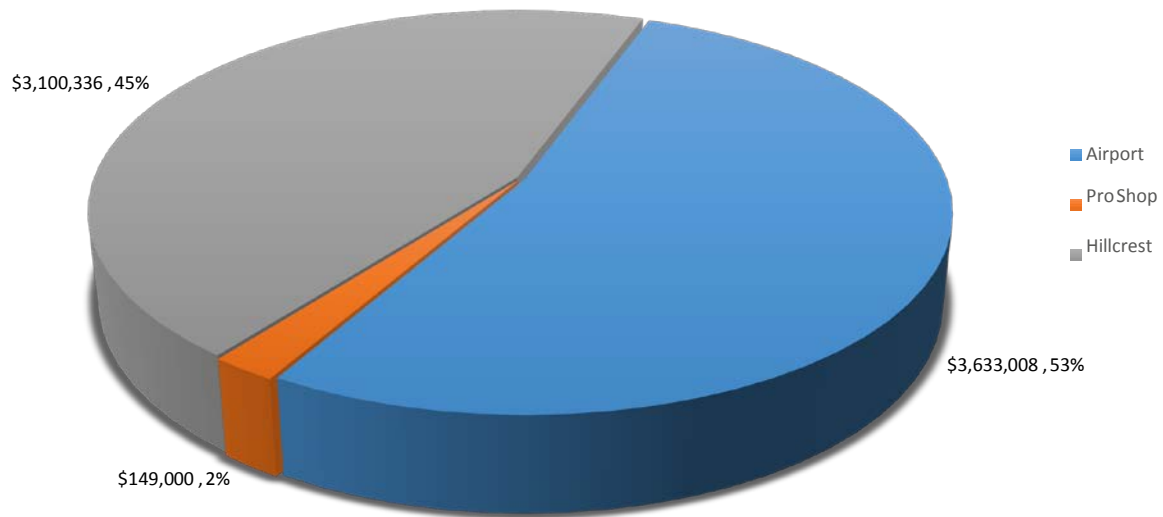


General Fund Revenues Assumptions by Category

<u>Category</u>	<u>Actual FY 15-16</u>	<u>Budget FY 16-17</u>	<u>Actual FY 16-17</u>	<u>Budget FY 17-18</u>
Property Taxes	\$3,595,698	\$3,601,516	\$3,586,959	\$3,633,008
Franchise Fees	\$149,773	\$156,000	\$144,896	\$149,000
Business Licenses	\$2,902,255	\$2,902,350	\$3,050,527	\$3,100,336
Permits	\$39,742	\$40,612	\$55,590	\$40,459
Hospitality Fees	\$0	\$1,234,000	\$1,268,413	\$1,237,000
State Grants	\$224,653	\$222,000	\$49,258	\$190,000
State Shared Revenue	\$515,069	\$351,000	\$581,754	\$346,000
General Government Fees	\$8,270	\$4,800	\$9,791	\$4,800
Fire Service	\$886,392	\$881,000	\$857,918	\$1,265,000
Sanitation Fees	\$1,094,567	\$1,165,000	\$1,158,787	\$1,165,000
Recreation	\$123,194	\$189,300	\$132,483	\$186,000
Fines & Forfeitures	\$550,615	\$607,000	\$399,209	\$562,600
Interest Revenues	\$71,201	\$50,000	\$98,310	\$82,000
Rentals	\$31,109	\$45,000	\$30,631	\$39,000
Donations	\$12,260	\$23,500	\$5,244	\$9,000
Other Financing	\$1,627,337	\$1,981,500	\$1,673,627	\$1,095,700
Interfund Transfers	\$5,108,609	\$5,758,609	\$5,108,609	\$6,243,609
Sales of Fixed Assets	\$75,630	\$80,000	\$20,142	\$140,000
Miscellaneous	\$65,971	\$67,271	\$84,573	\$63,700
Total General Fund	\$17,082,345	\$19,360,458	\$18,316,721	\$19,552,212



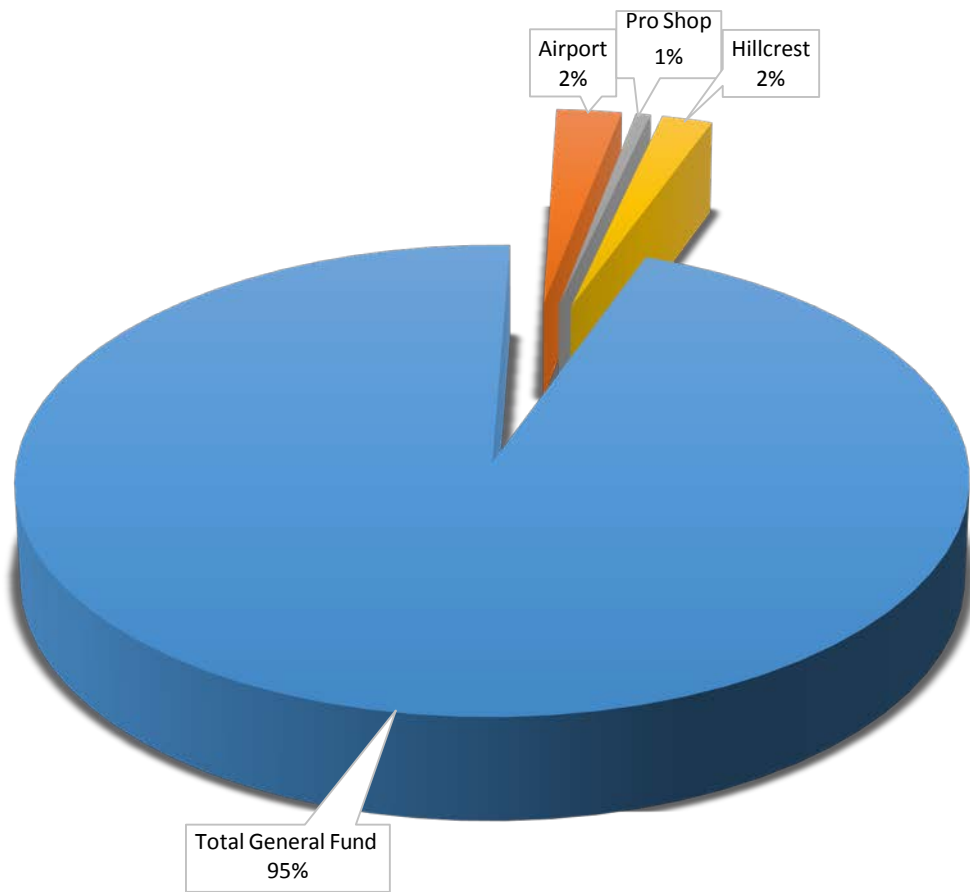
Enterprise Funds Revenues Assumptions by Category



Category	Actual FY 15-16	Budget FY 16-17	Actual FY 16-17	Budget FY 17-18
Airport	\$765,907	\$331,037	\$463,335	\$514,031
Pro Shop	\$117,298	\$98,750	\$134,016	\$115,650
Hillcrest	\$343,456	\$364,600	\$353,169	\$400,400
Total Enterprise Fund	\$1,226,661	\$794,387	\$950,520	\$1,030,081



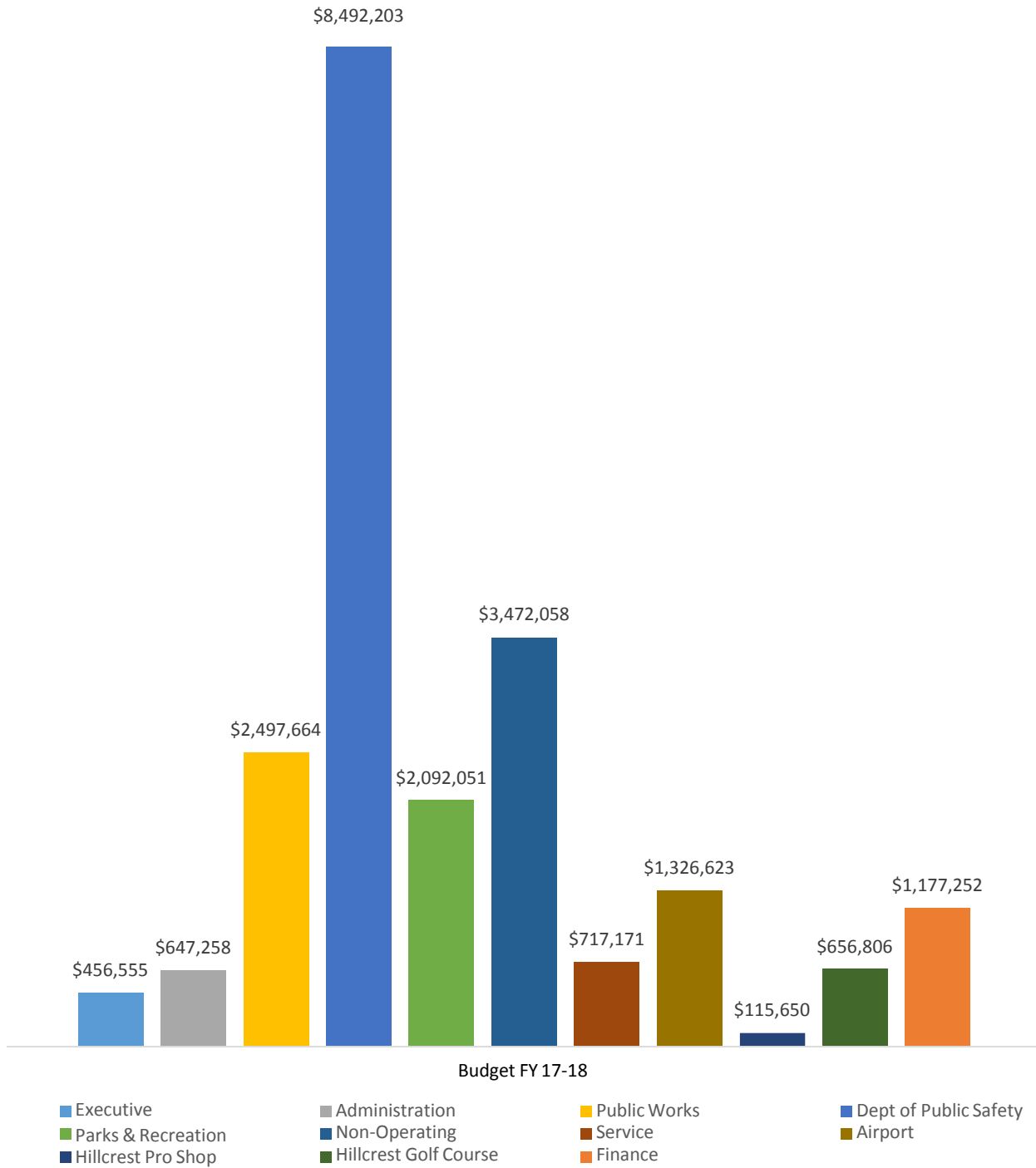
*Summary of Fund Revenues
Fiscal Year 2017-2018*



■ Total General Fund ■ Airport ■ Pro Shop ■ Hillcrest



Expenditure Summary for FY 2017- 2018





Expenditures for FY 2017- 2018

Summary by Department

Department	Actual FY 15-16	Budget FY 16-17	Actual FY 16-17	Budget FY 17-18
Executive	\$456,043	\$452,078	\$464,823	\$456,555
Finance	\$778,779	\$862,022	\$825,007	\$1,177,252
Administration	\$662,593	\$615,908	\$593,521	\$647,258
Public Works	\$2,277,989	\$2,498,351	\$2,223,509	\$2,497,664
Dept of Public Safety	\$7,969,162	\$8,351,631	\$8,269,869	\$8,492,203
Parks & Recreation	\$2,066,063	\$2,171,982	\$2,124,713	\$2,092,051
Non-Operating	\$2,002,757	\$4,295,657	\$3,947,594	\$3,472,058
Service	\$858,915	\$596,050	\$576,214	\$717,171
Total General Fund	\$17,072,301	\$19,843,679	\$19,025,249	\$19,552,212

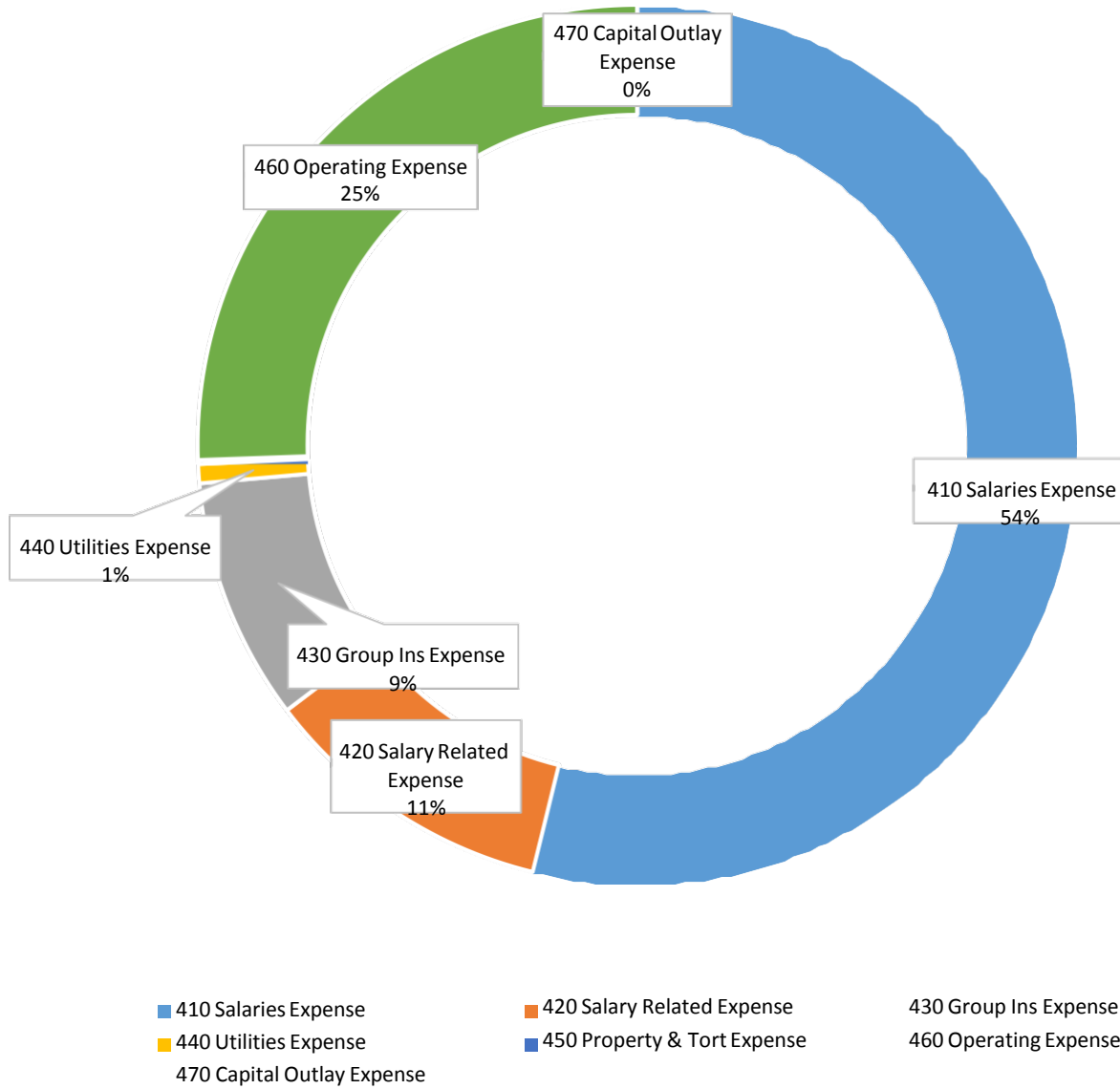
Airport	\$1,105,187	\$1,151,920	\$1,177,461	\$1,326,623
Hillcrest Pro Shop	\$117,297	\$124,074	\$88,702	\$115,650
Hillcrest Golf Course	\$598,071	\$576,706	\$593,927	\$656,806
Total Enterprise Funds	\$1,820,555	\$1,852,700	\$1,860,090	\$2,099,079

Summary by Expense Category

(Includes General and Enterprise Funds)

Class	Actual FY 15-16	Budget FY 16-17	Actual FY 16-17	Budget FY 17-18
Salary	\$7,475,114	\$8,269,532	\$8,046,081	\$8,815,284
Salary Related	\$1,696,658	\$1,877,142	\$1,919,707	\$1,963,605
Group Insurance	\$1,929,218	\$1,537,779	\$1,668,583	\$1,808,136
Utilities	\$396,737	\$385,500	\$399,598	\$376,500
Property and Tort	\$331,612	\$346,970	\$357,633	\$378,234
Operating	\$3,354,704	\$3,780,089	\$4,033,707	\$4,071,204
Capital Outlay	\$1,753,433	\$1,811,000	\$1,096,977	\$1,086,270
Non-Operation	\$1,930,815	\$3,237,995	\$3,355,799	\$3,152,058
Total Expenditures	\$18,868,291	\$21,246,007	\$20,878,085	\$21,651,291

EXECUTIVE DEPARTMENT



Description	Adopted Budget FY16 17	Amended Budget FY16-17	Actual Balance FY16- 17	Adopted Budget FY17 18
410 Salaries Expense	\$251,464	\$249,853	\$249,198	\$245,731
420 Salary Related Expense	\$48,990	\$50,507	\$49,318	\$49,578
430 Group Ins Expense	\$37,254	\$41,783	\$41,359	\$40,700
440 Utilities Expense	\$3,500	\$2,616	\$2,615	\$3,200
450 Property & Tort Expense	\$564	\$598	\$597	\$673
460 Operating Expense	\$126,350	\$105,363	\$120,377	\$116,673
470 Capital Outlay Expense	\$1,500	\$1,358	\$1,358	\$0
Grand Total	\$469,622	\$452,078	\$464,823	\$456,555



Executive Department-01; Administrative Division-10

Resources:

1 Full Time Position, 7 Part Time Positions, and 0 Vehicles

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 Attorney's 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.

Goals and Objectives:

- ✓ To continue with annexation of areas into the City limits of Orangeburg, for growth, revenue, and control of fringe areas.
- ✓ 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.
- ✓ To continue to upgrade housing stock thru new construction, rehabilitation, and rezoning.
- ✓ To continue improvement in providing protection and safety of property and persons with the Public Safety concept.
- ✓ To create a governmental environment which is conducive to economic development and job creation.



Executive Department-01; Elections Division-20

Resources:

None

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. 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, the preparation of the ballot boxes, the printing of the ballots, the selection of poll managers, the coordination of absentee ballots, and the preparation of g 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. All election are non-partisan.

Goals and Objectives:

- ✓ To conduct all municipal general and special elections in a fair and efficient manner.
- ✓ To adhere to all laws governing elections.



Executive Department-01; Municipal Court-30

Resources:

3 Full Time Positions, 1 Part Time Position, and 0 Vehicles

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, Domestic Violence (DV) 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 and Objectives:

- ✓ 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.
- ✓ To continue legal education by attending seminars designed to keep the judiciary knowledgeable of changing laws and case decisions.
- ✓ To keep court personnel up to date by training and instruction as to upgrades and changes to the Lawtrak System and other software.
- ✓ To continue monthly jury trials terms to ensure that all cases are disposed of within the time limits as set by the South Carolina Court Administration.

