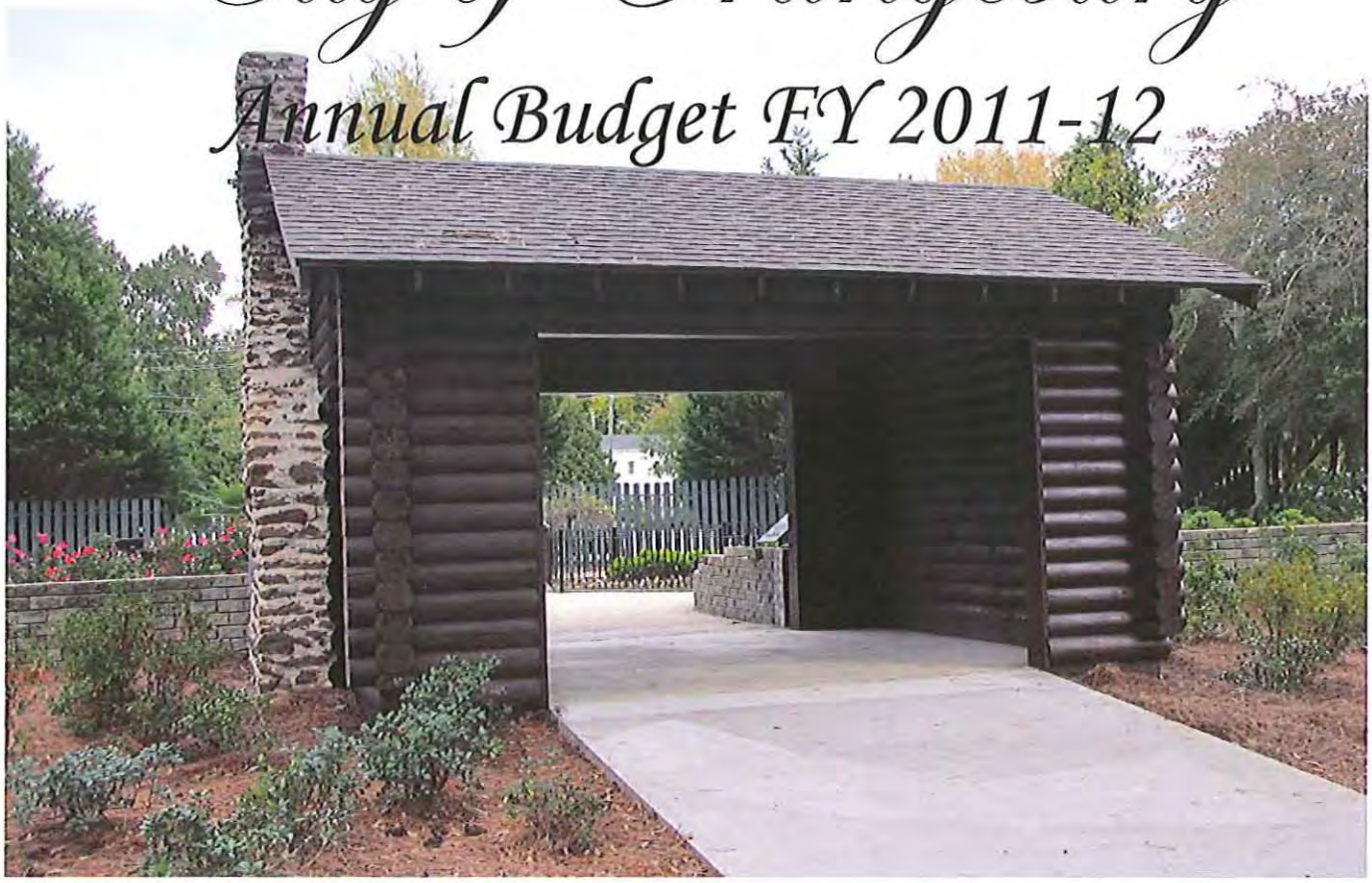
City of Orangeburg

Annual Budget FY 2011-12



Mayor

Paul A. Miller

Council Members

Bernard Haire, Mayor Pro Tempore
Charles B. Barnwell, Jr.
Charles W. Jernigan
Sandra P. Knotts
L. Zimmerman Keitt
Richard F. Stroman

City Administrator

John H. Yow

Assistant City Administrator

John D. Singh

Finance Director/Clerk/Treasurer	Carrie W. Johnson
Hillcrest Manager	Jacob L. Fogle
Public Works Director	Durwood E. Bowden
Public Safety Director	Wendell Davis
Parks & Recreation Director	Marion J. Smith
Service Department Director	Roger D. Brant
City Attorney	James F. Walsh Jr.
City Judge	Barney M. Houser

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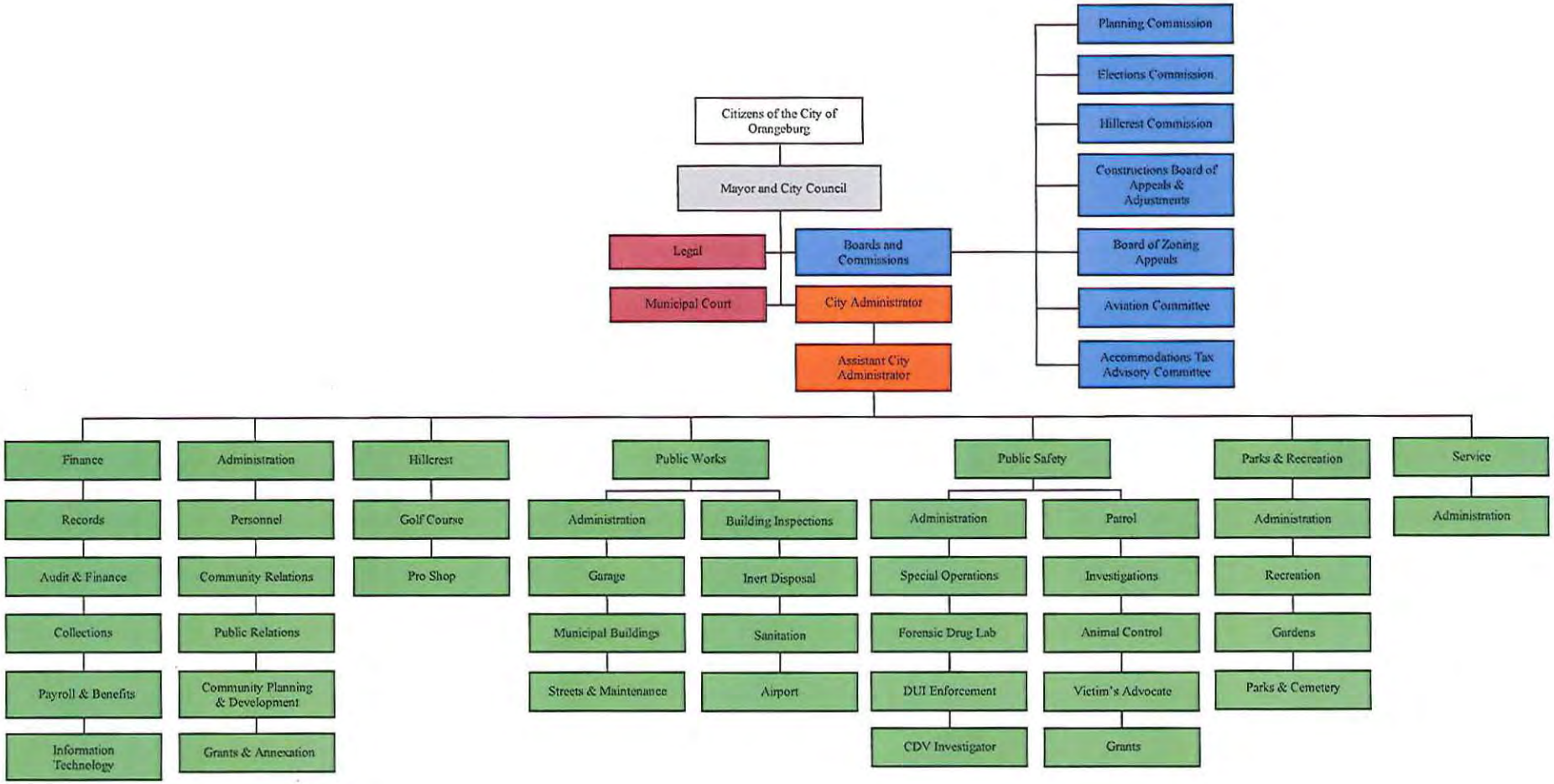
Organizational Chart



Introduction

Community Profile

The City of Orangeburg is located in the heart of South Carolina. The population of the City was 13,964 in 2010 with a total of 92,501 people in the County in 2010. The City is located 43 miles from Columbia, SC, the State Capital. The area of the City covers approximately 7.40 square miles.

The City is located in the center of the County and has access to the four (4) interstate interchanges. It is 75 miles northwest of Charleston, 43 miles south of Columbia and approximately 200 miles southeast of Atlanta, Georgia.

There are many motor freight carriers, two (2) railways (Norfolk Southern and CSX), one (1) city owned Airport and two (2) International Airports within an hour's drive. A seaport (in Charleston) is approximately one hour away, which is the leading container cargo port on the South Atlantic and Gulf Coast for ease of access of goods and personnel. Couple this with the labor force of nearly 40,000 potential employees, one (1) four-year private college, two (2) universities, one (1) two-year technical college, and one (1) vocational school and Orangeburg becomes an excellent choice for new businesses. With an unemployment rate in July, 2011 in Orangeburg of 17.7% and a five-year tax exemption for new and expanding manufacturers, Orangeburg County becomes a great place for new business and industry.

The first to settle in the area, which would become the Orangeburg District, was an Indian Trader named George Sterling in 1704. The District was named for William IV, Prince of Orange, and the son-in-law of King George II of England. To encourage settlement, the General Assembly of the Province of South Carolina made the area into a township in 1730 and five years later, a colony of 200 Swiss, German, and Dutch immigrants formed a community near the banks of the North Edisto River. The river provided these early settlers with an outlet to the port of Charleston for their agricultural and lumber products. In 1737, the construction of a public road to connect Orangeburg to Charleston was authorized by the South Carolina General Assembly.

City Government

The City of Orangeburg was founded in 1704 and incorporated in 1883. 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:

Name	Title	Years on Council	District
Paul A. Miller	Mayor	16 years	At large
Bernard Haire	Mayor Pro Tempore	23 years	4
Charles B. Barnwell, Jr.	Councilmember	10 years	3
Charles W. Jernigan	Councilmember	12 years	2
Sandra P. Knotts	Councilmember	18 years	6
L. Zimmerman Keitt	Councilmember	3 years	5
Richard F. Stroman	Councilmember	3 years	1

Population	1990	1994	1998	2000	2010
City Limits	13,772	13,739	14,438	12,765	13,964
County	84,803	87,761	88,580	91,582	92,501
State	3,486,703	3,122,000	3,293,807	4,012,012	4,625,364

City Statistics – 2011/2012

Millage Rate	87
Number of Fire Stations	4
Number of Recycling Centers in service	1
Number of Building Permits issued as of September 30, 2011	352
Number of Airports	1
Number of Parks	21
Number of Libraries	1
Number of Full-time City Employees	201
Number of Part-time City Employees	29
Sworn Police Officers	75
Fire ISO Insurance Rating	4
Date of Incorporation	December 24, 1883
Area in Square Miles	7.40

Climate

The climate in Orangeburg is temperate. Winters are mild and summers are quite warm. Mean annual temperature is 63 degrees, average winter temperature is 46 degrees, average summer temperature is 79 degrees and average annual rainfall is 46 inches.

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 engines, wire, and wire products.

Top Employers of Orangeburg County

Employer
Husqvarna Outdoor Products
Regional Medical Center of Orangeburg
South Carolina State University
County of Orangeburg
Food Lion LLC
Koyo Corporation of USA
Zeus Industrial Products

Art

The arts are an important part of the quality of life in any community. In Orangeburg, we have located at the Old River Pavilion at the Edisto Memorial Gardens, the Orangeburg Fine Arts Center.

The Center offers performances and classes on visual performing, literary, and media arts. The Center also provides guided tours through the Edisto Memorial Gardens Nature Trail.

Education

Education is a vital resource in the Orangeburg community. There are over 16,000 students in the three (3) public school districts throughout Orangeburg County (primary, elementary, intermediate, middle, and high schools). There are twelve (12) private schools and several church operated schools dispersed throughout the County.

In Orangeburg County, there is one private college, two universities, one technical college and two (2) vocational schools that provide a quest for higher knowledge to the citizens of Orangeburg.

South Carolina State University is the largest of the area schools with a population of over 5000 students. The 160 acres that make up the beautiful campus allow plenty of room for the students for academic and athletic abilities.

Claflin University is a private Liberal Arts School located in downtown Orangeburg. Claflin is a member of the Southern Association of Colleges and Schools.

The Southern Methodist College is a private four-year institution. Southern Methodist offers students post-secondary education in a Christian setting.

Local industry depends on the Orangeburg-Calhoun Technical College, the Technology Center, and Cope Area Vocational Center to prepare prospective employees with instruction to meet the challenges of today's working environment.

Orangeburg-Calhoun Technical College offers associate degrees, diplomas and certificates in business, health sciences, arts, engineering, and public service.

Points of Interest

The **Edisto Memorial Gardens** is located on U. S. Highway 301 on the Edisto River in Orangeburg where a marker relates the story of less than six hundred Confederate soldiers defending the Edisto River Bridge in 1865. Occupying rifle pits, where the Gardens are now, these soldiers temporarily halted the advanced of the Union Army. On February 12, 1865, outflanked by a much larger force, these defenders were compelled to withdraw to Columbia. First developed in the 1920's, with some azaleas on five acres of land, the Edisto Memorial Gardens now cover 110 acres. A playground was added in 1922 and a greenhouse and nursery facility was added in 1947. To extend the season of beauty, a rose garden was planted in 1951. The Orangeburg Festival of Roses, one of the Southeastern Tourism Society's top twenty events in the Southeast, is held in Orangeburg each spring. The Edisto Memorial Gardens is the home site of a test garden featuring seventy-five (75) different varieties of roses. The display garden has 120 varieties. A Spray Park for children was added in 2004. A Veteran's Park was added in 2009 that includes a monument and was expanded in 2011.

At Christmas, thousands come to see the **Children's Garden Christmas** Light Display, first lit in November, 1993. The display is lit in November until January. A **Spray Park** which was completed in 2004 is a 6000 sq ft pad with spray equipment, restrooms and a playground.

Angel of Hope, located in the Edisto Memorial Gardens is a bronze monument, dedicated to children who lost their lives.

Also featured in the Gardens is the **Memorial Fountain** and **Water Wheel**. The Memorial Fountain, located at the entrance of the Gardens, was placed there in 1950 in memory of soldiers who died in wars. The water wheel is reminiscent of the rice paddy irrigation wheels of the Orient and was installed in 1941. It is not only a point of interest, but functions to supply water to a lake nearby.

The **Horne Wetlands Park**, which was completed in 1992, is an addition to the Edisto Memorial Gardens and is located between the Rose Garden and the north fork of the Edisto River. It features a 2500-foot boardwalk, observation decks, a boat dock, and an interpretive shelter and is handicapped accessible.

DPU Centennial Park-. The park complex includes upper and lower brick plaza areas with raised bed planters, amphitheater style seating, a spray fountain, gazebo, park bench seating, and decorative lighting. The park was designated as the DPU Centennial Park to commemorate the utility's one hundred years of service to the citizens of Orangeburg.

Summers Memorial Park is a three-fourths mile fitness and walking trail on a natural wooded block located on Summers Avenue. It features a walking trail and 12 exercise/fitness areas along the trail.

The **Hillcrest Golf Course**, located just off Highway 601 and I-26, offers 18 holes of a challenging golf game. The golf course has an automated irrigation system to allow for watering at night and allow for more playtimes during the day. Also fountains, new signage, and a new parking lot have been added. With Orangeburg's temperate climate, year-round play is available.

Downtown/Streetscape- In 2001, the City of Orangeburg embarked on a downtown streetscape project revitalizing the downtown area installing new streetlights, signs, paving, brickwork, and a fountain that encompasses nearly three City blocks down Russell Street. The first phase of this project was completed the end of 2002. There were two other phases following on Russell and Middleton Streets and these were completed in 2005. In 2006 and 2007 additional phases were started and completed in 2008. Another Russell Street phase started in 2011 and to be finished in 2012.

City Council Chambers and Courtyard – In 2007, the City embarked on a new City Council Chambers and Courtyard adjacent to City Hall on Middleton Street. The old fire station was remodeled and the parking lot was transformed into a new landscaped courtyard. This was completed in May, 2008 with the first Council meeting being held in the new chambers in June, 2008. This was a joint effort between the City and the Department of Public Utilities and was partially funded through the County Capital Sales Tax 1%.

Government Organization

City Council appoints the City Attorney, City Administrator, and Municipal Judge. The City Administrator appoints all Department Heads. He directs and coordinates the day to day operations of the City. Approximately 230 employees work under the direction of the City Administrator providing a wide range of local government services.

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)
- CDV Investigator (grant related for criminal domestic violence)

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.

The **Hillcrest Golf Course** is an 18-hole golf course owned and operated by the City of Orangeburg. It also has a Pro Shop. It provides golf and sporting goods to the surrounding community and tourists. The Hillcrest Golf Course and Pro Shop operate as Enterprise Funds.

SUMMARY OF FUND REVENUES

Fund	Actual FY 09-10	Budget FY 10-11	Projected FY 10-11	Budget FY 11-12
General Fund	15,744,540	16,857,661	15,906,492	16,857,661
Orangeburg Municipal Airport Fund	492,781	564,090	615,854	564,090
Hillcrest Pro Shop Fund	121,922	135,890	122,975	136,960
Hillcrest Golf Course Fund	486,274	565,175	465,860	502,180
Total Revenues for All Funds	16,845,427	18,122,816	17,833,069	18,781,753

FEE CHANGES FOR FY 2011-2012

Increase in business license penalties.

Increase in selected building permit rates.

Minimum rate for commercial sanitation is $11.00.

Increase in DPU Transfer.

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. The budget is a fiscal, planning, and policy document which reflect the allocation of limited revenues among competing uses. These allocations are provided for only after considerable time and analysis are devoted to weighing and balancing demands for public service with available resources.

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, 2011.

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.

Budgetary and Accounting Systems

The accounting policies of the City of Orangeburg conform to generally accepted accounting principles as applicable to governmental units (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The following is a summary of the more significant accounting policies applicable to revenues and expenditures:

State and Local Government Funds

State and local governments use three broad categories of funds: governmental funds, proprietary funds, and fiduciary funds.

Governmental Funds include the following:

- General Fund. This fund is used to account for general operations and activities not requiring the use of other funds.
- Special Revenue funds are required to account for the use of revenue earmarked by law for a particular purpose. State and federal fuel tax revenues special revenue funds, because federal and state laws restrict these taxes to transportation uses. Primary expenditures are for Fireman's Fund, Drug Fund, Sunnyside and Orangeburg Cemetery Funds, Accommodations Tax Fund, Fire Equipment Reserve Fund, Victim's Advocate Fund, JAG Fund, Hospitality and Accommodations Tax Fund, and Community Development Corporation.
- Capital projects funds are used to account for the construction or acquisition of fixed assets, such as buildings, equipment, and roads. Depending on its use, a fixed asset may instead be financed by a special revenue fund or proprietary fund. A capital project fund exists only until completion of a project. Fixed assets acquired and long-term debts incurred by a capital project are assigned to the government's General Fixed Assets and Long Term Debits.
- Debt Service funds are used to account for money that will be used to pay the interest and principal of long-term debts. Bonds used by a government to finance major construction projects, to be paid by tax levies over a period of years, require a debt service fund to account for their repayment. The debts of special assessment and proprietary funds are serviced within those funds, rather than by a separate debt service fund.

Fiduciary Funds are used to account for assets held in trust by the government for the benefit of individuals or other entities. The employee pension fund, created by the State of Maryland to provide retirement benefits for its employees, is an example of a fiduciary fund. Financial statements may further distinguish fiduciary funds as either trust or agency funds; a trust fund generally exists for a longer period of time than an agency fund. Examples are Orangeburg Festival of Roses, Delinquent Tax Fund and Edisto Senior Games.

Fund Accounting

The accounts of the City are organized on the basis of funds each of which is considered a separate accounting entity. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or government activities.

The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds, based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

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% (2006), and Debt Service Fund.

Proprietary Fund Types

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.

Hillcrest Golf Course Fund – The Hillcrest Recreational Facility is owned and operated by the City of Orangeburg. It offers an 18-hole public golf course, driving range, tennis courts, soccer fields and baseball/softball fields. Hillcrest sponsors tournaments throughout the year. The Hillcrest Golf Course Fund is an Enterprise Fund that deals specifically with all revenues and expenses dealing with Hillcrest Golf Course only.

Pro Shop Fund – This Fund was established in FY 1994-1995 as an Enterprise Fund. This Fund was set up to handle all transactions dealing with the Pro Shop at Hillcrest Golf Course. Such transactions would be soft good purchases, food or drink purchases, and the purchase of golf balls for the range. Any expenses associated with the Pro Shop would come out of this Fund. The Pro Shop is a separate entity associated with the Hillcrest Golf Course.

Orangeburg Municipal Airport Fund – The Orangeburg Municipal Airport is located off Highway 21 going toward Rowesville. The Airport has two paved and lighted runways, bases a number of corporate aircraft, accommodates jets and has an Airport Manager. The Airport Fund is an Enterprise Fund that deals specifically with all revenues and expenses dealing with the Airport.

Fiduciary Fund Types

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.

> Delinquent Tax Collector Fund – This Fund was established for proceeds dealing with the Delinquent Tax Auction held every year jointly with the County for the sale of real property. The fund is used to hold monies for taxes collected at auction, to deposit monies collected from redemptions and to pay taxes that are redeemed. The fund was established in accordance with state guidelines from the Uniform Tax Collection Act of 1985 and procedures from the Office of the State Comptroller General.
>
> Orangeburg Festival of Roses Fund – Funds are received from fees, advertising, and donations for the operation of the Orangeburg Festival of Roses, which is held the weekend before Mother's Day each year.
>
> Edisto Senior Games Fund – This fund is in receipt of monies from participant fees, advertising, and donations to meet cost of operating the Edisto Senior Games which are outdoor games held each year for older citizens.

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

The document presented herein constitutes what is generally known as the City's annual operating budget. It provides for services of a recurring nature and funds these services with revenues of a recurring nature. Some of these expenditures are for "Operating" capital outlay, which is defined as any item with a useful life of one year or greater and a unit cost of $2999.99 or more. This was changed from $500.00 previously. The nature of capital items such as motor vehicles, computer equipment, and office 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.

City of Orangeburg
Orangeburg, South Carolina
Management's Discussion and Analysis (Unaudited)
September 30, 2011

Within this section for the City of Orangeburg, we are presenting this overview and analysis of the financial activities for the City for the Fiscal Year ended September 30, 2011. This overview is to be read in conjunction with the financial statements that follow and the audit should be reviewed for more detailed information.

The City is comprised of many Departments which are included in the City's General Fund; Executive, Finance, Administration, Public Works, Public Safety, Parks & Recreation, Non-Operating and Service. The City has enterprise funds including Utilities, Airport, Pro Shop and the Municipal Golf Course as well as other Boards and Commissions.

Financial Highlights from FY 2010-2011

As of September 30, 2011, the end of the fiscal year, the Government Wide assets of the City of Orangeburg exceeded its liabilities by $270,115,144. Of this amount $55,260,684 may be used to meet the government's ongoing needs.

Also, as of September 30, 2011, the total governmental fund balance is $11,139,831; the unreserved fund balance for the General Fund was $9,492,636. The unreserved fund balance is also undesignated and represents a traditional fund balance reserve that may be utilized for operating deficits, emergencies, liquidity, unforeseen needs and overall financial strength. City Council has indicated that expenditures of even a portion of this fund's balance for operational costs should be on a limited basis. Reserves may be used in the future to supplement capital projects. Of course, reduced reserves will reduce interest income and operating income from investments. Also, investment income has dropped tremendously from previous years due to lower investment interest rates. It was noted in financial planning sessions with City Council for FY 2010-11 and the prior fiscal year that it may be necessary to expend a limited amount of fund balance for several years to weather recent economic times.

The City governmental activities had a total of $6,296,447 long term liabilities beginning October 1, 2010 and issued $1,219,313 debt for FY 2010-2011, including accrued annual leave. Long term liabilities were reduced by the amount of $1,399,186 leaving a total of $6,116,574. Capital lease debt of $2,539,196 is secured by sales tax revenue and not backed by ad valorem property taxes. Accrued annual leave is the other major form of debt in the amount of $1,190,445. The City does try to lower this debt by allowing employees once a year to buyback a portion of their annual leave at half price.

The City has adopted Governmental Accounting Standards Board Statement 45 *Accounting for Other Post-Employment Benefits* (GASB 45) for financial reporting for Other Post-Employment Benefits (OPEB) which includes retiree health, dental and vision insurance, prescription, long-term care insurance, life insurance and other benefits. The City along with the Department of

Public Utilities (DPU) performed an extensive search and review of benefit alternatives and funding options. The City has decided not to fund this GASB prescribed liability as it has successfully formulated and funded, on a pay as you go basis, an annual retiree medical plan for thirty years. The City and DPU overhauled their insurance program, have changed insurance carriers for employees and have opted to provide a Medicare Advantage Plan for those retirees over 65. These steps have greatly reduced the OPEB liability and this will continue over the next thirty years. All new employees hired after December 31, 2009, will have no medical insurance post-employment benefits funded by the City. They will have the option of a Health Savings Account (HSA). The City continues to offer exceptional benefits to its employees.

Overview of the Financial Statements

This annual report consists of three parts: management's discussion and analysis (this section), the basic financial statements, and the required supplementary information. This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements consist of three parts: (1) government wide financial statements, (2) fund financial statements, and (3) notes to the financial statements themselves.

Government Wide Financial Statements - The government wide financial statements (Statement of Net Assets and Statement of Activities) are designed to provide readers with a broad overview of the City's finances in a manner similar to a private-sector business. These statements include all assets and liabilities using the accrual basis of accounting used by most private-sector businesses. This basis of accounting takes into account all of the current year's revenues and expenses regardless of when cash is received or paid.

The Statement of Net Assets and Statement of Activities report the City's net assets and changes in those assets. The change in net assets is important because it tells the reader that, for the City as a whole, the financial position of the City has either improved or diminished.