EXECUTIVE-ADMINISTRATIVE DIVISION

Account Number	Description	Adopted Budget	Amended Budget	Actual Balance	Adopted Budget
		FY16-17	FY16-17	FY16-17	FY17-18
010010110410001	ADMINISTRATIVE PAYROLL	\$74,464	\$74,257	\$74,257	\$74,257
010010110420006	WORKERS' COMPENSATION	\$1,625	\$1,004	\$1,004	\$1,004
010010110420007	SOCIAL SECURITY	\$5,696	\$5,680	\$5,681	\$5,685
010010110420008	RETIREMENT	\$8,200	\$8,927	\$8,927	\$8,693
010010110430005	GROUP INSURANCE	\$7,036	\$8,640	\$8,216	\$8,300
010010110440010	UTILITIES EXPENSE	\$3,500	\$2,616	\$2,615	\$3,200
010010110450011	PROPERTY & TORT INSURANCE	\$15	\$32	\$32	\$32
010010110460004	SPECIAL EXPENSE	\$50,000	\$35,258	\$49,366	\$45,000
010010110460009	TRAVEL & TRAINING	\$10,000	\$11,228	\$11,228	\$9,000
010010110460012	DUES, FEES & SUBSCRIPTION	\$6,800	\$6,133	\$6,133	\$6,800
010010110460013	POSTAGE, PRINTING, ADV	\$1,500	\$1,585	\$1,585	\$1,500
010010110460014	OFFICE SUPPLIES	\$2,000	\$423	\$403	\$1,700
010010110460016	MISCELLANEOUS EXPENSE	\$2,000	\$1,826	\$1,827	\$1,500
010010110460128	MAYOR'S EXPENSE ACCOUNT	\$5,000	\$5,000	\$1,488	\$5,000
010010110470040	SMALL CAPITAL OUTLAY	\$1,500	\$1,358	\$1,358	\$0
Grand Total		\$179,336	\$163,967	\$174,118	\$171,671

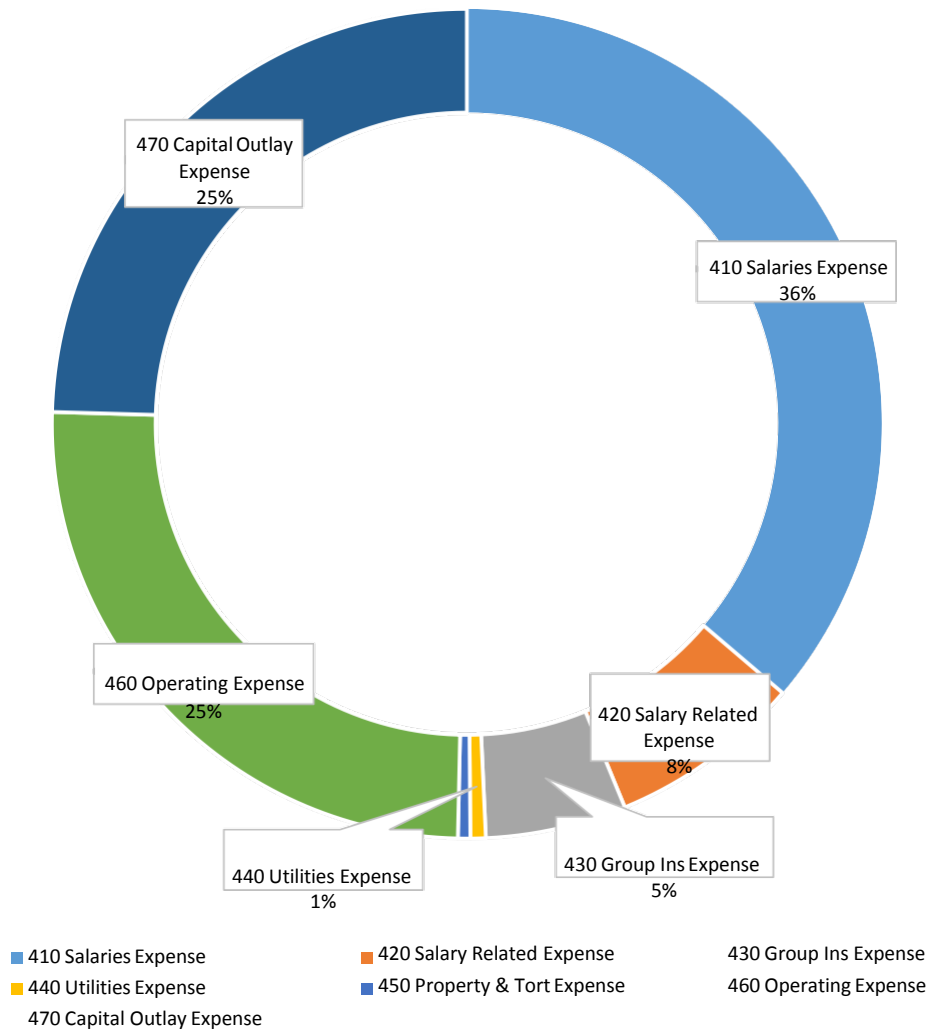
EXECUTIVE-ELECTIONS

010010120450011	PROPERTY & TORT INSURANCE	\$75	\$0	\$0	\$75
010010120460004	SPECIAL EXPENSE	\$2,700	\$2,700	\$8,399	\$0
010010120460013	POSTAGE, PRINTING, ADV	\$250	\$250	\$0	\$0
Grand Total		\$3,025	\$2,950	\$8,399	\$75

EXECUTIVE-MUNICIPAL COURT

010010130410001	ADMINISTRATIVE PAYROLL	\$90,442	\$90,800	\$90,800	\$90,885
010010130410002	OPERATIONAL PAYROLL	\$86,308	\$84,502	\$83,847	\$80,339
010010130410003	OVERTIME	\$250	\$294	\$294	\$250
010010130420006	WORKERS' COMPENSATION	\$429	\$330	\$330	\$429
010010130420007	SOCIAL SECURITY	\$13,540	\$13,540	\$12,350	\$13,117
010010130420008	RETIREMENT	\$19,500	\$21,026	\$21,027	\$20,650
010010130430005	GROUP INSURANCE	\$30,218	\$33,143	\$33,143	\$32,400
010010130450011	PROPERTY & TORT INSURANCE	\$474	\$566	\$566	\$566
010010130460002	INDIGENT DEFENSE	\$24,000	\$24,000	\$24,000	\$24,000
010010130460004	SPECIAL EXPENSE	\$5,000	\$3,056	\$3,056	\$5,000
010010130460009	TRAVEL & TRAINING	\$1,500	\$1,399	\$1,335	\$1,500
010010130460012	DUES, FEES & SUBSCRIPTION	\$750	\$340	\$340	\$750
010010130460013	POSTAGE, PRINTING, ADV	\$4,000	\$2,763	\$2,762	\$4,000
010010130460014	OFFICE SUPPLIES	\$2,000	\$2,000	\$1,831	\$2,000
010010130460015	OFFICE MAINTENANCE	\$1,200	\$457	\$457	\$1,200
010010130460016	MISCELLANEOUS EXPENSE	\$1,300	\$430	\$80	\$1,208
010010130460017	COMPUTER OPERATIONS	\$1,650	\$1,815	\$1,815	\$1,815
010010130460025	COMPUTER SUPPLIES & UPGRADE	\$1,200	\$700	\$700	\$1,200
010010130460041	CONTRACTUAL SERVICES	\$1,000	\$1,000	\$1,000	\$1,000
010010130460088	PR YR BOND REFUND EXPENSE	\$2,500	\$3,000	\$2,573	\$2,500
Grand Total		\$287,261	\$285,161	\$282,305	\$284,809

FINANCE AND RECORDS DEPARTMENT



Description	Adopted Budget FY16 17	Amended Budget FY16-17	Actual Balance FY16- 17	Adopted Budget FY17 18
410 Salaries Expense	\$430,377	\$381,658	\$387,689	\$426,610
420 Salary Related Expense	\$82,344	\$77,494	\$77,422	\$88,859
430 Group Ins Expense	\$62,000	\$61,959	\$61,799	\$64,572
440 Utilities Expense	\$6,800	\$7,559	\$7,721	\$7,000
450 Property & Tort Expense	\$5,043	\$5,076	\$5,077	\$5,661
460 Operating Expense	\$170,150	\$243,248	\$260,107	\$295,550
470 Capital Outlay Expense	\$333,500	\$85,028	\$25,193	\$289,000
Grand Total	\$1,090,214	\$862,022	\$825,007	\$1,177,252



Finance Department-10; Finance and Records Division -10

Resources:

6 Full Time Positions, 1 Part Time Position, and 1 Vehicles

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 and Objectives:

- ✓ To administer city-wide insurance programs to employees, dependents, and retirees.
- ✓ To collect all revenue due to the city in all areas.
- ✓ To educate departments on proper methods of destruction of records.
- ✓ To continue exceptional customer service to our citizens and employees.
- ✓ To maintain and seek new methods of communication for services and city fees to citizens via the city website and on-line payment functions.
- ✓ To educate departments on purchasing procedures and limits.
- ✓ To seek ways to lower our insurance cost for employees and retirees.
- ✓ To increase the general fund revenue with more inspections and follow up with both the Public Works Department for on-going jobs and the Department of Public Safety for fire contracts.
- ✓ To assist departments with purchasing and asset management by encouraging them to purchase locally; to ensure timely purchase of supplies, materials, and equipment; and to dispose of surplus equipment via auction or alternative on-line means.
- ✓ To continue educational, growth, and development opportunities for staff through additional professional certifications, outside training classes, and area specific cross-training.
- ✓ To improve communication with residents on fees, taxes, and licenses.
- ✓ To seek alternative means in collecting past due debts.
- ✓ To increase efficiencies with on-lines functions for both payables and receivables.



Resources:

2 Full Time Positions, 1 Part Time Position, and 1 Vehicle

Description of Department:

Information Technology (IT) 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, laptops, cameras, servers, switches, and printers. IT diagnoses hardware and software problems and makes repairs as needed. IT 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 as well as suggests alternatives for the city in the IT area.

Goals and Objectives:

- ✓ Operate, maintain, and upgrade computer devices to include AS/400, Window Servers, PC's, terminals, printers, and peripherals.
- ✓ Provide assistance to all departments with the evaluation, procurement, and implementation of new hardware and software applications.
- ✓ Improve the utilization of existing network infrastructure for remote connections directly to City Hall.
- ✓ Promote the increased utilization and maintain all IT assets.
- ✓ Continue enhancement of all city and departmental websites.
- ✓ Expand intra/internet email server applications.
- ✓ Increase all city IT standards and develop corresponding policies as needed.

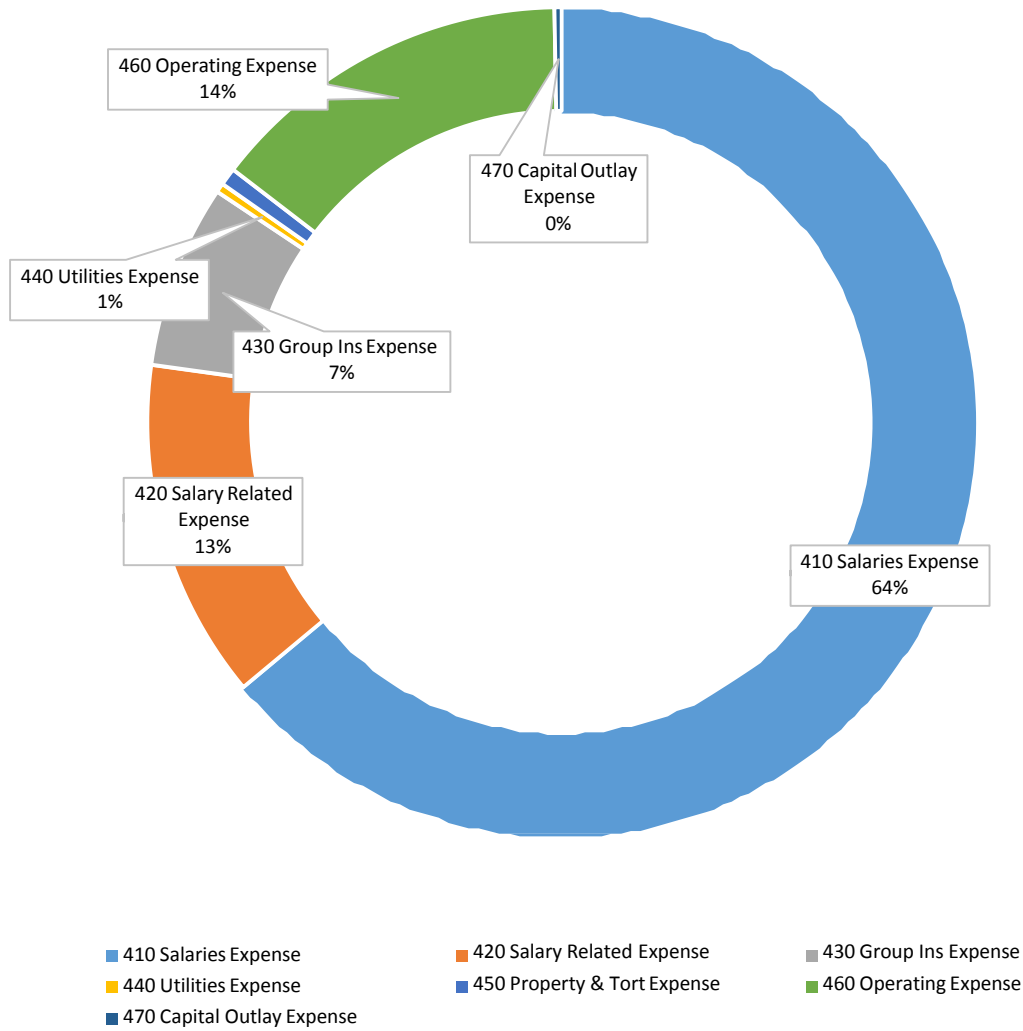
FINANCE & RECORDS

Account Number	Description	Adopted Budget	Amended Budget	Actual Balance	Adopted Budget
		FY16-17	FY16-17	FY16-17	FY17-18
010101010410001	ADMINISTRATIVE PAYROLL	\$293,925	\$242,000	\$246,709	\$300,625
010101010410003	OVERTIME	\$300	\$9,658	\$9,627	\$2,500
010101010420006	WORKERS' COMPENSATION	\$1,048	\$738	\$738	\$750
010101010420007	SOCIAL SECURITY	\$22,485	\$18,929	\$18,929	\$22,998
010101010420008	RETIREMENT	\$31,800	\$30,981	\$30,982	\$36,255
010101010430005	GROUP INSURANCE	\$48,000	\$43,918	\$43,757	\$52,000
010101010440010	UTILITIES EXPENSE	\$4,200	\$3,875	\$4,037	\$4,000
010101010450011	PROPERTY & TORT INSURANCE	\$2,315	\$2,531	\$2,531	\$2,531
010101010450049	VEHICLE INSURANCE	\$685	\$585	\$585	\$1,170
010101010460004	SPECIAL EXPENSE	\$500	\$258	\$258	\$500
010101010460009	TRAVEL & TRAINING	\$4,000	\$2,521	\$2,521	\$3,500
010101010460012	DUES, FEES & SUBSCRIPTION	\$2,200	\$1,654	\$1,654	\$1,600
010101010460013	POSTAGE, PRINTING, ADV	\$28,000	\$28,429	\$28,428	\$28,000
010101010460014	OFFICE SUPPLIES	\$5,500	\$7,027	\$7,027	\$6,500
010101010460015	OFFICE MAINTENANCE	\$2,500	\$2,500	\$2,415	\$2,500
010101010460016	MISCELLANEOUS EXPENSE	\$6,250	\$3,553	\$3,553	\$3,500
010101010460017	COMPUTER OPERATIONS	\$1,350	\$0	\$0	\$1,350
010101010460021	GAS	\$500	\$80	\$53	\$350
010101010460022	TIRES	\$500	\$0	\$0	\$250
010101010460025	COMPUTER SUPPLIES & UPGRADE	\$5,000	\$4,307	\$4,352	\$4,800
010101010460030	LEASES	\$3,800	\$3,606	\$3,606	\$3,600
010101010460041	CONTRACTUAL SERVICES	\$8,000	\$88,347	\$99,190	\$60,000
010101010460050	VEHICLE MAINTENANCE	\$750	\$634	\$633	\$700
010101010470040	SMALL CAPITAL OUTLAY	\$1,500	\$1,459	\$1,459	\$0
Grand Total		\$475,108	\$497,590	\$513,043	\$539,979

INFORMATION TECHNOLOGY

010101030410001	ADMINISTRATIVE PAYROLL	\$136,152	\$130,000	\$131,353	\$123,485
010101030420006	WORKERS' COMPENSATION	\$1,646	\$1,105	\$1,105	\$1,200
010101030420007	SOCIAL SECURITY	\$10,415	\$9,945	\$9,873	\$9,446
010101030420008	RETIREMENT	\$14,950	\$15,796	\$15,796	\$18,210
010101030430005	GROUP INSURANCE	\$14,000	\$18,041	\$18,042	\$12,572
010101030440010	UTILITIES EXPENSE	\$2,600	\$3,684	\$3,685	\$3,000
010101030450011	PROPERTY & TORT INSURANCE	\$1,365	\$1,375	\$1,375	\$1,375
010101030450049	VEHICLE INSURANCE	\$678	\$585	\$585	\$585
010101030460004	SPECIAL EXPENSE	\$200	\$10	\$10	\$200
010101030460009	TRAVEL & TRAINING	\$1,200	\$0	\$0	\$700
010101030460012	DUES, FEES & SUBSCRIPTION	\$100	\$80	\$80	\$100
010101030460013	POSTAGE, PRINTING, ADV	\$200	\$0	\$0	\$150
010101030460014	OFFICE SUPPLIES	\$500	\$48	\$49	\$500
010101030460015	OFFICE MAINTENANCE	\$500	\$0	\$0	\$500
010101030460016	MISCELLANEOUS EXPENSE	\$500	\$318	\$317	\$500
010101030460017	COMPUTER OPERATIONS	\$65,000	\$58,376	\$58,376	\$53,600
010101030460021	GAS	\$600	\$500	\$502	\$600
010101030460025	COMPUTER SUPPLIES & UPGRADE	\$3,500	\$10,038	\$10,038	\$14,000
010101030460041	CONTRACTUAL SERVICES	\$28,000	\$30,739	\$36,823	\$106,800
010101030460050	VEHICLE MAINTENANCE	\$1,000	\$223	\$222	\$750
010101030470020	CAPITAL OUTLAY	\$332,000	\$82,000	\$22,166	\$289,000
010101030470040	SMALL CAPITAL OUTLAY	\$0	\$1,569	\$1,568	\$0
Grand Total		\$615,106	\$364,432	\$311,964	\$637,273

ADMINISTRATION DEPARTMENT



Description	Adopted Budget FY16	Amended Budget	Actual Balance FY16- Adopted Budget FY17	
	17	FY16-17	17	18
410 Salaries Expense	\$422,364	\$411,088	\$407,409	\$413,906
420 Salary Related Expense	\$83,634	\$83,891	\$79,607	\$85,773
430 Group Ins Expense	\$46,327	\$47,112	\$47,020	\$46,456
440 Utilities Expense	\$8,200	\$7,165	\$6,587	\$2,300
450 Property & Tort Expense	\$4,168	\$4,269	\$4,268	\$4,408
460 Operating Expense	\$58,700	\$62,383	\$48,631	\$92,615
470 Capital Outlay Expense	\$0	\$0	\$0	\$1,800
Grand Total	\$623,393	\$615,908	\$593,521	\$647,258

ADMINISTRATIVE

Account Number	Description	Adopted Budget	Amended Budget	Actual Balance	Adopted Budget
		FY16-17	FY16-17	FY16-17	FY17-18
010202010410001	ADMINISTRATIVE PAYROLL	\$298,882	\$285,000	\$281,321	\$285,745
010202010420006	WORKERS' COMPENSATION	\$3,500	\$2,746	\$2,746	\$2,746
010202010420007	SOCIAL SECURITY	\$22,864	\$21,802	\$17,517	\$21,860
010202010420008	RETIREMENT	\$32,500	\$33,837	\$33,837	\$34,462
010202010430005	GROUP INSURANCE	\$26,327	\$25,148	\$23,014	\$26,000
010202010440010	UTILITIES EXPENSE	\$6,500	\$6,000	\$5,491	\$600
010202010450011	PROPERTY & TORT INSURANCE	\$1,359	\$1,296	\$1,296	\$1,366
010202010450049	VEHICLE INSURANCE	\$709	\$927	\$927	\$942
010202010460004	SPECIAL EXPENSE	\$200	\$100	\$0	\$100
010202010460009	TRAVEL & TRAINING	\$4,300	\$3,500	\$2,976	\$3,500
010202010460012	DUES, FEES & SUBSCRIPTION	\$3,500	\$3,485	\$3,342	\$3,985
010202010460013	POSTAGE, PRINTING, ADV	\$2,000	\$3,921	\$3,920	\$2,500
010202010460014	OFFICE SUPPLIES	\$2,500	\$2,842	\$2,379	\$2,730
010202010460015	OFFICE MAINTENANCE	\$3,800	\$754	\$623	\$3,000
010202010460016	MISCELLANEOUS EXPENSE	\$500	\$500	\$268	\$500
010202010460019	EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0
010202010460021	GAS	\$2,200	\$1,916	\$1,916	\$2,200
010202010460022	TIRES	\$250	\$250	\$162	\$250
010202010460025	COMPUTER SUPPLIES & UPGRADE	\$0	\$2,251	\$2,250	\$1,350
010202010460032	CONTRACTUAL SERVICES	\$0	\$4,828	\$4,828	\$0
010202010460041	VEHICLE MAINTENANCE	\$750	\$800	\$740	\$800
010202010460050	HR EXPENSE	\$6,000	\$3,500	\$1,493	\$12,000
Grand Total		\$418,641	\$405,403	\$391,043	\$406,636

COMMUNITY PLANNING

010202020410001	ADMINISTRATIVE PAYROLL	\$123,482	\$126,088	\$126,088	\$128,161
010202020420006	WORKERS' COMPENSATION	\$1,800	\$1,326	\$1,326	\$1,800
010202020420007	SOCIAL SECURITY	\$9,446	\$9,022	\$9,022	\$9,666
010202020420008	RETIREMENT	\$13,524	\$15,158	\$15,159	\$15,239
010202020430005	GROUP INSURANCE	\$20,000	\$21,964	\$24,006	\$20,456
010202020440010	UTILITIES EXPENSE	\$1,700	\$1,165	\$1,096	\$1,700
010202020450011	PROPERTY & TORT INSURANCE	\$1,200	\$1,212	\$1,212	\$1,200
010202020450049	VEHICLE INSURANCE	\$900	\$834	\$834	\$900
010202020460004	SPECIAL EXPENSE	\$200	\$0	\$0	\$200
010202020460009	TRAVEL & TRAINING	\$4,000	\$2,879	\$2,880	\$4,012
010202020460012	DUES, FEES & SUBSCRIPTION	\$1,000	\$988	\$715	\$1,000
010202020460013	POSTAGE, PRINTING, ADV	\$2,000	\$2,658	\$2,657	\$2,000
010202020460014	OFFICE SUPPLIES	\$750	\$713	\$712	\$750
010202020460015	OFFICE MAINTENANCE	\$250	\$0	\$0	\$250
010202020460016	MISCELLANEOUS EXPENSE	\$500	\$154	\$153	\$488
010202020460019	EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0
010202020460021	GAS	\$500	\$254	\$254	\$500
010202020460022	TIRES	\$0	\$0	\$0	\$0
010202020460025	COMPUTER SUPPLIES & UPGRADE	\$1,000	\$0	\$0	\$1,000
010202020460026	GRANT MATCH	\$10,000	\$10,000	\$274	\$5,000
010202020460032	TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
010202020460041	CONTRACTUAL SERVICES	\$12,000	\$16,000	\$16,000	\$44,000
010202020460050	VEHICLE MAINTENANCE	\$500	\$90	\$90	\$500
010202020470040	SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$1,800
010202020480299	GRANT DEMOLITIONS	\$150,700	\$0	\$0	\$0
Grand Total		\$355,452	\$210,505	\$202,478	\$240,622



Administration Department-20; Administrative Division-10

Resources:

3 Full Time Positions, 0 Part Time Positions, and 1 Vehicle

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 and Objectives:

- ✓ To continuously facilitate the Mission Statement as adopted by Orangeburg City Council in order to improve and maintain the high quality of life and favorable business environment for residents, visitors, businesses, and industries in our community.
- ✓ Implement and support policies as set forth by City Council in order to achieve a fair and efficient City Government.
- ✓ Manage the day-to-day organization and operations of the City.
- ✓ Manage and analyze organization making changes as necessary to achieve the most from available personnel and resources.
- ✓ Cultivate and improve working relationships with other entities to leverage resources for the overall betterment of the community.
- ✓ Coordinate projects and construction funded through the various additional tax revenues such for hospitality, accommodations, and sales such as the new Parks and Recreation Complex to improve the overall facilities and aesthetics of the community.
- ✓ Manage city finances to ensure proper collection of revenues and distribution of expenditures within budget.
- ✓ Develop and implement a new layout and business strategic plan for the Airport.
- ✓ Continue work on land acquisition plan adjacent to Edisto Memorial Gardens.
- ✓ Explore future business and economic development plans for the downtown area.



Administration Department-20; Community Planning and Development Division-20

Resources:

2 Full Time Positions, 0 Part Time Positions, and 1 Vehicle

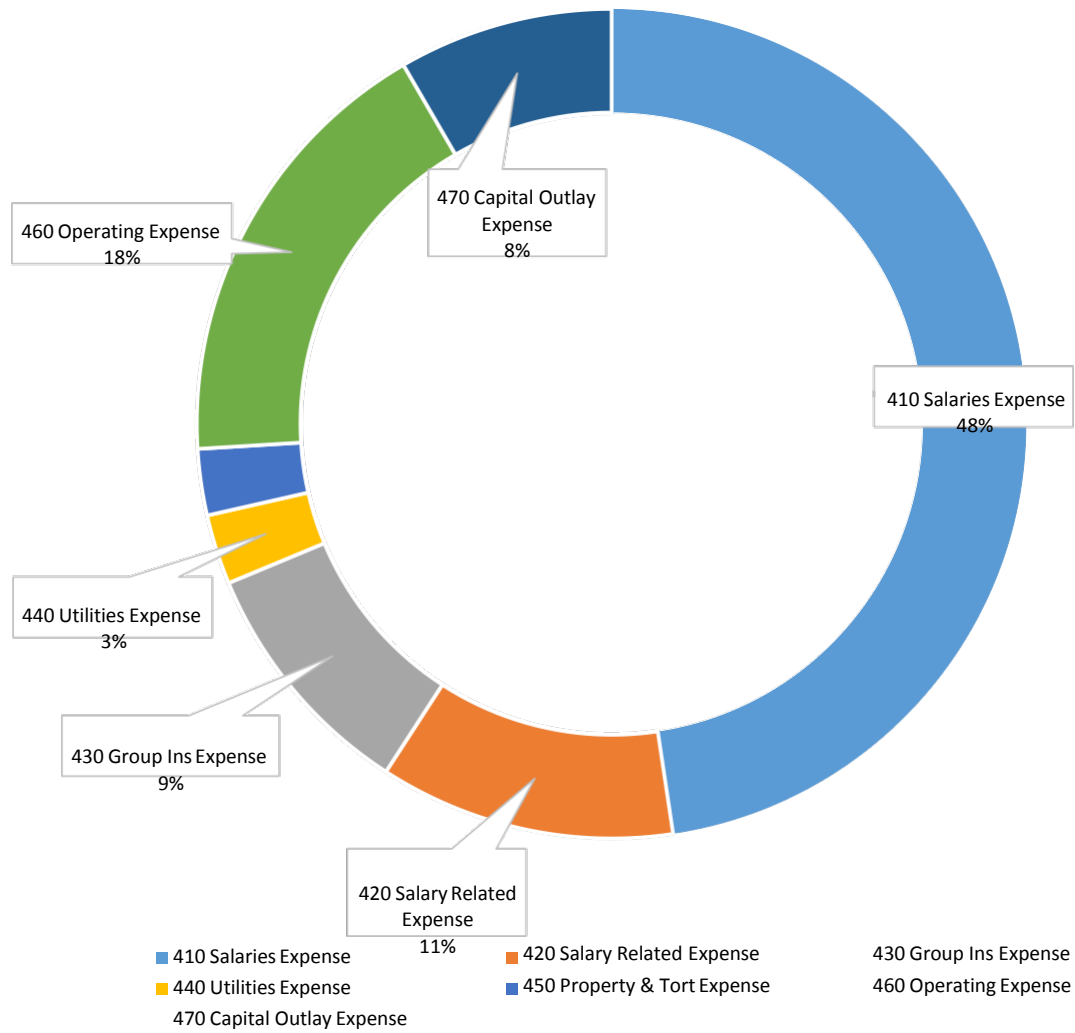
Description of Department:

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 and Objectives:

- ✓ To develop and implement plans which will improve the quality of life within the City of Orangeburg.
- ✓ Promote orderly and controlled growth through the development, coordination, and implementation of systematic programs which utilize city resources.
- ✓ Assist the City Administrator with the execution of special projects, annexation, and lease purchases as needed.
- ✓ Support the Systematic Code Enforcement Program by eradicating dilapidated, unsafe housing and other structures throughout the city.
- ✓ Review the Comprehensive Plan and Map for the City and ensure that all boards adhere to required continued education.
- ✓ Stay abreast of proposed and current legislation as it relates to the Land Development Ordinance for areas of planning and development.
- ✓ Gather, interpret, and prepare data for studies, reports, and recommendations as needed.
- ✓ Provide assistance to downtown revitalization efforts through meetings and grant opportunities.

PUBLIC WORKS DEPARTMENT



Description	Adopted Budget FY16	Amended Budget	Actual Balance FY16-	Adopted Budget FY17
	17	FY16-17	17	18
410 Salaries Expense	\$1,206,054	\$1,180,802	\$1,180,183	\$1,189,680
420 Salary Related Expense	\$289,970	\$291,674	\$291,233	\$287,843
430 Group Ins Expense	\$214,426	\$238,434	\$237,219	\$239,009
440 Utilities Expense	\$67,000	\$64,263	\$64,030	\$68,000
450 Property & Tort Expense	\$47,115	\$60,425	\$60,424	\$64,552
460 Operating Expense	\$391,430	\$370,259	\$341,818	\$439,580
470 Capital Outlay Expense	\$344,500	\$292,494	\$48,602	\$209,000
Grand Total	\$2,560,495	\$2,498,351	\$2,223,509	\$2,497,664



Public Works Department-40; Administrative Division-01

Resources:

3 Full Time Positions, 0 Part Time Positions, and 1 Vehicle

Description of Department:

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

Goals and Objectives:

- ✓ To provide support, leadership, direction and planning to all divisions within the Public Works Department in meeting their goals and objectives.
- ✓ To work closely with Service Department, SCDOT, DPU, and other agencies on common goals within the City.
- ✓ To ensure a safe work environment.
- ✓ To ensure that the Public Works Department supports Mayor, Council, and City Administrator in the achievement of their goals and objectives.
- ✓ Provide administrative support to all divisions.
- ✓ Enforce safe work practices in all divisions through safety meetings, on-the-job encouragement, support and corrective discipline.
- ✓ Provide support to individual communities within the city in their cleanup efforts by providing special collection services.
- ✓ Encourage all employees to make a personal commitment to a cleaner and safer city.
- ✓ 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.
- ✓ 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.
- ✓ To support other departments in meeting their goals and objectives.
- ✓ To review and update ordinances pertaining to Public Works.



Public Works Department-40; Building Inspection Division-10

Resources:

2 Full Time Positions, 1 Part Time Position, and 2 Vehicles

Description of Department:

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 and Objectives:

- ✓ To review and recommend the adoption of appropriate building and housing codes.
- ✓ To enforce Comprehensive Plan and Zoning Ordinances.
- ✓ To enforce building codes.
- ✓ To enforce minimum housing standards.
- ✓ To have properly trained building officials and inspectors.
- ✓ To promote safety in all areas.
- ✓ To issue building permits throughout the City.
- ✓ To operate vehicles in a safe manner and to follow all applicable safety rules.
- ✓ To cause the demolition or repair of dilapidated dwellings in the city this year.
- ✓ To enforce required display of E-911 house/business address numbers.
- ✓ To spend 25% of time in the field identifying dilapidated housing, business license violations, zoning violations and property maintenance violations.

PUBLIC WORKS-ADMINISTRATION

Account Number	Description	Adopted Budget	Amended Budget	Actual Balance	Adopted Budget
		FY16-17	FY16-17	FY16-17	FY17-18
010404001410001	ADMINISTRATIVE PAYROLL	\$228,727	\$197,000	\$196,952	\$203,884
010404001420006	WORKERS' COMPENSATION	\$2,800	\$2,484	\$2,484	\$2,484
010404001420007	SOCIAL SECURITY	\$17,497	\$16,830	\$16,829	\$15,597
010404001420008	RETIREMENT	\$25,120	\$25,120	\$25,120	\$20,000
010404001430005	GROUP INSURANCE	\$26,709	\$20,334	\$20,208	\$20,000
010404001440010	UTILITIES EXPENSE	\$4,600	\$4,500	\$4,500	\$5,000
010404001450011	PROPERTY & TORT INSURANCE	\$1,120	\$1,137	\$1,137	\$1,137
010404001450049	VEHICLE INSURANCE	\$800	\$736	\$736	\$1,500
010404001460004	SPECIAL EXPENSE	\$50	\$50	\$0	\$50
010404001460009	TRAVEL & TRAINING	\$2,000	\$1,000	\$817	\$2,000
010404001460012	DUES, FEES & SUBSCRIPTION	\$1,400	\$1,021	\$1,021	\$1,400
010404001460013	POSTAGE, PRINTING, ADV	\$100	\$520	\$459	\$100
010404001460014	OFFICE SUPPLIES	\$1,200	\$500	\$344	\$1,200
010404001460015	OFFICE MAINTENANCE	\$800	\$876	\$822	\$900
010404001460016	MISCELLANEOUS EXPENSE	\$1,000	\$500	\$164	\$1,000
010404001460018	CLOTHING	\$1,000	\$0	\$0	\$1,000
010404001460019	EQUIPMENT MAINTENANCE	\$250	\$0	\$0	\$250
010404001460021	GAS	\$2,500	\$2,000	\$1,224	\$2,500
010404001460022	TIRES	\$500	\$542	\$542	\$500
010404001460024	MATERIALS AND SUPPLIES	\$1,000	\$2,566	\$2,543	\$2,000
010404001460025	COMPUTER SUPPLIES & UPGRADE	\$1,500	\$4,705	\$3,821	\$2,500
010404001460050	VEHICLE MAINTENANCE	\$1,200	\$1,000	\$560	\$1,200
010404001470020	CAPITAL OUTLAY	\$30,000	\$27,882	\$27,882	\$0
010404001470040	SMALL CAPITAL OUTLAY	\$500	\$109	\$0	\$1,000
Grand Total		\$352,373	\$311,412	\$308,164	\$287,202

PUBLIC WORKS-BUILDING INSPECTION

010404010410001	ADMINISTRATIVE PAYROLL	\$122,500	\$121,000	\$121,000	\$119,773
010404010410003	OVERTIME	\$0	\$1,200	\$1,200	\$0
010404010420006	WORKERS' COMPENSATION	\$2,600	\$2,079	\$2,079	\$2,079
010404010420007	SOCIAL SECURITY	\$9,371	\$9,256	\$9,255	\$9,162
010404010420008	RETIREMENT	\$13,364	\$14,364	\$14,364	\$14,444
010404010430005	GROUP INSURANCE	\$24,147	\$26,000	\$26,000	\$25,553
010404010440010	UTILITIES EXPENSE	\$3,500	\$3,500	\$3,482	\$3,500
010404010450011	PROPERTY & TORT INSURANCE	\$783	\$800	\$800	\$800
010404010450049	VEHICLE INSURANCE	\$1,275	\$1,275	\$1,275	\$1,275
010404010460004	SPECIAL EXPENSE	\$100	\$100	\$0	\$100
010404010460009	TRAVEL & TRAINING	\$2,500	\$200	\$197	\$2,500
010404010460012	DUES, FEES & SUBSCRIPTION	\$2,000	\$2,000	\$1,388	\$2,000
010404010460013	POSTAGE, PRINTING, ADV	\$3,000	\$3,300	\$3,207	\$3,000
010404010460014	OFFICE SUPPLIES	\$1,000	\$1,000	\$744	\$1,000
010404010460015	OFFICE MAINTENANCE	\$800	\$900	\$822	\$800
010404010460018	CLOTHING	\$1,500	\$1,000	\$673	\$1,500
010404010460019	EQUIPMENT MAINTENANCE	\$200	\$200	\$0	\$500
010404010460021	GAS	\$1,500	\$1,000	\$909	\$1,500
010404010460022	TIRES	\$500	\$500	\$0	\$500
010404010460024	MATERIALS AND SUPPLIES	\$3,000	\$2,000	\$585	\$3,000
010404010460025	COMPUTER SUPPLIES & UPGRADE	\$2,000	\$1,134	\$1,134	\$2,000
010404010460041	CONTRACTUAL SERVICES	\$1,500	\$0	\$0	\$1,500
010404010460050	VEHICLE MAINTENANCE	\$1,000	\$500	\$132	\$1,000
010404010470040	SMALL CAPITAL OUTLAY	\$500	\$0	\$0	\$500
Grand Total		\$198,640	\$193,308	\$189,246	\$197,986



Public Works Department-40; Garage Division-30

Resources:

5 Full Time Positions, 0 Part Time Positions, and 3 Vehicles

Description of Department:

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

Goals and Objectives:

- ✓ To operate a safe, responsible and cost effective maintenance facility for the city's vehicles and equipment.
- ✓ To operate a fueling station for the city's vehicles and equipment.
- ✓ To provide road service for city vehicles and equipment.
- ✓ To promote a safe work environment.
- ✓ To maintain a highly trained workforce by providing ongoing training to mechanics.
- ✓ 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.
- ✓ 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.
- ✓ 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.
- ✓ 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.
- ✓ Use outside agencies as needed for the repair and maintenance of vehicles.



Public Works Department-40; Municipal Buildings Division-40

Resources:

1 Full Time Positions, 0 Part Time Positions, and 1 Vehicles

Description of Department:

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, Public Works, Municipal Court, and Hillcrest Golf Course.

Goals and Objectives:

- ✓ To maintain City Hall, Public Works Complex, Stevenson Auditorium and City Council Chambers to prevent deterioration to structures and equipment and to make sure all are presentable and usable at all times.
- ✓ 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, Public Works, Municipal Court, and Hillcrest Golf Course personnel.
- ✓ To work safely in carrying out work assignments.
- ✓ To maintain outside areas at City Hall, Public Works Complex, Stevenson Auditorium and City Council Chambers.
- ✓ To clean and maintain the structure of City Hall, Public Works Complex, Stevenson Auditorium and City Council Chambers as needed.
- ✓ To maintain emergency evacuation plan and emergency equipment such as fire extinguishers as required by code.
- ✓ To respond promptly to the facility needs of City Staff, Mayor, Council and visitors.
- ✓ To work closely with those renting Stevenson Auditorium to help them have a successful event.

PUBLIC WORKS-GARAGE

Account Number	Description	Adopted Budget	Amended Budget	Actual Balance	Adopted Budget
		FY16-17	FY16-17	FY16-17	FY17-18
010404030410001	ADMINISTRATIVE PAYROLL	\$54,843	\$55,111	\$55,060	\$55,112
010404030410002	OPERATIONAL PAYROLL	\$171,973	\$173,873	\$173,873	\$195,681
010404030410003	OVERTIME	\$2,000	\$8,500	\$8,499	\$2,000
010404030420006	WORKERS' COMPENSATION	\$7,200	\$7,478	\$7,478	\$7,478
010404030420007	SOCIAL SECURITY	\$17,504	\$18,167	\$18,166	\$19,338
010404030420008	RETIREMENT	\$25,141	\$28,400	\$28,356	\$30,302
010404030430005	GROUP INSURANCE	\$34,000	\$44,000	\$43,643	\$45,000
010404030440010	UTILITIES EXPENSE	\$20,000	\$16,343	\$16,006	\$20,000
010404030450011	PROPERTY & TORT INSURANCE	\$2,593	\$2,505	\$2,505	\$2,505
010404030450049	VEHICLE INSURANCE	\$2,400	\$2,285	\$2,285	\$2,400
010404030460004	SPECIAL EXPENSE	\$100	\$100	\$0	\$100
010404030460009	TRAVEL & TRAINING	\$1,500	\$300	\$300	\$1,500
010404030460012	DUES, FEES & SUBSCRIPTION	\$600	\$3,600	\$3,600	\$2,100
010404030460014	OFFICE SUPPLIES	\$200	\$538	\$538	\$450
010404030460015	OFFICE MAINTENANCE	\$500	\$0	\$0	\$500
010404030460016	MISCELLANEOUS EXPENSE	\$0	\$50	\$5	\$50
010404030460017	COMPUTER OPERATIONS	\$1,500	\$0	\$0	\$1,500
010404030460018	CLOTHING	\$2,500	\$2,600	\$2,600	\$2,500
010404030460019	EQUIPMENT MAINTENANCE	\$1,500	\$5,065	\$5,065	\$3,000
010404030460021	GAS	\$3,500	\$2,500	\$2,268	\$2,800
010404030460022	TIRES	\$500	\$700	\$635	\$700
010404030460023	FACILITY MAINTENANCE	\$4,000	\$5,645	\$5,645	\$4,000
010404030460024	MATERIALS AND SUPPLIES	\$17,000	\$22,961	\$22,961	\$17,000
010404030460025	COMPUTER SUPPLIES & UPGRADE	\$1,200	\$1,941	\$1,941	\$1,200
010404030460050	VEHICLE MAINTENANCE	\$1,000	\$1,250	\$884	\$1,500
010404030470020	CAPITAL OUTLAY	\$16,000	\$17,500	\$16,712	\$10,300
010404030470040	SMALL CAPITAL OUTLAY	\$8,000	\$0	\$0	\$2,000
Grand Total		\$397,254	\$421,412	\$419,025	\$431,016

PUBLIC WORKS-MUNICIPAL BUILDINGS

010404040410001	OPERATIONAL PAYROLL	\$32,922	\$33,038	\$33,038	\$32,883
010404040410003	OVERTIME	\$12,000	\$14,500	\$14,500	\$12,000
010404040420006	WORKERS' COMPENSATION	\$1,856	\$1,450	\$1,450	\$1,450
010404040420007	SOCIAL SECURITY	\$3,436	\$3,436	\$3,196	\$3,434
010404040420008	RETIREMENT	\$4,946	\$5,481	\$5,481	\$5,413
010404040430005	GROUP INSURANCE	\$6,570	\$5,100	\$5,100	\$5,400
010404040440010	UTILITIES EXPENSE	\$33,500	\$33,500	\$33,286	\$33,500
010404040450011	PROPERTY & TORT INSURANCE	\$6,416	\$4,088	\$4,088	\$6,000
010404040450049	VEHICLE INSURANCE	\$585	\$585	\$585	\$585
010404040460004	SPECIAL EXPENSE	\$50	\$50	\$0	\$50
010404040460016	MISCELLANEOUS EXPENSE	\$0	\$177	\$177	\$200
010404040460018	CLOTHING	\$1,500	\$1,200	\$995	\$1,200
010404040460019	EQUIPMENT MAINTENANCE	\$800	\$950	\$926	\$800
010404040460021	GAS	\$1,700	\$1,663	\$1,663	\$1,500
010404040460022	TIRES	\$300	\$397	\$397	\$300
010404040460023	FACILITY MAINTENANCE	\$25,000	\$13,516	\$13,516	\$25,000
010404040460024	MATERIALS AND SUPPLIES	\$5,000	\$7,378	\$7,378	\$7,000
010404040460032	CONTRACTUAL SERVICES	\$3,600	\$4,020	\$4,020	\$3,600
010404040460041	VEHICLE MAINTENANCE	\$750	\$750	\$392	\$750
010404040460199	FIRST CIT BLDG EXPENSES	\$1,000	\$900	\$510	\$1,000
010404040470040	SMALL CAPITAL OUTLAY	\$500	\$0	\$0	\$500
Grand Total		\$142,431	\$132,179	\$130,699	\$142,565



Public Works Department-40; Residential Sanitation Division-60

Resources:

15 Full Time Positions, 0 Part Time Positions, and 17 Vehicles

Description of Department:

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

Goals and Objectives:

- ✓ To collect and dispose of residential solid waste in the City in a cost effective and safe manner.
- ✓ To be responsive to the needs of the citizens in disposing of Solid Waste.
- ✓ To promote a clean city through dedicated employees, education of the public and enforcement of ordinances.
- ✓ To support Code Enforcement by clearing weedy and overgrown lots.
- ✓ To promote a safe work environment.
- ✓ To continue to monitor employees' driving records to be sure that all operators have a current Commercial Driver's License (CDL) and comply with the requirements and to continue with random drug screens.
- ✓ To ensure that all employees work in a safe manner to protect themselves and the public.
- ✓ To be responsive to the special needs of citizens and accommodate them when possible.
- ✓ To motivate employees to make a personal commitment to keeping the city clean.
- ✓ To continue to promote the curbside recycling program.
- ✓ To enforce city ordinances pertaining to solid waste collection and disposal, and to recommend changes where appropriate.
- ✓ To continue to search for ways to make the Comprehensive Solid Waste Management Program better.
- ✓ To maintain link to DPU ensuring all clients and citizens are billed correctly for their garbage services.