The government-wide financial statements can be found on pages 18-20 of this report.

Fund Financial Statements - A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental Funds - Most of the City's basic services are included in the governmental funds, which generally focus on (1) how cash and other financial assets can readily be converted to cash flow in and out and (2) the balance left at year-end that is available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. Consequently, the governmental funds statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. The relationship (or differences) between governmental activities (reported

in the Statement of Net Assets and the Statement of Activities) and governmental funds is reconciled in the fund financial statements.

Proprietary Fund - Services for which the City charges a fee are generally reported in proprietary funds. Proprietary funds are reported in the same way as the government-wide statements.

Fiduciary Funds - The City is the trustee, or fiduciary, for assets that belong to others. The City is responsible for ensuring that assets reported in these funds are used only for their intended purpose and by those to whom the asset belongs. The City excludes these activities from the government-wide financial statements because it cannot use these assets to finance operations.

Notes to the Financial Statements - The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 31-55 of this report.

All of these funds are explained in greater detail in the upcoming sections of this analysis.

Government Wide Statements
Condensed Statement of Net Assets:
September 30, 2011 and September 30, 2010

	2011 Governmental Activities	2011 Business Type Activities	2010 Governmental Activities	2010 Business Type Activities
Current and other assets	$ 17,692,951	$ 41,512,306	$ 16,963,254	$ 31,675,226
Capital assets (net)	20,918,549	217,770,369	21,211,440	218,423,373
Total assets	38,611,500	259,282,675	38,174,694	250,098,599
Long term debt outstanding	7,560,036	10,250,921	6,271,524	10,069,094
Other liabilities	262,457	9,705,617	1,397,572	8,096,965
Total liabilities	7,822,493	19,956,538	7,669,096	18,166,059
Net assets:				
Invested in capital assets, net of debt	16,742,420	195,580,768	17,184,863	202,372,567
Restricted	1,593,967	937,305	1,593,967	937,144
Unrestricted (deficit)	12,452,620	42,808,064	11,726,768	28,622,829
Total net assets	$ 30,789,007	$ 239,326,137	$ 30,505,598	$ 231,932,540

Condensed Statement of Activities:
September 30, 2011 and September 30, 2010

Revenues:	2011 Governmental Activities	2011 Business Type Activities	2010 Governmental Activities	2010 Business Type Activities
Program revenues:				
Charges for services	$ 5,928,267	$ 103,774,538	$ 5,628,524	$ 104,819,916
Operating grants	502,428	-	559,549	-
Capital grants	298,417	473,635	292,430	160,445
General revenues:				
Property taxes	3,369,415	-	3,075,058	-
Other taxes	1,183,030	-	1,380,405	-
Franchise fees	144,646	-	149,992	-
Other revenues	15,628	45,932	99,807	45,308
Total revenues	11,441,831	104,294,105	11,185,765	105,025,669
Expenses:				
General government	2,346,918	-	2,472,606	-
Public Safety	7,649,858	-	7,397,224	-
Public Works	2,591,930	-	2,319,239	-
Culture/recreation	2,191,231	-	2,182,145	-
Service	582,454	-	569,504	-
Interest/long term debt	198,373	-	198,342	-
Public Utilities	-	90,505,141	-	91,061,830
Airport	-	1,231,655	-	1,214,071
Golf Course	-	732,609	-	717,882
Total expenses	15,560,764	92,469,405	15,139,060	92,993,783
Excess or (deficiency) before special items or transfers	(4,118,933)	11,824,700	(3,953,295)	12,031,886
Transfers	4,405,984	(4,405,984)	4,371,068	(4,371,068)
Increase or (decrease) in net assets	$ 287,051	$ 7,418,716	$ 417,773	$ 7,660,818

In fiscal year 2010-2011, there was only one fee increase on services which was a $1 increase per month for residential sanitation from $10 to $11. There was no tax millage increase; the millage rate remained at 87 mills.

There was a 1% Cost of Living increase for employees in this fiscal year. It is important to note that with mid-year budget cuts, as well as departments watching their budgets, revenues exceeded expenditures this fiscal year in the amount of $510,984 in the general fund. The City originally anticipated using cash reserves of $500,000 to balance the budget. However, due to the changes noted above which created an addition to fund balance for 2011, no cash reserves were used to balance the budget. It is obvious that City Council must address and research additional revenue sources in the upcoming budget years or continue to possibly use fund balance monies to balance the budget annually. Additionally, current program costs must be held at current budget amounts and possibly some services eliminated such as cutting the state right of ways.

The City's Utility Fund plays a large role in the funding of governmental services. The General Fund reported a $5,120,081 deficit before the transfer of $4,717,410 from the Department of Public Utilities. After the transfer, sale of assets and lease proceeds, the General Fund had a net increase of $510,894 to Fund Balance. DPU traditionally initiates a significant transfer to the City and this amount has remained steady with only moderate increases which are approved in budget process by City Council. The overall stability of the business activities is always of utmost consideration when transfers are set. In fact, the City's Department of Public Utilities continues to have some of the lowest electric rates in the state and has very competitive rates on sewer, water, and natural gas. As the City continues to annex property, many customers are receiving a reduced water and sewer rate. Electric and natural gas rates are not affected.

The Municipal Airport had an operating loss of $714,648 which includes depreciation of $692,957 and a change in net assets of $(633,813). The Hillcrest Golf Course and Pro Shop had a combined operating loss of $182,310 including depreciation of $125,063 and a change in net assets of $(182,310).

DPU has presented a separate management discussion and analysis in the DPU financial statement section. It is important that DPU fully funds its operating costs through fees and rates in order to realize a net income that allows revenue assistance to the General Fund of the City.

Budget Analysis

Moderate revenue increases are normal from one budget year to the next. Property taxes increase mainly due to reassessments; however with the millage cap restrictions that the State has imposed on local governments and the 15% cap on increases in real property for assessment purposes, real growth in property values are not always reflected in tax revenues. Business licenses have in the past generally increased 3-5% annually due to new businesses and new construction. This fiscal year, due to the economy, business license revenue was down as well as investment interest. Again, due to the national economic condition, we are watching this carefully as it may not hold true for a couple of years.

The City has a system in place to assure that total expenditures do not exceed revenues. As we begin the budget cycle for the upcoming year, there are only a few months remaining in the current fiscal year. It is at this point that we have a much clearer picture of projected year-end revenues and expenditures; due to the current national economic picture and state legislature uncertainty, a closer review is more important than ever. These projections are reviewed with the Department Heads of the City and the expenditures are adjusted to bring them in line, as closely as possible, with conservative new projected revenues to minimize expending reserve funds. These are then adopted by City Council as an amended budget. City Council should be credited with allowing staff to manage finances, while providing responsible oversight and sound policy decisions.

Fiduciary Funds are used to account for resources held for the benefit of parties outside the City. They are not reflected in the government wide statement. The City acts as a fiduciary for funds from delinquent property tax sales. Currently, as of September 30, 2011 the amount of $14,763 is due trust fund holders as shown in Statement of Net Assets, Fiduciary Funds.

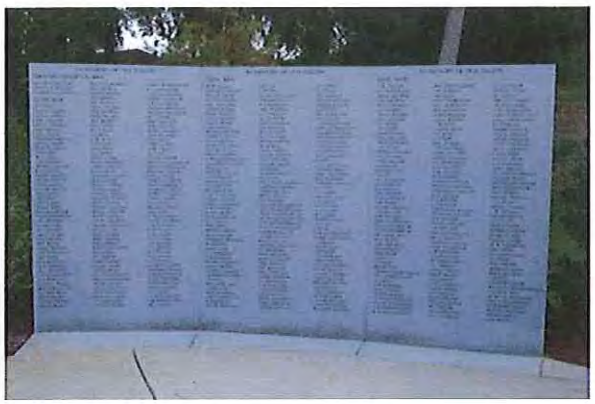
The General Fund of the City had a net decrease of $1,064,013 in outstanding debt during the last fiscal year. Debt is mainly in the form of capital equipment lease purchase items such as police cars, fire trucks, tractors, equipment and projects funded by the Hospitality & Accommodations Tax Fund.

The capital lease related to Hospitality & Accommodations Tax Fund as of September 30, 2011, is $2,539,196. This is funded by 2% tax levied against prepared meals and accommodation rentals. The original lease issue of $4,300,000, was used to fund tourist related programs and capital projects. It should be noted that the City's Hospitality & Accommodations Tax Fund revenues are exceeding the state threshold of approximately $900,000 so that the City can use a portion of this sales tax (20%) to fund maintenance on some of our projects originally funded by this tax.

The Business type activities including DPU had a decrease in debt of $1,185,013 excluding accrued annual leave. Ending balance as of September 30, 2011 is $7,696,943. Accrued annual leave is also shown under the General Fund Debt and Business Type Activities Debt. The number has increased slightly over the years due to the number of retirees receiving payment for accrued annual leave balances. It should be noted that the City does not give sick leave so all leave liability is in the form of annual leave.

In Other Government Funds, these funds had a net increase of $233,892. The beginning balance for the year was $5,973,446 and the ending balance was $6,207,338. The largest portion of this change is in the capital projects funds. As capital projects are being planned and designed, funds or reserves accumulate; once the projects are bid and constructed the reserves diminish. This is according to plan and should not be regarded negatively.

Accomplishments FY 2011-12



Veteran's Memorial Park

Russell St Streetscape – Doyle St to Lowman St

New Fire Pumper Apparatus

Budget Calendar for Fiscal Year 2011-2012

Event	*Dates*	*Participants*
Approval of Budget Calendar	April 5, 2011	Mayor & Council
Distribute Budget Calendar & Budget Forms to All Departments	April 28, 2011	Finance Director
Year End Projections for Revenues and Expenditures (FY 2010-11, Enter by 12 noon in AS/400)	May 9, 2011	Management Team
Finalize Year End Projections	May 11-13, 2011	Budget Team
Full Day Budget Retreat for Management Team ; Discuss Goals & Objectives for FY 2011-2012	May 19, 2011	City Administrator & Management Team
Departments (FY 2011-2012) Budgetary Requests Submitted by 12 noon in AS/400 Budget System	June 3, 2011	Management Team
Meeting with Management Team to Review Submittals	June 8, 9, and 10, 2011	Budget Team Management Team
Full Day Planning Retreat for Council, Goal Setting Session (FY 2011-2012)	June 25, 2011	City Administrator Asst. City Administrator Mayor & City Council
Budget Workshops with Council (Council meeting to be canceled on 7/5 & 7/19, Council Meeting scheduled on 7/12)	July 20 & 21, 2011	City Council Budget Team
Prepare Budget Document for First Reading & Prepare Public Notice as required by State Law (Notify DPU for Ad)	July 22, 2011	Finance Director
Put ad in Paper for Public Hearing	July 31, 2011	Finance Director
First Reading	August 2, 2011	City Council
Public Hearing & Second Reading	August 16, 2011	City Council Management Team Citizens of the City of Orangeburg
Third Reading	September 6, 2011	City Council
Budget Document Ready for Inspection	October 1, 2011	Finance Department

Revenue Assumptions for FY 2011-2012

General Fund

Property Taxes

Property taxes account for about 17.55% of the City's General Fund Revenues for FY 2011-2012. S. C. Law allows local government to levy the tax upon real and personal property valuations as assessed and equalized according to statutory guidelines (Code of Laws of SC, Chapter 12, Article 3, Section 12-43-220.) The mileage rate has changed over the years as you can see below, but the City has maintained a steady mileage rate and continues to deliver quality services.

1990	66	2001	72
1991	66	2002	72
1992	66	2003	73
1993	71	2004	73
1994	71	2005	79
1995	71	2006	83
1996	71	2007	85
1997	75	2008	84
1998	72	2009	87
1999	72	2010	87
2000	72	2011	87

These projections use a collection date of January 15th as a due date for all current year real and other personal property taxes. Any taxes that are paid after that date are considered delinquent and a 15% penalty is added. Vehicle taxes are still collected by the County.

TAXES				
	Actual FY 09-10	**Budget FY 10-11**	**Projected FY 10-11**	**Budget FY 11-12**
Property Taxes	**3,034,538**	**3,226,143**	**3,405,423**	**3,097,316**

Business Licenses and Franchise Fees

Licenses and Franchise Fees make up 16.65% of the City's General Fund Revenues. The Business License fee is the major source of revenue within this category. The figures are based primarily on historical trend analysis as well as new construction. This fee is imposed on any business, occupation, or profession, in whole or in part, within the limits of the City. The fees consist of a base rate plus a % of gross income. Rates vary according to classifications. There are several line items set up for Business Licenses and some are collected by the Municipal Association of South Carolina and remits the collections to the City for a fee. The City strictly enforces the Business License Ordinance: all businesses, contractors, and out-of-town city service vendors who do business inside the City are required to purchase a business license. The City enforces the Ordinance by mailing reminder letters, courtesy phone calls and inspecting businesses daily operating without a license by our License Inspector and Revenue Collector. New businesses open daily and inspections are a must. Our license inspector also finds jobs without building permits.

Franchise Fee figures are based on estimates of gross income furnished by Time Warner at a rate of 5% and is paid quarterly to the City. We are also collecting a Franchise Fee from AT&T on internet services at a 5% rate.

BUSINESS LICENSES & FRANCHISE FEES			
Actual FY 09-10	Budget FY 10-11	Projected FY 10-11	Budget FY 11-12
2,833,152	2,742,850	3,049,276	2,938,200

Hospitality and Accommodations Tax

The City passed an Ordinance to establish Hospitality and Accommodations taxes (2%) for all restaurants, food service vendors, bakeries or grocery stores that sell food for immediate consumption, that is not pre-packaged and for any hotel, motel, or campground that rents rooms or space. This tax went into effect February 16, 1998. At the end of the month, the revenues are transferred through an expense line item to the actual Hospitality and Accommodations Tax Fund, which is a separate accounting fund. The revenues each month collected are then deposited in this fund through Accounts Payable from the General Fund. All expenses are paid from this fund. Hospitality and Accommodations Tax make up 6.02% of the General Fund.

HOSPITALITY AND ACCOMMODATIONS TAX			
Actual FY 09-10	Budget FY 10-11	Projected FY 10-11	Budget FY 11-12
919,485	930,000	1,027,500	1,062,000

Contracts and Permits

Fire Service Contracts – These revenues are estimated by the Department of Public Safety and based on historical trends and current rates. Fire contracts and penalties make up 4.7% of the budget. Fire contracts are not a mandatory requirement. It is up to the homeowner to take out a fire contract with the City. These rates are based on the square footage of heated space. Penalties are charged if the City is called to a fire and the homeowner does not have a fire contract. The City is not obligated to respond to a fire where the homeowner or business does not have a fire contract.

FIRE CONTRACTS				
	Actual FY 09-10	Budget FY 10-11	Projected FY 10-11	Budget FY 11-12
Fire Contracts	772,538	820,000	800,000	810,000
Fire Penalties	12,850	20,000	20,000	20,000

Building Permits - These revenues are estimated by the Public Works Department, Building Inspection Division, and are based on historical trends and current rates. Building permits make up less than 1% of the budget. Building Permits are required on any construction, remodeling, demolition, home improvement or other improvements. There will be an increase in FY 2011-12 in some of these rates.

BUILDING PERMITS			
Actual FY 09-10	Budget FY 10-11	Projected FY 10-11	Budget FY 11-12
47,145	60,000	48,000	50,000

Sanitation Fees

Based on current rates and estimated customer volume, these fees are estimated by the Public Works Department. Department of Public Utilities collects our sanitation fees on the customer's electric bill. Sanitation fees and penalties make up 5.72% of the budget. New customers obtain service with the Department of Public Utilities when signing up for electric service. The commercial rate per month is based on the number of pick-ups per week. The minimum charge is $11.00 per month.

SANITATION FEES			
Actual FY 09-10	**Budget FY 10-11**	**Projected FY 10-11**	**Budget FY 11-12**
953,088	**993,000**	**820,000**	**830,000**

Fines and Forfeitures

The Department of Public Safety collects all criminal fines, traffic fines, parking fines and City ordinance fines. Fines and forfeitures make up 4.5% of the revenue budget. Estimates are made based on historical trends and current information. The City retains 100% of all parking fines and most ordinance fines. All traffic and criminal fines have a State mandated assessment of 107%. Of this total assessment, the State share is 88.84% and local share is 11.16%. The City also retains 100% of a mandatory $25 surcharge that is transferred to the Victim's Advocate Fund along with the local share of the assessments. These funds are for victim's services and advocate expenditures.

FINES AND FORFEITURES				
	Actual FY 09-10	**Budget FY 10-11**	**Projected FY 10-11**	**Budget FY 11-12**
Fines & Forfeitures	**755,825**	**807,000**	**770,000**	**801,000**

State Shared Revenues

State Shared Revenues make up 5.71% of the Budget.

Local Government Payments - Local Government payments are based on estimates by the State of South Carolina. This represents taxes on income, alcoholic beverages, financial institutions and motor transportation that are collected at the State level and returned to local governments. This has been cut drastically over the past several years.

Accommodations Tax Fund – State Law established that the General Fund receives $25,000 plus 5% collected. The Accommodations Tax Advisory Committee is established for the disbursement of the monies and their recommendations are brought to Council for approval. FEMA Reimbursement grant monies transferred through the state are shown in this account. Grant income is budgeted in State Shared Revenues. However, if we do not get the grant awards, the related expenditures will not be spent and the revenues will be adjusted during projections next year.

STATE SHARED REVENUES				
	Actual FY 09-10	Budget FY 10-11	Projected FY 10-11	Budget FY 11-12
State Shared Revenues	351,514	364,259	309,642	1,006,686

Interdepartmental Transfers

These are transfers from the Department of Public Utilities. This amount is set by City Council and transferred bi-monthly. The interdepartmental transfers make up 28.69% of the General Fund Budget in FY 2011-2012. The Department of Public Utilities is actually owned by the City of Orangeburg and remits to the City for operations. There was an increase of $165,000 per year in the transfer amount to the City.

INTERDEPARTMENTAL TRANSFERS				
	Actual FY 09-10	Budget FY 10-11	Projected FY 10-11	Budget FY 11-12
Cash Reserve	0	500,000	0	600,000
Public Utility Transfer	3,986,288	3,986,288	3,986,288	4,157,288
Street Lights	254,148	230,000	240,000	240,000
Fire Hydrant Rentals	20,000	20,000	20,000	20,000
Christmas Lights	36,910	37,000	29,681	32,000
DPU Centennial	6,619	5,900	5,900	5,900
Fiber	9,600	9,600	9,600	9,600

Miscellaneous Revenue

Other Revenue – This revenue is primarily made up of interest income and other miscellaneous revenues and equals less than 1% of the General Fund revenues. The City pools cash balance of all idle funds and investments in collaborative form in order to maximize the return on invested funds. Miscellaneous Revenues also includes weedy lot revenue, recycling revenue and any proceeds from the sale of fixed assets sue to surplus equipment.

Recreational Fees

Estimates by the Parks and Recreation Department are based on trends and current fee rates. Recreational fees make up less than 1% of the budget. Any non-resident of the City has to pay a non-resident fee per sport, instructional class or event per month or per sport. Residents living in the City are exempt from non-resident fees.

RECREATIONAL FEES				
	Actual FY 09-10	Budget FY 10-11	Projected FY 10-11	Budget FY 11-12
All Recreational Fees	164,898	163,250	131,002	130,950

Donations and Other Financing Sources

Other financing are amounts for grants, interest, lease purchase reimbursements, and reimbursement from other funds. Other Financing Sources make up approximately 5% of the General Fund Budget.

DONATIONS & OTHER FINANCING SOURCES				
	Actual FY 09-10	Budget FY 10-11	Projected FY 10-11	Budget FY 11-12
Donations & Other Financing Sources	1,033,270	1,318,584	1,315,446	972,500

SUMMARY OF FUND REVENUES

SUMMARY OF FUND REVENUES				
	Actual FY 09-10	Budget FY 10-11	Projected FY 10-11	Budget FY 11-12
General Fund	15,744,540	16,857,661	16,628,380	17,644,427
Orangeburg Municipal Airport Fund	492,781	564,090	615,854	498,186
Hillcrest Pro Shop Fund	121,922	135,890	122,975	136,960
Hillcrest Golf Course Fund	486,274	565,175	465,860	502,180
Total Revenues for All Funds	16,845,517	18,122,816	17,833,069	18,781,753

FEE CHANGES FOR FY 2011-2012

There will be an increase in some building permit categories.

There will be an increase in business license penalties.

The minimum commercial sanitation rate will be $11.00 per month.

ASSUMPTIONS FOR FY 2011-2012

Revenue Estimates Enterprise Funds

AIRPORT FUND

Sales, Rentals and Miscellaneous – These are estimated by the Public Works Director and the Airport Manager and are based upon historical trends and current fees. The Airport makes up 44% of the Enterprise Fund Totals.

MUNICIPAL AIRPORT				
	Actual FY 09-10	Budget FY 10-11	Projected FY 10-11	Budget FY 11-12
Total Airport Revenues	492,781	564,090	615,854	498,186

HILLCREST PRO SHOP FUND

Sales and Miscellaneous – This fund is estimated by the Hillcrest Manager and current rates. This includes snack bar sales and merchandise sales. The Pro Shop inventories golf clubs, golf balls, golf bags, shirts, hats, sweaters, gloves, etc. for the avid golfer. The snack bar offers sandwiches, breakfast, drinks, beer, ice, candy and snacks. The Pro Shop makes up 12% of the Enterprise Fund Totals.

HILLCREST PRO SHOP				
	Actual FY 09-10	Budget FY 10-11	Projected FY 10-11	Budget FY 11-12
Total Pro Shop Revenues	121,922	135,890	122,975	136,960

HILLCREST GOLF COURSE FUND

Green Fees, Carts, and Memberships – These are estimated by the Hillcrest Manager and based on historical trends and current rates. A Capital Projects Fund is set up for Hillcrest to fund cart paths and other special projects. The money comes from cart rentals. For every nine holes, $ .50 is used and for every eighteen holes, $1.00 is used. The Golf Course makes up approximately 44% of the Enterprise Fund Totals. The Hillcrest Golf Course usually gets a transfer from the Pro Shop each year to balance the revenues with the expenditures.

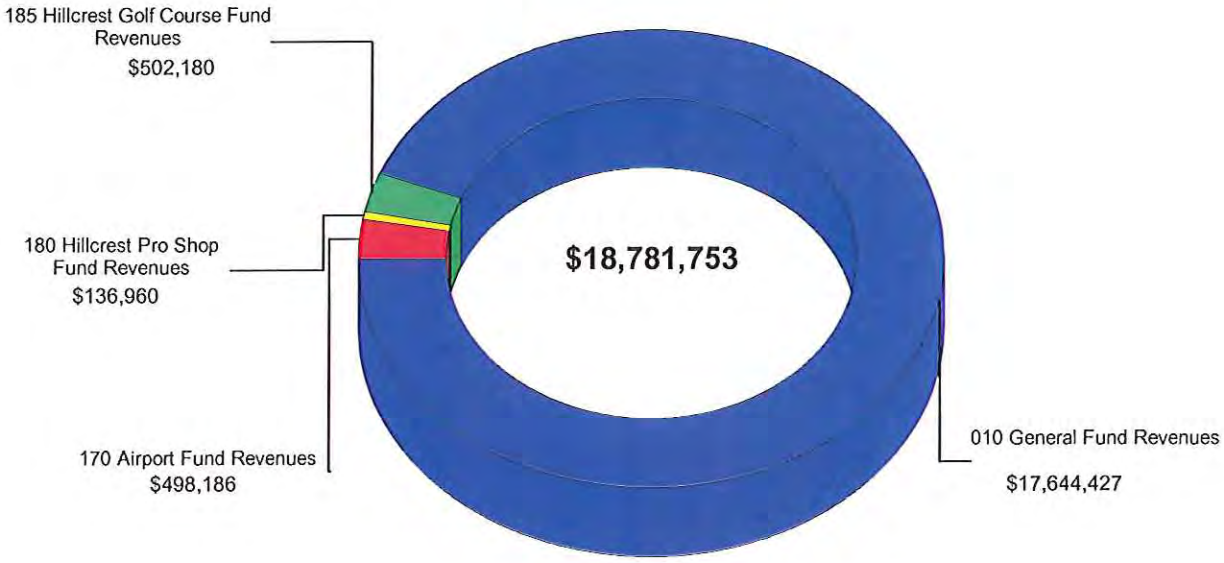
HILLCREST GOLF COURSE				
	Actual FY 09-10	Budget FY 10-11	Projected FY 10-11	Budget FY 11-12
Total Golf Course Revenues	486,274	565,175	465,860	502,180

CITY OF ORANGEBURG

Total Revenues by Category/General Fund FY 2011-2012	
Property Taxes	$3,097,316
Business Licenses	$2,791,200
Interfund Transfers	$5,058,788
Other Financing	$ 968,500
Miscellaneous Revenue	$ 42,500
Franchise Fees	$ 147,000
Permits	$ 50,691
Hospitality and Accommodation	$1,062,000
Federal Grants	$ 166,911
State Grants	$ 344,475
State Shared Revenue	$1,006,686
Sale of Fixed Assets	$ 18,000
Fines and Forfeitures	$ 801,000
Interest Revenues	$ 40,000
General Government Fees	$ 3,900
Fire Service Fees	$ 830,000
Sanitation Fees	$1,009,188
Recreation Fees	$ 130,950
Rentals	$ 71,322
Donations	$ 4,000

SUMMARY OF FUND REVENUES

FY 2011-12



010 General Fund Revenues	93.9%
170 Airport Fund Revenues	2.7%
180 Hillcrest Pro Shop Fund Revenues	0.7%
185 Hillcrest Golf Course Fund Revenues	2.7%
Total:	100.0%