PUBLIC WORKS-RESIDENTIAL SANITATION

010404060410001	ADMINISTRATIVE PAYROLL	\$45,815	\$45,815	\$45,814	\$46,040
010404060410002	OPERATIONAL PAYROLL	\$415,028	\$410,019	\$410,019	\$399,404
010404060410003	OVERTIME	\$40,000	\$40,000	\$39,999	\$40,000
010404060420006	WORKERS' COMPENSATION	\$44,000	\$39,342	\$39,342	\$40,000
010404060420007	SOCIAL SECURITY	\$38,315	\$38,370	\$38,370	\$37,137
010404060420008	RETIREMENT	\$55,250	\$58,348	\$58,348	\$58,545
010404060430005	GROUP INSURANCE	\$110,000	\$130,000	\$129,999	\$130,000
010404060440010	UTILITIES EXPENSE	\$5,400	\$6,420	\$6,756	\$6,000
010404060450011	PROPERTY & TORT INSURANCE	\$5,446	\$21,139	\$21,139	\$22,000
010404060450049	VEHICLE INSURANCE	\$17,289	\$17,257	\$17,257	\$17,257
010404060460004	SPECIAL EXPENSE	\$100	\$984	\$984	\$600
010404060460009	TRAVEL & TRAINING	\$400	\$200	\$45	\$400
010404060460012	DUES, FEES & SUBSCRIPTION	\$0	\$0	\$0	\$0
010404060460013	POSTAGE, PRINTING, ADV	\$100	\$100	\$68	\$100
010404060460014	OFFICE SUPPLIES	\$250	\$110	\$95	\$250
010404060460015	OFFICE MAINTENANCE	\$0	\$0	\$0	\$0
010404060460016	MISCELLANEOUS EXPENSE	\$200	\$900	\$733	\$1,000
010404060460018	CLOTHING	\$12,500	\$13,813	\$13,813	\$13,250
010404060460019	EQUIPMENT MAINTENANCE	\$800	\$1,224	\$1,224	\$800
010404060460021	GAS	\$63,000	\$53,892	\$48,478	\$60,000
010404060460022	TIRES	\$24,000	\$23,928	\$23,928	\$22,000
010404060460023	FACILITY MAINTENANCE	\$1,000	\$4,792	\$4,781	\$2,000
010404060460024	MATERIALS AND SUPPLIES	\$12,000	\$11,000	\$9,131	\$12,000
010404060460027	RADIOS	\$0	\$0	\$0	\$0
010404060460037	FRONT END CONTAINERS	\$0	\$0	\$0	\$0
010404060460038	CARTS & MAINTENANCE	\$10,000	\$10,241	\$10,226	\$30,000
010404060460041	CONTRACTUAL SERVICES	\$1,500	\$6,715	\$6,715	\$6,000
010404060460050	VEHICLE MAINTENANCE	\$45,000	\$37,835	\$35,825	\$40,000
010404060460665	RECYCLING BINS	\$2,200	\$2,200	\$2,156	\$2,200
010404060470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$160,000
010404060470040	SMALL CAPITAL OUTLAY	\$500	\$0	\$0	\$2,000
Grand Total		\$950,093	\$974,644	\$965,246	\$1,148,983



*Public Works Department-40; Commercial Sanitation
Division-65*

Resources:

2 Full Time Positions, 0 Part Time Positions, and 3 Vehicles

Description of Department:

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

Goals and Objectives:

- ✓ To collect and dispose of commercial solid waste in the City in a cost effective and safe manner.
- ✓ To be responsive to the needs of city businesses in disposing of Solid Waste.
- ✓ To promote a clean city through dedicated employees, education of the public and enforcement of ordinances.
- ✓ To promote a safe work environment.
- ✓ To continue to monitor employees' driving records to be sure that all operators have a current Commercial Driver's License (CDL) and comply with the requirements and to continue with random drug screens.
- ✓ To ensure that all employees work in a safe manner to protect themselves and the public.
- ✓ To motivate employees to make a personal commitment to keeping the city clean.
- ✓ To enforce city ordinances pertaining to solid waste collection and disposal and to recommend changes where appropriate.
- ✓ To continue to search for ways to make the Comprehensive Solid Waste Management Program better.
- ✓ Provide backup support to other departments when short on personnel or equipment.
- ✓ To continue implementation of mandatory commercial garbage collection.
- ✓ 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.
- ✓ Continue to utilize "WasteBooks" to manage routes effectively.
- ✓ To monitor collections through DPU for Commercial Sanitation.



*Public Works Department-40; Streets & Maintenance
Division-80*

Resources:

0 Full Time Positions, 0 Part Time Positions, and 0 Vehicles

Description of Department:

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 and Objectives:

- ✓ To ensure city streets are properly maintained.
- ✓ To use Sanitation personnel to support this area.
- ✓ To address flooding caused by storm water run-off.
- ✓ To improve the appearance of the city by enforcement of the Weedy Lot and Junk Car Ordinances.
- ✓ To ensure properly maintained streets in the city by issuing service orders for repair.
- ✓ To monitor open ditches in the city for blockages and issue service orders to correct.
- ✓ To identify storm water flooding problems in the city and recommend corrective action.
- ✓ To identify defective or missing street signs and order replacements; also, to provide instructions on replacements to field personnel.
- ✓ To identify weedy lots including exposed opened storage areas and take corrective action.
- ✓ To identify junk cars and take corrective action.
- ✓ To identify possible abandoned or condemned properties.

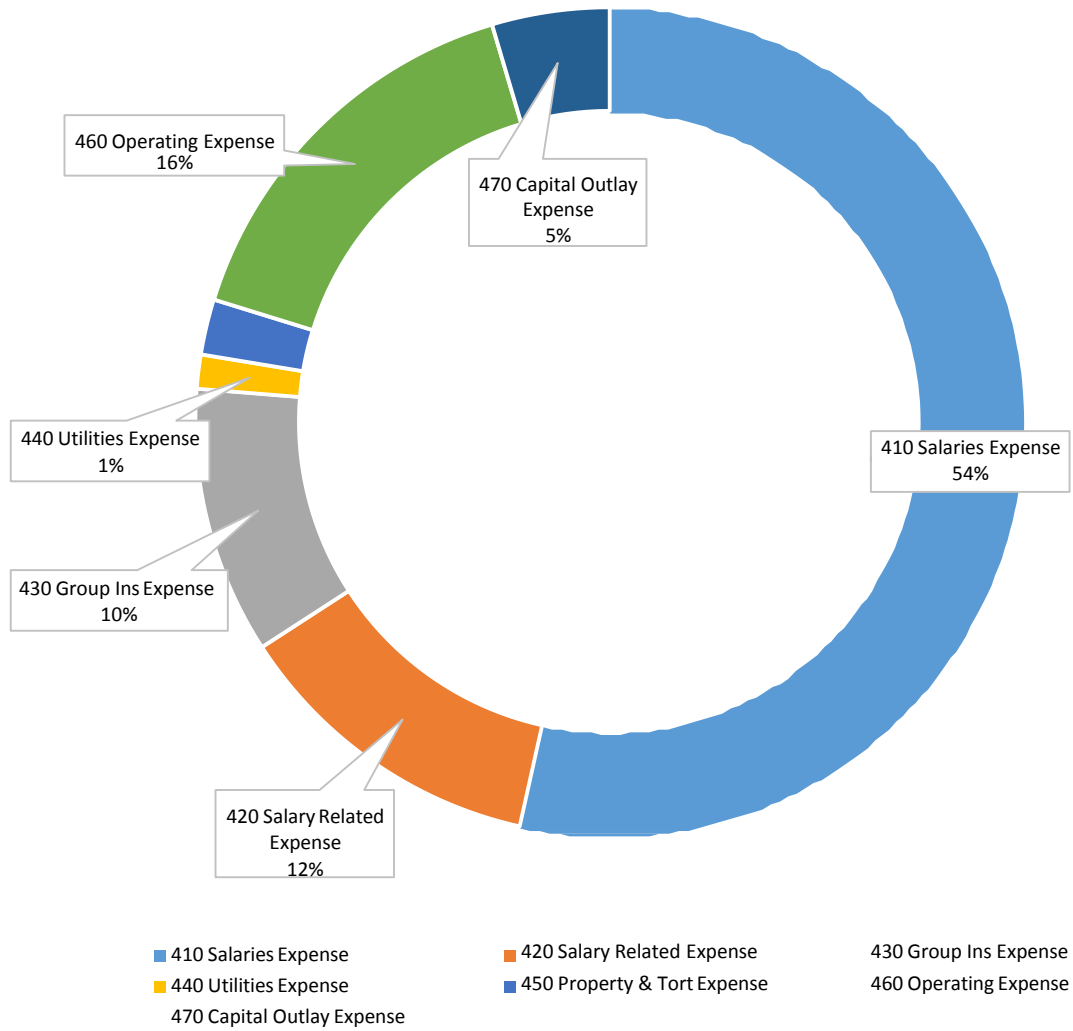
PUBLIC WORKS-COMMERCIAL SANITATION

Account Number	Description	Adopted Budget	Amended Budget	Actual Balance	Adopted Budget
		FY16-17	FY16-17	FY16-17	FY17-18
010404065410002	OPERATIONAL PAYROLL	\$72,246	\$72,246	\$72,246	\$74,903
010404065410003	OVERTIME	\$8,000	\$8,500	\$7,983	\$8,000
010404065420006	WORKERS' COMPENSATION	\$6,600	\$5,399	\$5,399	\$5,500
010404065420007	SOCIAL SECURITY	\$6,139	\$6,139	\$5,984	\$6,380
010404065420008	RETIREMENT	\$8,831	\$9,531	\$9,531	\$9,100
010404065430005	GROUP INSURANCE	\$13,000	\$13,000	\$12,269	\$13,056
010404065450011	PROPERTY & TORT INSURANCE	\$483	\$500	\$500	\$500
010404065450049	VEHICLE INSURANCE	\$5,106	\$6,372	\$6,372	\$6,372
010404065460013	POSTAGE, PRINTING, ADV	\$0	\$0	\$0	\$0
010404065460018	CLOTHING	\$1,000	\$1,251	\$1,251	\$1,200
010404065460021	GAS	\$23,000	\$16,151	\$16,151	\$16,000
010404065460022	TIRES	\$12,000	\$9,881	\$9,881	\$11,000
010404065460024	MATERIALS AND SUPPLIES	\$0	\$0	\$0	\$0
010404065460025	COMPUTER SUPPLIES & UPGRADE	\$1,500	\$1,000	\$0	\$1,000
010404065460027	RADIOS	\$0	\$0	\$0	\$0
010404065460037	FRONT END CONTAINERS	\$20,000	\$19,990	\$19,990	\$50,000
010404065460038	CARTS & MAINTENANCE	\$2,000	\$2,007	\$2,005	\$2,000
010404065460050	VEHICLE MAINTENANCE	\$13,000	\$19,500	\$15,969	\$14,000
010404065470020	CAPITAL OUTLAY	\$285,000	\$246,503	\$4,008	\$4,200
010404065470040	SMALL CAPITAL OUTLAY	\$500	\$500	\$0	\$1,000
Grand Total		\$478,405	\$438,470	\$189,538	\$224,211

PUBLIC WORKS-STREETS AND MAINTENANCE

010404080450011	PROPERTY & TORT INSURANCE	\$2,156	\$1,025	\$1,025	\$1,500
010404080450049	VEHICLE INSURANCE	\$585	\$643	\$643	\$643
010404080460019	EQUIPMENT MAINTENANCE	\$3,500	\$2,500	\$1,636	\$3,500
010404080460021	GAS	\$1,500	\$0	\$0	\$1,500
010404080460024	MATERIALS AND SUPPLIES	\$15,000	\$10,000	\$9,085	\$15,000
010404080460039	TRAFFIC & STREET SIGNS	\$7,000	\$6,000	\$4,064	\$8,000
010404080460041	CONTRACTUAL SERVICES	\$1,500	\$1,000	\$335	\$1,500
010404080460050	VEHICLE MAINTENANCE	\$1,000	\$500	\$17	\$1,000
010404080460224	INERT DUMP SUPPLIES	\$500	\$0	\$0	\$0
010404080470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$24,593
010404080470040	SMALL CAPITAL OUTLAY	\$2,500	\$0	\$0	\$2,407
Grand Total		\$35,241	\$21,668	\$16,804	\$59,643

PUBLIC SAFETY DEPARTMENT



Description	Adopted Budget FY16	Amended Budget	Actual Balance FY16-	Adopted Budget FY17
	17	FY16-17	17	18
410 Salaries Expense	\$4,173,599	\$4,137,796	\$4,136,524	\$4,542,073
420 Salary Related Expense	\$1,000,290	\$1,054,002	\$1,050,682	\$1,050,403
430 Group Ins Expense	\$685,272	\$835,474	\$833,696	\$885,000
440 Utilities Expense	\$120,000	\$115,000	\$114,295	\$113,000
450 Property & Tort Expense	\$173,369	\$169,915	\$169,912	\$183,907
460 Operating Expense	\$1,341,700	\$1,184,759	\$1,106,872	\$1,328,145
470 Capital Outlay Expense	\$872,100	\$855,213	\$858,962	\$389,675
Grand Total	\$8,366,330	\$8,352,159	\$8,270,943	\$8,492,203



Public Safety Department-60; Administration Division-10

Resources:

3 Full Time Positions, 3 Part Time Positions, and 1 Vehicle

Description of Department:

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

Goals and Objectives:

- ✓ The Administrative Division will work to increase the effectiveness of the DPS through the modernization of existing and the purchase of new firefighting or public safety equipment.
- ✓ The Administrative Division will work towards finalizing the operational and physical control over the ODPS/Claflin University Forensic Laboratory
- ✓ The Department of Public Safety will work towards updating equipment.
- ✓ The Department of Public Safety will work with the City Administrator and Claflin University officials to finalize the Memorandum of Understanding between the two parties as well as develop a long term agreement for the facility from the university.

PUBLIC SAFETY-DPS ADMINISTRATION

Account Number	Description	Adopted Budget	Amended Budget	Actual Balance	Adopted Budget
		FY16-17	FY16-17	FY16-17	FY17-18
010606010410001	ADMINISTRATIVE PAYROLL	\$125,624	\$130,563	\$130,562	\$126,240
010606010410002	OPERATIONAL PAYROLL	\$27,690	\$21,712	\$21,712	\$26,768
010606010410003	OVERTIME	\$0	\$0	\$273	\$0
010606010420006	WORKERS' COMPENSATION	\$3,700	\$2,599	\$2,599	\$2,529
010606010420007	SOCIAL SECURITY	\$11,728	\$11,297	\$11,296	\$11,706
010606010420008	RETIREMENT	\$16,923	\$22,379	\$22,378	\$18,453
010606010430005	GROUP INSURANCE	\$18,000	\$21,709	\$21,708	\$22,000
010606010440010	UTILITIES EXPENSE	\$120,000	\$115,000	\$114,295	\$113,000
010606010450011	PROPERTY & TORT INSURANCE	\$19,000	\$21,143	\$21,143	\$22,201
010606010450049	VEHICLE INSURANCE	\$800	\$1,102	\$1,102	\$1,158
010606010460004	SPECIAL EXPENSE	\$31,000	\$21,962	\$21,961	\$35,000
010606010460008	NEW HIRE/RECRUITMENT EXP	\$9,000	\$12,467	\$12,466	\$10,000
010606010460009	TRAVEL & TRAINING	\$2,000	\$2,713	\$2,713	\$2,000
010606010460012	DUES, FEES & SUBSCRIPTION	\$10,000	\$9,717	\$9,717	\$5,500
010606010460013	POSTAGE, PRINTING, ADV	\$15,000	\$26,743	\$28,634	\$15,000
010606010460014	OFFICE SUPPLIES	\$6,000	\$8,861	\$8,861	\$7,500
010606010460015	OFFICE MAINTENANCE	\$6,000	\$1,507	\$1,507	\$5,500
010606010460016	MISCELLANEOUS EXPENSE	\$1,000	\$22	\$21	\$1,000
010606010460017	COMPUTER OPERATIONS	\$42,000	\$38,740	\$38,740	\$45,000
010606010460019	EQUIPMENT MAINTENANCE	\$100	\$0	\$0	\$100
010606010460021	GAS	\$2,000	\$1,090	\$1,089	\$2,000
010606010460022	TIRES	\$600	\$0	\$0	\$600
010606010460023	FACILITY MAINTENANCE	\$50,000	\$51,944	\$51,944	\$100,000
010606010460024	MATERIALS AND SUPPLIES	\$14,000	\$13,773	\$13,773	\$13,000
010606010460025	COMPUTER SUPPLIES & UPGRADE	\$15,000	\$15,644	\$15,643	\$13,000
010606010460026	GRANT MATCH	\$0	\$0	\$0	\$0
010606010460030	LEASES	\$0	\$0	\$0	\$0
010606010460032	TUITION REIMBURSEMENT	\$25,000	\$17,651	\$17,651	\$25,000
010606010460034	GANG INITIATIVE/2020	\$5,000	\$4,069	\$4,068	\$5,000
010606010460050	VEHICLE MAINTENANCE	\$800	\$466	\$465	\$800
010606010460053	CRIMINAL STATE ASSESSMENT	\$115,000	\$79,455	\$78,889	\$100,000
010606010460054	TRAFFIC STATE ASSESSMENTS	\$257,000	\$220,000	\$160,979	\$220,000
010606010460056	ORDINANCE	0	\$0	\$0	\$0
010606010460060	JUVENILE DETENTION	\$5,000	\$10,725	\$10,725	\$6,000
010606010470020	REIMBURSEMENT	\$0	\$0	\$0	\$0
010606010470032	CAPITAL OUTLAY	\$0	\$770	\$856	\$0
010606010470040	JAG GRANT	\$0	\$0	\$0	\$0
010606010480091	SMALL CAPITAL	\$0	\$0	\$0	\$0
Grand Total		\$954,965	\$885,823	\$827,769	\$956,055



Public Safety Department-60; Patrol Division-20

Resources:

46 Full Time Positions, 0 Part Time Positions, and 30 Vehicles

Description of Department:

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

Goals and Objectives:

- ✓ Provide the citizens of Orangeburg with the most comprehensive, efficient and effective police and fire service available within the confines of our existing resources.
- ✓ Deliver community focused police, victim, and fire services by developing collaborative relationships with our community partners.