General Fund Revenues

Account	Description	Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
Property Taxes					
010000311001	CURRENT PROPERTY TAX	2,356,343	2,492,227	2,380,638	2,400,000
010000311002	PENALTIES ON CURRENT TAX	36,228	32,000	28,000	32,000
010000311003	PRIOR YEARS TAXES	64,650	75,000	415,000	80,000
010000311004	PENALTIES ON PRI YEAR TAX	13,204	15,000	18,000	18,000
010000311005	NEXT YEAR TAXES	0	0	0	0
010000311006	HOMESTEAD EXEMPTIONS	152,098	153,000	151,660	152,000
010000311007	PROCESSING FEES	38,936	37,000	35,000	33,000
010000311008	FORFEITED LAND COMM INTER	810	400	400	200
010000311009	MERCHANTS INVT. TAX REIMB	69,016	69,016	69,016	69,016
010000311010	MOTOR CARRIER TAXES	18,998	22,000	20,000	20,000
010000311011	MANUFACTURER'S TAX EXEMPT	32,956	29,500	29,500	29,500
010000311012	PAYMENT IN LIEU OF TAXES	27,076	26,000	26,000	26,000
010000311025	2005 VEHICLE TAXES	0	0	0	0
010000311026	2006 VEHICLE TAXES	0	0	0	0
010000311027	2007 VEHICLE TAXES	328	0	209	0
010000311028	2008 VEHICLE TAXES	1,553	500	250	100
010000311029	2009 VEHICLE TAXES	69,705	2,500	2,000	1,500
010000311030	2010 VEHICLE TAXES	152,600	82,000	69,750	3,000
010000311031	2011 VEHICLE TAXES	0	190,000	160,000	70,000
010000311032	2012 VEHICLE TAXES	0	0	0	163,000
		3,034,504	3,226,143	3,405,423	3,097,316
Franchise Fees					
010000318001	TIME WARNER FRANCHISE FEE	149,992	142,000	144,086	145,000
010000318002	AT&T FRANCHISE FEES	0	5,000	1,100	2,000
		149,992	147,000	145,186	147,000
Business Licenses					
010000321001	GENERAL BUSINESS LICENSES	890,145	960,000	950,000	968,000
010000321002	LIFE & MEDICAL INSURANCE	506,791	500,000	559,782	560,000
010000321003	FIRE & CASUALTY INSURANCE	1,025,986	975,000	1,254,208	1,126,000
010000321004	PENALTIES BUSINESS LIC	11,775	17,000	9,400	6,500
010000321005	PRECIOUS METALS LICENSE	500	450	700	700
010000321006	FIREWORKS LICENSE	200	400	0	0
010000321007	TELECOMMUNICATIONS LICENS	247,763	143,000	130,000	130,000
		2,683,160	2,595,850	2,904,090	2,791,200
Permits					
010000322001	BUILDING PERMITS	47,145	60,000	48,000	50,000
010000322002	TAXI PERMITS	27	30	21	21
010000322003	YARD SALE PERMITS	760	650	650	670
010000322004	PERMIT PENALTIES	0	0	0	0
		47,932	60,680	48,671	50,691
Hospitality & Accommodation Tax Fees					
010000324001	HOSPITALITY TAX MONIES	878,887	888,000	985,000	1,020,000
010000324002	ACCOMMODATIONS TAX MONIES	39,862	41,000	40,000	40,500
010000324003	PENALTIES-HOSP & ACC TAX	736	1,000	2,500	1,500
		919,485	930,000	1,027,500	1,062,000
Federal Grants					
010000331001	GRANT INCOME-FEDERAL	0	0	0	166,911
010000331007	CLAFLIN FED GRANT	112,256	0	0	0
		112,256	0	0	166,911
State Grants					
010000334001	GRANT INCOME-STATE	25,366	0	6,025	20,900

General Fund Revenues

Account	Description	Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010000334002	SCHOOL RESOURCE OFFICER R	29,758	30,000	29,000	29,000
010000334003	VICTIMS ADVOCATE GRANT	0	0	0	22,306
010000334006	FORENSIC DRUG LAB	0	0	0	0
010000334007	CDV GRANT REIMBURSEMENT	44,028	56,687	49,000	45,803
010000334008	JAG COMM/SECURITY	0	0	0	0
010000334009	JAG - CRIME SCENE EQMT	0	0	0	0
010000334010	HWY SAFETY - LEN	0	0	0	0
010000334011	HIGHWAY SAFETY GRANT	145,888	247,095	122,238	146,466
010000334012	JAG - RECORDS ENHANCEMENT	0	79,325	0	0
010000334013	JAG - LE TRAINING ASSIST	0	21,850	0	80,000
		245,040	434,957	206,263	344,475
State Shared Revenue					
010000335001	ACCOMMODATIONS TAX	25,549	26,500	26,000	26,000
010000335002	LOCAL GOVERNMENT FUND	325,965	337,759	283,642	260,686
010000335005	FEMA REIMBURSEMENT GRANT	0	0	0	720,000
010000335014	GREAT FEDERAL GRANT REVEN	0	0	0	0
010000335015	METH. INITIATIVE GRANT	0	0	0	0
		351,514	364,259	309,642	1,006,686
General Governmental Fees					
010000341001	REZONING FEES	650	1,000	500	1,200
010000341002	SETOFF DEBT COLLECTIONS	1,350	1,500	2,600	2,700
		2,000	2,500	3,100	3,900
Fire Service Fees					
010000342001	FIRE CONTRACTS	772,538	820,000	800,000	810,000
010000342002	PENALTIES FIRE CONTRACTS	12,850	20,000	20,000	20,000
		785,388	840,000	820,000	830,000
Sanitation Fees					
010000344001	COMMERCIAL SANITATION FEE	385,901	388,000	384,450	386,500
010000344003	RESIDENTIAL SANITATION FE	567,187	605,000	622,688	622,688
		953,088	993,000	1,007,138	1,009,188
Recreational Fees					
010000347001	NON RESIDENT FEE	31,303	31,000	24,000	23,000
010000347002	ADULT SOFTBALL	1,650	3,000	3,030	2,100
010000347003	YOUTH SOFTBALL	3,430	3,200	4,105	3,900
010000347004	BASEBALL	19,169	15,000	14,676	15,000
010000347005	ADULT BASKETBALL	2,790	4,500	0	0
010000347006	YOUTH BASKETBALL	12,269	12,000	9,870	10,300
010000347007	FOOTBALL	16,536	12,000	12,000	12,000
010000347009	YOUTH SOCCER	8,087	6,000	6,000	6,000
010000347012	TENNIS	2,660	2,000	1,740	1,500
010000347013	INSTRUCTIONAL CLASSES	52,025	50,000	38,000	38,000
010000347015	CONCESSIONS	512	1,000	800	800
010000347016	SPECIAL EVENTS	628	650	381	2,350
010000347017	INSURANCE	657	400	400	400
010000347018	CHEERLEADING	660	500	500	600
010000347019	SPRAY PARK ADMISSION/RENT	12,522	22,000	15,500	15,000
010000347022	DISC GOLF REVENUES	0	0	0	0
		164,898	163,250	131,002	130,950
Fines and Forfeitures					
010000351001	CRIMINAL FINES	121,681	160,000	135,000	156,000
010000351002	TRAFFIC FINES	612,222	620,000	610,000	620,000
010000351003	PARKING TICKETS	20,183	25,000	23,000	23,000

General Fund Revenues

Account	Description	Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010000351005	INCIDENT & ACCIDENT	1,424	1,500	1,700	1,500
010000351008	FINGERPRINT REVENUE	315	500	300	500
		755,825	807,000	770,000	801,000
Interest Revenue					
010000361001	INVESTMENT INT INCOME	39,053	50,000	35,000	40,000
		39,053	50,000	35,000	40,000
Rental Fees					
010000363001	RENTALS	21,598	30,000	25,000	30,000
010000363003	STEVENSON PERSONNEL	10,233	13,500	13,500	13,500
010000363006	RENT - FIRST CITZ BLDG	26,750	27,000	27,000	27,822
		58,581	70,500	65,500	71,322
Donations					
010000365002	PRIVATE DONATION	25,000	0	0	0
010000365008	DONATED ASSETS	2,660	0	0	0
010000365009	DONATIONS-GANG INITIATIVE	4,540	4,000	5,362	4,000
		32,200	4,000	5,362	4,000
Other Financing Sources					
010000390001	OTHER FINANCING SOURCES	773,587	1,026,084	1,026,084	649,500
010000390002	FIRE EQUIPMENT RESERVE	0	0	0	0
010000390003	TRF FR VICTIMS ADVOCATE	41,983	48,500	44,000	44,000
010000390009	TRF FROM HOSP & ACC TAX	185,500	240,000	240,000	275,000
010000390013	OT FINANCING-UNUSED FUNDS	0	0	0	0
		1,001,070	1,314,584	1,310,084	968,500
Interdepartmental Transfers					
010000391001	CASH RESERVE	0	500,000	0	600,000
010000391002	PUBLIC UTILITY TRANSFER	3,986,288	3,986,288	3,986,288	4,151,288
010000391003	STREET LIGHTS	254,148	230,000	240,000	240,000
010000391004	FIRE HYDRANT RENTALS	20,000	20,000	20,000	20,000
010000391005	CHRISTMAS LIGHTS	36,910	37,000	29,681	32,000
010000391009	DPU - CENTENNIAL PARK	6,619	5,900	5,900	5,900
010000391011	DPU FIBER RENTAL	9,600	9,600	9,600	9,600
		4,313,566	4,788,788	4,291,469	5,058,788
Sale of Fixed Assets					
010000392001	SALE OF FIXED ASSETS	33,668	18,000	0	18,000
		33,668	18,000	0	18,000
Miscellaneous Revenue					
010000394000	WEEDY LOT FEES	17,010	16,000	16,000	16,000
010000394001	SALE-CEMETERY LOTS/INTERM	4,299	6,000	3,000	4,000
010000394005	SERV CHG-RT CKS	1,230	800	700	650
010000394006	TRAFFIC SIGNAL REIMBURS	353	350	350	350
010000394007	SCDOT REIMBURSEMENT	11,393	11,000	11,500	11,500
010000394009	RECYCLING FEES	9,019	5,000	5,000	5,000
010000394012	MISCELLANEOUS REVENUE	17,783	5,000	106,400	5,000
010000394022	DEMOLITIONS	0	2,000	0	0
010000394026	MISC CLEAN UP FEES	200	1,000	0	0
		61,288	47,150	142,950	42,500
Total General Fund Revenues		15,744,505	16,857,661	16,628,380	17,644,427

Airport Fund Revenues

Account	Description	Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
Sales Tax					
170000313001	SALES TAX	23,616	30,000	30,000	30,000
		23,616	30,000	30,000	30,000
Federal Grants					
170000331001	GRANT INCOME-FEDERAL	0	129,512	111,458	0
170000331005	FED GRANT INCOME - APRON	0	0	0	0
170000331006	FED GRT INCOME - HANGARS	0	0	0	0
170000331008	FED GRANT - PHASE II	40,189	0	0	0
		40,189	129,512	111,458	0
State Grants					
170000334001	GRANT INCOME-STATE	23,977	3,408	3,408	0
		23,977	3,408	3,408	0
Orbg Municipal Airport					
170000346001	AVGAS FUEL SALES	117,507	125,000	145,451	145,451
170000346002	JET FUEL SALES	215,353	215,000	255,887	255,887
170000346003	OIL SALES	3,065	3,000	2,300	2,000
170000346004	HANGAR RENTALS	54,595	51,215	51,600	58,820
170000346005	TIE-DOWN RENTALS	1,040	1,123	870	870
170000346006	FINANCE CHARGE	156	139	180	180
170000346007	LEASES/RENTAL AGREEMENTS	0	0	0	0
170000346008	REIMBURSE FOR NDB	0	0	0	0
170000346010	RETAIL SALES	1,427	893	1,978	1,978
		393,144	396,370	458,266	465,186
Donations					
170000365002	PRIVATE DONATION	0	0	0	0
		0	0	0	0
Other Financing Sources					
170000390009	TRF FROM HOSP & ACC TAX	0	0	9,722	0
170000390015	TRF FROM 2006 1% FUND	0	0	0	0
170000390097	TRANSFER FROM 1% FUND	0	0	0	0
		0	0	9,722	0
Sale of Fixed Assets					
170000392001	SALE OF FIXED ASSETS	0	0	0	0
		0	0	0	0
Miscellaneous Revenue					
170000394012	MISCELLANEOUS REVENUE	8,381	2,300	500	500
170000394025	MISC REVENUE NON-TAXABLE	3,475	2,500	2,500	2,500
		11,856	4,800	3,000	3,000
Total Airport Fund Revenues		492,782	564,090	615,854	498,186

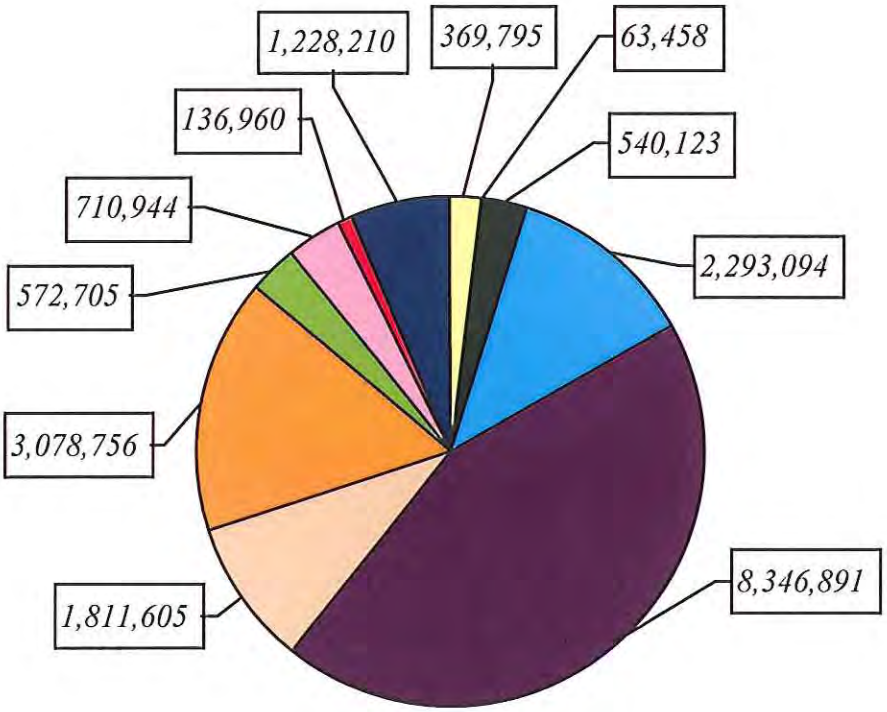
Hillcrest Pro Shop Fund Revenues

Account	Description	Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
Sales Tax					
180000313001	SALES TAX	7,992	8,890	6,475	8,960
		7,992	8,890	6,475	8,960
Hillcrest Golf Course					
180000348000	DRIVING RANGE REVENUES	20,970	25,000	24,000	25,000
		20,970	25,000	24,000	25,000
Hillcrest Pro Shop					
180000349001	BEER SALES	5,107	5,200	5,200	5,000
180000349002	DRINK SALES	15,555	18,000	16,000	18,800
180000349003	FOOD AND SNACKBAR	15,284	18,000	16,000	18,800
180000349004	SOFTGOODS,SHOES & CLOTHIN	30,199	32,000	29,500	30,000
180000349005	CLUBS	5,730	6,000	5,000	7,800
180000349006	GOLFBALLS	20,330	22,000	20,000	21,800
180000349007	PULL CART RENTAL	755	800	800	800
180000349008	TRADED IN CLUBS	0	0	0	0
		92,960	102,000	92,500	103,000
Total Hillcrest Pro Shop Fund Revenues		121,922	135,890	122,975	136,960

Hillcrest Golf Course Fund Revenues

Account	Description	Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
Sales Tax					
185000313001	SALES TAX	**14,951**	**17,360**	**14,360**	**14,680**
185000313002	ADMISSIONS TAX	**8,702**	**11,500**	**8,700**	**8,800**
		23,653	**28,860**	**23,060**	**23,480**
Hillcrest Golf Course					
185000348001	GREEN FEES	**123,337**	**163,000**	**130,000**	**150,000**
185000348002	CART RENTAL	**194,998**	**226,000**	**185,000**	**185,000**
185000348003	MEMBERSHIPS	**50,388**	**67,000**	**52,000**	**55,000**
185000348004	HC CAPITAL PROJECTS REVEN	**18,788**	**22,000**	**20,000**	**20,000**
185000348006	LOAN FROM HOSP/ACC TAX	**0**	**0**	**0**	**0**
185000348007	CART REPLACEMENT REVENUES	**0**	**0**	**0**	**0**
		387,511	**478,000**	**387,000**	**410,000**
Other Financing Sources					
185000390001	OTHER FINANCING SOURCES	**0**	**0**	**0**	**0**
185000390005	TRANSFER FROM G/F	**0**	**0**	**0**	**0**
185000390009	TRF FROM HOSP & ACC TAX	**21,280**	**0**	**0**	**0**
185000390010	TRANSFER FROM PRO SHOP	**53,830**	**58,315**	**55,800**	**68,700**
185000390097	TRANSFER FROM 1% FUND	**0**	**0**	**0**	**0**
		75,110	**58,315**	**55,800**	**68,700**
Miscellaneous Revenue					
185000394028	CREDIT CARD USER FEES	**0**	**0**	**0**	**0**
		0	**0**	**0**	**0**
Total Hillcrest Golf Course Fund Revenues		**486,273**	**565,175**	**465,860**	**502,180**

The City of Orangeburg
Expenditure/Expense Summary
FY 2011-2012



Executive | Finance | Administrative | Public Works
Public Safety | Parks & Recreation | Non Operating | Service
Hillcrest Golf Course | Hillcrest Pro Shop | Airport

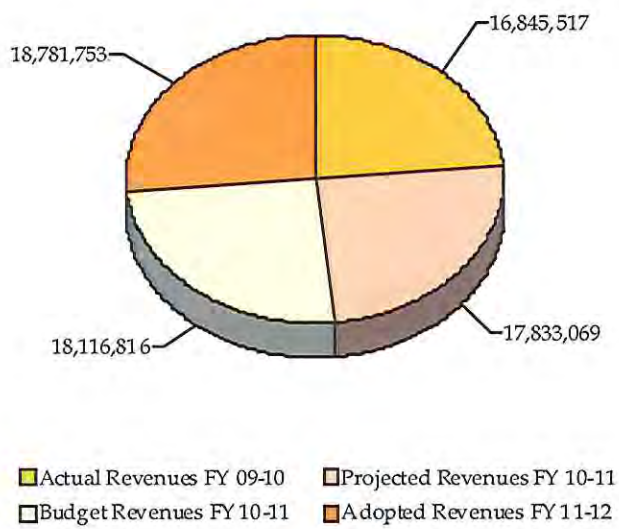
SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT

DEPARTMENT	Actual FY 09-10	Budget FY 10-11	Projected FY 10-11	Budget FY 11-12
Executive	367,428	377,064	373,419	369,795
Finance	586,079	636,945	612,198	631,458
Administrative	475,851	508,891	500,058	540,123
Public Works	1,894,884	2,188,278	2,105,075	2,293,094
Public Safety	7,114,529	7,994,684	7,550,700	8,346,891
Parks & Recreation	1,751,169	1,796,355	1,709,847	1,811,605
Non-Operating	2,786,851	2,785,451	2,836,887	3,078,756
Service	495,009	569,993	565,111	572,705
TOTAL GENERAL FUND	**15,471,800**	**16,857,661**	**16,253,295**	**17,644,427**

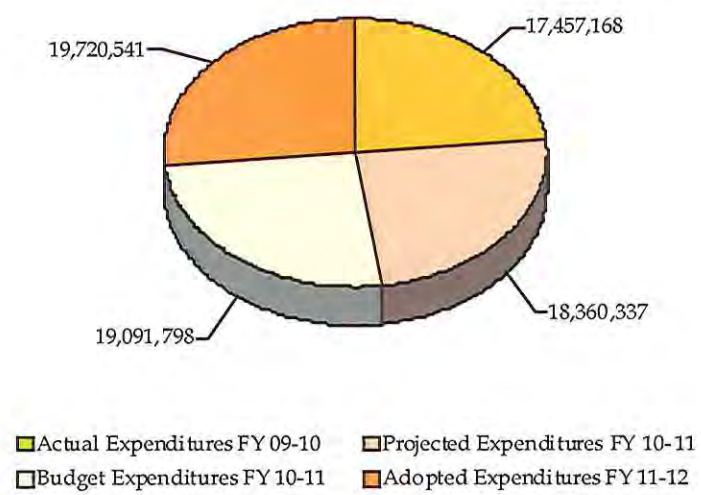
SUMMARY OF GENERAL FUND EXPENDITURES BY EXPENSE CATEGORY

ACCOUNT	Actual FY 10-11	Budget FY 10-11	Projected FY 10-11	Budget FY 11-12
Salaries Expense	6,445,910	7,066,904	6,823,818	7,105,886
Salary Related	1,455,367	1,621,464	1,543,435	1,749,019
Group Insurance	1,118,159	1,205,121	1,147,039	1,239,357
Utilities Expense	309,004	304,300	325,677	328,302
Property and Tort	270,319	282,183	272,458	278,710
Operating Expense	1,836,033	2,123,238	2,062,016	2,082,924
Capital Outlay	1,032,393	1,534,000	1,249,965	1,864,473
Non-Operating Expense	2,555,494	2,720,451	2,828,887	2,995,786
TOTAL GENERAL FUND EXPENDITURES	**15,022,679**	**16,857,661**	**16,253,295**	**17,644,427**

Fund	Actual Expenditures FY 09-10	Actual Revenues FY 09-10	Budget Expenditures FY 10-11	Budget Revenues FY 10-11	Projected Expenditures FY 10-11	Projected Revenues FY 10-11	Budget Expenditures FY 11-12	Budget Revenues FY 11-12
General Fund	15,471,800	15,744,540	16,857,661	16,857,661	16,253,295	16,628,380	17,644,427	17,644,427
Orangeburg Municipal Airport	1,211,547	492,781	1,363,498	564,090	1,358,619	615,854	1,228,210	498,186
Hillcrest Pro Shop Fund	121,920	121,922	135,890	135,890	122,975	122,975	136,960	136,960
Hillcrest Golf Course Fund	651,601	486,274	734,749	565,175	625,448	465,860	710,944	502,180
Total	***17,457,168***	***16,845,517***	***19,091,798***	***18,116,816***	***18,360,337***	***17,833,069***	***19,720,541***	***18,781,753***



Revenue Overview



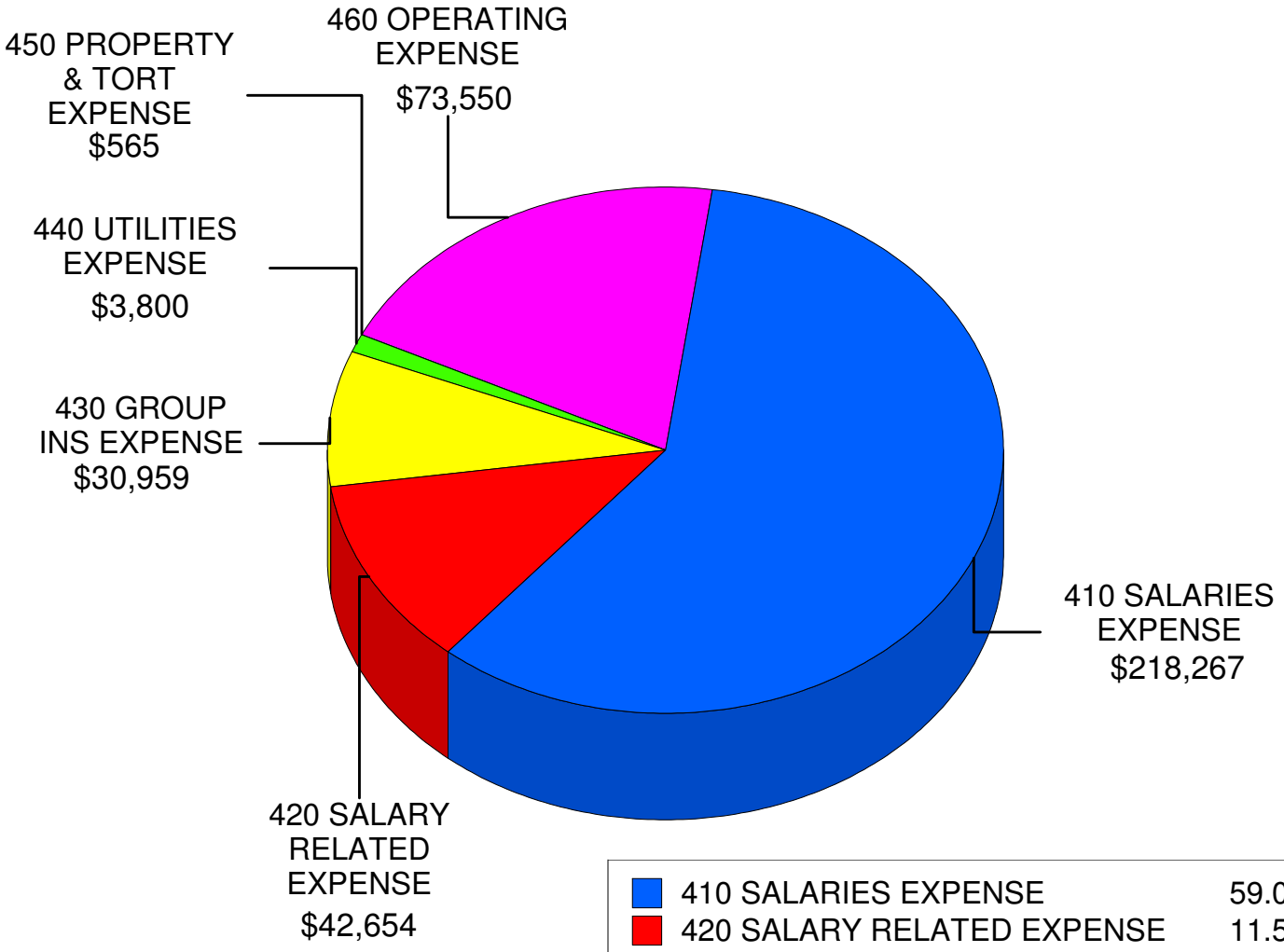
Expenditure Overview

SUMMARY OF GENERAL FUND, AIRPORT FUND,
PRO SHOP FUND AND GOLF COURSE FUND EXPENDITURES/EXPENSES
GRAND TOTAL FOR FISCAL YEAR 2011-2012

Description	General	Airport	Pro Shop	Golf Course	TOTAL
Salaries Expense	7,105,886	83,865	0	268,854	7,458,605
Salary Related	1,749,019	25,807	0	66,013	1,840,839
Group Insurance	1,239,357	8,280	0	44,273	1,291,910
Utilities Expense	328,302	20,106	0	55,000	403,408
Property & Tort	278,710	23,154	0	15,032	316,896
Operating Expense	2,082,924	1,065,998	136,960	261,772	3,547,654
Capital Outlay	1,864,473	1,000	0	0	1,865,473
Non-Operating Expense	2,828,887	0	0	0	2,995,756
TOTAL FUND EXPENDITURES/ EXPENSES	17,644,427	1,228,210	136,960	710,944	19,720,541

General Fund

Executive Department



410 SALARIES EXPENSE	59.0%
420 SALARY RELATED EXPENSE	11.5%
430 GROUP INS EXPENSE	8.4%
440 UTILITIES EXPENSE	1.0%
450 PROPERTY & TORT EXPENSE	0.2%
460 OPERATING EXPENSE	19.9%
470 CAPITAL OUTLAY EXPENSE	0.0%
Total:	100.0%

Executive Department	Administration Division
01	10

Fiscal Summary		Resources & Funding	

Full Time Positions	1	Salaries Expense	67,338
Part Time Positions	7	Salary Related	13,685
Total Positions	8	Group Insurance	5,484
Vehicles	0	Utilities	3,800
		Property & Tort	14
		Operating	51,000
		Sub Total	141,321
		Capital	0
		Grand Total	141,321

Description of Department:

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

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

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

Goals:

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

Objectives:

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

3. To promote the development and redevelopment of safe, decent, and affordable housing through continued Federal Rehabilitation Grants and the demolition of unsafe buildings.
4. To promote the continued viability of our City's Central Business District through support of redevelopment activities.
5. To properly recognize and compensate our municipal employees for the jobs they perform.
6. To protect property values by promoting the development and implementation of modern land use, planning and zoning policies.
7. To enhance the traffic flow within the City by promoting street maintenance, improved traffic controls and signalization, and railroad safety.
8. To improve visual image of the community through the promotion of code enforcement, historic preservation and beautification projects.
9. To serve as a problem solving forum to ensure the equitable delivery of quality municipal services.

DETAIL OF EXECUTIVE - ADMINISTRATION DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010010110410001	ADMINISTRATIVE PAYROLL	66,415	66,671	67,329	67,338
010010110420006	WORKERS' COMPENSATION	2,034	2,359	1,665	2,112
010010110420007	SOCIAL SECURITY	5,092	5,101	5,150	5,152
010010110420008	RETIREMENT	6,236	6,261	6,363	6,421
010010110430005	GROUP INSURANCE	5,409	5,008	5,375	5,484
010010110440010	UTILITIES EXPENSE	3,839	3,500	3,800	3,800
010010110450011	PROPERTY & TORT INSURANCE	17	17	14	14
010010110460004	SPECIAL EXPENSE	28,035	32,000	27,919	30,000
010010110460009	TRAVEL & TRAINING	9,666	9,000	12,430	9,000
010010110460012	DUES, FEES & SUBSCRIPTION	5,931	6,000	6,235	6,000
010010110460013	POSTAGE, PRINTING, ADV	3,861	2,850	1,746	2,500
010010110460014	OFFICE SUPPLIES	1,036	1,000	400	1,000
010010110460016	MISCELLANEOUS EXPENSE	1,020	800	3,020	2,500
010010110470020	CAPITAL OUTLAY	0	0	0	0
010010110470040	SMALL CAPITAL OUTLAY	0	0	0	0
TOTAL DIVISION EXPENDITURES		**138,592**	**140,567**	**141,446**	**141,321**

Executive Department	Elections Division
01	20

Fiscal Summary		Resources & Funding	

Full Time Positions	0	Salaries Expense	0
Part Time Positions	0	Salary Related	0
Total Positions	0	Group Insurance	0
Vehicles	0	Utilities	0
		Property & Tort	75
		Operating	0
		Sub Total	75
		Capital	0
		Grand Total	75

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

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

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

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

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

DETAIL OF EXECUTIVE - ELECTIONS DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010010120450011	PROPERTY & TORT INSURANCE	75	75	75	75
010010120460004	SPECIAL EXPENSE	0	0	2,000	0
010010120460013	POSTAGE, PRINTING, ADV	0	0	1,200	0
TOTAL DIVISION EXPENDITURES		75	75	3,275	75

Executive	Municipal Court
01	30

Fiscal Summary		Resources & Funding	

Full Time Positions	3	Salaries Expense	150,929
Part Time Positions	1	Salary Related	28,969
Total Positions	4	Group Insurance	25,475
Vehicles	0	Utilities	0
		Properties & Tort	476
		Operating	22,550
		Sub Total	228,399
		Capital	0
		Grand Total	228,329

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

Goals:

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

Objectives:

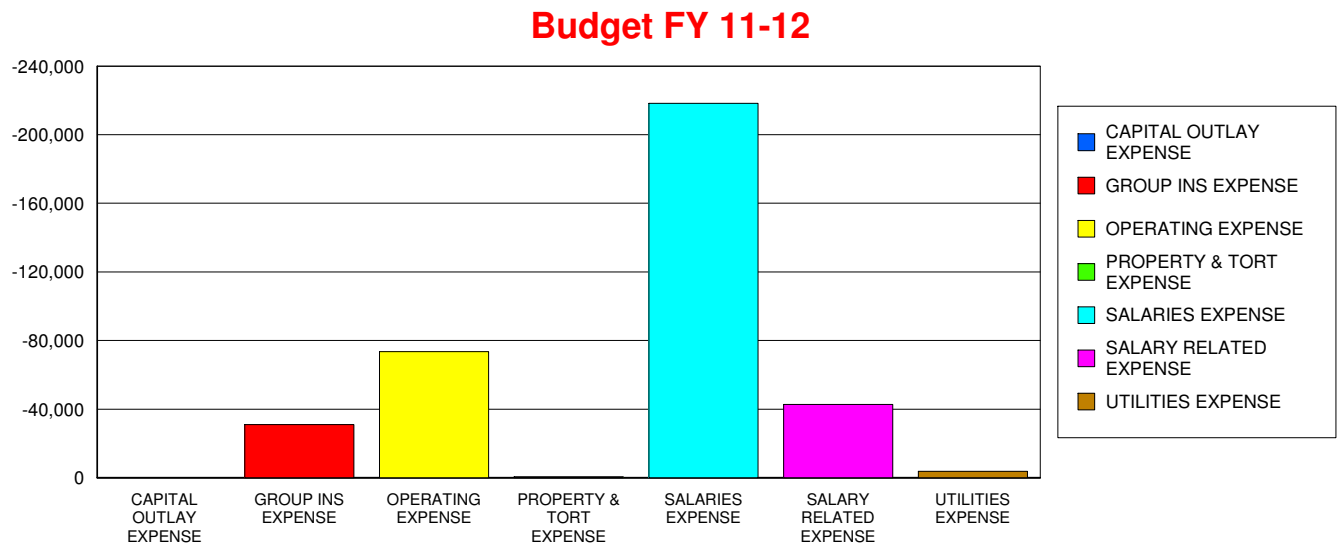
1. To continue legal education by attending seminars designed to keep the judiciary knowledgeable of changing laws and case decisions.
2. To keep court personnel up to date by training and instruction as to upgrades and changes to the Lawtrak System and other software.
3. To continue monthly jury trial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

DETAIL OF EXECUTIVE - MUNICIPAL COURT DIVISION EXPENDITURES

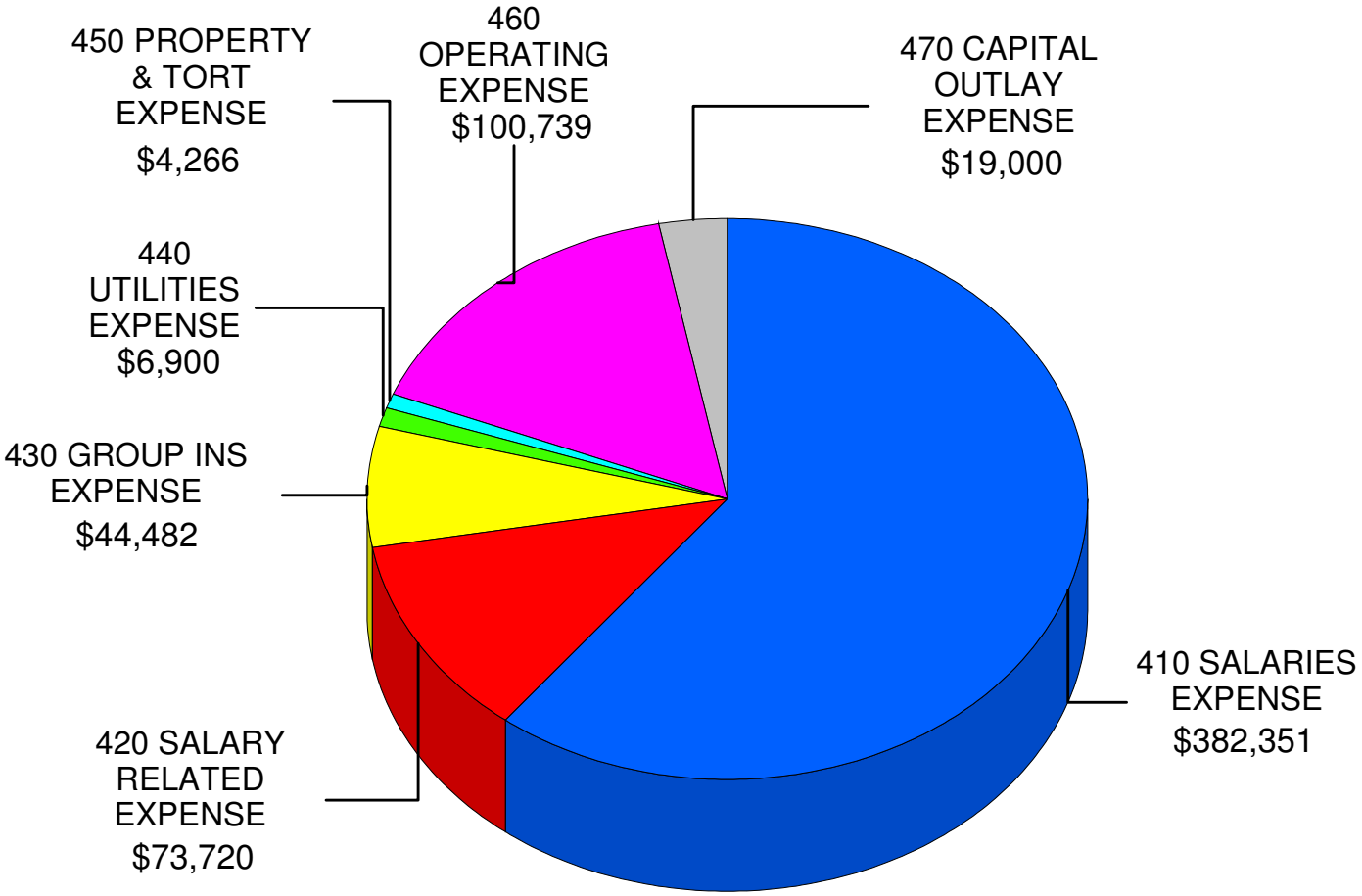
Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010010130410001	ADMINISTRATIVE PAYROLL	78,359	79,142	79,130	80,726
010010130410002	OPERATIONAL PAYROLL	73,039	78,570	71,251	69,953
010010130410003	OVERTIME	64	250	326	250
010010130420006	WORKERS' COMPENSATION	4,445	5,164	3,204	3,032
010010130420007	SOCIAL SECURITY	11,268	12,064	11,524	11,546
010010130420008	RETIREMENT	14,222	14,809	14,000	14,391
010010130430005	GROUP INSURANCE	25,123	24,897	23,590	25,475
010010130450011	PROPERTY & TORT INSURANCE	476	476	476	476
010010130460004	SPECIAL EXPENSE	3,930	4,800	4,791	4,800
010010130460009	TRAVEL & TRAINING	539	1,500	529	1,500
010010130460012	DUES, FEES & SUBSCRIPTION	400	750	750	750
010010130460013	POSTAGE, PRINTING, ADV	3,822	4,500	4,500	4,500
010010130460014	OFFICE SUPPLIES	1,919	1,500	1,937	1,500
010010130460015	OFFICE MAINTENANCE	1,564	800	1,098	800
010010130460016	MISCELLANEOUS EXPENSE	59	700	583	700
010010130460017	COMPUTER OPERATIONS	1,500	1,500	1,500	1,500
010010130460025	COMPUTER SUPPLIES & UPGRA	160	500	500	500
010010130460088	PR YR BOND REFUND EXPENSE	6,318	4,500	6,000	6,000
010010130470020	CAPITAL OUTLAY	0	0	0	0
010010130470040	SMALL CAPITAL OUTLAY	1,555	0	3,009	0
TOTAL DIVISION EXPENDITURES		**228,762**	**236,422**	**228,698**	**228,399**

SUMMARY OF EXECUTIVE DEPARTMENT EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
410	SALARIES EXPENSE	217,877	224,633	218,036	218,267
420	SALARY RELATED EXPENSE	43,298	45,758	41,906	42,654
430	GROUP INS EXPENSE	30,532	29,905	28,965	30,959
440	UTILITIES EXPENSE	3,839	3,500	3,800	3,800
450	PROPERTY & TORT EXPENSE	567	568	565	565
460	OPERATING EXPENSE	72,254	72,700	77,147	73,550
470	CAPITAL OUTLAY EXPENSE	1,555	0	3,000	0
TOTAL DEPARTMENT EXPENDITURES		369,922	377,064	373,419	369,795



Finance Department



410 SALARIES EXPENSE	60.6%
420 SALARY RELATED EXPENSE	11.7%
430 GROUP INS EXPENSE	7.0%
440 UTILITIES EXPENSE	1.1%
450 PROPERTY & TORT EXPENSE	0.7%
460 OPERATING EXPENSE	16.0%
470 CAPITAL OUTLAY EXPENSE	3.0%
Total:	100.0%

Finance Department	Finance & Records Division
10	10

Fiscal Summary		Resources & Funding	
Full Time Positions	6	Salaries Expense	233,665
Part Time Positions	0	Salary Related	44,886
Total Positions	6	Group Insurance	24,000
Vehicles	1	Utilities	4,600
		Property & Tort	2,748
		Operating	51,664
		Sub Total	361,563
		Capital	1,500
		Grand Total	363,063

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

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

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

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

Finance Department – Finance & Records Division **#10-10**

Small Capital Outlay Approved	**Amount**
<u>Desktop Computer Equipment</u> Replace current workstation that is obsolete and prone to breakdown.	**$1,500.00**
Total Approved	**$1,500.00**

DETAIL OF FINANCE - FINANCE & RECORDS DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010101010410001	ADMINISTRATIVE PAYROLL	215,716	229,852	221,500	233,665
010101010410003	OVERTIME	0	0	0	0
010101010420006	WORKERS' COMPENSATION	6,124	7,020	4,112	4,732
010101010420007	SOCIAL SECURITY	16,115	17,507	16,896	17,875
010101010420008	RETIREMENT	18,986	21,489	20,100	22,279
010101010430005	GROUP INSURANCE	23,958	22,889	24,429	24,000
010101010440010	UTILITIES EXPENSE	4,030	4,600	4,500	4,600
010101010450011	PROPERTY & TORT INSURANCE	2,083	2,083	2,080	2,080
010101010450049	VEHICLE INSURANCE	689	689	668	668
010101010460004	SPECIAL EXPENSE	255	400	44	400
010101010460009	TRAVEL & TRAINING	2,906	2,500	2,200	2,500
010101010460012	DUES, FEES & SUBSCRIPTION	1,284	1,700	1,913	1,850
010101010460013	POSTAGE, PRINTING, ADV	26,973	25,800	26,150	22,500
010101010460014	OFFICE SUPPLIES	6,581	5,500	6,050	5,000
010101010460015	OFFICE MAINTENANCE	5,812	5,733	4,000	4,200
010101010460016	MISCELLANEOUS EXPENSE	2,483	3,250	4,437	3,646
010101010460017	COMPUTER OPERATIONS	1,200	500	0	500
010101010460021	GAS	349	500	500	500
010101010460022	TIRES	0	250	179	250
010101010460025	COMPUTER SUPPLIES & UPGRA	2,016	3,500	1,900	2,500
010101010460030	LEASES	0	0	0	3,768
010101010460032	TUITION REIMBURSEMENT	0	0	0	0
010101010460041	CONTRACTUAL SERVICES	7,276	8,200	3,187	3,500
010101010460050	VEHICLE MAINTENANCE	122	500	140	550
010101010470020	CAPITAL OUTLAY	0	12,084	12,202	0
010101010470040	SMALL CAPITAL OUTLAY	0	2,000	2,082	1,500
TOTAL DIVISION EXPENDITURES		344,959	378,546	359,269	363,063

Finance Department		Information Technology Division	
10		30	
Fiscal Summary		**Resources & Funding**	
Full Time Positions	3	Salaries Expense	148,686
Part Time Positions	0	Salary Related	28,834
Total Positions	3	Group Insurance	20,482
Vehicles	1	Utilities	2,300
		Property & Tort	1,518
		Operating	49,075
		Sub Total	250,895
		Capital	17,500
		Grand Total	268,395

Description of Department:
Information Technology serves all departments and divisions by providing computer system analysis, development, maintenance, support, operations, purchasing of computer equipment and supplies for the server data centers at city hall and the Department of Public Safety. The division is responsible for all city owned workstations, laptop, and printers. Information Technology diagnoses hardware and software problems and makes repairs as needed. Information Technology performs daily, weekly, monthly, and yearly operations tasks such as: archiving files, tax rolls, fiscal year roll-over among others as required to maintain a successful operation. New technologies are reviewed and incorporated into the city operations when possible. The department additionally hosts, develops and maintains the web pages for the Department of Public Safety and the City of Orangeburg.

Goals:

1. Operate, maintain, and upgrade of computer devices including the AS/400, Windows servers, PCs, terminals, printers, and peripherals.
2. Provide assistance to all Departments with the evaluation, procurement, and implementation of new hardware and software applications.
3. To improve the utilization of existing network infrastructure for remote connections directly to City Hall.
4. Promote the increased utilization of Information Technology assets.
5. Continue enhancement to the City and Public Safety web sites.
6. Expand Intra/Internet email server applications.
7. Increase the standard of quality, productivity, error free work, communication skills, system user friendliness, and general effectiveness.

Objectives:

1. Operation, maintenance, upgrade of computer devices.
2. Provide support to Department of Public Safety.

3. Expand our network to connect remote locations directly to City Hall.
4. Promote the increase utilization of Information Technology assets.
5. Continue enhancement to the City web sites.
6. Expand Internet and e-mail servers server.
7. Increase of Standards.

Accomplishments:
1. Provide information regarding property taxes, fire contracts, business licenses, parking tickets, and traffic tickets to the public via the city web page. Credit card payment for traffic tickets have been completed.
2. The Computer Aided Dispatch (CAD) system has been migrated to the Lawtrak CAD reporting system and is linked with the Lawtrak Police Reporting System..
3. Maintain and upgrade application software for City Hall, Department of Public Safety, and Municipal Court. The Visionaire Records Management System has been migrated to the Lawtrak Police Reporting System. The process of writing paper traffic and parking tickets has been replaced with electronic ticketing allowing for improved accuracy and processing of tickets. The migration to the Lawtrack now allows for Public Safety and Municipal Court to process information from common databases.
4. Additional laptop computers have been installed into patrol cars for on-line use with the Lawtrak E-ticketing and incident reporting. This data is transmitted to Lawtrak at the conclusion of each shift. Incident reporting is reviewed and checked for accuracy following each shift
5. The Municipal Court has activated the SCIEX reporting for warrant reporting to SLED.
6. The Municipal Airport and Parks Operation Center have been incorporated into the city's fiber network via wireless network links. The network has been expanded to include a web cam into Edisto Memorial Park. Security cameras have been installed at the Spray Park.
7. The division is participating with the Software Steering Committee. The committee is comprised of various departments within the city and DPU, and is tasked with recommending a replacement Financial Management Reporting solution for the New World AS/400 based software.
8. Additional data backup processing and storage devices have been installed to provide redundant backup capabilities.

Capital Outlay Approved	Amount
Public Works Network POE Switch This request is supplement the existing 24-port network switch for the Public Works Department. The existing switch is at capacity.	**$6,500.00**
Public Safety Network POE Switch This request is to supplement the existing network switches for the Public Safety department. The switches are at capacity.	**$6,500.00**
Spam Filter – I.T. (Hardware plus three years of updates) This request for the purchase of a new spam filter hardware device in order to move the maintenance of the exiting spam filter from the Cisco ASA Firewall unit.	**$3,000.00**
Total Approved	**$13,000.00**

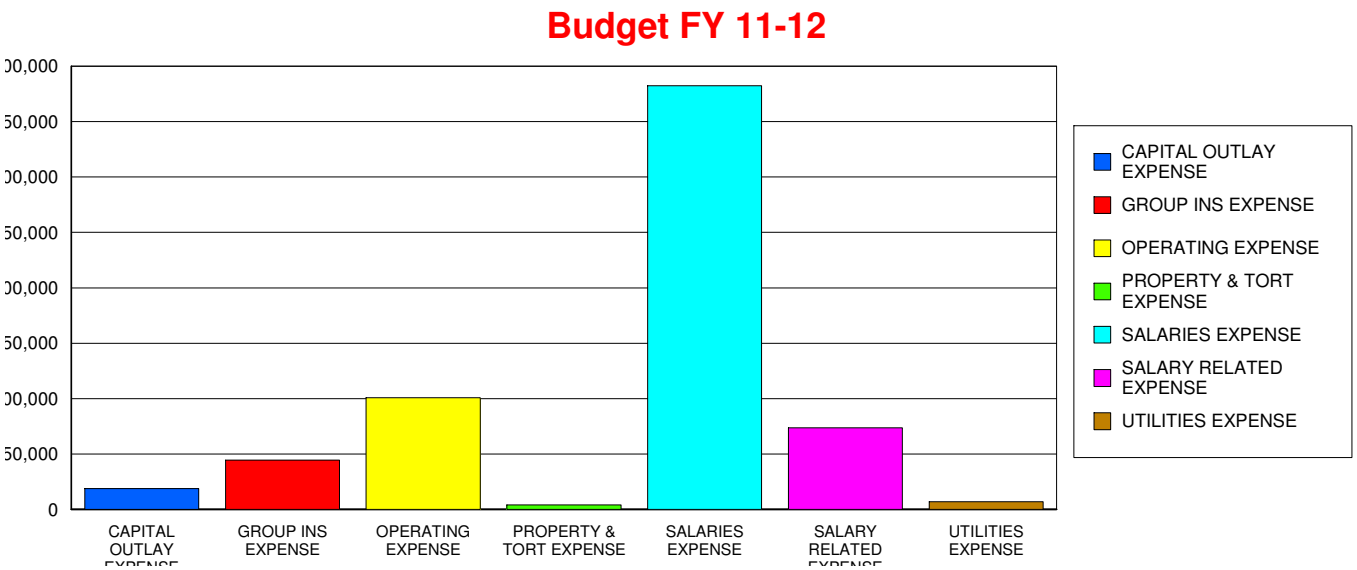
Small Capital Outlay Approved	Amount
Wireless Access Point – Station 2 The wireless access point would provide for additional point of contact for Department of Public Safety personnel to connect to the City's network and download in-car videos, e-ticket activity, and other data files.	**$750.00**
Wireless Access Point – Airport Pilots and visitors have had Internet access through the Time Warner cable connection. With the inclusion of the Airport into the city network, the Time Warner connection will no longer be available.	**$750.00**
Wireless Bridge – I.T This request is for a pair of wireless bridge units that would be used to communicate with each other in order to create a secondary network data path between City Hall and DPS Headquarters.	**$1,000.00**
Workstation for System Analyst To replace the existing workstation for the System Analyst which was purchased 5 – 6 years ago.	**$1,500.00**
Tools – Equipment – I.T. This request is for any additional tools, software, and equipment (i.e. test equipment) that may arise during the year that is presently unknown at this time.	**$500.00**
Total Approved	**$4 ,500.00**