PUBLIC SAFETY-PATROL

Account Number	Description	Adopted Budget	Amended Budget	Actual Balance	Adopted Budget
		FY16-17	FY16-17	FY16-17	FY17-18
010606020410001	ADMINISTRATIVE PAYROLL	\$57,000	\$56,602	\$56,602	\$61,602
010606020410002	OPERATIONAL PAYROLL	\$1,445,000	\$1,468,000	\$1,467,999	\$1,767,866
010606020410003	OVERTIME	\$180,000	\$220,000	\$219,999	\$180,000
010606020420006	WORKERS' COMPENSATION	\$55,000	\$48,079	\$48,079	\$50,500
010606020420007	SOCIAL SECURITY	\$129,000	\$133,844	\$133,844	\$153,724
010606020420008	RETIREMENT	\$225,500	\$290,000	\$290,000	\$274,699
010606020430005	GROUP INSURANCE	\$280,000	\$379,835	\$391,795	\$430,000
010606020450011	PROPERTY & TORT INSURANCE	\$49,000	\$46,904	\$46,904	\$51,368
010606020450049	VEHICLE INSURANCE	\$24,011	\$24,072	\$24,072	\$25,276
010606020460004	SPECIAL EXPENSE	\$1,000	\$365	\$365	\$1,000
010606020460009	TRAVEL & TRAINING	\$1,000	\$1,204	\$1,203	\$1,000
010606020460018	CLOTHING	\$125,000	\$84,585	\$84,585	\$90,000
010606020460019	EQUIPMENT MAINTENANCE	\$6,000	\$53,202	\$53,202	\$53,550
010606020460021	GAS	\$75,000	\$74,143	\$72,107	\$70,000
010606020460022	TIRES	\$8,000	\$8,776	\$8,776	\$8,000
010606020460024	MATERIALS AND SUPPLIES	\$4,000	\$4,587	\$4,586	\$5,995
010606020460027	RADIOS	\$46,000	\$35,831	\$41,143	\$36,000
010606020460028	TRAFFIC CONTROL	\$500	\$5,313	\$0	\$500
010606020460049	CANINE EXPENSES	\$1,500	\$1,700	\$1,699	\$2,000
010606020460050	VEHICLE MAINTENANCE	\$22,000	\$29,506	\$29,505	\$25,000
010606020460091	CRIME/FIRE PREVENTION	\$0	\$458	\$458	\$0
010606020470020	CAPITAL OUTLAY	\$114,000	\$114,023	\$114,022	\$76,000
010606020470040	SMALL CAPITAL OUTLAY	\$4,300	\$3,345	\$3,344	\$9,440
Grand Total		\$2,852,811	\$3,084,374	\$3,094,288	\$3,373,520



*Public Safety Department-60; Special Operations
Division-25*

Resources:

35 Full Time Positions, 4 Part Time Positions, and 28 Vehicles

Description of Department:

Provide technical support and training to the Department personnel. Responsibilities include fire inspections and fire units.

Goals and Objectives:

- ✓ 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.
- ✓ Development of a Community Action Group consisting of residents, service organizations and religious groups.
- ✓ Continue process for offender call-in selection process.
- ✓ Records enhancement.



*Public Safety Department-60; Investigations
Division-30*

Resources:

15 Full Time Positions, 0 Part Time Positions, and 19 Vehicles

Description of Department:

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

Goals and Objectives:

- ✓ Provide the community with efficient and effective investigative and victim services.
- ✓ Conduct weekly meetings to discuss overall progress on investigations and bi-monthly case review with each individual investigator.
- ✓ Attend community/crime watch meetings to obtain information on areas of concern and/or provide outreach information.

PUBLIC SAFETY-SPECIAL OPERATIONS

Account Number	Description	Adopted Budget	Amended Budget	Actual Balance	Adopted Budget
		FY16-17	FY16-17	FY16-17	FY17-18
010606025410001	ADMINISTRATIVE PAYROLL	\$72,285	\$69,489	\$69,488	\$74,639
010606025410002	OPERATIONAL PAYROLL	\$1,100,000	\$1,100,000	\$1,100,000	\$1,193,448
010606025410003	OVERTIME	\$80,000	\$118,000	\$118,000	\$100,000
010606025420006	WORKERS' COMPENSATION	\$35,000	\$35,889	\$35,888	\$37,685
010606025420007	SOCIAL SECURITY	\$95,841	\$98,875	\$98,874	\$94,335
010606025420008	RETIREMENT	\$167,054	\$174,989	\$174,988	\$173,885
010606025430005	GROUP INSURANCE	\$223,272	\$244,000	\$232,040	\$245,000
010606025450011	PROPERTY & TORT INSURANCE	\$19,347	\$15,734	\$15,734	\$20,067
010606025450049	VEHICLE INSURANCE	\$28,588	\$28,475	\$28,475	\$29,780
010606025460004	SPECIAL EXPENSE	\$1,000	\$177	\$177	\$1,000
010606025460009	TRAVEL & TRAINING	\$20,000	\$22,733	\$22,733	\$20,000
010606025460019	EQUIPMENT MAINTENANCE	\$10,000	\$8,122	\$8,121	\$12,000
010606025460021	GAS	\$32,000	\$29,000	\$31,036	\$32,000
010606025460022	TIRES	\$6,000	\$476	\$476	\$6,000
010606025460024	MATERIALS AND SUPPLIES	\$10,000	\$11,460	\$11,459	\$18,050
010606025460029	FIRE APPARATUS MAINTENANCE	\$60,000	\$52,587	\$52,586	\$50,000
010606025460033	AMMUNITION	\$9,000	\$9,608	\$9,607	\$9,000
010606025460050	VEHICLE MAINTENANCE	\$14,000	\$8,415	\$8,414	\$15,000
010606025460076	SPECIAL EVENTS	\$4,000	\$6,768	\$6,768	\$7,000
010606025460080	MENTORING EXPENSES	\$3,000	\$2,476	\$2,476	\$3,000
010606025460091	CRIME/FIRE PREVENTION	\$4,000	\$442	\$441	\$2,500
010606025460166	CJIS COMPL	\$67,500	\$70,940	\$61,036	\$39,400
010606025470020	CAPITAL OUTLAY	\$668,000	\$658,026	\$658,026	\$158,180
010606025470040	SMALL CAPITAL OUTLAY	\$34,400	\$31,860	\$31,402	\$46,000
Grand Total		\$2,764,287	\$2,798,541	\$2,778,244	\$2,387,969

PUBLIC SAFETY-INVESTIGATIONS

010606030410001	ADMINISTRATIVE PAYROLL	\$58,000	\$49,885	\$49,885	\$59,563
010606030410002	OPERATIONAL PAYROLL	\$704,000	\$715,577	\$715,577	\$650,000
010606030410003	OVERTIME	\$17,000	\$35,000	\$34,753	\$25,000
010606030420006	WORKERS' COMPENSATION	\$22,000	\$17,856	\$17,855	\$18,750
010606030420007	SOCIAL SECURITY	\$59,593	\$61,936	\$61,935	\$56,228
010606030420008	RETIREMENT	\$104,500	\$116,000	\$116,000	\$92,000
010606030430005	GROUP INSURANCE	\$130,000	\$155,216	\$155,215	\$143,000
010606030450011	PROPERTY & TORT INSURANCE	\$12,600	\$15,996	\$15,995	\$14,881
010606030450049	VEHICLE INSURANCE	\$13,000	\$12,808	\$12,808	\$13,449
010606030460004	SPECIAL EXPENSE	\$800	\$264	\$264	\$800
010606030460009	TRAVEL & TRAINING	\$1,000	\$1,423	\$1,423	\$1,000
010606030460018	CLOTHING	\$7,800	\$7,200	\$7,200	\$7,800
010606030460019	EQUIPMENT MAINTENANCE	\$300	\$0	\$0	\$1,300
010606030460021	GAS	\$26,000	\$29,795	\$29,794	\$28,500
010606030460022	TIRES	\$2,500	\$2,629	\$2,629	\$3,000
010606030460023	FACILITY MAINTENANCE	\$0	\$0	\$0	\$0
010606030460024	MATERIALS AND SUPPLIES	\$4,000	\$1,816	\$1,816	\$2,000
010606030460030	LEASES	\$0	\$0	\$0	\$15,750
010606030460050	VEHICLE MAINTENANCE	\$6,000	\$6,177	\$6,177	\$8,000
010606030460058	EXTRADITION	\$1,000	\$36	\$35	\$1,000
010606030460113	VIC SERVICE	\$9,300	\$7,051	\$7,051	\$8,000
010606030470020	CAPITAL OUTLAY	\$38,000	\$34,300	\$34,299	\$86,055
010606030470040	SMALL CAPITAL OUTLAY	\$5,800	\$5,849	\$5,849	\$0
010606030470049	VICTIM ADV GRANT	\$0	\$0	\$4,126	\$0
Grand Total		\$1,223,193	\$1,276,814	\$1,280,686	\$1,236,076



*Public Safety Department-60; Forensic Services
Division-89*

Resources:

5 Full Time Positions, 0 Part Time Positions, and 3 Vehicles

Description of Department:

The Division has one supervisor (Lieutenant) who is also one of the crime scene investigators, latent examiner, AFIS operator and assistant evidence technician. The division has one other crime scene investigator, one evidence technician, one DNA Technical Leader/Analyst and one forensic drug chemist. The division's property and evidence is responsible for the logging, storing and maintaining all of the agencies property and evidence, while the crime scene unit processes all major and some minor crime scenes as needed. Lifted latent prints are also processed, examined and searched through AFIS (Automated Fingerprint Identification System). The DNA unit is responsible for examining all potential DNA evidence that is submitted into evidence and the drug analysis unit tests and identifies all drugs and/or unknown substances submitted into evidence storage.

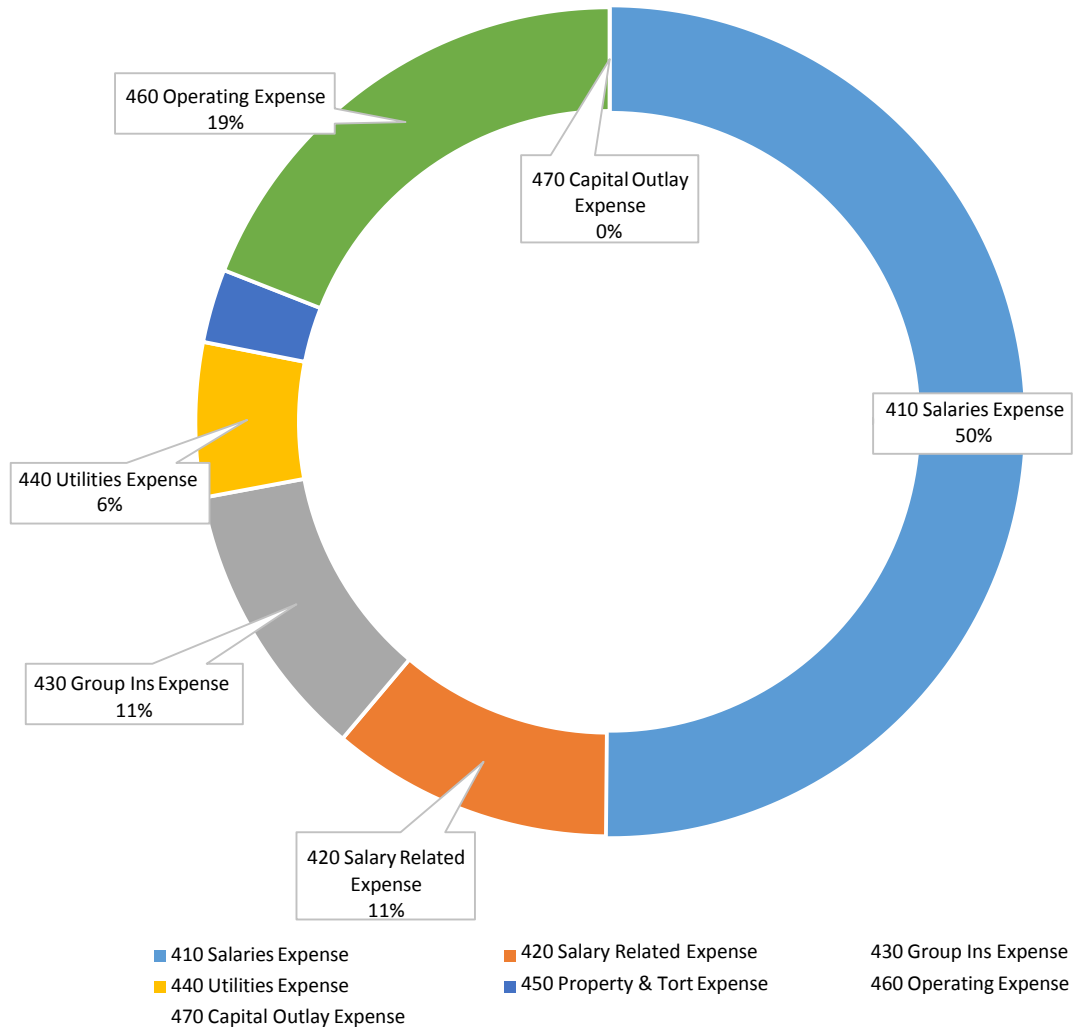
Goals and Objectives:

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

PUBLIC SAFETY-FORENSIC SERVICES UNIT

010606089410002	OPERATIONAL PAYROLL	\$299,000	\$148,968	\$148,749	\$274,947
010606089410003	OVERTIME	\$8,000	\$4,000	\$2,926	\$2,000
010606089420006	WORKERS' COMPENSATION	\$11,085	\$6,208	\$6,208	\$8,000
010606089420007	SOCIAL SECURITY	\$23,480	\$11,702	\$10,936	\$21,033
010606089420008	RETIREMENT	\$39,886	\$22,349	\$19,801	\$36,876
010606089430005	GROUP INSURANCE	\$34,000	\$34,714	\$32,938	\$45,000
010606089440010	UTILITIES EXPENSE	\$0	\$0	\$0	\$0
010606089450011	PROPERTY & TORT INSURANCE	\$3,423	\$1,584	\$1,584	\$3,524
010606089450049	VEHICLE INSURANCE	\$3,600	\$2,097	\$2,096	\$2,203
010606089460009	TRAVEL & TRAINING	\$4,500	\$2,128	\$2,127	\$5,000
010606089460013	POSTAGE, PRINTING, ADV	\$0	\$0	\$0	\$0
010606089460014	OFFICE SUPPLIES	\$100	\$0	\$0	\$0
010606089460018	CLOTHING	\$1,200	\$362	\$361	\$1,800
010606089460019	EQUIPMENT MAINTENANCE	\$60,000	\$40,000	\$32,712	\$68,000
010606089460021	GAS	\$3,000	\$36	\$35	\$2,000
010606089460022	TIRES	\$1,200	\$0	\$0	\$1,200
010606089460024	MATERIALS AND SUPPLIES	\$40,000	\$15,355	\$15,121	\$50,000
010606089460025	COMPUTER SUPPLIES & UPGRADE	\$0	\$64	\$44	\$0
010606089460050	VEHICLE MAINTENANCE	\$3,000	\$0	\$0	\$3,000
010606089470020	CAPITAL OUTLAY	\$4,800	\$4,240	\$4,240	\$10,000
010606089470040	SMALL CAPITAL OUTLAY	\$2,800	\$2,800	\$2,799	\$4,000
Grand Total		\$543,074	\$296,607	\$282,678	\$538,583

PARKS AND RECREATION DEPARTMENT



Description	Adopted Budget FY16	Amended Budget	Actual Balance FY16-	Adopted Budget FY17
	17	FY16-17	17	18
410 Salaries Expense	\$1,066,885	\$1,003,308	\$999,029	\$1,049,009
420 Salary Related Expense	\$215,989	\$227,277	\$218,329	\$230,487
430 Group Ins Expense	\$185,000	\$230,650	\$228,679	\$228,214
440 Utilities Expense	\$123,000	\$144,500	\$144,152	\$126,000
450 Property & Tort Expense	\$64,307	\$63,996	\$63,961	\$60,041
460 Operating Expense	\$407,100	\$368,130	\$316,274	\$398,300
470 Capital Outlay Expense	\$153,000	\$134,121	\$154,289	\$0
Grand Total	\$2,215,281	\$2,171,982	\$2,124,713	\$2,092,051



Parks & Recreation Department-70; Administration

Division-10

Resources:

3 Full Time Positions, 0 Part Time Positions, and 2 Vehicles

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 and Objectives:

- ✓ To administer the total operation of the Parks and Recreation Department to enhance the quality of life for the community.
- ✓ Preserve, protect, maintain, improve, and enhance natural resources, parkland, and recreational opportunities.
- ✓ Anticipate the needs of the changing community and structure programs and facilities accordingly
- ✓ Enhance the city's arts, cultural and historic assets.
- ✓ Provide efficient services to residents regardless of income, background, and ability.
- ✓ Encourage volunteerism.
- ✓ Utilize financial resources efficiently and equitably.
- ✓ Become a recognized leader in the community, state and nation in park and recreation management.
- ✓ Maximize financial efficiency and ensure contractual compliance.
- ✓ Leverage partnerships that produce new parks and facilities that are forward-thinking and world class
- ✓ Enhance health and wellness of our patrons through innovative and diversified parks, arts, recreation, leisure and cultural opportunities.
- ✓ Make the city a better place to live, work and play.
- ✓ Promote positive customer service.
- ✓ Be an employer of choice.
- ✓ Improve inter-agency cooperation with neighboring communities.
- ✓ Continue to expand the level of public information and involvement in parks and recreation.
- ✓ Use capital to renew aging infrastructure

PARKS & RECREATION-ADMINISTRATION

Account Number	Description	Adopted Budget	Amended Budget	Actual Balance	Adopted Budget
		FY16-17	FY16-17	FY16-17	FY17-18
010707001410001	ADMINISTRATIVE PAYROLL	\$162,763	\$162,763	\$162,758	\$164,054
010707001420006	WORKERS' COMPENSATION	\$3,700	\$3,700	\$2,668	\$3,108
010707001420007	SOCIAL SECURITY	\$12,451	\$12,451	\$12,415	\$12,550
010707001420008	RETIREMENT	\$17,850	\$19,650	\$19,585	\$19,784
010707001430005	GROUP INSURANCE	\$23,000	\$26,400	\$26,187	\$25,214
010707001440010	UTILITIES EXPENSE	\$12,000	\$12,000	\$11,780	\$12,000
010707001450011	PROPERTY & TORT INSURANCE	\$3,474	\$8,076	\$8,076	\$8,076
010707001450049	VEHICLE INSURANCE	\$1,408	\$1,408	\$1,350	\$1,408
010707001460004	SPECIAL EXPENSE	\$1,500	\$1,500	\$802	\$1,500
010707001460009	TRAVEL & TRAINING	\$1,500	\$1,500	\$1,137	\$1,500
010707001460012	DUES, FEES & SUBSCRIPTION	\$1,500	\$1,500	\$388	\$1,500
010707001460013	POSTAGE, PRINTING, ADV	\$1,500	\$1,500	\$1,321	\$1,500
010707001460014	OFFICE SUPPLIES	\$500	\$500	\$0	\$500
010707001460015	OFFICE MAINTENANCE	\$500	\$500	\$18	\$500
010707001460016	MISCELLANEOUS EXPENSE	\$0	\$0	\$0	\$0
010707001460017	COMPUTER OPERATIONS	\$0	\$0	\$0	\$0
010707001460018	CLOTHING	\$750	\$750	\$275	\$750
010707001460019	EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0
010707001460021	GAS	\$1,500	\$1,500	\$1,185	\$1,500
010707001460022	TIRES	\$250	\$250	\$0	\$250
010707001460024	MATERIALS AND SUPPLIES	\$800	\$800	\$85	\$500
010707001460025	COMPUTER SUPPLIES & UPGRADE	\$300	\$3,201	\$3,195	\$300
010707001460027	RADIOS	\$0	\$0	\$0	\$0
010707001460031	MISCELLANEOUS EQUIPMENT	\$0	\$0	\$0	\$0
010707001460041	CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0
010707001460050	VEHICLE MAINTENANCE	\$300	\$300	\$174	\$300
010707001470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010707001470040	SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010707001470057	PARD	\$0	\$0	\$0	\$0
010707001480080	TRF TO ACCOM TAX ACCOUNT	\$0	\$0	\$0	\$0
Grand Total		\$247,546	\$260,249	\$253,399	\$256,794