DETAIL OF FINANCE - INFORMATION TECHNOLOGY DIVISION EXPENDITURES

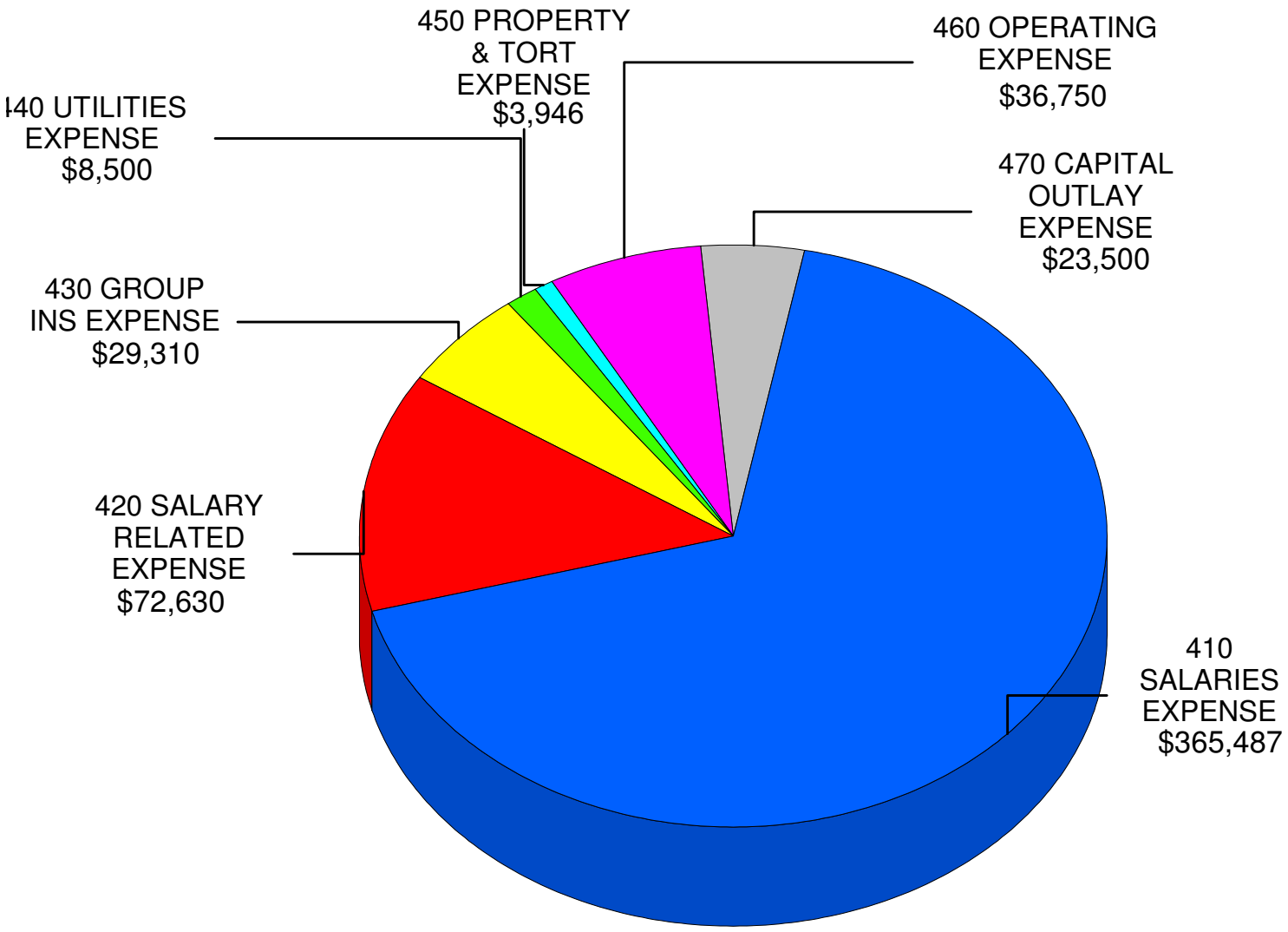
Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010101030410001	ADMINISTRATIVE PAYROLL	142,048	144,821	144,799	148,686
010101030410053	TEMPORARY SERVICE	0	0	0	0
010101030420006	WORKERS' COMPENSATION	3,742	4,569	2,598	3,328
010101030420007	SOCIAL SECURITY	9,969	11,078	10,247	11,375
010101030420008	RETIREMENT	13,338	13,598	13,654	14,131
010101030430005	GROUP INSURANCE	21,632	21,852	20,332	20,482
010101030440010	UTILITIES EXPENSE	1,602	2,300	2,300	2,300
010101030450011	PROPERTY & TORT INSURANCE	921	921	933	933
010101030450049	VEHICLE INSURANCE	585	585	585	585
010101030460004	SPECIAL EXPENSE	0	200	0	200
010101030460009	TRAVEL & TRAINING	499	500	3,020	1,000
010101030460012	DUES, FEES & SUBSCRIPTION	65	250	186	250
010101030460013	POSTAGE, PRINTING, ADV	0	300	86	300
010101030460014	OFFICE SUPPLIES	29	400	130	350
010101030460015	OFFICE MAINTENANCE	939	725	1,408	725
010101030460016	MISCELLANEOUS EXPENSE	151	300	526	250
010101030460017	COMPUTER OPERATIONS	42,420	43,000	39,500	42,500
010101030460021	GAS	289	500	500	500
010101030460025	COMPUTER SUPPLIES & UPGRA	2,802	4,000	3,000	3,000
010101030460030	LEASES	0	0	0	0
010101030460050	VEHICLE MAINTENANCE	90	500	300	0
010101030470020	CAPITAL OUTLAY	0	4,000	4,614	13,000
010101030470040	SMALL CAPITAL OUTLAY	0	4,000	4,211	4,500
TOTAL DIVISION EXPENDITURES		**241,122**	**258,399**	**252,929**	**268,395**

SUMMARY OF FINANCE DEPARTMENT EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
410	SALARIES EXPENSE	357,764	374,673	366,299	382,351
420	SALARY RELATED EXPENSE	68,275	75,261	67,607	73,720
430	GROUP INS EXPENSE	45,590	44,741	44,761	44,482
440	UTILITIES EXPENSE	5,632	6,900	6,800	6,900
450	PROPERTY & TORT EXPENSE	4,278	4,278	4,266	4,266
460	OPERATING EXPENSE	122,837	109,008	99,356	100,739
470	CAPITAL OUTLAY EXPENSE	0	22,084	23,109	19,000
TOTAL DEPARTMENT EXPENDITURES		604,376	636,945	612,198	631,458



Administration Department



	410 SALARIES EXPENSE	67.7%
	420 SALARY RELATED EXPENSE	13.4%
	430 GROUP INS EXPENSE	5.4%
	440 UTILITIES EXPENSE	1.6%
	450 PROPERTY & TORT EXPENSE	0.7%
	460 OPERATING EXPENSE	6.8%
	470 CAPITAL OUTLAY EXPENSE	4.4%
	480 NON-OPERATING EXPENSE	0.0%
	Total:	100.0%

Administration Department		Administrative Division	
20		10	
Fiscal Summary		**Resources & Funding**	
Full Time Positions	3	Salaries Expense	265,000
Part Time Positions	0	Salary Related	52,685
Total Positions	3	Group Insurance	16,852
Vehicles	1	Utilities	6,700
		Property & Tort	1,956
		Operating	15,850
		Sub Total	359,043
		Capital	23,500
		Grand Total	382,543

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

Goals:

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

Objectives:

1. Continued coordination of projects funded through the City two-percent (2%) Hospitality and Accommodations Tax to improve overall facilities, and aesthetics of community.
2. Construction of projects funded through the County One-Percent (1%) Capital Fund.
3. Finish streetscape in Downtown Orangeburg – Russell St to Centre St to Lowman St; develop new parking areas downtown. Develop future plans for downtown improvement.
4. Assist in developing a new Airport Layout Plan and Business Plan; develop strategy for locating new businesses and industry on airport property.
5. Explore options for Old First National Bank Building; including possible sale of property.
6. Manage finances of the City to insure available revenues are collected and effectively monitor expenditures City-wide to keep cost of services within revenue.
7. Continue plan for land acquisition near and next to Edisto Memorial Gardens; explore options on Chaplin Property.
8. Manage Developments for Parks and Recreation Complex and City Gym.
9. Explore opportunities for business and economic development.

Administration Department – Administrative Division #20-10

Capital Outlay Approved	Amount
Vehicle *(Lease Purchase)* To replace existing vehicle for City Administrator.	**$23,500.00**
Total Approved	**$23,500.00**

DETAIL OF ADMINISTRATION - ADMINISTRATIVE DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010202010410001	ADMINISTRATIVE PAYROLL	252,817	260,995	256,073	265,000
010202010420006	WORKERS' COMPENSATION	5,927	8,865	4,737	7,610
010202010420007	SOCIAL SECURITY	15,741	19,584	15,728	19,998
010202010420008	RETIREMENT	23,740	24,038	24,146	25,077
010202010430005	GROUP INSURANCE	18,626	17,970	17,134	16,852
010202010440010	UTILITIES EXPENSE	7,083	6,800	5,949	6,700
010202010450011	PROPERTY & TORT INSURANCE	1,281	1,281	1,278	1,278
010202010450049	VEHICLE INSURANCE	690	690	674	678
010202010460004	SPECIAL EXPENSE	0	200	0	200
010202010460009	TRAVEL & TRAINING	3,221	3,000	3,049	2,500
010202010460012	DUES, FEES & SUBSCRIPTION	3,502	1,800	3,956	3,000
010202010460013	POSTAGE, PRINTING, ADV	1,041	1,500	1,162	1,400
010202010460014	OFFICE SUPPLIES	2,263	2,100	2,148	2,100
010202010460015	OFFICE MAINTENANCE	2,917	2,150	3,039	2,000
010202010460016	MISCELLANEOUS EXPENSE	465	500	3,052	500
010202010460019	EQUIPMENT MAINTENANCE	80	100	0	0
010202010460021	GAS	2,705	2,400	3,258	2,400
010202010460022	TIRES	509	250	0	250
010202010460025	COMPUTER SUPPLIES & UPGRA	570	650	742	650
010202010460041	CONTRACTUAL SERVICES	80	100	0	0
010202010460050	VEHICLE MAINTENANCE	836	500	1,113	850
010202010470020	CAPITAL OUTLAY	0	0	0	23,500
010202010470040	SMALL CAPITAL OUTLAY	0	0	0	0
TOTAL DIVISION EXPENDITURES		**344,093**	**355,473**	**347,238**	**382,543**

Administrative Department		Community Planning and Development Division	
20		20	
Fiscal Summary		**Resources & Funding**	
Full Time Positions	2	Salaries Expense	100,487
Part Time Positions	0	Salary Related	19,945
Total Positions	2	Group Insurance	12,458
Vehicles	1	Utilities	1,800
		Property & Tort	1,990
		Operating	20,900
		Sub Total	157,580
		Capital	0
		Grand Total	157,580

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

Goals:

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

Objectives:

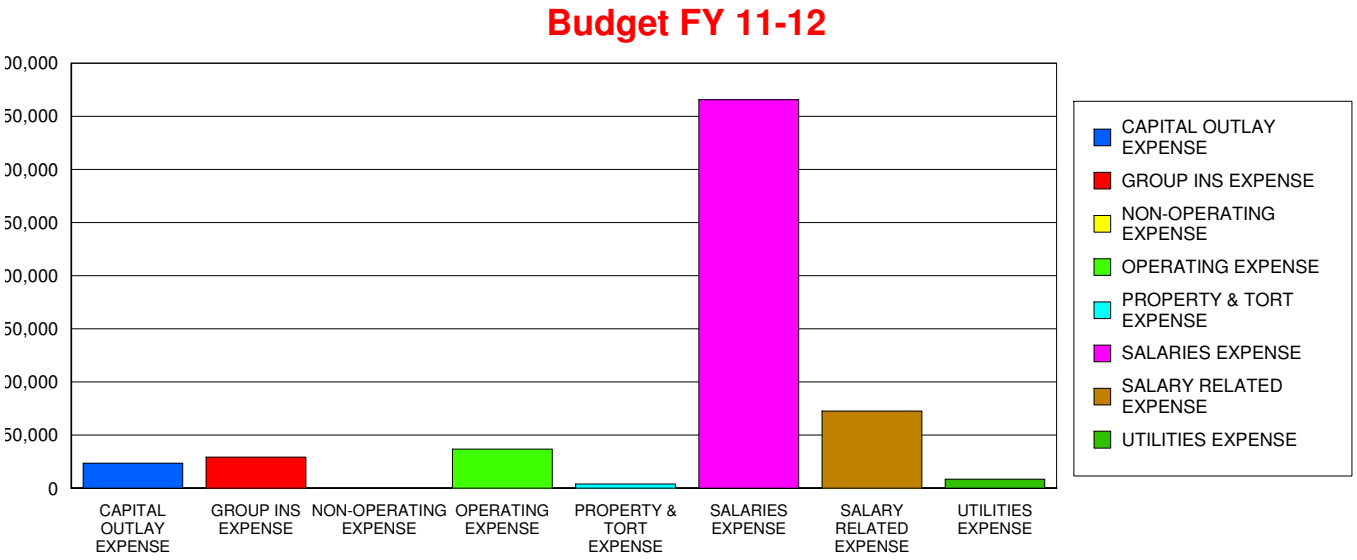
1. Continue to assist the City Administrator and all Department Heads with the execution of special projects, annexation, lease purchase and additional areas of administration as needed.
2. Pursue a comprehensive approach to revitalizing and elimination of dilapidated housing such as Boswell Street Project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

DETAIL OF ADMINISTRATION - COMMUNITY PLANNING & DEVELOPMENT DIVISION EXPENDITURES

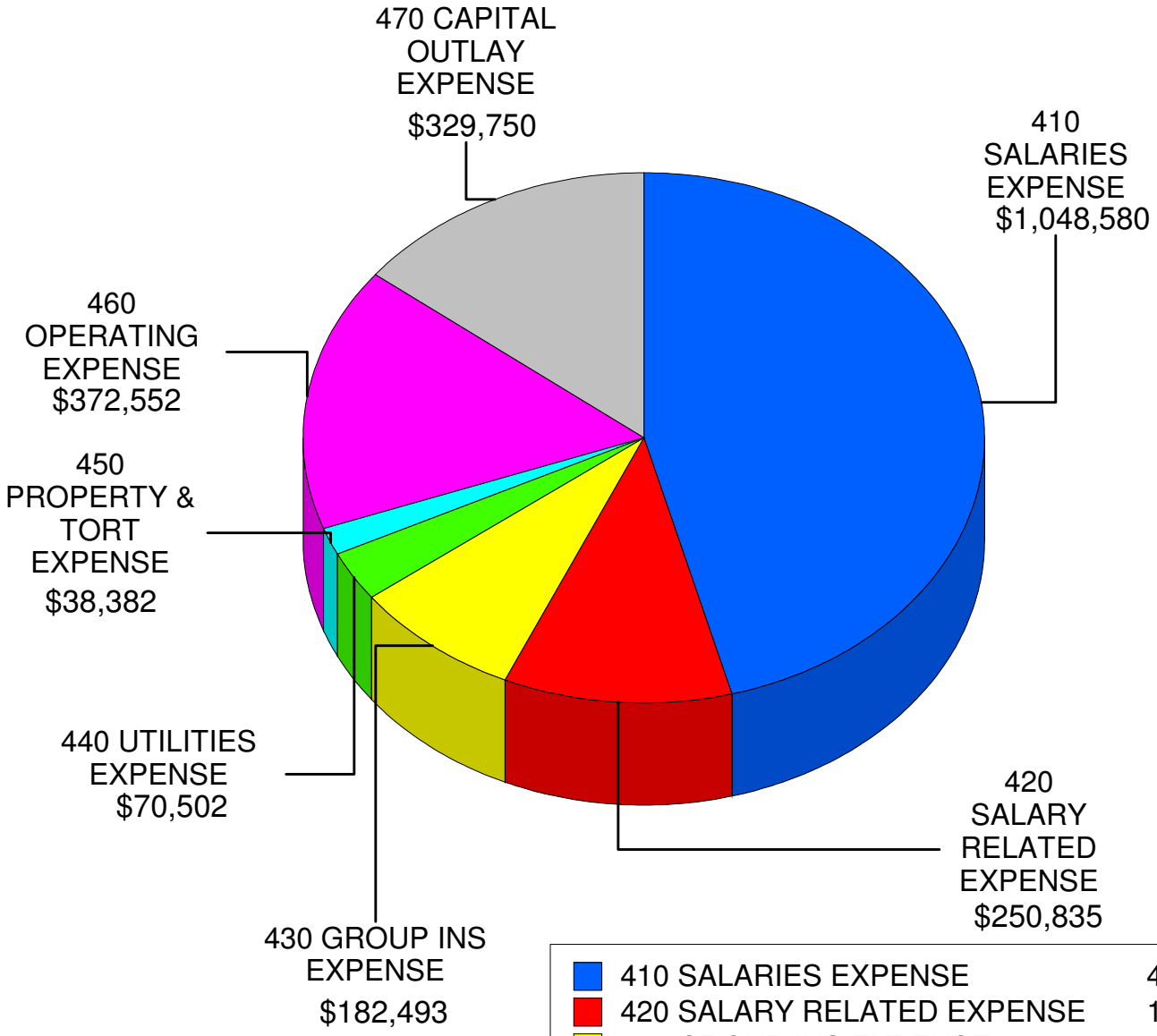
Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010202020410001	ADMINISTRATIVE PAYROLL	92,574	98,516	98,441	100,487
010202020420006	WORKERS' COMPENSATION	1,495	3,300	1,922	2,677
010202020420007	SOCIAL SECURITY	6,944	7,536	7,393	7,687
010202020420008	RETIREMENT	8,693	9,250	9,282	9,581
010202020430005	GROUP INSURANCE	11,804	11,626	12,334	12,458
010202020440010	UTILITIES EXPENSE	920	1,800	1,106	1,800
010202020450011	PROPERTY & TORT INSURANCE	1,197	1,197	1,195	1,197
010202020450049	VEHICLE INSURANCE	674	793	674	793
010202020460004	SPECIAL EXPENSE	123	200	0	200
010202020460009	TRAVEL & TRAINING	2,532	2,000	3,030	3,000
010202020460012	DUES, FEES & SUBSCRIPTION	765	1,000	827	1,000
010202020460013	POSTAGE, PRINTING, ADV	1,991	3,000	970	3,000
010202020460014	OFFICE SUPPLIES	507	500	1,065	1,000
010202020460015	OFFICE MAINTENANCE	0	0	0	0
010202020460016	MISCELLANEOUS EXPENSE	490	500	2,616	500
010202020460019	EQUIPMENT MAINTENANCE	0	0	0	0
010202020460021	GAS	504	1,200	913	1,200
010202020460022	TIRES	0	0	0	0
010202020460025	COMPUTER SUPPLIES & UPGRA	987	500	201	500
010202020460026	GRANT MATCH	0	10,000	10,000	10,000
010202020460041	CONTRACTUAL SERVICES	0	0	0	0
010202020460050	VEHICLE MAINTENANCE	443	500	106	500
010202020470020	CAPITAL OUTLAY	0	0	0	0
010202020470040	SMALL CAPITAL OUTLAY	0	0	745	0
TOTAL DIVISION EXPENDITURES		131,756	153,418	152,820	157,580

SUMMARY OF ADMINISTRATION DEPARTMENT EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
410	SALARIES EXPENSE	345,391	359,511	354,514	365,487
420	SALARY RELATED EXPENSE	62,539	72,573	63,208	72,630
430	GROUP INS EXPENSE	30,430	29,596	29,468	29,310
440	UTILITIES EXPENSE	8,003	8,600	7,055	8,500
450	PROPERTY & TORT EXPENSE	3,841	3,961	3,821	3,946
460	OPERATING EXPENSE	46,789	34,650	41,247	36,750
470	CAPITAL OUTLAY EXPENSE	0	0	745	23,500
480	NON-OPERATING EXPENSE	0	0	0	0
TOTAL DEPARTMENT EXPENDITURES		496,993	508,891	500,058	540,123



Public Works Department



410 SALARIES EXPENSE	45.7%
420 SALARY RELATED EXPENSE	10.9%
430 GROUP INS EXPENSE	8.0%
440 UTILITIES EXPENSE	3.1%
450 PROPERTY & TORT EXPENSE	1.7%
460 OPERATING EXPENSE	16.2%
470 CAPITAL OUTLAY EXPENSE	14.4%
480 NON-OPERATING EXPENSE	0.0%
Total:	100.0%

Public Works Department	Administration Division
40	01

Fiscal Summary		Resources & Funding	
Full Time Positions	3	Salaries Expense	171,628
Part Time Positions	0	Salary Related	33,735
Total Positions	3	Group Insurance	22,725
Vehicles	1	Utilities	4,500
		Properties & Tort	1,790
		Operating	17,308
		Sub Total	251,686
		Capital	2,000
		Grand Total	253,686

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

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

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

Public Works Department - Administrative Division #40-01

Small Capital Outlay Approved	Amount
Miscellaneous Tools To replace old tools.	**$ 500.00**
Computer for Asst to PW Director Present computer is old and upgrade is needed.	**$1,500.00**
Total Approved	**$2,000.00**

DETAIL OF PUBLIC WORKS - ADMINISTRATION DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010404001410001	ADMINISTRATIVE PAYROLL	164,242	165,881	165,881	171,628
010404001420006	WORKERS' COMPENSATION	3,757	5,495	3,245	4,442
010404001420007	SOCIAL SECURITY	11,871	12,689	11,789	13,129
010404001420008	RETIREMENT	15,422	15,576	15,646	16,164
010404001430005	GROUP INSURANCE	20,060	19,606	21,514	22,725
010404001440010	UTILITIES EXPENSE	4,863	4,700	3,850	4,500
010404001450011	PROPERTY & TORT INSURANCE	1,122	1,281	1,119	1,119
010404001450049	VEHICLE INSURANCE	671	671	671	671
010404001460004	SPECIAL EXPENSE	32	250	0	100
010404001460009	TRAVEL & TRAINING	1,363	2,500	900	2,500
010404001460012	DUES, FEES & SUBSCRIPTION	1,588	2,000	1,400	2,000
010404001460013	POSTAGE, PRINTING, ADV	83	300	150	150
010404001460014	OFFICE SUPPLIES	994	1,100	695	920
010404001460015	OFFICE MAINTENANCE	770	350	797	350
010404001460016	MISCELLANEOUS EXPENSE	763	2,100	1,269	1,818
010404001460018	CLOTHING	0	500	562	513
010404001460019	EQUIPMENT MAINTENANCE	242	500	30	250
010404001460021	GAS	1,602	2,000	2,000	2,000
010404001460022	TIRES	191	500	507	507
010404001460024	MATERIALS AND SUPPLIES	1,927	2,000	500	1,000
010404001460025	COMPUTER SUPPLIES & UPGRA	7,653	3,000	1,850	2,500
010404001460027	RADIOS	0	0	0	2,200
010404001460041	CONTRACTUAL SERVICES	0	0	0	0
010404001460050	VEHICLE MAINTENANCE	533	200	329	500
010404001470020	CAPITAL OUTLAY	11,385	0	0	0
010404001470040	SMALL CAPITAL OUTLAY	1,243	1,000	0	2,000
TOTAL DIVISION EXPENDITURES		**252,378**	**244,199**	**234,704**	**253,686**

Public Works Department	Building Inspection Division
40	10

Fiscal Summary		Resources & Funding	
Full Time Positions	2	Salaries Expense	84,259
Part Time Positions	0	Salary Related	17,071
Total Positions	2	Group Insurance	18,666
Vehicles	2	Utilities	1,500
		Properties & Tort	2,514
		Operating	20,384
		Sub Total	144,594
		Capital	16,750
		Grand Total	161,344

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

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

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

Capital Outlay Approved	Amount
Plotter/Scanner Used to print maps, blueprints. Old plotter is obsolete.	$14,000.00
Laptop/Mobile Device To give Building Inspection the ability to implement our software in the field.	$2,000.00
Total Approved	$16,000.00

Small Capital Outlay Approved	Amount
Miscellaneous Tools To replace old tools.	$750.00
Total Approved	$750.00

DETAIL OF PUBLIC WORKS - BUILDING INSPECTION DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010404010410001	ADMINISTRATIVE PAYROLL	83,008	96,849	97,396	84,259
010404010410003	OVERTIME	0	0	0	0
010404010420006	WORKERS' COMPENSATION	1,793	3,426	1,913	2,590
010404010420007	SOCIAL SECURITY	5,773	7,409	6,659	6,446
010404010420008	RETIREMENT	7,532	9,095	9,200	8,035
010404010430005	GROUP INSURANCE	14,278	18,025	18,742	18,866
010404010440010	UTILITIES EXPENSE	1,520	2,000	1,696	1,500
010404010450011	PROPERTY & TORT INSURANCE	551	719	1,250	1,280
010404010450049	VEHICLE INSURANCE	1,234	1,234	1,234	1,234
010404010460004	SPECIAL EXPENSE	0	150	0	150
010404010460009	TRAVEL & TRAINING	700	3,000	3,038	3,000
010404010460011	GIS SUPPORT	0	7,000	3,001	0
010404010460012	DUES, FEES & SUBSCRIPTION	1,515	1,500	1,612	1,150
010404010460013	POSTAGE, PRINTING, ADV	2,318	4,000	2,500	2,500
010404010460014	OFFICE SUPPLIES	1,305	650	700	1,000
010404010460015	OFFICE MAINTENANCE	0	350	75	350
010404010460016	MISCELLANEOUS EXPENSE	316	750	125	300
010404010460018	CLOTHING	291	1,000	1,078	1,078
010404010460019	EQUIPMENT MAINTENANCE	580	1,000	0	500
010404010460021	GAS	1,103	2,000	1,651	1,500
010404010460022	TIRES	344	500	175	500
010404010460024	MATERIALS AND SUPPLIES	4,847	3,000	4,242	3,500
010404010460025	COMPUTER SUPPLIES & UPGRA	2,175	1,500	2,130	1,750
010404010460027	RADIOS	0	0	0	1,106
010404010460031	MISCELLANEOUS EQUIPMENT	0	2,000	0	0
010404010460032	TUITION REIMBURSEMENT	0	0	0	0
010404010460041	CONTRACTUAL SERVICES	1,043	7,000	1,325	1,500
010404010460050	VEHICLE MAINTENANCE	258	1,000	125	500
010404010470020	CAPITAL OUTLAY	0	3,500	2,994	16,000
010404010470040	SMALL CAPITAL OUTLAY	0	1,000	627	750
TOTAL DIVISION EXPENDITURES		132,481	179,657	163,488	161,344

Public Works Department	Garage Division
40	30

Fiscal Summary		Resources & Funding	
Full Time Positions	5	Salaries Expense	201,443
Part Time Positions	0	Salary Related	45,427
Total Positions	5	Group Insurance	23,215
Vehicles	3	Utilities	20,000
		Properties & Tort	3,737
		Operating	39,328
		Sub Total	331,150
		Capital	82,000
		Grand Total	415,150

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

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

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

Capital Outlay Approved	Amount
Forklift *(Lease Purchase)* Our present forklift is very old and parts are hard to find to repair.	**$70,000.00**
Shed/Pole Building To cover storage of sand and other materials as required to minimize storm water impact.	**$10,000.00**
Total Approved	**$80,000.00**

Small Capital Outlay Approved	Amount
Miscellaneous Tools To replace old tools.	**$2,000.00**
Total Approved	**$2,000.00**

DETAIL OF PUBLIC WORKS - GARAGE DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010404030410001	ADMINISTRATIVE PAYROLL	74,861	50,424	50,921	50,929
010404030410002	OPERATIONAL PAYROLL	141,227	144,190	143,990	149,014
010404030410003	OVERTIME	1,034	1,500	240	1,500
010404030420006	WORKERS' COMPENSATION	6,462	7,662	7,974	10,975
010404030420007	SOCIAL SECURITY	16,015	15,003	13,936	15,411
010404030420008	RETIREMENT	18,749	18,253	18,403	19,041
010404030430005	GROUP INSURANCE	29,075	25,811	26,384	23,215
010404030440010	UTILITIES EXPENSE	19,662	20,000	17,536	20,000
010404030450011	PROPERTY & TORT INSURANCE	1,901	6,599	1,916	1,916
010404030450049	VEHICLE INSURANCE	1,821	1,821	1,811	1,821
010404030460004	SPECIAL EXPENSE	0	100	84	100
010404030460009	TRAVEL & TRAINING	1,371	2,000	1,500	1,500
010404030460012	DUES, FEES & SUBSCRIPTION	2,106	500	674	200
010404030460013	POSTAGE, PRINTING, ADV	0	250	50	50
010404030460014	OFFICE SUPPLIES	218	250	338	250
010404030460015	OFFICE MAINTENANCE	316	1,000	464	696
010404030460016	MISCELLANEOUS EXPENSE	170	650	550	650
010404030460017	COMPUTER OPERATIONS	1,150	1,500	1,500	1,500
010404030460018	CLOTHING	4,576	3,500	5,514	4,752
010404030460019	EQUIPMENT MAINTENANCE	946	2,500	3,444	3,444
010404030460021	GAS	2,889	3,200	3,204	3,200
010404030460022	TIRES	109	500	250	500
010404030460023	FACILITY MAINTENANCE	5,906	2,500	4,067	3,500
010404030460024	MATERIALS AND SUPPLIES	15,451	15,000	18,460	15,000
010404030460025	COMPUTER SUPPLIES & UPGRA	1,643	2,000	1,795	1,000
010404030460027	RADIOS	0	0	0	2,200
010404030460030	LEASES	0	1,275	0	0
010404030460050	VEHICLE MAINTENANCE	470	1,000	1,036	786
010404030470020	CAPITAL OUTLAY	14,298	0	0	80,000
010404030470040	SMALL CAPITAL OUTLAY	0	4,000	1,452	2,000
TOTAL DIVISION EXPENDITURES		362,425	332,988	327,493	415,150

Public Works Department	Municipal Buildings Division
40	40

Fiscal Summary		Resources & Funding	
Full Time Positions	1	Salaries Expense	47,140
Part Time Positions	0	Salary Related	11,068
Total Positions	1	Group Insurance	6,672
Vehicles	1	Utilities	39,610
		Properties & Tort	5,451
		Operating	38,260
		Sub Total	148,678
		Capital	1,000
		Grand Total	149,678

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

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

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

Small Capital Outlay Approved	Amount
Miscellaneous Tools To replace old tools.	**$1,000.00**
Total Approved	**$1,000.00**

DETAIL OF PUBLIC WORKS - MUNICIPAL BUILDINGS DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010404040410002	OPERATIONAL PAYROLL	30,267	30,542	30,272	31,140
010404040410003	OVERTIME	12,117	16,000	14,220	16,000
010404040420006	WORKERS' COMPENSATION	2,937	2,050	2,937	4,621
010404040420007	SOCIAL SECURITY	3,009	3,561	3,149	3,606
010404040420008	RETIREMENT	3,980	2,743	4,200	2,841
010404040430005	GROUP INSURANCE	6,889	6,672	7,013	7,149
010404040440010	UTILITIES EXPENSE	34,686	29,000	37,110	39,610
010404040450011	PROPERTY & TORT INSURANCE	5,103	4,868	4,866	4,866
010404040450049	VEHICLE INSURANCE	585	585	585	585
010404040460004	SPECIAL EXPENSE	0	50	0	50
010404040460016	MISCELLANEOUS EXPENSE	0	100	0	100
010404040460018	CLOTHING	265	750	632	750
010404040460019	EQUIPMENT MAINTENANCE	1,419	2,500	1,317	1,062
010404040460021	GAS	1,739	1,600	2,095	1,948
010404040460022	TIRES	0	250	250	250
010404040460023	FACILITY MAINTENANCE	8,269	12,000	20,522	15,000
010404040460024	MATERIALS AND SUPPLIES	3,330	11,000	6,532	8,000
010404040460027	RADIOS	0	0	0	1,100
010404040460031	MISCELLANEOUS EQUIPMENT	0	0	0	0
010404040460041	CONTRACTUAL SERVICES	9,195	12,000	7,545	9,000
010404040460050	VEHICLE MAINTENANCE	624	750	400	500
010404040460199	FIRST CIT BLDG EXPENSES	4,415	5,000	924	500
010404040470020	CAPITAL OUTLAY	0	66,550	66,550	0
010404040470040	SMALL CAPITAL OUTLAY	0	3,000	0	1,000
TOTAL DIVISION EXPENDITURES		**128,829**	**211,571**	**211,119**	**149,678**

Public Works Department	Parking Facilities Division
40	50

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

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

Goals:

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

Objectives:

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

DETAIL OF PUBLIC WORKS - PARKING FACILITIES DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010404050450011	PROPERTY & TORT INSURANCE	78	95	78	78
010404050460024	MATERIALS AND SUPPLIES	0	1,500	0	500
010404050460036	PARKING LOT RENTALS	4,980	4,980	4,980	4,980
010404050470040	SMALL CAPITAL OUTLAY	0	0	0	0
TOTAL DIVISION EXPENDITURES		**5,058**	**6,575**	**5,058**	**5,558**

Public Works Department	Residential Sanitation Division
40	60

Fiscal Summary		Resources & Funding	
Full Time Positions	15	Salaries Expense	470,621
Part Time Positions	0	Salary Related	125,165
Total Positions	15	Group Insurance	97,109
Vehicles	16	Utilities	4,892
		Properties & Tort	19,922
		Operating	160,148
		Sub Total	877,857
		Capital	2,000
		Grand Total	879,857

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

Goals:

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

Objectives:

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

Small Capital Outlay Approved	Amount
Miscellaneous Tools To replace old tools.	$2,000.00
Total Approved	$2,000.00

DETAIL OF PUBLIC WORKS - SANITATION DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010404060410001	ADMINISTRATIVE PAYROLL	80,287	80,911	79,606	82,464
010404060410002	OPERATIONAL PAYROLL	333,430	350,008	345,053	358,157
010404060410003	OVERTIME	25,017	30,000	30,920	30,000
010404060420006	WORKERS' COMPENSATION	29,722	33,374	32,264	47,467
010404060420007	SOCIAL SECURITY	31,483	34,762	32,466	36,003
010404060420008	RETIREMENT	41,197	42,669	43,009	41,695
010404060430005	GROUP INSURANCE	97,941	96,300	100,003	97,109
010404060440010	UTILITIES EXPENSE	5,662	5,000	5,245	4,892
010404060450011	PROPERTY & TORT INSURANCE	4,895	4,917	5,405	5,369
010404060450049	VEHICLE INSURANCE	17,675	13,338	13,529	14,553
010404060460004	SPECIAL EXPENSE	299	300	362	612
010404060460009	TRAVEL & TRAINING	0	150	1,340	1,500
010404060460012	DUES, FEES & SUBSCRIPTION	80	100	50	50
010404060460013	POSTAGE, PRINTING, ADV	109	1,000	62	16
010404060460014	OFFICE SUPPLIES	47	300	156	156
010404060460016	MISCELLANEOUS EXPENSE	260	350	100	100
010404060460018	CLOTHING	6,052	6,000	7,363	6,898
010404060460019	EQUIPMENT MAINTENANCE	1,206	2,500	942	1,000
010404060460021	GAS	73,951	65,600	79,215	68,982
010404060460022	TIRES	17,955	24,000	20,356	19,734
010404060460023	FACILITY MAINTENANCE	1,811	1,200	500	500
010404060460024	MATERIALS AND SUPPLIES	6,181	6,000	7,843	6,000
010404060460027	RADIOS	0	0	0	11,000
010404060460037	FRONT END CONTAINERS	0	0	0	0
010404060460038	CARTS & MAINTENANCE	13,771	20,000	14,422	14,000
010404060460041	CONTRACTUAL SERVICES	0	1,500	0	0
010404060460050	VEHICLE MAINTENANCE	39,928	40,000	34,000	27,500
010404060460665	RECYCLING BINS	0	5,000	0	2,100
010404060470020	CAPITAL OUTLAY	6,627	150,000	114,937	0
010404060470040	SMALL CAPITAL OUTLAY	0	3,000	0	2,000
TOTAL DIVISION EXPENDITURES		**835,588**	**1,018,279**	**969,148**	**879,857**

Public Works Department	Commercial Sanitation Division
40	65

Fiscal Summary		Resources & Funding	
Full Time Positions	2	Salaries Expense	73,489
Part Time Positions	0	Salary Related	18,369
Total Positions	2	Group Insurance	13,429
Vehicles	3	Utilities	0
		Properties & Tort	4,174
		Operating	59,166
		Sub Total	168,627
		Capital	225,500
		Grand Total	394,127

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

Goals:

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

Objectives:

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

Capital Outlay Approved	Amount
Commercial Garbage Truck *(Lease Purchase)* To replace 1999 Commercial Truck.	**$225,000.00**
Total Approved	**$225,000.00**

Small Capital Outlay Approved	Amount
Miscellaneous Tools To replace old outdated tools.	**$500.00**
Total Approved	**$500.00**

DETAIL OF PUBLIC WORKS - COMMERCIAL SANITATION DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010404065410002	OPERATIONAL PAYROLL	63,330	71,265	63,836	67,989
010404065410003	OVERTIME	4,778	5,500	5,094	5,500
010404065420006	WORKERS' COMPENSATION	3,166	5,087	4,831	6,916
010404065420007	SOCIAL SECURITY	5,003	5,452	5,015	5,208
010404065420008	RETIREMENT	6,395	6,504	6,499	6,245
010404065430005	GROUP INSURANCE	12,725	12,486	13,050	13,429
010404065450011	PROPERTY & TORT INSURANCE	468	485	482	482
010404065450049	VEHICLE INSURANCE	0	3,822	3,692	3,692
010404065460013	POSTAGE, PRINTING, ADV	0	250	0	0
010404065460018	CLOTHING	165	750	0	750
010404065460021	GAS	16,045	16,400	21,562	19,962
010404065460022	TIRES	8,144	6,000	11,392	9,668
010404065460024	MATERIALS AND SUPPLIES	215	1,800	950	750
010404065460025	COMPUTER SUPPLIES & UPGRA	676	1,000	1,440	750
010404065460027	RADIOS	0	0	0	2,200
010404065460037	FRONT END CONTAINERS	18,662	10,000	7,800	10,000
010404065460038	CARTS & MAINTENANCE	5,505	7,500	4,446	6,474
010404065460050	VEHICLE MAINTENANCE	4,497	10,000	11,536	8,612
010404065470020	CAPITAL OUTLAY	0	0	0	225,000
010404065470040	SMALL CAPITAL OUTLAY	2,694	1,000	0	500
TOTAL DIVISION EXPENDITURES		**152,468**	**165,301**	**161,625**	**394,127**

Public Works Department	Streets & Maintenance Division
40	80

Fiscal Summary		Resources & Funding	
Full Time Positions	0	Salaries Expense	0
Part Time Positions	0	Salary Related	0
Total Positions	0	Group Insurance	0
Vehicles	0	Utilities	0
		Properties & Tort	716
		Operating	32,478
		Sub Total	33,194
		Capital	500
		Grand Total	33,694

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

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

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

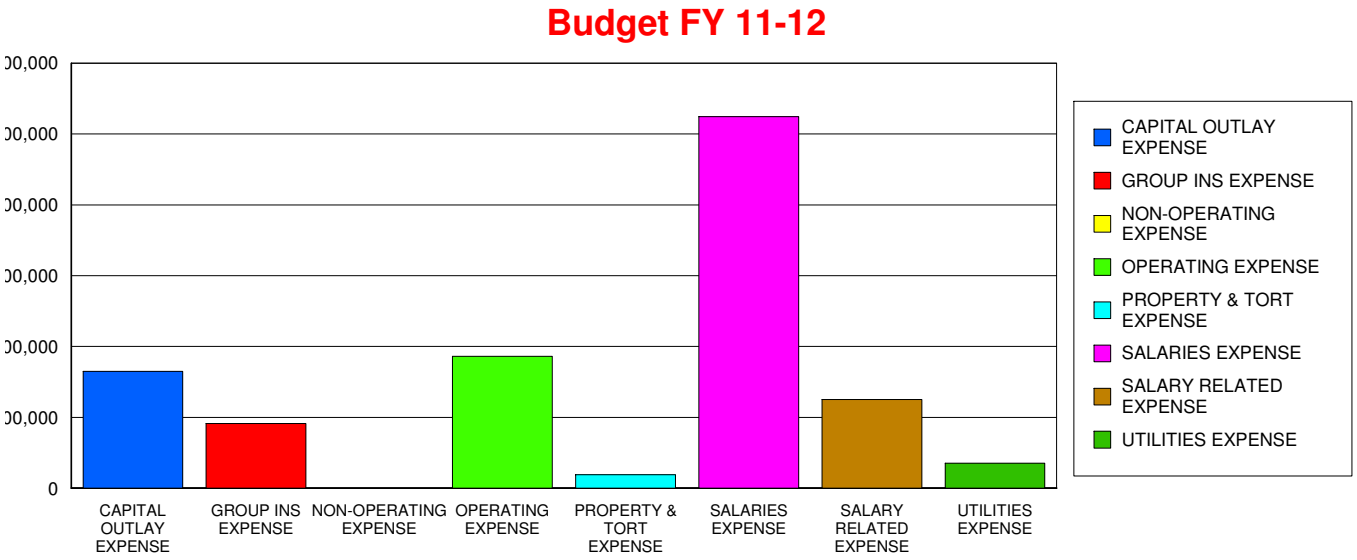
Small Capital Outlay Approved	Amount
Miscellaneous Tools Replace old outdated tools.	**$500.00**
Total Approved	**$500.00**

DETAIL OF PUBLIC WORKS - STREETS & MAINTENANCE DIVISION EXPENDITURES

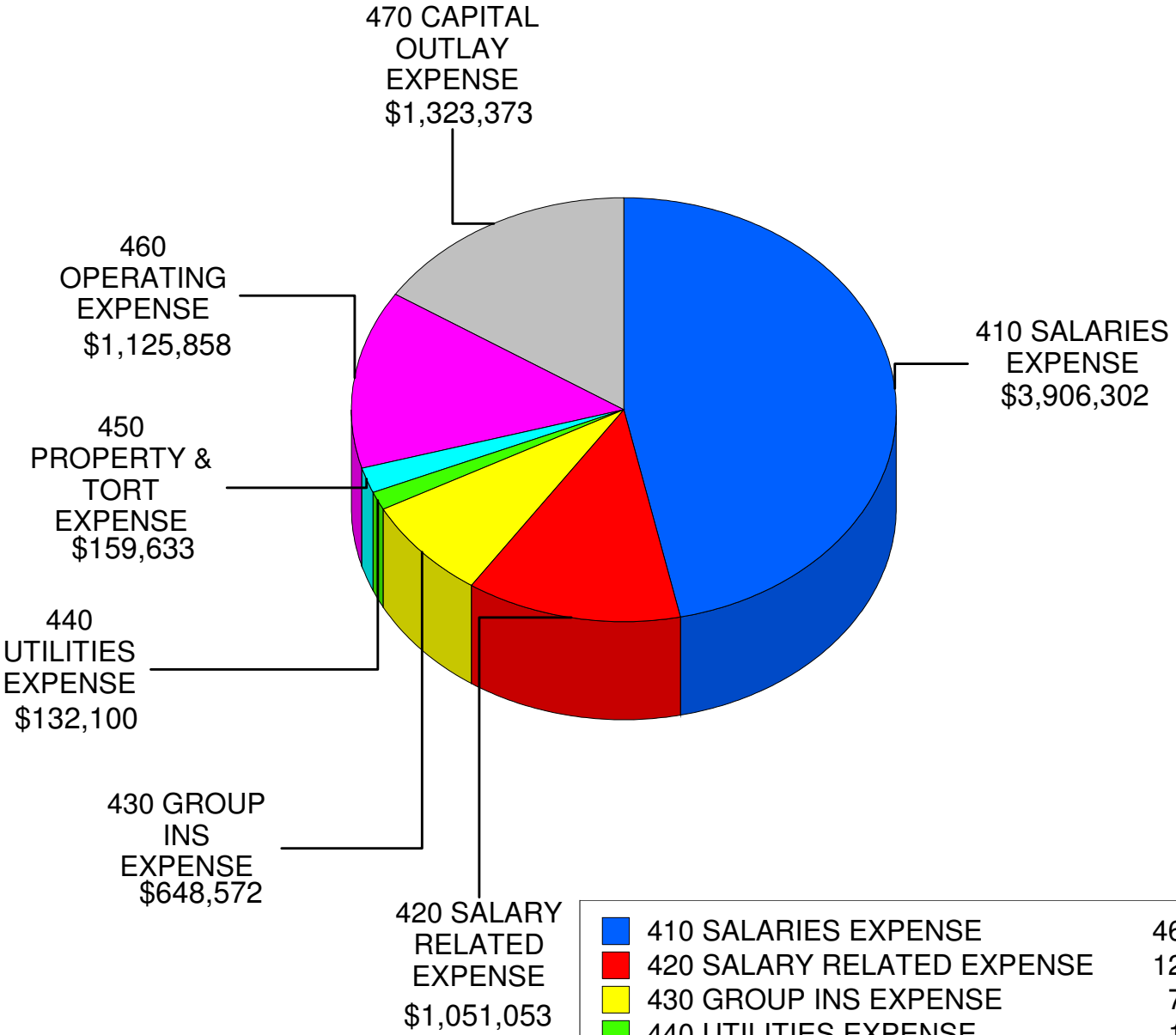
Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010404080450011	PROPERTY & TORT INSURANCE	692	708	692	716
010404080460019	EQUIPMENT MAINTENANCE	7,171	3,000	3,000	3,104
010404080460024	MATERIALS AND SUPPLIES	13,900	17,500	17,500	20,874
010404080460039	TRAFFIC & STREET SIGNS	3,893	4,000	8,533	8,500
010404080460041	CONTRACTUAL SERVICES	0	1,000	0	0
010404080470020	CAPITAL OUTLAY	0	2,500	2,715	0
010404080470040	SMALL CAPITAL OUTLAY	0	1,000	0	500
TOTAL DIVISION EXPENDITURES		**25,656**	**29,708**	**32,440**	**33,694**

SUMMARY OF PUBLIC WORKS DEPARTMENT EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
410	SALARIES EXPENSE	1,013,597	1,043,070	1,027,429	1,048,580
420	SALARY RELATED EXPENSE	214,264	230,810	223,077	250,835
430	GROUP INS EXPENSE	180,968	178,900	186,706	182,493
440	UTILITIES EXPENSE	66,393	60,700	65,437	70,502
450	PROPERTY & TORT EXPENSE	36,795	41,143	37,330	38,382
460	OPERATING EXPENSE	753,479	397,105	375,821	372,552
470	CAPITAL OUTLAY EXPENSE	36,248	236,550	189,275	329,750
480	NON-OPERATING EXPENSE	0	0	0	0
TOTAL DEPARTMENT EXPENDITURES		2,301,743	2,188,278	2,105,075	2,293,094



Public Safety Department



410 SALARIES EXPENSE	46.8%
420 SALARY RELATED EXPENSE	12.6%
430 GROUP INS EXPENSE	7.8%
440 UTILITIES EXPENSE	1.6%
450 PROPERTY & TORT EXPENSE	1.9%
460 OPERATING EXPENSE	13.5%
470 CAPITAL OUTLAY EXPENSE	15.9%
480 NON-OPERATING EXPENSE	0.0%
Total:	100.0%

Public Safety Department	Administration Division
60	10

Fiscal Summary		Resources & Funding	
Full Time Positions	3	Salaries Expense	151,821
Part Time Positions	0	Salary Related	38,673
Total Positions	3	Group Insurance	16,349
Vehicles	1	Utilities	130,000
		Property & Tort	14,850
		Operating	611,400
		Sub Total	963,093
		Capital	0
		Grand Total	963,093

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

Goals:

1. Enhance our Community Orientated Policing philosophy by implementing the Intelligence Led Policing concept.
2. Improve comprehensive services within the City.
3. Ensure a comprehensive succession plan is established to maintain the long-term stability of organizational leadership within the department.

Objectives:

1. Review existing resources (System, Source, People, and Knowledge) to determine strengths, weaknesses, and needs of the agency.
2. a. Reduce the department's current ISO rating from 4 to 3.
   b. Focus on funding fire protection services, outside the city, through the establishment of a Special Purpose Tax District.
   c. Provide an information campaign for the suburban fire district.
3. a. Develop and implement a succession plan that includes evidence based outcome measures focusing on skills, expertise and individual character.
   b. Establish values-based leadership training designed for all positions within the department

DETAIL OF PUBLIC SAFETY - ADMINISTRATION DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010606010410001	ADMINISTRATIVE PAYROLL	126,472	127,957	127,357	129,967
010606010410002	OPERATIONAL PAYROLL	21,049	21,425	21,025	21,854
010606010410003	OVERTIME	0	0	0	0
010606010420006	WORKERS' COMPENSATION	8,616	8,167	7,544	10,713
010606010420007	SOCIAL SECURITY	10,224	11,301	10,301	11,615
010606010420008	RETIREMENT	15,465	15,801	15,944	16,345
010606010430005	GROUP INSURANCE	17,364	17,409	20,958	16,349
010606010440010	UTILITIES EXPENSE	132,510	120,000	143,343	130,000
010606010450011	PROPERTY & TORT INSURANCE	4,556	4,600	4,947	14,000
010606010450049	VEHICLE INSURANCE	8,709	8,900	9,733	850
010606010460004	SPECIAL EXPENSE	15,603	16,000	18,600	16,000
010606010460009	TRAVEL & TRAINING	1,539	3,000	2,000	2,500
010606010460012	DUES, FEES & SUBSCRIPTION	4,790	5,000	5,000	5,000
010606010460013	POSTAGE, PRINTING, ADV	15,940	16,000	16,155	16,000
010606010460014	OFFICE SUPPLIES	6,012	7,000	5,000	6,000
010606010460015	OFFICE MAINTENANCE	5,362	5,500	5,300	5,500
010606010460016	MISCELLANEOUS EXPENSE	831	2,000	2,000	2,000
010606010460017	COMPUTER OPERATIONS	23,290	25,000	23,845	25,000
010606010460019	EQUIPMENT MAINTENANCE	275	1,000	1,000	1,000
010606010460021	GAS	2,515	3,000	3,850	3,000
010606010460022	TIRES	0	400	345	400
010606010460023	FACILITY MAINTENANCE	14,912	15,000	25,000	16,000
010606010460024	MATERIALS AND SUPPLIES	11,457	13,000	12,800	13,000
010606010460025	COMPUTER SUPPLIES & UPGRA	15,162	15,000	13,000	15,000
010606010460030	LEASES	2,854	3,000	3,000	3,000
010606010460032	TUITION REIMBURSEMENT	6,000	12,000	1,104	5,000
010606010460034	GANG INITIATIVE/2020	4,540	4,000	5,367	4,000
010606010460050	VEHICLE MAINTENANCE	179	1,000	473	1,000
010606010460053	CRIMINAL STATE ASSESSMENT	72,417	96,000	90,000	96,000
010606010460054	TRAFFIC STATE ASSESSMENTS	370,452	372,000	366,000	372,000
010606010460055	ORDINANCE FINE ASSESSMENT	0	0	0	0
010606010460056	JUVENILE DETENTION	300	5,000	6,000	4,000
010606010470020	CAPITAL OUTLAY	0	26,000	25,159	0
010606010470032	JAG/SCAN STATION	0	0	0	0
010606010470040	SMALL CAPITAL OUTLAY	521	0	800	0
TOTAL DIVISION EXPENDITURES		919,917	981,460	992,950	963,093

Public Safety	Patrol
60	20

Fiscal Summary		Resources & Funding	
Full Time Positions	44	Salaries Expense	1,745,231
Part Time Positions	0	Salary Related	484,233
Total Positions	44	Group Insurance	285,000
Vehicles	30	Utilities	0
		Properties & Tort	71,119
		Operating	241,300
		Sub Total	2,827,083
		Capital	145,200
		Grand Total	2,972,083

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:

1. Maintain a high level of support and trust from the community.
2. Take a proactive approach to traffic related problems in the City of Orangeburg.
3. Deliver positive policing strategies and initiatives.
4. Assist the department with the implementation of Intelligence Led Policing concept.

Objectives:

1. Develop a positive public perception of the agency through high-quality customer service.
2. Promote safety through fair and consistent traffic enforcement.
   Promote traffic safety through public education.
3. a. Deliver law enforcement service based on community needs through intelligence gathering.
   b. Utilize LPR technology to gather and disseminate intelligence internally and externally.
4. Develop and vigorously educate the Patrol division in the ILP concept.

Capital Outlay Approved	Amount
Vehicles (Police Package) *(Lease Purchase)* (3 units @ $34,000 each) Replace high mileage, high maintenance vehicles that are used 24/7 by patrol officers ($27,448 per patrol package; plus additional equipment of: in-car video camera system -$5,280/unit and traffic radar equipment - $1,272/unit).	**$102,000.00**
Laptop Computers (10 @ $4,000 each) Rugged laptop computers for patrol cars for use of accident reports, field incident reports and mobile ticketing. System will include computer with stand, printer, power, converter and license barcode reader. These computers will augment the 10 computers purchased through an Office of Highway Safety Grant in 2009.	**$40,000.00**
Total Approved	**$142,000.00**

Small Capital Outlay Approved	Amount
Police Mountain Bikes (4 units @ $800 each) Replace old mountain bikes that are requiring increased servicing and augment the bike fleet to increase number of bike patrol to deter crime and save on rising fuel cost.	**$3,200.00**
Total Approved	**$3,200.00**

DETAIL OF PUBLIC SAFETY - PATROL DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010606020410001	ADMINISTRATIVE PAYROLL	58,645	58,645	59,232	59,231
010606020410002	OPERATIONAL PAYROLL	1,435,941	1,519,849	1,526,849	1,516,000
010606020410003	OVERTIME	160,922	170,000	188,000	170,000
010606020420006	WORKERS' COMPENSATION	100,753	110,271	98,153	152,115
010606020420007	SOCIAL SECURITY	120,273	133,759	128,339	133,510
010606020420008	RETIREMENT	184,757	200,385	205,485	198,608
010606020430005	GROUP INSURANCE	263,856	288,269	266,269	285,000
010606020450011	PROPERTY & TORT INSURANCE	49,121	50,237	45,771	49,119
010606020450049	VEHICLE INSURANCE	19,582	21,550	21,452	22,000
010606020460004	SPECIAL EXPENSE	451	1,000	500	1,000
010606020460009	TRAVEL & TRAINING	851	1,000	1,000	1,000
010606020460018	CLOTHING	86,085	70,000	92,800	70,000
010606020460019	EQUIPMENT MAINTENANCE	2,314	6,000	3,000	6,000
010606020460021	GAS	94,220	100,000	126,431	110,000
010606020460022	TIRES	9,153	10,000	10,000	10,000
010606020460024	MATERIALS AND SUPPLIES	4,887	7,000	5,569	7,000
010606020460027	RADIOS	5,914	5,000	5,000	5,000
010606020460028	TRAFFIC CONTROL	827	1,500	3,426	1,500
010606020460049	CANINE EXPENSES	1,997	1,800	2,000	1,800
010606020460050	VEHICLE MAINTENANCE	38,119	28,000	29,300	28,000
010606020470020	CAPITAL OUTLAY	67,277	134,000	147,511	142,000
010606020470040	SMALL CAPITAL OUTLAY	0	5,926	3,728	3,200
TOTAL DIVISION EXPENDITURES		**2,705,947**	**2,924,191**	**2,969,815**	**2,972,083**

Public Safety Department	Special Operations Division
60	25

Fiscal Summary		Resources & Funding	
Full Time Positions	34	Salaries Expense	1,063,133
Part Time Positions	0	Salary Related	271,292
Total Positions	34	Group Insurance	203,363
Vehicles	28	Utilities	0
		Property & Tort	39,863
		Operating	151,000
		Sub Total	1,728,651
		Capital	1,152,173
		Grand Total	2,880,824

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

Goals:

1. Maintain the Department's ability to provide the training required to meet certification, ISO, and accreditation standards while enhancing officer safety.
2. Decrease the Department's ISO classification through improvements in the fire service.
3. Maintain the City's capital investment in the Public Safety Headquarters through improved facility maintenance and operation.
4. Develop a comprehensive professional development program for all employees including performance criteria.
5. Improve service delivery through increased grant opportunities and support of Intelligence-Led Policing initiatives.