Parks & Recreation Department-70; Administration

Division-01

Resources:

3 Full Time Positions, 0 Part Time Positions, and 2 Vehicles

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 and Objectives:

- ✓ To administer the total operation of the Parks and Recreation Department to enhance the quality of life for the community.
- ✓ Preserve, protect, maintain, improve, and enhance natural resources, parkland, and recreational opportunities.
- ✓ Anticipate the needs of the changing community and structure programs and facilities accordingly
- ✓ Enhance the city's arts, cultural and historic assets.
- ✓ Provide efficient services to residents regardless of income, background, and ability.
- ✓ Encourage volunteerism.
- ✓ Utilize financial resources efficiently and equitably.
- ✓ Become a recognized leader in the community, state and nation in park and recreation management.
- ✓ Maximize financial efficiency and ensure contractual compliance.
- ✓ Leverage partnerships that produce new parks and facilities that are forward-thinking and world class
- ✓ Enhance health and wellness of our patrons through innovative and diversified parks, arts, recreation, leisure and cultural opportunities.
- ✓ Make the city a better place to live, work and play.
- ✓ Promote positive customer service.
- ✓ Be an employer of choice.
- ✓ Improve inter-agency cooperation with neighboring communities.
- ✓ Continue to expand the level of public information and involvement in parks and recreation.
- ✓ Use capital to renew aging infrastructure

PARKS & RECREATION-RECREATION

Account Number	Description	Adopted Budget	Amended Budget	Actual Balance	Adopted Budget
		FY16-17	FY16-17	FY16-17	FY17-18
010707010410001	ADMINISTRATIVE PAYROLL	\$48,302	\$49,282	\$49,282	\$49,282
010707010410002	OPERATIONAL PAYROLL	\$173,000	\$132,000	\$131,539	\$170,000
010707010410003	OVERTIME	\$0	\$0	\$0	\$0
010707010420006	WORKERS' COMPENSATION	\$4,000	\$3,780	\$3,780	\$3,990
010707010420007	SOCIAL SECURITY	\$17,159	\$15,627	\$13,272	\$16,718
010707010420008	RETIREMENT	\$21,000	\$19,000	\$18,431	\$20,000
010707010430005	GROUP INSURANCE	\$25,000	\$26,250	\$25,949	\$25,000
010707010440010	UTILITIES EXPENSE	\$50,000	\$56,800	\$56,702	\$50,000
010707010450011	PROPERTY & TORT INSURANCE	\$7,000	\$3,593	\$3,593	\$4,408
010707010450049	VEHICLE INSURANCE	\$1,880	\$1,276	\$1,276	\$1,276
010707010460004	SPECIAL EXPENSE	\$3,500	\$2,800	\$2,477	\$3,500
010707010460009	TRAVEL & TRAINING	\$2,500	\$2,500	\$2,498	\$2,500
010707010460012	DUES, FEES & SUBSCRIPTION	\$2,000	\$2,000	\$1,221	\$2,000
010707010460013	POSTAGE, PRINTING, ADV	\$4,000	\$3,500	\$1,324	\$4,000
010707010460015	OFFICE MAINTENANCE	\$5,000	\$3,000	\$0	\$5,000
010707010460016	MISCELLANEOUS EXPENSE	\$0	\$0	\$0	\$0
010707010460017	COMPUTER OPERATIONS	\$5,000	\$5,000	\$3,480	\$6,500
010707010460018	CLOTHING	\$3,200	\$3,300	\$3,279	\$3,200
010707010460019	EQUIPMENT MAINTENANCE	\$750	\$750	\$440	\$750
010707010460021	GAS	\$2,300	\$2,000	\$1,554	\$2,300
010707010460022	TIRES	\$600	\$600	\$445	\$600
010707010460023	FACILITY MAINTENANCE	\$11,000	\$8,705	\$8,703	\$18,500
010707010460024	MATERIALS AND SUPPLIES	\$20,000	\$14,602	\$9,516	\$20,000
010707010460025	COMPUTER SUPPLIES & UPGRADE	\$500	\$500	\$15	\$500
010707010460031	MISCELLANEOUS EQUIPMENT	\$750	\$750	\$0	\$750
010707010460045	CC DISCOUNT	\$1,000	\$600	\$456	\$1,000
010707010460050	VEHICLE MAINTENANCE	\$1,000	\$1,000	\$720	\$1,000
010707010460062	ADULT SOFTBALL	\$2,000	\$0	\$0	\$2,000
010707010460063	YOUTH SOFTBALL	\$5,000	\$5,000	\$4,337	\$5,000
010707010460064	BASEBALL	\$18,000	\$16,065	\$16,063	\$16,000
010707010460065	ADULT BASKETBALL	\$3,000	\$3,000	\$476	\$3,000
010707010460066	YOUTH BASKETBALL	\$22,000	\$22,000	\$17,396	\$22,000
010707010460067	FOOTBALL	\$15,000	\$15,000	\$9,834	\$15,000
010707010460069	YOUTH SOCCER	\$10,000	\$10,000	\$8,411	\$10,000
010707010460071	VOLLEYBALL	\$0	\$0	\$0	\$1,000
010707010460072	TENNIS	\$500	\$500	\$0	\$500
010707010460073	INSTRUCTIONAL CLASSES	\$33,500	\$12,000	\$10,851	\$25,000
010707010460074	PAGEANTS	\$0	\$400	\$3,605	\$0
010707010460076	SPECIAL EVENTS	\$2,000	\$2,000	\$1,875	\$2,000
010707010460077	INSURANCE	\$1,000	\$1,000	\$311	\$1,000
010707010460078	CHEERLEADING	\$500	\$540	\$535	\$500
010707010460079	CONCESSION EXPENSES	\$10,000	\$10,000	\$8,488	\$10,000
010707010460099	SCHOLARSHIPS	\$0	\$0	\$0	\$0
010707010460118	SPRAY PARK EXPENSE	\$14,000	\$7,000	\$6,361	\$14,000
010707010460119	DISC GOLF EXPENSES	\$0	\$0	\$0	\$0
010707010460124	ADULT KICKBALL	\$500	\$0	\$0	\$0
010707010460125	ALL STAR TEAM EXPENSES	\$15,000	\$15,000	\$12,471	\$15,000
010707010470040	SMALL CAPITAL OUTLAY	\$1,000	\$212	\$2,747	\$0
010707010480077	TRF TO QUEEN OF ROSES	\$0	\$0	\$0	\$0
010707010480080	TRF TO ACCOM TAX ACCOUNT	\$0	\$0	\$0	\$0
Grand Total		\$563,441	\$478,932	\$443,714	\$554,774



Parks & Recreation Department-70; Gardens Division-20

Resources:

13 Full Time Positions, 0 Part Time Positions, and 8 Vehicles

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 and Objectives:

- ✓ To maintain and develop all City landscaped areas and Edisto Memorial Gardens for the enjoyment of the citizens of Orangeburg and visitors.
- ✓ To maintain plants in 40 City landscaped areas.
- ✓ To design, install and maintain irrigation systems in park facilities and upgrade Gardens irrigation.
- ✓ To operate and expand greenhouse and nursery facilities.
- ✓ To maintain turf grass in parks.
- ✓ To maintain a Test Garden and Public Display Garden work with ARS to re-organize a rose testing program.
- ✓ To assist with the implementation and development of landscaped areas along and in the right-of-ways, islands and intersections.
- ✓ To maintain landscape in all parking lots, streetscapes and the Plaza.
- ✓ To correct drainage problems in key areas of the Gardens.
- ✓ To develop, plant and maintain new planting areas (annual and perennials) throughout the City in high visibility areas.
- ✓ To develop a brochure for the Horne Wetlands Park and include information identifying flora and fauna in the Edisto Gardens.
- ✓ To assist in the development of barrier free access in the Gardens.
- ✓ To establish plant identification for various plants in the Gardens.
- ✓ To continue maintenance of street trees and plant replacement trees.
- ✓ To inspect and repair all passive area grounds and equipment of safety.
- ✓ To continue replacing older rose plants in the Edisto Memorial Gardens.
- ✓ To continue implementation of the azalea enhancement plan for the Gardens.
- ✓ 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.
- ✓ To add signage to both butterfly gardens identifying plant material.



*Parks & Recreation Department-70; Parks and Cemetery
Division-40*

Resources:

12 Full Time Positions, 0 Part Time Positions, and 9 Vehicles

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 and Objectives:

- ✓ 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.
- ✓ Apply safe design principles in order to make neighborhood parks safer and to increase citizen usage.
- ✓ To prepare all fourteen (14) athletic fields for play not including the new recreation facility.
- ✓ To inspect and repair all recreational equipment and facilities for safety.
- ✓ To maintain all Department indoor facilities.
- ✓ To complete the opening and closing of graves and the pouring of foundations for markers in the Sunnyside Cemetery and the Orangeburg Cemetery.
- ✓ To maintain all scoreboards and lighting systems.
- ✓ To maintain all fifteen (15) playgrounds with litter control, fine cutting trimming, chemical application, fertilization and barrier repair.
- ✓ To maintain turf grass on athletic fields and upgrade all athletic field irrigation systems.
- ✓ To maintain the disc golf course and improve drainage system.
- ✓ To maintain all sixteen (16) hard surface courts by sweeping, trimming, net replacement and equipment repairs.
- ✓ To maintain the spray park and replace old fixtures as well as provide maintenance.
- ✓ To maintain landscape around ball fields, playgrounds, buildings and cemeteries.
- ✓ To develop barrier free access to ball fields, playgrounds and buildings.
- ✓ To mow all park facilities.
- ✓ To upgrade turf on soccer/football fields.
- ✓ To continue to upgrade playground facilities to meet ADA standards and required safety features.
- ✓ To develop and maintain a documented playground equipment inspection program.
- ✓ To develop spray program for cemeteries to avoid equipment around stones.
- ✓ To maintain a twelve (12) station fitness/walking trail at Summers Memorial Park.

PARKS & RECREATION-GARDENS

Account Number	Description	Adopted Budget	Amended Budget	Actual Balance	Adopted Budget
		FY16-17	FY16-17	FY16-17	FY17-18
010707020410001	ADMINISTRATIVE PAYROLL	\$82,441	\$84,456	\$84,457	\$84,536
010707020410002	OPERATIONAL PAYROLL	\$263,000	\$234,380	\$230,750	\$252,107
010707020410003	OVERTIME	\$9,000	\$9,000	\$8,960	\$9,000
010707020420006	WORKERS' COMPENSATION	\$8,500	\$14,139	\$14,139	\$14,139
010707020420007	SOCIAL SECURITY	\$27,114	\$27,114	\$24,174	\$26,442
010707020420008	RETIREMENT	\$35,000	\$39,100	\$39,075	\$41,685
010707020430005	GROUP INSURANCE	\$63,000	\$101,000	\$100,312	\$101,000
010707020440010	UTILITIES EXPENSE	\$46,000	\$55,800	\$55,775	\$46,000
010707020450011	PROPERTY & TORT INSURANCE	\$21,180	\$22,131	\$22,154	\$16,796
010707020450049	VEHICLE INSURANCE	\$7,000	\$5,421	\$5,421	\$5,936
010707020460004	SPECIAL EXPENSE	\$1,000	\$700	\$495	\$1,000
010707020460009	TRAVEL & TRAINING	\$1,500	\$1,500	\$474	\$1,000
010707020460012	DUES, FEES & SUBSCRIPTION	\$500	\$500	\$315	\$500
010707020460016	MISC EXP	\$0	\$1,000	\$721	\$1,000
010707020460018	CLOTHING	\$2,300	\$3,498	\$3,497	\$2,300
010707020460019	EQUIPMENT MAINTENANCE	\$8,500	\$10,850	\$10,785	\$8,500
010707020460021	GAS	\$13,000	\$13,250	\$13,244	\$13,000
010707020460022	TIRES	\$5,000	\$5,000	\$1,309	\$5,000
010707020460023	FACILITY MAINTENANCE	\$4,800	\$4,800	\$4,784	\$4,800
010707020460024	MATERIALS AND SUPPLIES	\$39,000	\$42,614	\$42,606	\$40,000
010707020460025	COMPUTER SUPPLIES & UPGRADE	\$500	\$500	\$130	\$500
010707020460031	MISCELLANEOUS EQUIPMENT	\$2,500	\$2,500	\$2,406	\$2,500
010707020460050	VEHICLE MAINTENANCE	\$5,000	\$4,000	\$2,461	\$6,700
010707020460126	FOUNTAIN MAINTENANCE	\$5,000	\$5,000	\$4,560	\$5,000
010707020470020	CAPITAL OUTLAY	\$78,500	\$83,560	\$83,553	\$0
Grand Total		\$729,335	\$771,813	\$756,558	\$689,441

PARKS & RECREATION-PARKS AND CEMETERIES

010707040410001	ADMINISTRATIVE PAYROLL	\$82,705	\$81,780	\$81,780	\$82,125
010707040410002	OPERATIONAL PAYROLL	\$225,674	\$229,647	\$229,601	\$217,905
010707040410003	OVERTIME	\$20,000	\$20,000	\$19,901	\$20,000
010707040420006	WORKERS' COMPENSATION	\$8,942	\$8,543	\$8,543	\$8,993
010707040420007	SOCIAL SECURITY	\$25,273	\$25,273	\$23,415	\$24,483
010707040420008	RETIREMENT	\$35,000	\$38,900	\$38,831	\$38,595
010707040430005	GROUP INSURANCE	\$74,000	\$77,000	\$76,231	\$77,000
010707040440010	UTILITIES EXPENSE	\$15,000	\$19,900	\$19,895	\$18,000
010707040450011	PROPERTY & TORT INSURANCE	\$15,365	\$16,154	\$16,154	\$16,079
010707040450049	VEHICLE INSURANCE	\$7,000	\$5,937	\$5,937	\$6,062
010707040460004	SPECIAL EXPENSE	\$1,000	\$700	\$346	\$1,000
010707040460009	TRAVEL & TRAINING	\$1,200	\$500	\$0	\$500
010707040460018	CLOTHING	\$2,600	\$3,450	\$3,444	\$2,600
010707040460019	EQUIPMENT MAINTENANCE	\$8,000	\$6,700	\$5,990	\$8,000
010707040460021	GAS	\$20,000	\$12,000	\$11,817	\$12,000
010707040460022	TIRES	\$2,500	\$1,200	\$749	\$2,000
010707040460023	FACILITY MAINTENANCE	\$16,200	\$14,906	\$12,464	\$16,200
010707040460024	MATERIALS AND SUPPLIES	\$35,000	\$40,400	\$40,324	\$35,000
010707040460031	MISCELLANEOUS EQUIPMENT	\$2,500	\$2,550	\$2,536	\$2,500
010707040460041	CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0
010707040460050	VEHICLE MAINTENANCE	\$3,500	\$5,100	\$5,094	\$2,000
010707040470020	CAPITAL OUTLAY	\$73,500	\$50,349	\$67,989	\$0
Grand Total		\$674,959	\$660,989	\$671,042	\$591,042



Non-Operating Department-80

Resources:

0 Full Time Positions, 0 Part Time Positions, and 0 Vehicles

Description of Department:

This Division has no employees, and the expenditures are not related to any specific department. The Division reflects all retirees who have insurance paid by the City, miscellaneous insurance expenses, and utilities paid to the DPU. (Note that DPU is also owned by the City; however, all of their accounting and finances are kept separate.)

Summary of Expenses:

Description	Adopted Budget FY16-17	Amended Budget FY16-17	Actual Balance FY16-17	Adopted Budget FY17-18
430 Group Ins Expense	\$190,000	\$75,000	\$71,213	\$150,000
480 Expense	\$3,087,295	\$3,220,657	\$3,355,778	\$3,152,058
Grand Total	\$3,277,295	\$3,295,657	\$3,426,991	\$3,302,058

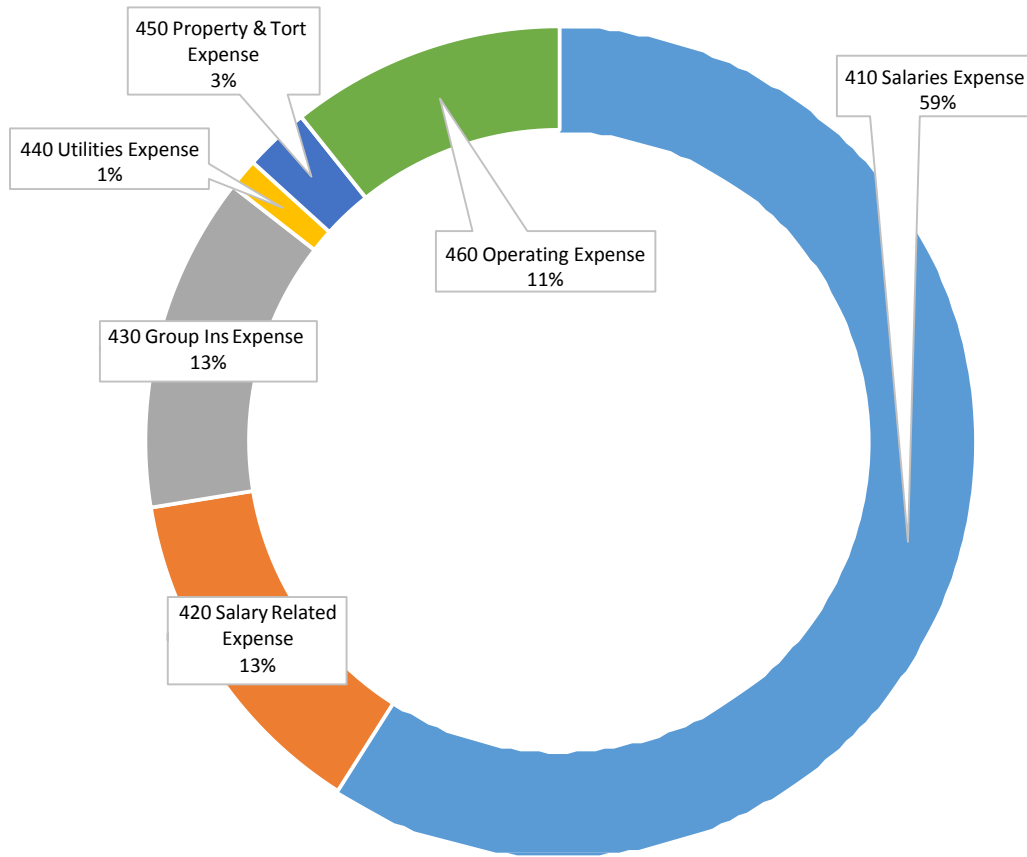
NON-OPERATING-ADMINISTRATION

Account Number	Description	Adopted Budget	Amended Budget	Actual Balance	Adopted Budget
		FY16-17	FY16-17	FY16-17	FY17-18
010808000410052	MERIT/COST OF LIVING	\$0	0	\$0	\$170,000
010808000430006	OPER/INS OVERAGES	\$190,000	75000	\$71,213	\$150,000
010808000460129	SCSU INFRASTRUCTURE	\$0	1000000	\$520,603	\$0
010808000470079	SPECIAL PROJECTS CAPITAL	\$0	\$0	\$0	\$0
010808000480011	ICE/FLOOD RECOVERY #1	\$0	\$250,000	\$210,406	\$0
010808000480012	CHAMBER DUES	\$1,545	\$1,545	\$1,545	\$1,545
010808000480013	FLOOD #2 FRISBEE ROADS	\$0	\$0	\$0	\$0
010808000480014	FLOOD #3 JAKE ROAD	\$0	\$0	\$0	\$0
010808000480016	FLOOD #5 SPRAY PARK	\$0	\$8,000	\$8,000	\$0
010808000480023	EMPLOYEE CHRISTMAS	\$18,000	\$19,775	\$19,775	\$20,000
010808000480028	ANNEXATION COVENANTS	\$25,000	\$16,000	\$12,793	\$20,000
010808000480033	BLD CODE ENFORCEMENT	\$100,000	\$30,000	\$14,019	\$100,000
010808000480060	LOAN TO AIRPORT	\$0	\$0	\$0	\$0
010808000480067	DONATION SAMARITAN HOUSE	\$0	\$0	\$0	\$0
010808000480069	MASC BUSINESS LICENSES	\$52,000	\$55,000	\$54,785	\$52,000
010808000480071	COMM SANITATION FEES	\$250,000	\$239,000	\$252,576	\$250,000
010808000480072	REAL ESTATE	\$0	\$0	\$0	\$0
010808000480073	TRF TO 2006 1% 099 FUND	\$0	\$0	\$0	\$0
010808000480074	TRF TO 097 1% COUNTY	\$0	\$0	\$0	\$0
010808000480075	UNEMPLOYMENT INSURANCE	\$1,500	\$1,000	\$370	\$1,000
010808000480078	FORF LAND	\$0	\$0	\$0	\$0
010808000480079	SPECIAL PROJECTS	\$50,000	\$35,000	\$21,698	\$50,000
010808000480081	DOWNTOWN REVITALIZATION	\$25,000	\$25,000	\$25,000	\$25,000
010808000480082	DEBT SERVICE	\$970,000	\$1,009,000	\$1,068,719	\$1,056,913
010808000480083	RETIREES-GROUP INSURANCE	\$50,000	\$40,000	\$27,858	\$40,000
010808000480085	FIRE EQUIPMENT RESERVE	\$0	\$0	\$0	\$0
010808000480086	SETOFF DEBT	\$1,650	\$0	\$0	\$1,500
010808000480087	HOSP & ACCOM TAX TRF	\$1,234,000	\$1,198,500	\$1,268,728	\$1,237,000
010808000480090	DEBT SERVICE DPS FACILITI	\$0	\$0	\$0	\$0
010808000480094	CDL DRUG/ALCOHOL/OTHER TE	\$500	\$0	\$0	\$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	\$3,500	\$0	\$0	\$2,000
Grand Total		\$2,972,695	\$4,002,820	\$3,578,087	\$3,177,458

NON-OPERATING-UTILITIES

010808010480001	STREET LIGHTS	\$280,000	\$270,000	\$347,470	\$270,000
010808010480002	HYDRANT RENTALS	\$0	\$0	\$0	\$0
010808010480003	CHRISTMAS LIGHTS	\$15,000	\$13,237	\$13,237	\$15,000
010808010480006	FIBER RENTAL EXPENSE	\$9,600	\$9,600	\$8,800	\$9,600
010808010480007	DPU - INTERNET EXPENSE	\$0	\$0	\$0	\$0
Grand Total		\$304,600	\$292,837	\$369,506	\$294,600

SERVICE DEPARTMENT



■ 410 Salaries Expense
 ■ 420 Salary Related Expense
 430 Group Ins Expense
 440 Utilities Expense
 450 Property & Tort Expense
 460 Operating Expense

Description	Adopted Budget FY16	Amended Budget	Actual Balance FY16-	Adopted Budget FY17
	17	FY16-17	17	18
410 Salaries Expense	\$369,374	\$369,374	\$369,374	\$369,374
420 Salary Related Expense	\$84,104	\$84,104	\$84,104	\$84,104
430 Group Ins Expense	\$63,000	\$74,000	\$73,430	\$82,000
440 Utilities Expense	\$7,500	\$7,500	\$7,500	\$7,500
450 Property & Tort Expense	\$16,000	\$16,000	\$16,000	\$16,000
460 Operating Expense	\$67,150	\$67,150	\$67,150	\$67,150
Grand Total	\$607,128	\$618,128	\$617,558	\$626,128



Service Department-90; Administration Division-10

Resources:

8 Full Time Positions, 0 Part Time Positions, and 11 Vehicles

Description of Department:

The Service Department was organized and created to provide maintenance and service for other departments and citizens within the City. 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.).