Objectives:

1. a. Secure information technology equipment required to provide in-service training through the South Carolina Criminal Justice Academy's (SCCJA) on-line training program, and establish a regional law enforcement and fire-service training site.

   b. Increase the quantity and quality of in-house professional development training programs delivered to agency personnel via technology, on-line sources, and classroom instruction emphasizing leadership, NFPA 1410, and ISO Item 581 (Fire Department Training).

2. a. Update and/or replace worn Personal Protective Equipment (PPE), apparatus appliances, fire suppression equipment, and firefighter safety equipment.

   b. Increase the number of full-time communications operators on duty for receiving and handling emergency calls for service to meet the ISO requirements for Item 422 (Credit for Operators) and NFPA 1221.

   c. Improve community fire awareness by increasing the number of fire inspections and video/media supported community presentations.

3. a. Secure a service contract with a local company to periodically maintain both tile and carpeted floors. b. Install light timers and insulation to reduce utility expenses, and secure service contracts with local vendors to maintain environmental systems including HVAC, bay doors and building security.
4. a. Improve the promotion process and professional development through implementing training and reading requirements appropriate for each position. b. Develop and implement leadership training programs for all positions. c. Establish a recommended career track for each agency position. d. Explore additional methods to identify, recruit and retain qualified Public Safety Officer candidates. e. Establish a Public Safety Library for agency use.
5. a. Support Intelligence-Led Policing implementation through improved crime analysis, ILP program development, training, and identifying an Intelligence Analyst. b. Research and secure additional funding streams through improvements in grant searches and applications; and explore potential for non-sworn staff member to comprehensively look for and apply for grant funding initiatives on a continuous basis.

Capital Outlay Approved	Amount
Vehicle (State Contract) *(Lease Purchase)* (1 unmarked unit @ $26,000.00 each) Replace worn, high mileage, high maintenance vehicles in need of costly repair. (Price includes lights, siren, and other required equipment)	**$26,000.00**
Radio Repeater Replace old obsolete repeater at the Cook Road tower to comply with new FCC mandate (narrow banding). Reprogramming all radios for the narrow banding is included in cost.	**$10,500.00**
Versa Mist / Misting Fan To increase firefighter safety and reduce the chances of heat related injuries on emergency incidents.	**$3,500.00**
Commercial Washer *(Lease Purchase)* Replace worn and obsolete washer at headquarters station that has been worked on several times during current budget year and is nearing end of its service life. This washer is used to clean and service firefighter gear and will extend the serviceable life of existing turnout gear.	**$5,000.00**
Total Approved	**$45,000.00**

Small Capital Outlay Approved	Amount
Laptop Computers (6 @ $1,000 each) Create a computer lab in the training room to provide officers with mandatory in-service training, on-line training and establish a regional training site for SCCJA and SCFA. This will also reduce the travel expense.	**$6,000.00**
Desktop Computer Replace old outdated computer currently located at workstation in the dispatch center that is in excess of 7 years old.	**$1,500.00**
Portable Radios (4 @ $1,100.00 each) To replace worn and broken portable radios and issue new radios to new employees.	**$4,400.00**

SCBA Composite Cylinders (10 @ $750.00 each) Needed to replace old and worn cylinders that are going to exceed hydro-static test date in the upcoming year. This will gradually replace all SCBA cylinders that have a service life of 15 years per NFPA and OSHA standards.	**$7,500.00**
Vent Master K-12 Saw (2 @ $1,500 each) Replace and upgrade existing equipment to maximize ISO grading. These saws are much safer than using chain saw.	**$3,000.00**
5 Inch Fire Hose (10 sections @ $700 each) Replace obsolete equipment nearing the end of its service life.	**$7,000.00**
Inch & ¾ Fire Hose (16 sections @ $150 each) To remove hose from service that may have mechanical or thermal damages caused by years of use in firefighting atmospheres.	**$2,400.00**
Hose Coupler Parts To repair damaged parts and extend service life of existing fire hose through improved care and maintenance.	**$3,000.00**
Fire Nozzles (1.75" & 2 ½") (2 @ $650 each; 2 @ $550 each) To replace old and worn existing equipment that periodically malfunctions. These items are needed to ensure effective water streams while suppressing fires.	**$2,400.00**
Firefighter Turnout Gear (10 sets at $2,200.00 each) Replace worn and fire damaged gear with serviceable personal protective equipment for continued firefighter safety. This also includes updating existing firefighting boots.	**$22,000.00**
Body Armor (10 sets at $700 each) Replace worn/damaged units due to wear and tear to help ensure officer's safety. Some issued armor is more than 5 years old.	**$7,000.00**
Total Approved	**$66,200.00**

DETAIL OF PUBLIC SAFETY - SPECIAL OPERATIONS DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010606025410001	ADMINISTRATIVE PAYROLL	53,992	56,013	56,013	57,133
010606025410002	OPERATIONAL PAYROLL	786,716	949,695	790,595	956,000
010606025410003	OVERTIME	59,091	50,000	58,100	50,000
010606025420006	WORKERS' COMPENSATION	46,726	53,555	47,208	70,963
010606025420007	SOCIAL SECURITY	66,213	80,761	71,112	81,329
010606025420008	RETIREMENT	95,226	114,801	95,941	119,000
010606025430005	GROUP INSURANCE	192,342	192,828	190,828	203,363
010606025450011	PROPERTY & TORT INSURANCE	14,573	15,203	15,612	16,083
010606025450049	VEHICLE INSURANCE	21,910	24,580	24,580	23,780
010606025460004	SPECIAL EXPENSE	302	1,000	1,616	1,000
010606025460009	TRAVEL & TRAINING	11,040	17,000	16,000	14,000
010606025460019	EQUIPMENT MAINTENANCE	4,340	4,000	4,000	4,000
010606025460021	GAS	51,232	55,000	68,035	56,000
010606025460022	TIRES	7,854	8,000	9,232	8,000
010606025460024	MATERIALS AND SUPPLIES	13,097	20,000	15,344	16,000
010606025460029	FIRE APPARATUS MAINTENANC	29,146	22,000	22,000	16,000
010606025460033	AMMUNITION	8,284	10,000	9,273	10,000
010606025460035	COMMUNITY POLICING EVENTS	0	0	0	0
010606025460050	VEHICLE MAINTENANCE	22,768	17,000	17,000	17,000
010606025460076	SPECIAL EVENTS	4,051	4,000	3,589	4,000
010606025460091	CRIME/FIRE PREVENTION	5,137	5,000	4,956	5,000
010606025470020	CAPITAL OUTLAY	574,803	625,000	614,416	45,000
010606025470037	FEMA YEARLY	0	0	0	720,000
010606025470038	HIGHWAY SAFETY GRANT (ST)	0	120,600	0	25,280
010606025470040	SMALL CAPITAL OUTLAY	9,822	65,790	31,651	66,200
010606025470049	VICTIM ADV GRANT	0	0	0	27,882
010606025470051	JAG - RECORDS ENHANCE	0	83,500	0	0
010606025470053	JAG - LE TRAINING ASSIST	0	23,000	0	80,000
010606025470054	CSI EQUIPMENT	0	0	0	187,811
TOTAL DIVISION EXPENDITURES		**2,078,664**	**2,618,326**	**2,167,101**	**2,880,824**

Public Safety	Investigations
60	30

Fiscal Summary		Resources & Funding	
Full Time Positions	15	Salaries Expense	665,171
Part Time Positions	0	Salary Related	179,719
Total Positions	15	Group Insurance	97,115
Vehicles	18	Utilities	0
		Properties & Tort	27,708
		Operating	64,200
		Sub Total	1,033,913
		Capital	26,000
		Grand Total	1,059,913

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

Goals:

1. Provide the community with the most comprehensive, efficient and effective investigative and victim's services.
2. Continue to work closely with DEA, SLED, and the US Attorney's Office to build upon the successes of "Operation Bitter Orange."
3. Work closely with ATF through "Project Cease Fire" to prosecute violent offenders charged with firearms violations.
4. Improve forensic services utilized by the department in the investigation and prosecution of crimes.
5. Work with the SC Attorney General's Office to raise public awareness and target child predators through "Internet Crimes Against Children" initiative.
6. Assist in the implementation of the Intelligence Led Policing concept within the department.

Objectives:

1. a. Improve internal information dissemination across division lines utilizing briefings given to patrol division and other means of communications.
   b. Improve clearance rate of each individual investigator through the use of ILP concept.
2. Involve additional officers outside investigations in a multi-jurisdictional task force to target drugs and gangs.
3. Continue to be one of the top referring agencies in South Carolina for targeting offenders charged with possessing a firearm in the commission of crime.
4. a. Open the DNA laboratory at Claflin University in 2011 and collaborate with university officials to obtain ASCLD Lab certification.
   b. Develop internal policies that meet CALEA standards.
   c. Train and deploy additional personnel to process crime scene evidence.

5. a. Continue to increase community awareness during "Safe Kids" events by the dissemination of information to parents and children. b. Seek additional enforcement activities to combat the growing internet problem.
6. Promote all aspects of ILP including intelligence gathering and dissemination within the department, making the Investigations Division a key component in the successful implementation of ILP.

Capital Outlay Approved	Amount
<u>Vehicle (State Contract)</u> ***(Lease Purchase)*** (1 unmarked unit @ $26,000 each) (Includes undercover lights, sirens and required equipment) Replace 10 year old, high mileage, high maintenance vehicle used in daily operations that is becoming costly to repair.	**$26,000.00**
Total Approved	**$26,000.00**

DETAIL OF PUBLIC SAFETY - INVESTIGATION DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010606030410001	ADMINISTRATIVE PAYROLL	58,645	59,231	58,231	91,171
010606030410002	OPERATIONAL PAYROLL	670,925	746,553	706,745	564,000
010606030410003	OVERTIME	9,554	13,000	19,058	10,000
010606030420006	WORKERS' COMPENSATION	41,970	47,055	43,052	55,865
010606030420007	SOCIAL SECURITY	51,770	62,637	57,577	50,900
010606030420008	RETIREMENT	81,091	86,786	88,286	72,954
010606030430005	GROUP INSURANCE	122,450	126,156	126,656	97,115
010606030450011	PROPERTY & TORT INSURANCE	18,182	17,066	17,064	14,598
010606030450049	VEHICLE INSURANCE	10,622	11,325	11,325	13,110
010606030460004	SPECIAL EXPENSE	452	2,000	500	1,500
010606030460009	TRAVEL & TRAINING	275	1,000	500	1,000
010606030460018	CLOTHING	6,600	7,200	6,600	6,600
010606030460019	EQUIPMENT MAINTENANCE	0	500	500	500
010606030460021	GAS	34,313	35,000	38,010	36,000
010606030460022	TIRES	2,554	3,000	3,000	3,600
010606030460024	MATERIALS AND SUPPLIES	2,908	4,500	3,990	4,000
010606030460030	LEASES	0	0	0	0
010606030460050	VEHICLE MAINTENANCE	10,131	10,000	9,000	10,000
010606030460058	EXTRADITION	341	1,000	1,000	1,000
010606030460189	FORENSIC SUPPLIES	5,567	5,500	5,500	0
010606030470020	CAPITAL OUTLAY	24,273	26,000	26,000	26,000
010606030470036	CLAFLIN FORENSIC LAB GRT	54,270	0	14,329	0
010606030470040	SMALL CAPITAL OUTLAY	2,586	0	0	0
TOTAL DIVISION EXPENDITURES		**1,209,479**	**1,265,509**	**1,236,923**	**1,059,913**

Public Safety Department	CDV Investigations
60	80

Fiscal Summary		Resources & Funding	
Full Time Positions	1	Salaries Expense	41,573
Part Time Positions	0	Salary Related	11,565
Total Positions	1	Group Insurance	7,104
Vehicles	0	Utilities	600
		Property & Tort	1,131
		Operating	5,850
		Sub Total	67,823
		Capital	0
		Grand Total	67,823

Description of Department:
The Division defines expenditures related to 75% grant funding by the South Carolina Department of Public Safety, Grant #1K08009, project title: *Criminal Domestic Violence Improvements.* This grant was approved for the 8th year of funding that began on 10/01/04. This project provides for a criminal domestic violence investigator and evidence collection supplies for all officers. This will better assist the agency in the documentation and investigation of criminal domestic violence incidents.

Goals:
The goals of this division are inclusive with that of the Investigative Division.

DETAIL OF PUBLIC SAFETY - CDV INVESTIGATIONS DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010606080410002	OPERATIONAL PAYROLL	39,385	39,778	39,778	40,573
010606080410003	OVERTIME	1,307	600	301	1,000
010606080420006	WORKERS' COMPENSATION	2,061	2,523	2,735	3,613
010606080420007	SOCIAL SECURITY	3,088	3,043	3,079	3,180
010606080420008	RETIREMENT	4,547	4,386	4,626	4,772
010606080430005	GROUP INSURANCE	5,124	4,725	6,507	7,104
010606080440010	UTILITIES EXPENSE	345	600	600	600
010606080450011	PROPERTY & TORT INSURANCE	1,133	1,133	1,131	1,131
010606080460009	TRAVEL & TRAINING	1,050	3,600	3,600	3,600
010606080460012	DUES, FEES & SUBSCRIPTION	0	0	0	0
010606080460014	OFFICE SUPPLIES	0	0	0	0
010606080460016	MISCELLANEOUS EXPENSE	0	0	0	0
010606080460018	CLOTHING	0	0	0	0
010606080460021	GAS	0	0	0	0
010606080460024	MATERIALS AND SUPPLIES	703	14,500	4,231	2,250
010606080460026	GRANT MATCH	0	0	0	0
010606080470020	CAPITAL OUTLAY	0	0	0	0
010606080470040	SMALL CAPITAL OUTLAY	2,571	1,000	1,000	0
TOTAL DIVISION EXPENDITURES		**61,311**	**75,888**	**67,588**	**67,823**

Public Safety	Hwy Safety DUI Spec. Enforcement
60	84

Fiscal Summary		Resources & Funding	
Full Time Positions	2	Salaries Expense	73,665
Part Time Positions	0	Salary Related	20,453
Total Positions	2	Group Insurance	11,372
Vehicles	0	Utilities	0
		Properties & Tort	2,247
		Operating	24,608
		Sub Total	132,345
		Capital	0
		Grand Total	132,345

Description of Department:
This Division defines expenditures related to 100% grant funding by the South Carolina Department of Public Safety, Grant #, Project Title: *DUI Special Enforcement Team.* This grant was approved for the 3rd year of funding beginning 10/01/10. This project provides salary and benefits for two full-time officers, advanced DUI enforcement team to allow for greater identification and enforcement of DUI in the City of Orangeburg.

Goals:

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

DETAIL OF PUBLIC SAFETY - HIGHWAY SAFETY / DUI DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010606084410002	OPERATIONAL PAYROLL	49,356	70,240	71,151	72,665
010606084410003	OVERTIME	123	1,200	600	1,000
010606084420006	WORKERS' COMPENSATION	533	4,376	2,025	6,402
010606084420007	SOCIAL SECURITY	3,515	5,465	5,359	5,635
010606084420008	RETIREMENT	5,555	8,021	8,182	8,416
010606084430005	GROUP INSURANCE	9,534	14,259	12,259	11,372
010606084440010	UTILITIES EXPENSE	0	0	0	0
010606084450011	PROPERTY & TORT INSURANCE	17	2,249	2,247	2,247
010606084460009	TRAVEL & TRAINING	0	0	0	0
010606084460014	OFFICE SUPPLIES	0	2,000	2,000	2,000
010606084460021	GAS	0	9,000	4,500	9,000
010606084460024	MATERIALS AND SUPPLIES	182	3,500	3,525	4,608
010606084460050	VEHICLE MAINTENANCE	0	9,000	4,475	9,000
010606084470020	CAPITAL OUTLAY	70,395	0	0	0
010606084470040	SMALL CAPITAL OUTLAY	0	0	0	0
TOTAL DIVISION EXPENDITURES		139,209	129,310	116,323	132,345

Public Safety Department	Forensic Services Unit
60	89

Fiscal Summary		Resources & Funding	

Full Time Positions	4	Salaries Expense	165,708
Part Time Positions	0	Salary Related	45,118
Total Positions	4	Group Insurance	28,269
Vehicles	0	Utilities	1,500
		Property & Tort	2,715
		Operating	27,500
		Sub Total	270,810
		Capital	0
		Grand Total	270,810

Description of Department:
This unit provides salary and benefits for two investigators and one evidence custodian for working crime scenes and securing evidence for court. Also includes a chemist working in a regional drug laboratory for the testing and confirming of evidence.

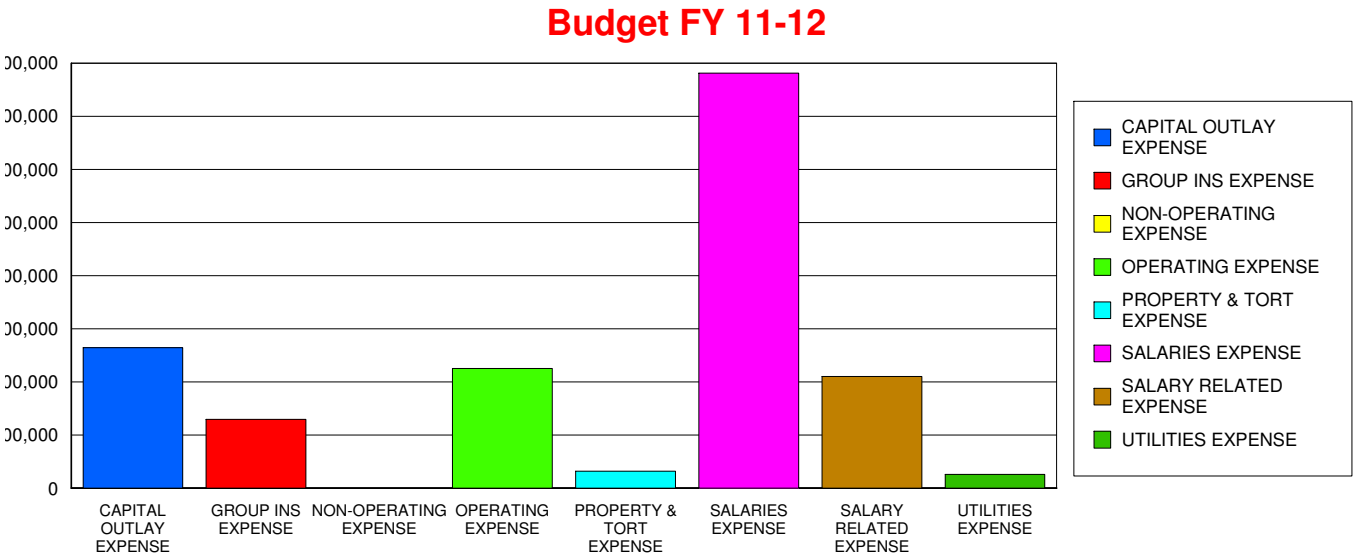
Goals:
1.The goals of this division would be inclusive with that of the Investigative Division.

DETAIL OF PUBLIC SAFETY - FORENSIC DRUG LAB DIVISION EXPENDITURES

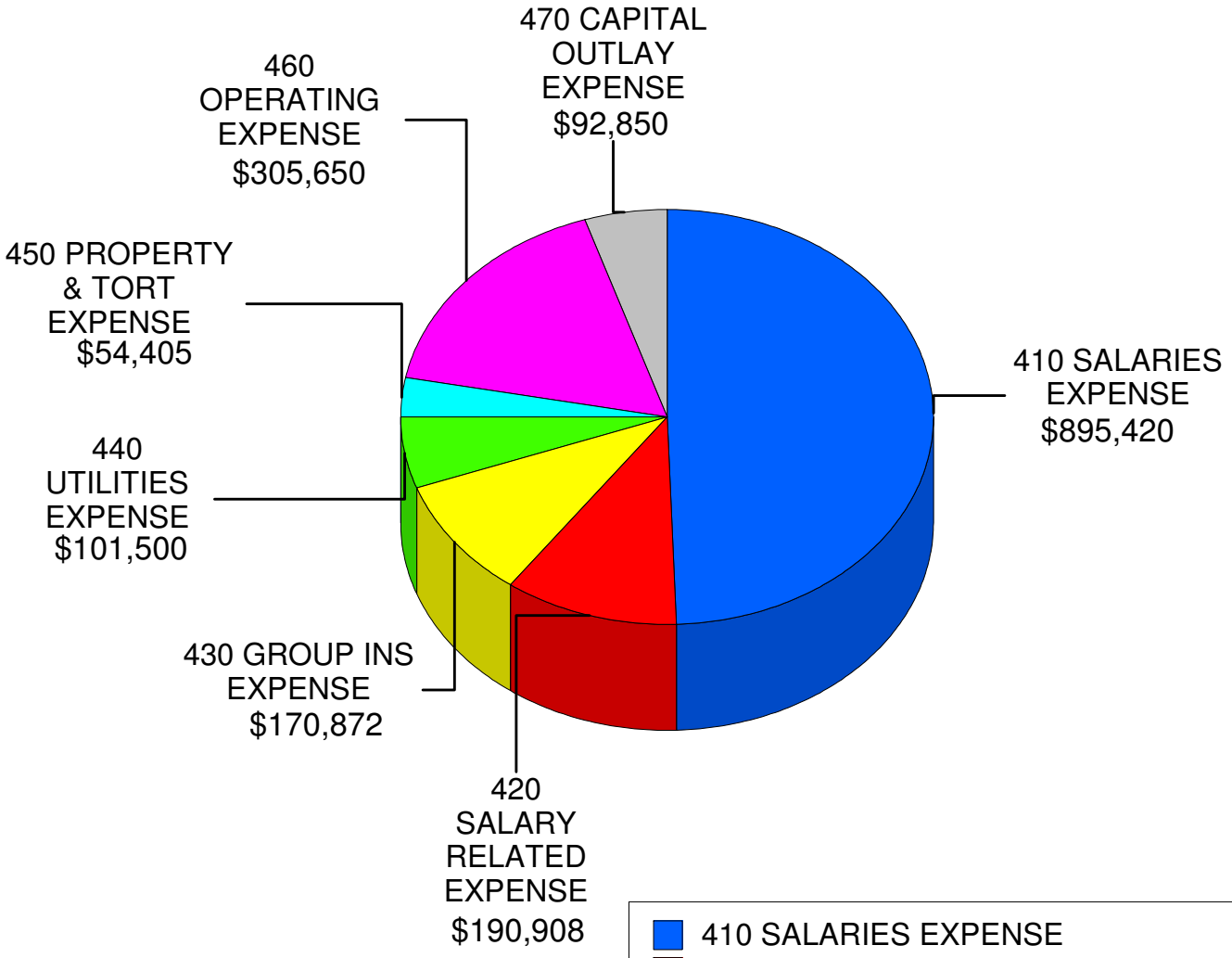
Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010606089410002	OPERATIONAL PAYROLL	0	0	0	162,708
010606089410003	OVERTIME	0	0	0	3,000
010606089420006	WORKERS' COMPENSATION	0	0	0	14,402
010606089420007	SOCIAL SECURITY	0	0	0	12,448
010606089420008	RETIREMENT	0	0	0	18,268
010606089430005	GROUP INSURANCE	0	0	0	28,269
010606089440010	UTILITIES EXPENSE	0	0	0	1,500
010606089450011	PROPERTY & TORT INSURANCE	0	0	0	2,715
010606089450049	VEHICLE INSURANCE	0	0	0	0
010606089460009	TRAVEL & TRAINING	0	0	0	0
010606089460013	POSTAGE, PRINTING, ADV	0	0	0	0
010606089460014	OFFICE SUPPLIES	0	0	0	0
010606089460018	CLOTHING	0	0	0	0
010606089460019	EQUIPMENT MAINTENANCE	0	0	0	17,500
010606089460024	MATERIALS AND SUPPLIES	0	0	0	10,000
010606089460025	COMPUTER SUPPLIES & UPGRA	0	0	0	0
010606089470020	CAPITAL OUTLAY	0	0	0	0
010606089470040	SMALL CAPITAL OUTLAY	0	0	0	0
TOTAL DIVISION EXPENDITURES		**0**	**0**	**0**	**270,810**

SUMMARY OF PUBLIC SAFETY DEPARTMENT EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
410	SALARIES EXPENSE	3,532,122	3,884,186	3,723,035	3,906,302
420	SALARY RELATED EXPENSE	842,384	953,093	894,958	1,051,053
430	GROUP INS EXPENSE	610,669	643,646	623,810	648,572
440	UTILITIES EXPENSE	132,855	120,600	143,600	132,100
450	PROPERTY & TORT EXPENSE	148,404	156,843	153,862	159,633
460	OPERATING EXPENSE	1,826,363	1,125,500	1,146,841	1,125,858
470	CAPITAL OUTLAY EXPENSE	806,517	1,110,816	864,594	1,323,373
480	NON-OPERATING EXPENSE	0	0	0	0
TOTAL DEPARTMENT EXPENDITURES		7,899,316	7,994,684	7,550,700	8,346,891



Parks & Recreation Department



410 SALARIES EXPENSE	49.4%
420 SALARY RELATED EXPENSE	10.5%
430 GROUP INS EXPENSE	9.4%
440 UTILITIES EXPENSE	5.6%
450 PROPERTY & TORT EXPENSE	3.0%
460 OPERATING EXPENSE	16.9%
470 CAPITAL OUTLAY EXPENSE	5.1%
480 NON-OPERATING EXPENSE	0.0%
Total:	100.0%

Parks and Recreation Department	Administration Division
70	01

Fiscal Summary		Resources & Funding	
Full Time Positions	3	Salaries Expense	157,582
Part Time Positions	0	Salary Related	32,146
Total Positions	3	Group Insurance	15,106
Vehicles	2	Utilities	11,500
		Properties & Tort	5,460
		Operating	10,600
		Sub Total	232,394
		Capital	0
		Grand Total	232,394

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

Goals:

To administer the total operation of the Parks and Recreation Department to enhance the quality of life in our community.