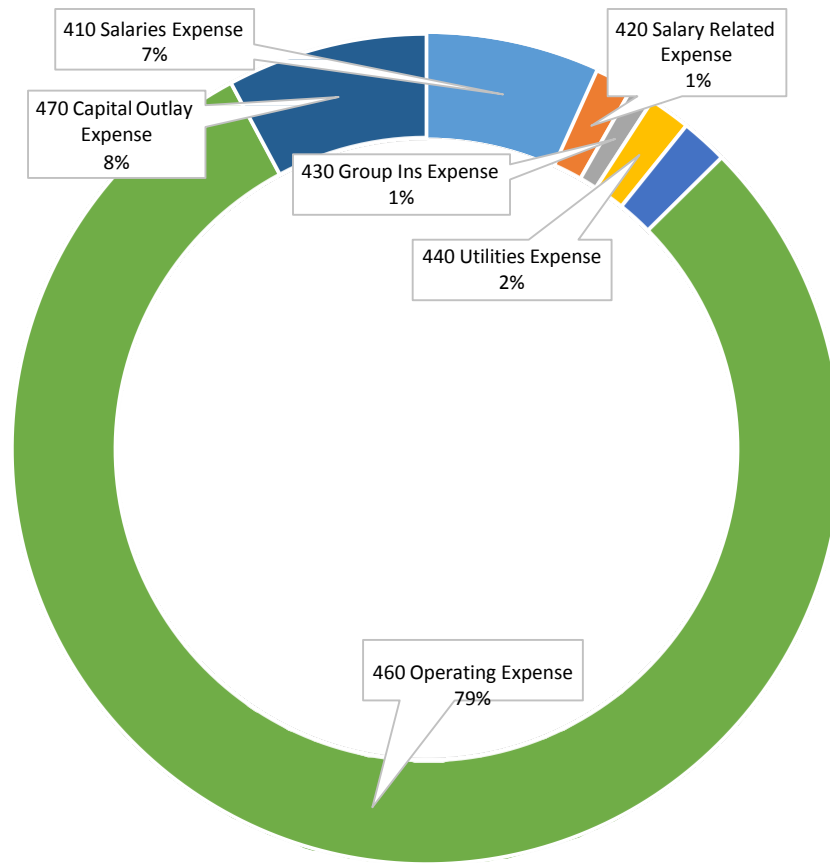
Goals and Objectives:

- ✓ To provide maintenance and service to other Departments within the City.
- ✓ To reduce the number of on-the-job injuries and Workers' Compensation claims.
- ✓ To continue a schedule for the mowing of open ditches throughout the City, and for cleaning out and protecting ditch banks from erosion.
- ✓ To schedule cutting of City streets and right-of-ways to make our City more attractive.
- ✓ To continue our curb and sidewalk-edging program. This procedure makes mowing easier and citizens are very complimentary of this program.
- ✓ To keep our downtown and other city streets clean by using our street sweeper on a 40-hour weekly schedule.
- ✓ To schedule removal of sand from concrete portion of Sunnyside Canal at least semi-annually.
- ✓ To continue to upgrade old equipment with more productive equipment.
- ✓ To continue a safety program for employees including holding regular meetings and asking employees for their suggestions.
- ✓ 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).
- ✓ Assist other departments as needed.

SERVICE-ADMINISTRATION

Account Number	Description	Adopted Budget	Amended Budget	Actual Balance	Adopted Budget
		FY16-17	FY16-17	FY16-17	FY17-18
010909010410001	ADMINISTRATIVE PAYROLL	\$116,874	\$117,280	\$117,097	\$117,280
010909010410002	OPERATIONAL PAYROLL	\$242,500	\$215,684	\$202,990	\$250,647
010909010410003	OVERTIME	\$10,000	\$12,000	\$10,540	\$12,000
010909010420006	WORKERS' COMPENSATION	\$16,000	\$15,198	\$15,198	\$15,198
010909010420007	SOCIAL SECURITY	\$28,104	\$26,338	\$23,214	\$29,842
010909010420008	RETIREMENT	\$40,000	\$41,000	\$39,221	\$47,748
010909010430005	GROUP INSURANCE	\$63,000	\$74,000	\$73,430	\$82,000
010909010440010	UTILITIES EXPENSE	\$7,500	\$7,500	\$7,288	\$7,500
010909010450011	PROPERTY & TORT INSURANCE	\$7,500	\$10,225	\$10,225	\$10,225
010909010450049	VEHICLE INSURANCE	\$8,500	\$9,581	\$9,581	\$9,581
010909010460004	SPECIAL EXPENSE	\$200	\$930	\$925	\$500
010909010460009	TRAVEL & TRAINING	\$1,600	\$1,460	\$1,459	\$1,600
010909010460012	DUES, FEES & SUBSCRIPTION	\$200	\$170	\$170	\$200
010909010460013	POSTAGE, PRINTING, ADV	\$100	\$15	\$0	\$100
010909010460014	OFFICE SUPPLIES	\$200	\$165	\$164	\$200
010909010460015	OFFICE MAINTENANCE	\$150	\$0	\$14	\$150
010909010460016	MISCELLANEOUS EXPENSE	\$100	\$1,392	\$1,391	\$1,000
010909010460018	CLOTHING	\$2,400	\$2,660	\$2,660	\$2,400
010909010460019	EQUIPMENT MAINTENANCE	\$15,000	\$18,744	\$18,743	\$15,000
010909010460021	GAS	\$22,000	\$20,019	\$20,018	\$22,000
010909010460022	TIRES	\$5,000	\$4,743	\$4,742	\$5,000
010909010460023	FACILITY MAINTENANCE	\$1,200	\$1,476	\$1,475	\$1,200
010909010460024	MATERIALS AND SUPPLIES	\$6,000	\$5,495	\$5,494	\$6,500
010909010460027	RADIOS	\$0	\$0	\$0	\$0
010909010460031	MISCELLANEOUS EQUIPMENT	\$500	(\$500)	\$0	\$500
010909010460050	VEHICLE MAINTENANCE	\$12,500	\$10,475	\$10,174	\$12,000
010909010470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$66,000
010909010470040	SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$800
Grand Total		\$607,128	\$596,050	\$576,214	\$717,171

MUNICIPAL AIRPORT



- 410 Salaries Expense
- 420 Salary Related Expense
- 430 Group Ins Expense
- 440 Utilities Expense
- 450 Property & Tort Expense
- 460 Operating Expense
- 470 Capital Outlay Expense

Description	Adopted Budget FY16 17	Amended Budget FY16-17	Actual Balance FY16- 17	Adopted Budget FY17 18
410 Salaries Expense	\$91,915	\$94,667	\$94,487	\$89,435
420 Salary Related Expense	\$20,823	\$22,064	\$22,064	\$19,926
430 Group Ins Expense	\$9,500	\$13,000	\$11,869	\$12,185
440 Utilities Expense	\$21,500	\$20,959	\$20,959	\$21,500
450 Property & Tort Expense	\$20,870	\$22,370	\$22,371	\$24,256
460 Operating Expense	\$960,659	\$976,860	\$1,003,892	\$1,055,621
470 Capital Outlay Expense	\$98,900	\$2,000	\$1,819	\$103,700
Grand Total	\$1,224,167	\$1,151,920	\$1,177,461	\$1,326,623



Airport Department-170; Administration Division-10

Resources:

1 Full Time Positions, 2 Part Time Positions, and 1 Vehicles

Description of Department:

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

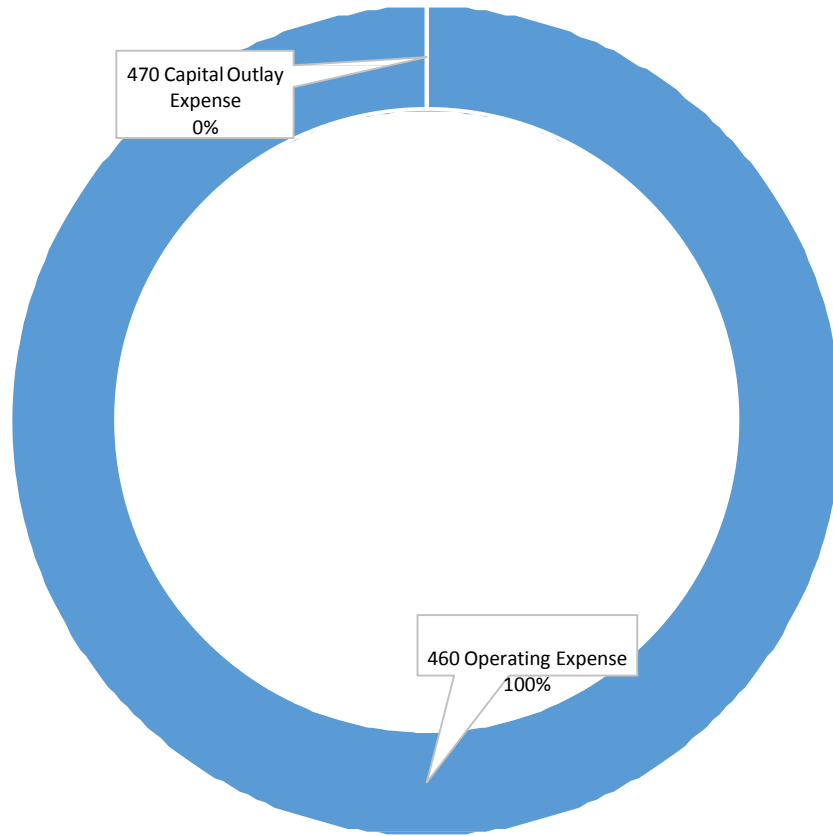
Goals and Objectives:

- ✓ To operate the city-owned airport in an efficient, safe, and profitable manner.
- ✓ To promote industrial development of Airport Property.
- ✓ To promote awareness of Airport Facility by preparing an airport brochure and participation in the SC Aviation Association.
- ✓ To provide products and services desired by airport patrons either directly or through contracts.
- ✓ To provide navigational aids necessary for effective utilization of airport and within fiscal means.
- ✓ To perform duties in accordance with department safety rules for this type operation.
- ✓ To continue with DacEasy Point of Sale Accounting Program and monitor monthly for profitability.
- ✓ To continue vegetation and management plan.
- ✓ To focus on providing security for all airport property and operations.

MUNICIPAL AIRPORT-EXPENDITURES

Account Number	Description	Adopted Budget FY16-17	Amended Budget FY16-17	Actual Balance FY16-17	Adopted Budget FY17-18
170170170410001	ADMINISTRATIVE PAYROLL	\$55,165	\$55,165	\$55,165	\$55,435
170170170410002	OPERATIONAL PAYROLL	\$36,500	\$37,765	\$37,765	\$32,000
170170170410003	OVERTIME	\$250	\$1,737	\$1,556	\$2,000
170170170410052	MERIT INCREASES	\$0	\$0	\$0	\$0
170170170420006	WORKERS' COMPENSATION	\$3,954	\$3,447	\$3,447	\$3,447
170170170420007	SOCIAL SECURITY	\$6,900	\$7,538	\$7,538	\$6,396
170170170420008	RETIREMENT	\$9,969	\$11,079	\$11,079	\$10,083
170170170430005	GROUP INSURANCE	\$9,500	\$13,000	\$11,869	\$12,185
170170001440010	UTILITIES EXPENSE	\$21,500	\$20,959	\$20,959	\$21,500
170170001450011	PROPERTY/TORT INSURANCE	\$19,700	\$21,114	\$21,114	\$23,000
170170001450049	VEHICLE INSURANCE	\$1,170	\$1,256	\$1,256	\$1,256
170170001460004	SPECIAL EXPENSE	\$700	\$1,500	\$875	\$1,500
170170001460009	TRAVEL & TRAINING	\$5,000	\$4,139	\$4,139	\$5,000
170170001460012	DUES/FEES/SUBSCRIPTIONS	\$500	\$951	\$839	\$1,000
170170001460013	POSTAGE/PRINTING	\$300	\$336	\$242	\$350
170170001460014	OFFICE SUPPLIES	\$300	\$650	\$546	\$700
170170001460015	OFFICE MAINTENANCE	\$50	\$0	\$0	\$50
170170001460016	MISC EXPENSE	\$1,500	\$323	\$226	\$1,000
170170001460018	CLOTHING	\$1,000	\$357	\$357	\$1,000
170170001460019	EQUIPMENT MAINTENANCE	\$10,000	\$8,653	\$8,653	\$10,000
170170001460021	GAS	\$1,000	\$1,426	\$1,380	\$1,500
170170001460022	TIRES	\$250	\$400	\$280	\$400
170170001460023	FACILITY MAINTENANCE	\$30,000	\$14,636	\$14,636	\$30,000
170170001460024	MATERIALS & SUPPLIES	\$7,000	\$6,500	\$6,235	\$7,000
170170001460025	COMPUTER SUPPORT	\$2,000	\$500	\$292	\$2,000
170170001460041	CONTRACTUAL	\$1,500	\$1,740	\$1,740	\$1,500
170170001460042	SALES TAX	\$16,839	\$21,723	\$21,723	\$25,329
170170001460043	DEPRECIATION	\$720,000	\$688,031	\$717,415	\$720,000
170170001460044	INTEREST EXPENSE	\$1,500	\$0	\$0	\$0
170170001460045	CREDIT CARD DISCOUNT	\$7,000	\$10,953	\$10,953	\$10,376
170170001460047	NAVIGATIONAL EQUIPMENT	\$4,500	\$3,000	\$2,517	\$3,000
170170001460048	COGS RETAIL	\$148,970	\$209,811	\$209,811	\$232,685
170170001460050	VEHICLE MAINTENANCE	\$750	\$1,231	\$1,034	\$1,231
170170001470020	CAPITAL IMPROVEMENTS	\$97,900	\$0	\$0	\$100,000
170170001470040	SMALL CAPITAL	\$1,000	\$2,000	\$1,819	\$3,700
Grand Total		\$1,224,167	\$1,151,920	\$1,177,461	\$1,326,623

HILLCREST PRO SHOP



460 Operating Expense

470 Capital Outlay Expense

Description	Adopted Budget FY16 17	Amended Budget FY16-17	Actual Balance FY16- 17	Adopted Budget FY17 18
460 Operating Expense	\$98,750	\$124,074	\$88,702	\$115,650
470 Capital Outlay Expense	\$0	\$0	\$0	\$0
Grand Total	\$98,750	\$124,074	\$88,702	\$115,650

HILLCREST PRO SHOP

Account Number	Description	Adopted Budget FY16-17	Amended Budget FY16-17	Actual Balance FY16-17	Adopted Budget FY17-18
180001460016	MISCELLANEOUS EXPENSE	\$800	\$800	\$549	\$800
180001460041	CONTRACTUAL SERVICES	\$3,600	\$13,977	\$13,977	\$12,000
180001460042	SALES TAX	\$6,800	\$12,000	\$16,694	\$11,000
180001460043	DEPRECIATION	\$0	\$0	\$0	\$0
180001460045	CREDIT CARD DISCOUNT	\$0	\$0	\$0	\$0
180001460048	COGS RETAIL INVENTORY	\$25,000	\$41,128	\$44,756	\$35,000
180001460098	DRIVING RANGE EXPENSES	\$2,500	\$0	\$0	\$2,500
180001460181	BEER BEVERAGES	\$1,200	\$2,600	\$2,932	\$1,700
180001460182	DRINK PRODUCTS	\$3,300	\$4,700	\$4,699	\$7,000
180001460183	FOOD & SNACKBAR PRODUCTS	\$3,300	\$5,095	\$5,094	\$5,800
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	\$52,250	\$43,774	\$0	\$39,850
180001470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$0
180001470040	SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$0
Grand Total		\$98,750	\$124,074	\$88,702	\$115,650



*Hillcrest Pro Shop Department-180; Administration
Division-10*

Resources:

2 Full Time Positions, 8 Part Time Positions, and 0 Vehicles

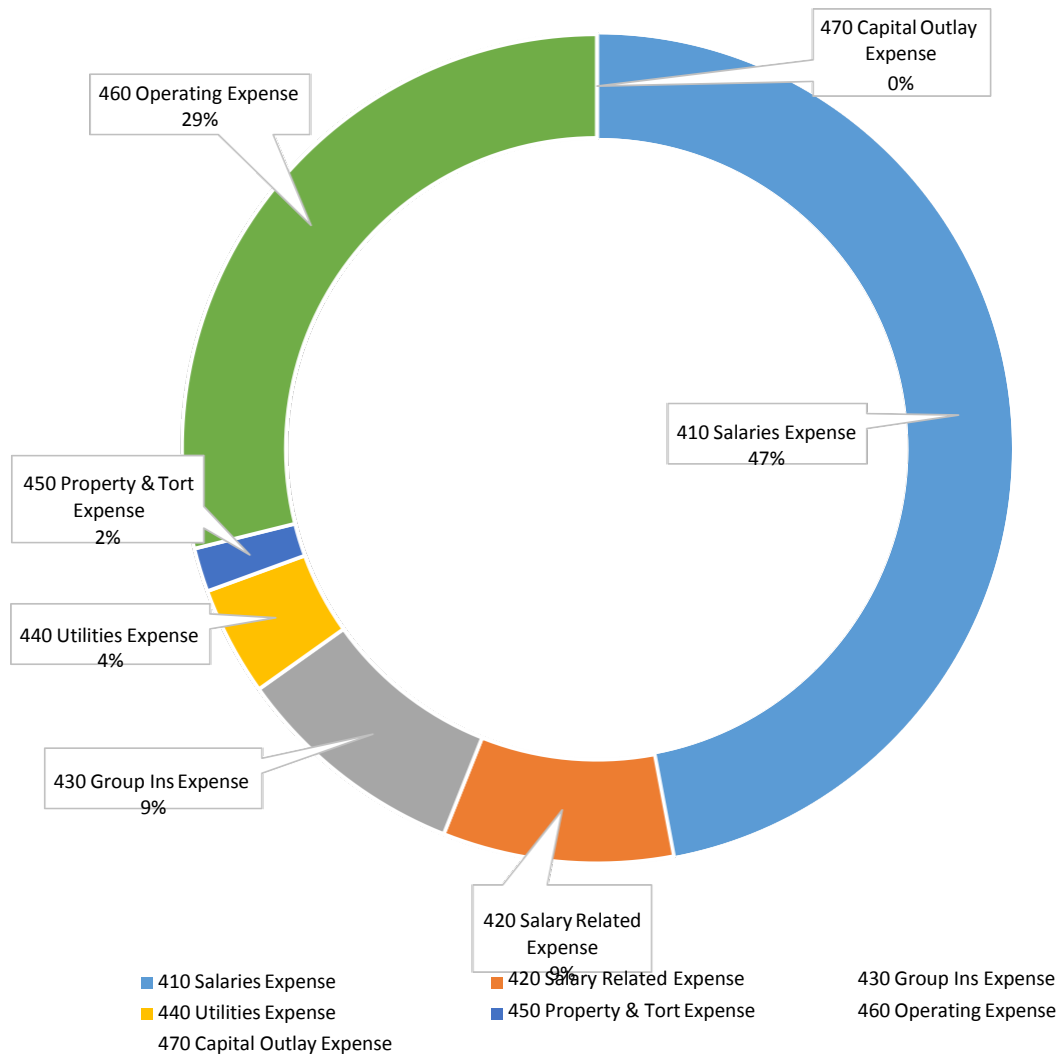
Description of Department:

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 and Objectives:

- ✓ To provide excellent customer service to our members and guests when they play the Hillcrest Golf Course.
- ✓ Provide quality merchandise at competitive prices.
- ✓ Provide quality golf instruction to beginners and customers to help grow revenues.
- ✓ Increase revenues in green fees, cart fees, merchandise and range.

HILLCREST GOLF COURSE



Description	Adopted Budget FY16	Amended Budget	Actual Balance FY16-	Adopted Budget FY17
	17	FY16-17	17	18
410 Salaries Expense	\$257,500	\$256,848	\$261,482	\$308,913
420 Salary Related Expense	\$50,998	\$51,119	\$53,420	\$59,048
430 Group Ins Expense	\$45,000	\$60,639	\$62,299	\$60,000
440 Utilities Expense	\$28,000	\$31,280	\$31,950	\$28,000
450 Property & Tort Expense	\$15,534	\$11,215	\$11,215	\$11,215
460 Operating Expense	\$186,100	\$158,852	\$166,807	\$189,630
470 Capital Outlay Expense	\$7,500	\$6,753	\$6,753	\$0
Grand Total	\$590,632	\$576,706	\$593,927	\$656,806



Hillcrest Golf Course Department-185; Administration
Division-10

Resources:

7 Full Time Positions, 7 Part Time Positions, and 1 Vehicles

Description of Department:

To provide and maintain quality golf facility for the citizens of Orangeburg, the surrounding areas, and out-of-town guest 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 and Objectives:

- ✓ Pursue the installation of traffic calming devices to slow traffic on State A & M Road.
- ✓ Remodel the 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.
- ✓ Continue to monitor greens until the time comes when we will have to replace putting surfaces.
- ✓ Install lighting and irrigation to Hillcrest Signs at 601 and St. Matthews Road.
- ✓ To increase number of rounds played annually to 35,000.
- ✓ To offer discounted rates to outings, tournaments and large groups.
- ✓ To offer discounted rates during slow periods of the year to be competitive with other area golf courses (Newspaper, Discount Books, Internet, etc.).
- ✓ To offer special rates to Industries and Companies for league play and corporate outings.
- ✓ To offer discounted rates to area Motels that offer package play.
- ✓ To offer private golf instructions and golf repair to public.
- ✓ To offer discounted annual membership rates and discounted daily rates to City employees and South Carolina State University employees (\$100.00 off regular rates).
- ✓ To offer annual membership rates (Family, Single, Senior, Student) and increase annual members to 200.

HILLCREST GOLF COURSE

Account Number	Description	Adopted Budget	Amended Budget	Actual Balance	Adopted Budget
		FY16-17	FY16-17	FY16-17	FY17-18
185001410001	ADMINISTRATIVE PAYROLL	\$53,500	\$53,592	\$54,923	\$56,235
185001410002	OPERATIONAL PAYROLL	\$203,000	\$202,000	\$205,303	\$251,678
185001410003	OVERTIME	\$1,000	\$1,256	\$1,256	\$1,000
185001420006	WORKERS' COMPENSATION	\$4,300	\$4,520	\$4,520	\$4,357
185001420007	SOCIAL SECURITY	\$19,698	\$19,599	\$19,599	\$21,233
185001420008	RETIREMENT	\$27,000	\$27,000	\$29,301	\$33,458
185001430005	GROUP INSURANCE	\$45,000	\$60,639	\$62,299	\$60,000
185001440010	UTILITIES EXPENSE	\$28,000	\$31,280	\$31,950	\$28,000
185001450011	PROPERTY & TORT INSURANCE	\$14,949	\$10,630	\$10,630	\$10,630
185001450049	VEHICLE INSURANCE	\$585	\$585	\$585	\$585
185001460004	SPECIAL EXPENSE	\$2,500	\$1,321	\$1,321	\$2,000
185001460009	TRAVEL & TRAINING	\$2,500	\$2,125	\$2,125	\$2,000
185001460010	FERTILIZER/CHEMICALS	\$30,000	\$20,997	\$20,996	\$40,000
185001460012	DUES, FEES & SUBSCRIPTION	\$2,500	\$1,500	\$1,497	\$2,000
185001460013	POSTAGE, PRINTING, ADV	\$2,000	\$3,541	\$3,541	\$4,000
185001460014	OFFICE SUPPLIES	\$1,500	\$469	\$468	\$700
185001460015	OFFICE MAINTENANCE	\$250	\$82	\$82	\$250
185001460016	MISCELLANEOUS EXPENSE	\$1,000	\$1,127	\$1,146	\$1,000
185001460017	COMPUTER	\$0	\$2,850	\$2,850	\$6,380
185001460018	CLOTHING	\$2,600	\$2,500	\$2,534	\$2,600
185001460019	EQUIPMENT MAINTENANCE	\$10,000	\$10,000	\$11,775	\$10,000
185001460021	GAS	\$8,500	\$10,433	\$10,491	\$8,500
185001460022	TIRES	\$250	\$491	\$492	\$200
185001460023	FACILITY MAINTENANCE	\$9,000	\$14,392	\$14,561	\$9,000
185001460024	MATERIALS AND SUPPLIES	\$16,000	\$13,294	\$13,731	\$14,000
185001460025	COMPUTER SUPPLIES & UPGRADE	\$1,200	\$1,333	\$1,367	\$1,500
185001460042	SALES TAX	\$17,800	\$8,330	\$8,330	\$8,000
185001460043	DEPRECIATION	\$62,000	\$56,720	\$62,039	\$70,000
185001460044	INTEREST EXPENSE	\$0	\$0	\$0	\$0
185001460045	CREDIT CARD DISCOUNT	\$5,000	\$5,960	\$6,074	\$5,500
185001460050	VEHICLE MAINTENANCE	\$500	\$262	\$262	\$500
185001460101	TRANSFER TO G/F	\$0	\$0	\$0	\$0
185001460127	SPONSOR EXPENSE	\$1,000	\$1,125	\$1,124	\$1,500
185001460491	TRF TO HGC CAPITAL PROJECT	\$10,000	\$0	\$0	\$0
185001470040	SMALL CAPITAL OUTLAY	\$7,500	\$6,753	\$6,753	\$0
Grand Total		\$590,632	\$576,706	\$593,927	\$656,806



Capital Outlay Summary FY 2017-2018

The following list describes each capital outlay purchase that has been approved for Fiscal Year 2017-2018. These items have been defined as capital outlay as each will have a useful life of greater than one year and have a unit cost of at least \$2,999.99.

#	Dept.	Div.	Item	Description	Cost
1	10	1030	Server Backup	Needed to avoid future failure. Useful for growth and expansion without having to replace entire system.	\$41,600
2	10	1030	Network Switch Replacements	To replace switches that are at end of life. Necessary to provide needed POE network ports for future citywide IP Telephone System.	\$47,400
3	10	1030	Remaining Payment On Financial Software	Carryover from prior year. New World/Tyler-Upgrade Financial Software.	\$200,000
4	40	4030	Replace Lighting	Replace old fluorescent fixtures.	\$10,300
5	40	4060	Recycling Truck	Replace out dated equipment.	\$160,000
6	40	4065	Portable Radio 2nd Commercial Truck	Upgrade Equipment.	\$4,200
7	40	4080	Zero Turn Mower with Trailer	Crews can cut two Code Enforcement lots at the same time.	\$15,000
8	40	4080	Brush Cutter Attachment	Will be used on new Skid Steer purchased by Parks & Rec 16/17. Also used to clean severely overgrown lots and maintain properties.	\$9,000
9	60	6020	Vehicles (2@ \$38,000 ea.)	Replace high mileage, high maintenance vehicles that are used 24/7 by patrol officers (to include add. equipment of: Mobile vision camera systems, traffic radar equipment, scanner, GPS receiver, printer, mobile computer system, push bumper w/lights, light bar, siren w/speaker, console, gun rack, license plate mounted light, window partition and striping)	\$76,000
10	60	6025	Vehicles (2 @ \$38,000 ea.)	Lease Purchase. Used to replace two aging vehicles in division (600-57 and 600-88. Includes all equipment for each vehicle (Siren, Lights, and Striping).	\$76,000
11	60	6025	Glock Handgun Gen 4 Glock 23	To replace current 12 year old weapons to remain prepared for the future and to ensure officers are able to protect themselves and the community. A trade in will result in replacement of approximately 70 weapons for price of 50.	\$14,850



Capital Outlay Summary FY 2017-2018

#	Dept.	Div.	Item	Description	Cost
12	60	6025	Taser X26P (10 @ \$1,076) each	Replace old Taser units that are over 15 years old and are no longer serviceable and no longer produced or repaired by TASER Inc. Price includes Taser (\$950 ea.), Holster (\$66 ea.), and Battery pack (\$60 ea.).	\$10,760
13	60	6025	Structural Fire Gear (10 @ \$2,700) each	NFPA 1851 requires that fire depts. remove any gear that has a manufacturer date more than 10 years old. Gear subject to this requirement includes garments, hoods, gloves, boots and helmets. Ten sets of fire gear to replace aging fire gear currently issued out. Fire gear to include coat with name panel, trousers, leather boots, structural gloves, extrication gloves, flash hood, and helmet.	\$27,000
14	60	6025	Multi-Function Copier/Printer (1) Lease Purchase	IT Suggests and recommends that the Special Operations Division has a net workable copier/printer in a central location to be accessed by everyone in division. This will help to limit maintenance and ink costs for individual printers in each office.	\$7,000
15	60	6025	DPS Headquarters Service Cabinet w/KVM (1)	Requested by the city IT dept. Purchase and installation of a secure server cabinet for networking equipment that is lockable to comply with CJIS Security Policy. It is needed to house current and future CJIS related hardware. Installation of KVM and blanking panels.	\$3,500
16	60	6025	Facility Security Camera System (4)	Installation of (22) digital security cameras, two monitors and (1) 32-channel NVR with 24 terabytes of hard drive at ODPS Headquarters to replace the current system installed in 2006. These systems not only provide video security of all ODPS facilities including evidence impound lot, but also the public parking areas. This cost includes initial set up and installation of the (4) systems @ \$14,050 as well as yearly access and operating cost of \$8,700. Installation will be as follows: (8) digital security cameras, (1) monitor and (1) 8-channel NVR to ODPS Station #2, (5) digital security cameras, one monitor and (1) 8-channel NVR to ODPS station #3, (4) digital security cameras, one monitor and (1) 8-channel NVR at ODPS station #4.	\$22,570



Capital Outlay Summary FY 2017-2018

#	Dept.	Div.	Item	Description	Cost
17	60	6030	Vehicles (2 @ \$38,000 ea.)	Replace Vehicle # 85 and # 94. 2007 Trailblazer is in excess of 126,000 miles and 2008 Trailblazer is in excess of 84,000 miles. Includes all needed equipment, unmarked vehicles.	\$76,000
18	60	6030	Interview Room Recording System	Replaces a system that was pieced together and currently loses audio during operations.	\$5,500
19	60	6030	Covert Cam System	System is designed to immediately alert the agency when the vehicle is breached. It further tracks the movement of the target vehicle if it moved from target location with GPS monitoring and records to DVR.	\$4,555
20	60	6030	Stationary Camera Recording Units (5 @ \$3,150 ea.)	These will be strategically located throughout the city where the dept. is receiving an increased number of citizen complaints. Historically these units have proved to be beneficial in preventing and/or solving crimes. These units will help officers to make a just determination of the cause of collisions and may also be used to track criminals driving into and out of town.	\$15,750
21	60	6089	DNA Thermocycler	To supplement and backup the current model which is 7 years old and has no back-up if it should fail. There is no current service contract. If it malfunctions then the entire DNA testing process is shut down.	\$10,000
22	90	9010	½ Ton Pick-up	To replace a 12-year old truck which is giving problems and is not cost effective.	\$20,500
23	90	9010	SUV	To replace 10- year old vehicle used by the Department Head.	\$27,000
24	90	9010	John Deere Commercial Mower	To replace 11-year old mower used for cutting City right-of-ways with many hours on it.	\$18,500
25	170	170	Box Hangar	To store jet airplanes.	\$90,000
26	170	170	Repairs to Hangar G	Repairs needed to seal the exterior of the building.	\$10,000
27	185	185	Golf Carts	Update fleet of old and high maintenance golf carts.	\$205,000

TOTAL CAPITAL ITEMS APPROVED: \$ 1,207,985



Capital Outlay Summary FY 2017-2018

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

Total General Fund Approved	\$ 902,985
Total Airport Fund Approved	\$ 100,000
Total Golf Course Fund Approved	\$ 205,000
TOTAL	\$1,207,985

****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 2017-2018

The following list describes each small capital outlay purchase that has been approved for Fiscal Year 2017-2018. These items have been defined as small capital outlay as each will have a useful life of greater than one-year and have a unit cost of \$500-\$2,999.99.

#	Dept.	Div.	Item	Description	Cost
1	20	20-20	Laptop	For Assistant City Administrator.	\$1,800
2	40	40-01	Miscellaneous Items	Unknown things that happen over course of 16 months.	\$1,000
3	40	40-10	Miscellaneous Items	Unknown things that happen over course of 16 months.	\$ 500
4	40	40-30	Miscellaneous Items	Unknown things that happen over course of 16 months.	\$2,000
5	40	40-40	Miscellaneous Items	Unknown things that happen over course of 16 months.	\$500
6	40	40-50	Miscellaneous Tools	To replace old tools.	\$ 500
7	40	40-60	Miscellaneous Items	Unknown things that happen over course of 16 months.	\$2,000
8	40	40-65	Miscellaneous Tools	To replace old tools.	\$1,000
9	40	40-80	Miscellaneous Items	Unknown things that happen over course of 16 months.	\$3,000
10	60	60-20	Fugi Code 2 Police Mountain Bike (3@ \$830 ea.)	To replace outdated mountain bikes in inventory. Replacing will reduce possibility of injury and will have more professional appearance while on patrol.	\$2,490
11	60	60-20	Patrol Laptops (6 @ 2,000 ea.)	To replace end of life T420's.	\$12,000
12	60	60-20	Flashlight Charger/Mount (4 @ \$123 ea.)	For new vehicles, to avoid putting old equipment into new cars.	\$492
13	60	60-20	First Aid Kits (10 @ \$23 ea.)	Replace old and incomplete kits for patrol vehicles.	\$230
14	60	60-20	Med kits (12 @ \$74 ea.)	To initially supply the tactical team with this necessary item.	\$888
15	60	60-20	Bike Patrol Truck Bag (7@ \$55 ea.)	To replace old faded bags currently in inventory and four for the new bikes.	\$385



Small Capital Outlay Summary FY 2017-2018

16	60	60-25	Desktop Computers w/ WIFI Cards (2)	Needed for ODPS Station #3 and #4. Currently there are no computers or network access at these two stations. This would reduce time that engineers would be away from their assigned coverage areas.	\$4,510
17	60	60-25	Computer Aided Workstation for Dispatch (1)	The computers at dispatch need to be replaced on a normal rotation to maintain connectivity and compliance with SLED and NCIC.	\$1,800
18	60	60-25	Mini Tab 17 Statistical Software (1)	New software allows for manual input of statistics and automated return of a wide variety of statistical analysis. Will allow analyst to produce a greater variety of statistic products.	\$2,200
19	60	60-25	Taser Cartridges (50 @ \$25.10)	Replace used, damaged or broken cartridges from normal duty.	\$ 1,255
20	60	60-25	Projector With Screen (1)	Replace old worn equipment for the Community Prevention Office used to deliver presentations and as an aid for the summer youth programs.	\$850
21	60	60-25	Mc Gruff Costume (1)	This is to replace the aging existing costume currently used as educational and entertainment tool for all community events and school presentations.	\$2,239
22	60	60-25	Scott Voice Amplifier (7@500 ea)	Epic 3 voice amplifier for existing AV-3000 masks to allow clearer communication between firefighters when in use.	\$3,500
23	60	60-25	Ventilation Saws (1 @ \$3,000 ea.)	This will be at fire station #3. They are designed for cutting through different roofing materials such as multiple layers of shingles, metal roofing and nails.	\$3,000
24	60	60-25	Positive Ventilation Fan (2@ \$2,500)	To replace the aging and over used fans at Fire Stations 3 and 4. Newer fans will be able to clear buildings quicker and reduce scene time when ventilating structures of smoke, gas, and heat.	\$5,000
25	60	60-25	Respirator Fit Test Machine (1)	Fit testing evaluates the interface between the firefighter's face and the SCBA face piece to ensure a proper and correct fit. OSHA mandates in 129 CFR 1910.134 that all fire depts. Annually perform a fit test on all firefighters. This would ensure that each dept. is capable of complying with both federal mandates and NFPA standards.	\$8,500



Small Capital Outlay Summary FY 2017-2018

26	60	60-25	Stream light E-Spot Upgrade Kit and Shoulder Straps (Kit 25 @ \$50 ea.) (Straps 25 @ \$12 ea.)	The current flashlights are halogen bulbs and are dimmer. Stream light offers LED upgrade kit that will offer 50,000 hour lifetime, an output of 540 lumens, and ease of upgrade that can be performed by fire engineers.	\$1,550
27	60	60-25	Pac Mule Ladder Belt W/Tool Loop (10@ \$177 ea.)	The current belts are showing signs of age. They also do not have equipment loops attached to help carry tools.	\$1,770
28	60	60-25	SCOTT AV3000 Masks w/SCOTT Sights (5@\$1,200 ea.)	This is for the replacement of SCBA masks lenses that have started to develop micro-fractures and film peeling. It is recommended that the oldest SCBA mask lenses be replaced with new lenses and five additional lenses be kept in stock for when future lenses start to show signs of degradation.	\$6,000
29	60	60-25	Hale Training Academy (for city shop workers)	Hale offers a 3½ day course on the maintenance of fire pumps. Located in Ocala, Fl. it also offers an Emergency Vehicle Technician certification test. Price includes the course, travel, single hotel room for two, fuel, and per diem.	\$2,100
30	60	6025	Continuum Software Upgrade-HQ Door Security System (1)	Per IT the continuum software must be upgraded to work on windows 7 or higher platform to be CJIS compliant	\$1,726
31	60	6089	Desktop Computers (1 @ \$2,500)	For the evidence room located at the DNA Lab.	\$2,500
32	60	6089	Docking Station/Printer	Docking station/mount/printer for the Windows tablet.	\$1,500
33	90	9010	Two Weed Trimmers	To replace worn out trimmers used by grass cutting crew.	\$800
34	170	170	Carport	To house backhoe.	\$1,700
35	170	170	Miscellaneous Items	Unknown things that happen over the course of 16 months.	\$2,000

TOTAL SMALL OUTLAY ITEMS APPROVED: \$83,285



Small Capital Outlay Summary FY 2017-2018

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

Total General Fund Approved	\$79,585
Total Airport Fund Approved	\$ 3,700
Total Golf Course Fund Approved	\$ 0
TOTAL	\$83,285

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.



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.

Lease Purchases:

Description	Annual Payment
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%.	\$257,391
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
Municipal Equipment consisting of vehicles, tractors, recycling truck financed for FY17-18 for 3 years at a financial institution in the amount of \$717,600.	\$246,000
Total Payments	\$1,001,676

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

Computation of Legal Debt Margin

TOTAL ASSESSED VALUE	\$36,515,883
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	\$1,001,676