Objectives:

1. To train and advise staff.
2. To evaluate programs, facilities, equipment and staff.
3. To generate non-governmental revenue for programs.
4. To monitor the adherence to the City and Department Safety program.
5. To coordinate the Orangeburg Festival of Roses.
6. To further develop the Horne Wetlands Park with educational programs, planting and signage.
7. To pursue and administer governmental grants for recreational programs and facilities.
8. To maintain all employee records to include annual leave, payroll and safety training.
9. To expand the Children's Garden Christmas displays.
10. To develop a master plan, detailed drawings and specifications for an outdoor recreation complex.
11. To construct a multi-purpose indoor facility.
12. To pursue improvements around Arts Center to include amphitheater and parking lot.
13. To retain and nurture partnerships with the Arts Council, Keep America Beautiful, Downtown Revitalization, other non-profit organizations and governmental entities.

14. To assist the City in securing additional income through the Accommodations Tax Fund by directly generating tourism; assist the Accommodations Tax Advisory Committee in implementing the Accommodations Tax Funding Program.
15. To administer Sunnyside and Orangeburg Cemeteries.
16. To work closely with the South Carolina National Heritage Corridor program to ensure the City's involvement in the Heritage Area Program.
17. To work with the Orangeburg Cemetery Committee on the continued development of that cemetery.
18. To secure property on Seaboard Street and Shuler Street.
19. To coordinate with the Boys and Girls Club of Orangeburg on the use of the Zimmerman Community Center as a Club site.
20. To continue Staff certification with the National Playground Safety Institute.
21. To continue Staff certification as a pool operator.
22. To assist in the expansion of the Veterans Memorial.
23. secure a P.A.R.D. Grant to resurface the pad at the Spray Park.
24. To complete the re-construction of the original park office in the Gardens.

DETAIL OF PARKS & RECREATION - ADMINISTRATION DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010707001410001	ADMINISTRATIVE PAYROLL	153,695	155,200	154,213	157,582
010707001420006	WORKERS' COMPENSATION	3,398	4,096	3,440	5,064
010707001420007	SOCIAL SECURITY	11,229	11,872	10,863	12,056
010707001420008	RETIREMENT	14,432	14,573	14,542	15,026
010707001430005	GROUP INSURANCE	19,258	18,912	18,069	15,106
010707001440010	UTILITIES EXPENSE	11,071	11,000	11,751	11,500
010707001450011	PROPERTY & TORT INSURANCE	3,925	3,925	4,077	4,100
010707001450049	VEHICLE INSURANCE	1,318	1,318	1,359	1,360
010707001460004	SPECIAL EXPENSE	0	300	129	300
010707001460009	TRAVEL & TRAINING	1,293	2,000	336	1,000
010707001460012	DUES, FEES & SUBSCRIPTION	1,314	1,500	1,375	1,500
010707001460013	POSTAGE, PRINTING, ADV	777	1,500	998	1,500
010707001460014	OFFICE SUPPLIES	294	1,000	0	500
010707001460015	OFFICE MAINTENANCE	306	1,100	118	1,100
010707001460018	CLOTHING	0	300	0	300
010707001460021	GAS	2,690	2,500	3,179	2,500
010707001460022	TIRES	634	600	0	600
010707001460024	MATERIALS AND SUPPLIES	838	600	1,026	800
010707001460025	COMPUTER SUPPLIES & UPGRA	74	100	0	100
010707001460050	VEHICLE MAINTENANCE	236	500	178	400
010707001470020	CAPITAL OUTLAY	0	7,750	0	0
010707001470040	SMALL CAPITAL OUTLAY	2,110	0	0	0
010707001470057	PARD	23,000	0	16,996	0
TOTAL DIVISION EXPENDITURES		**251,891**	**240,646**	**242,649**	**232,394**

Parks and Recreation Department	Recreation
70	10

Fiscal Summary		Resources & Funding	
Full Time Positions	4	Salaries Expense	155,352
Part Time Positions	22	Salary Related	32,140
Total Positions	26	Group Insurance	26,349
Vehicles	2	Utilities	30,000
		Properties & Tort	6,638
		Operating	134,300
		Sub Total	384,779
		Capital	8,500
		Grand Total	393,279

Description of Department: This Division is responsible for providing the citizens of Orangeburg with good, wholesome leisure time programs for the enjoyment of all segments of the population and develop future programs and activities as well as accomplishing marketing services for the Department. Duties include organization and operation of youth and adult athletic leagues, conducting leisure time recreation classes, program publicity and conducting tournaments and special events in addition to utilizing various marketing tools to promote the Department and City.

Goals:

To provide the citizens of Orangeburg and the surrounding area with good wholesome leisure and athletic programs for the enjoyment of all segments of the population and to plan and develop future program and activities. To promote the City of Orangeburg through a professional marketing program.

Objectives:

1. To operate a 300 participate youth soccer program in the fall.
2. To operate a 40 participant soccer clinic in the spring.
3. To operate a 560 participant youth baseball/softball program.
4. To operate a 325 participant youth football program.
5. To operate a 30 participant youth cheerleading program in the fall.
6. To operate a 360 participant youth basketball program in the winter and the summer.
7. To operate a 300 participant adult softball program.
8. To operate a 200 participant adult basketball program.
9. To continue the e-newsletter to be mailed to select target populations.
10. To operate various leisure programs including step and rhythmic aerobics, senior exercise, photography, crafts, clogging, tennis, tumbling, senior bingo, and a youth cooking class and to develop new leisure programs in teenage, senior, and pre- school emphasis areas.
11. To conduct various special event programs to include the Orangeburg Festival of Roses, a Halloween event, four clogging recitals, a Senior's Day, Breakfast

with Santa, a soccer camp, a baseball camp, a Punt, Pass and Kick contest, a youth basketball shooting contest, tennis classes, football camp, the Orangeburg Senior Games, Jamborees for all sports programs, and various other sports tournaments.
12. To coordinate the Orangeburg Queen of Roses Scholarship Pageant and the Orangeburg Princess of Roses Pageant through the Orangeburg Festival of Roses account.
13. To conduct a summer playground program.
14. To conduct a Nature Camp each summer in the Edisto Memorial Gardens.
15. To coordinate other summer camps.
16. To partner with the Orangeburg Disc Golf Club in the promotion of tournaments, clinics and leagues.
17. To further develop non-governmental revenue resources.
18. To conduct background checks on all volunteers and contracted instructors.
19. To train coaches through the National Youth Sports Coaches Association Certification program.
20. To coordinate the Orangeburg Heritage Area Committee.
21. To develop all billboards, brochures and other promotional materials.
22. To coordinate the City's completion of a strategic plan for tourism.
23. To attend travel shows to promote the City and conferences related to marketing and tourism.
24. To coordinate the operation of the Spray Park.
25. To offer 5 new non-athletic programs.
26. To develop an expanded senior program.
27. To operate a Tennis Classic as part of the 2011 Orangeburg Festival of Roses.
28. To continue the Roses Rock program in coordination with the Kids and Roses Committee for area schools and other children's organizations.

Capital Outlay Approved	Amount
<u>Copier</u> ***(Lease Purchase)*** Replace worn-out equipment. A copier is needed for Recreation Division as they have a high volume of copies needed.	**$8,500.00**
Total Approved	**$8,500.00**

DETAIL OF PARKS & RECREATION - RECREATION DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010707010410001	ADMINISTRATIVE PAYROLL	131,945	137,190	127,493	127,451
010707010410002	OPERATIONAL PAYROLL	29,646	27,000	35,011	27,901
010707010420006	WORKERS' COMPENSATION	6,968	6,169	4,860	5,441
010707010420007	SOCIAL SECURITY	11,957	12,561	11,939	11,885
010707010420008	RETIREMENT	14,303	15,335	14,563	14,814
010707010430005	GROUP INSURANCE	23,727	22,759	23,377	26,349
010707010440010	UTILITIES EXPENSE	29,544	30,000	33,235	30,000
010707010450011	PROPERTY & TORT INSURANCE	6,203	6,203	5,331	5,330
010707010450049	VEHICLE INSURANCE	1,304	1,700	1,308	1,308
010707010460004	SPECIAL EXPENSE	3,471	5,700	4,922	4,800
010707010460009	TRAVEL & TRAINING	515	1,500	273	900
010707010460012	DUES, FEES & SUBSCRIPTION	1,979	2,000	1,251	2,000
010707010460013	POSTAGE, PRINTING, ADV	6,333	7,000	5,972	7,000
010707010460015	OFFICE MAINTENANCE	1,159	1,200	1,161	1,200
010707010460017	COMPUTER OPERATIONS	3,188	3,000	1,500	3,000
010707010460018	CLOTHING	193	800	987	1,200
010707010460019	EQUIPMENT MAINTENANCE	15	200	331	300
010707010460021	GAS	1,342	1,000	1,200	1,200
010707010460022	TIRES	116	600	0	600
010707010460024	MATERIALS AND SUPPLIES	9,848	10,000	5,408	10,000
010707010460025	COMPUTER SUPPLIES & UPGRA	1,245	600	459	500
010707010460031	MISCELLANEOUS EQUIPMENT	0	1,000	1,701	1,000
010707010460050	VEHICLE MAINTENANCE	317	500	75	500
010707010460062	ADULT SOFTBALL	1,689	3,000	1,968	2,000
010707010460063	YOUTH SOFTBALL	5,209	2,000	4,152	3,000
010707010460064	BASEBALL	21,547	15,000	21,100	15,000
010707010460065	ADULT BASKETBALL	3,254	4,500	0	0
010707010460066	YOUTH BASKETBALL	9,546	12,000	10,300	9,500
010707010460067	FOOTBALL	16,525	12,000	15,800	12,000
010707010460069	YOUTH SOCCER	10,132	6,000	9,100	6,000
010707010460072	TENNIS	2,124	2,000	1,200	1,200
010707010460073	INSTRUCTIONAL CLASSES	44,262	44,000	32,000	32,000
010707010460076	SPECIAL EVENTS	2,039	2,100	1,562	2,600
010707010460077	INSURANCE	1,054	1,200	1,200	1,200
010707010460078	CHEERLEADING	639	500	500	600
010707010460118	SPRAK PARK EXPENSE	16,343	15,000	17,398	15,000
010707010460119	DISC GOLF EXPENSES	0	0	0	0
010707010470020	CAPITAL OUTLAY	19,452	0	0	8,500
010707010470040	SMALL CAPITAL OUTLAY	0	2,800	0	0
TOTAL DIVISION EXPENDITURES		439,132	416,117	398,637	393,279

Parks and Recreation Department	Gardens Division
70	20

Fiscal Summary		Resources & Funding	
Full Time Positions	11	Salaries Expense	272,368
Part Time Positions	0	Salary Related	57,839
Total Positions	11	Group Insurance	65,534
Vehicles	8	Utilities	45,000
		Properties & Tort	21,015
		Operating	82,100
		Sub Total	543,856
		Capital	35,000
		Grand Total	578,856

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

Goals:

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

Objectives:

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

15. To establish plant identification for various plants in the Gardens.
16. To develop signage to direct visitors in the Gardens.
17. To continue maintenance of street trees and plant replacement trees.
18. To inspect and repair all passive area grounds and equipment of safety.
19. To encourage and assist neighborhoods, civic organizations and clubs to adopt, plant and maintain landscape projects throughout the City.
20. To continue replacing older rose plants in the Edisto Memorial Gardens.
21. To renovate the butterfly garden and institute a butterfly-tagging program.
22. To develop the Seaboard entrance to the Gardens.
23. To continue implementation of the azalea enhancement plan for the Gardens.
24. 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.
25. To add signage to both butterfly gardens identifying plant material.
26. To maintain a test garden for the American Rose Society's Award of Excellence.
27. To develop an interpretive counter for Horne Wetland Park.
28. To maintain Serenity Garden and renovate Sensory Garden.
29. To maintain Angel of Hope Garden.
30. To insure that appropriate Staff possess a S.C. Non-Commercial Pesticides Applicator License.
31. Established and maintain youth rose garden with ARS & Roses Rock.
32. Work with recreation division to increase garden related programs.

Capital Outlay Approved	Amount
60" Zero Turn Mower *(Lease Purchase)* Improve efficiency. An additional mower is need to handle increased maintenance of Gardens and outer areas.	**$13,000.00**
42" Mower and Implements *(Lease Purchase)* Replace worn-out equipment. Mower would replace two existing mowers and have implements such as a bed shaper and edger.	**$16,500.00**
Equipment Trailer Replace worn-out equipment. A tilt trailer is needed to transport the zero turning mowers to outside areas.	**$3,500.00**
Total Approved	**$33,000.00**

Small Capital Outlay Approved	Amount
Computer & Programs Horticulturalist needs new computer and design program	**$2,000.00**
Total Approved	**$2,000.00**

DETAIL OF PARKS & RECREATION - GARDENS DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010707020410001	ADMINISTRATIVE PAYROLL	72,124	73,270	71,131	74,737
010707020410002	OPERATIONAL PAYROLL	176,148	196,043	133,100	189,631
010707020410003	OVERTIME	6,747	9,000	6,930	8,000
010707020420006	WORKERS' COMPENSATION	6,837	8,361	7,351	11,278
010707020420007	SOCIAL SECURITY	18,635	21,291	15,922	20,683
010707020420008	RETIREMENT	23,946	26,133	19,677	25,878
010707020430005	GROUP INSURANCE	63,711	60,565	57,630	65,534
010707020440010	UTILITIES EXPENSE	46,564	44,000	44,000	45,000
010707020450011	PROPERTY & TORT INSURANCE	18,635	20,000	16,554	16,554
010707020450049	VEHICLE INSURANCE	5,019	5,400	4,462	4,461
010707020460004	SPECIAL EXPENSE	95	100	537	200
010707020460009	TRAVEL & TRAINING	175	200	0	200
010707020460012	DUES, FEES & SUBSCRIPTION	125	100	90	100
010707020460018	CLOTHING	1,231	2,000	1,360	2,000
010707020460019	EQUIPMENT MAINTENANCE	5,135	4,000	5,605	6,000
010707020460021	GAS	12,222	14,000	13,170	13,000
010707020460022	TIRES	2,220	2,500	881	2,000
010707020460023	FACILITY MAINTENANCE	8,090	6,000	7,295	7,000
010707020460024	MATERIALS AND SUPPLIES	30,856	40,000	46,194	42,000
010707020460025	COMPUTER SUPPLIES & UPGRA	27	100	71	100
010707020460031	MISCELLANEOUS EQUIPMENT	987	1,500	1,312	1,500
010707020460041	CONTRACTUAL SERVICES	1,950	0	0	0
010707020460050	VEHICLE MAINTENANCE	3,887	4,000	2,044	3,500
010707020460126	FOUNTAIN MAINTENANCE	736	4,500	1,216	4,500
010707020470020	CAPITAL OUTLAY	15,474	49,000	52,269	33,000
010707020470040	SMALL CAPITAL OUTLAY	0	0	0	2,000
TOTAL DIVISION EXPENDITURES		521,576	592,063	508,801	578,856

Parks and Recreation	Parks and Cemetery Division
70	40

Fiscal Summary		Resources & Funding	
Full Time Positions	12	Salaries Expense	310,118
Part Time Positions	0	Salary Related	68,783
Total Positions	12	Group Insurance	63, 883
Vehicles	9	Utilities	15,000
		Properties & Tort	21,292
		Operating	78,650
		Sub Total	557,726
		Capital	49,350
		Grand Total	607,076

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

Goals:

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

Objectives:

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

Wetlands Park.
15. To develop barrier-free access to ballfields, playgrounds, and buildings.
16. To mow all park facilities.
17. To upgrade turf on soccer/football fields.
18. To continue to upgrade playground facilities to meet ADA standards and required safety features.
19. To develop and maintain a documented playground equipment inspection program.
20. To develop spray program for cemeteries to avoid equipment around stones.
21. To maintain a twelve (12) station fitness/walking trail at Summers Memorial Park.
22. Renovate Mirmow infield.
23. To renovate Mirmow Field's backstop, fencing, and bleachers.

Capital Outlay Approved	Amount
60" Front Deck Mower Diesel *(Lease Purchase)* Replace worn-out equipment. A mower would replace a mower that cuts larger areas throughout the park system.	**$17,000.00**
54" Cut Mower (Gas) Zero Turn *(Lease Purchase)* Replace worn-out equipment. A new mower is needed to mow playgrounds.	**$10,000.00**
½ Ton Pick-up Truck *(Lease Purchase)* Replace worn-out equipment. A truck is needed for playground maintenance to replace an existing vehicle.	**$18,000.00**
Total Approved	**$45,000.00**

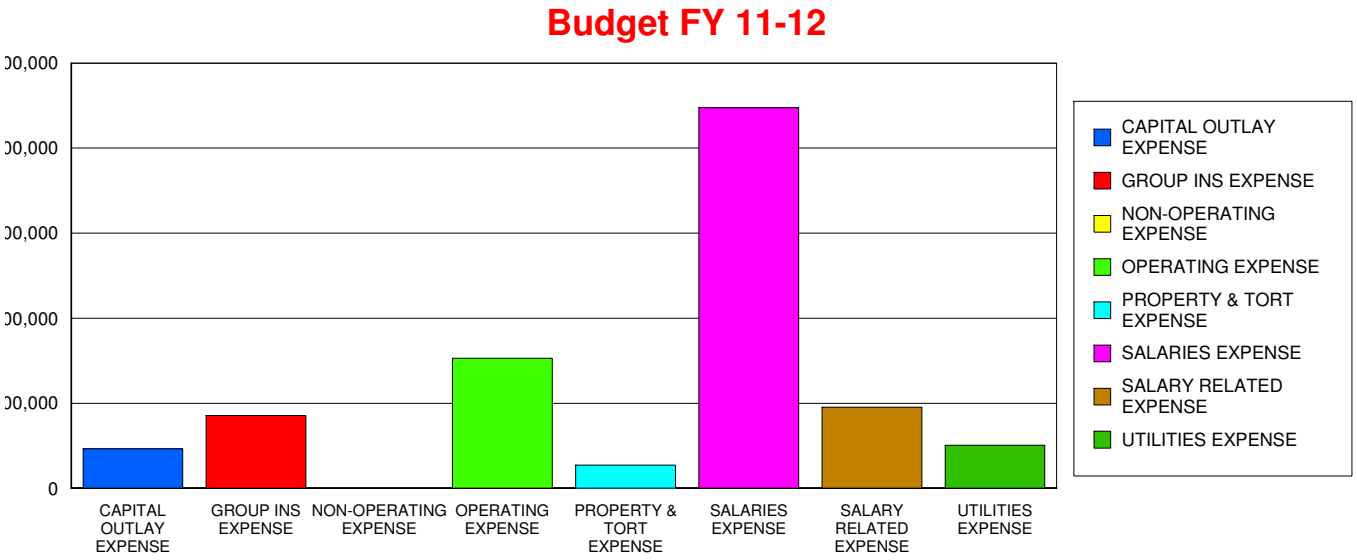
Small Capital Outlay Approved	Amount
Equipment Trailer Needed to replace trailer to haul equipment	**$1,700.00**
(2) Backpack Blowers Replace worn-out equipment	**$1,300.00**
Push Blower Replace an existing piece of equipment	**$1,350.00**
Total Approved	**$4,350.00**

DETAIL OF PARKS & RECREATION - PARKS & CEMETERY DIVISION EXPENDITURES

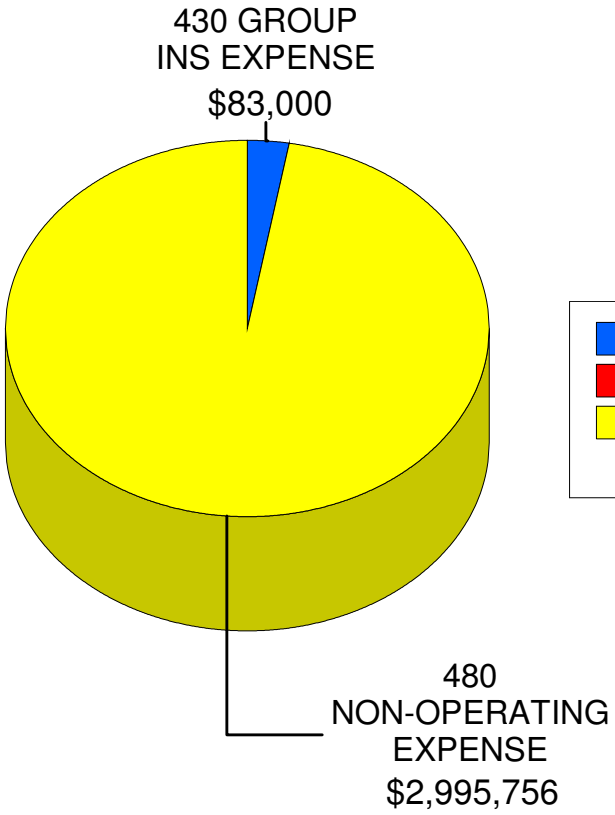
Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010707040410001	ADMINISTRATIVE PAYROLL	74,349	78,882	75,888	80,578
010707040410002	OPERATIONAL PAYROLL	185,863	212,341	205,755	221,540
010707040410003	OVERTIME	10,867	8,000	9,058	8,000
010707040420006	WORKERS' COMPENSATION	8,693	11,645	21,900	16,443
010707040420007	SOCIAL SECURITY	20,154	22,890	21,593	23,418
010707040420008	RETIREMENT	25,501	27,825	27,842	28,922
010707040430005	GROUP INSURANCE	59,604	59,096	62,263	63,883
010707040440010	UTILITIES EXPENSE	11,442	14,000	14,011	15,000
010707040450011	PROPERTY & TORT INSURANCE	12,170	13,000	15,860	15,860
010707040450049	VEHICLE INSURANCE	5,480	6,000	5,432	5,432
010707040460004	SPECIAL EXPENSE	254	250	151	150
010707040460009	TRAVEL & TRAINING	0	100	0	100
010707040460018	CLOTHING	1,176	2,000	2,382	2,400
010707040460019	EQUIPMENT MAINTENANCE	5,004	8,500	5,987	9,000
010707040460021	GAS	14,996	17,000	18,817	17,000
010707040460022	TIRES	2,499	2,000	522	2,000
010707040460023	FACILITY MAINTENANCE	14,015	12,000	15,144	13,000
010707040460024	MATERIALS AND SUPPLIES	27,965	26,000	31,758	30,000
010707040460031	MISCELLANEOUS EQUIPMENT	1,105	1,500	1,383	1,500
010707040460050	VEHICLE MAINTENANCE	4,400	4,000	2,699	3,500
010707040470020	CAPITAL OUTLAY	52,448	20,500	21,315	45,000
010707040470040	SMALL CAPITAL OUTLAY	583	0	0	4,350
TOTAL DIVISION EXPENDITURES		**538,568**	**547,529**	**559,760**	**607,076**

SUMMARY OF PARKS & RECREATION DEPARTMENT EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
410	SALARIES EXPENSE	841,383	896,926	818,579	895,420
420	SALARY RELATED EXPENSE	166,053	182,751	174,492	190,908
430	GROUP INS EXPENSE	166,300	161,332	161,339	170,872
440	UTILITIES EXPENSE	98,621	99,000	102,997	101,500
450	PROPERTY & TORT EXPENSE	54,053	57,546	54,383	54,405
460	OPERATING EXPENSE	744,697	318,750	307,477	305,650
470	CAPITAL OUTLAY EXPENSE	113,067	80,050	90,580	92,850
480	NON-OPERATING EXPENSE	0	0	0	0
TOTAL DEPARTMENT EXPENDITURES		2,184,174	1,796,355	1,709,847	1,811,605



Non-Operating Department



430 GROUP INS EXPENSE	2.7%
470 CAPITAL OUTLAY EXPENSE	0.0%
480 NON-OPERATING EXPENSE	97.3%
Total:	100.0%

Non-Operating Department	Administration Division
80	00

Fiscal Summary		Resources & Funding	
Full Time Positions	0	Salaries Expense	0
Part Time Positions	0	Salary Related	0
Total Positions	0	Group Insurance	83,000
Vehicles	0	Utilities	0
		Property & Tort	0
		Operating Expense	0
		Non-Operating Expense	2,694,156
		Sub Total	2,777,156
		Capital	0
		Total Expenditures	2,777,156

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

Non-Operating Department	Utilities Division
80	10

Fiscal Summary		Resources & Funding	
Full Time Positions	0	Salaries Expense	0
Part Time Positions	0	Salary Related	0
Total Positions	0	Group Insurance	0
Vehicles	0	Utilities	0
		Property & Tort	0
		Operating	0
		Non-Operating Expense	301,600
		Sub Total	301,600
		Capital Outlay	0
		Grand Total	301,600

Description of Department: This Division has no employees. These are the utilities paid to the Department of Public Utilities for streetlights, Christmas lights, fiber rental, internet, and hydrant rentals. The City pays for streetlights and City Christmas lights through this line item and is then reimbursed through a revenue line item by the Department of Public Utilities. The Department of Public Utilities is also owned by the City; however, all of their accounting and finances are kept separate. The hydrant rental fee is a fixed fee each year of $20,000.00.

DETAIL OF NON-OPERATING - ADMINISTRATION DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010808000430006	OPER/INS OVERAGES	206,628	65,000	8,000	83,000
010808000470079	SPECIAL PROJECTS CAPITAL	0	0	0	0
010808000480012	CHAMBER DUES	1,525	1,525	1,525	1,525
010808000480023	EMPLOYEE CHRISTMAS	16,199	16,500	16,376	16,500
010808000480027	REZONING STUDY FEES	0	0	0	0
010808000480028	ANNEXATION COVENANTS	12,713	15,000	26,098	18,000
010808000480033	BLD CODE ENFORCEMENT	5,750	10,000	10,000	10,000
010808000480069	MASC BUSINESS LICENSES	54,978	50,000	51,639	55,500
010808000480071	COMM SANITATION FEES	240,844	236,000	227,973	220,443
010808000480075	UNEMPLOYMENT INSURANCE	17,368	17,000	17,889	15,000
010808000480079	SPECIAL PROJECTS	38,338	30,000	80,428	30,000
010808000480081	DOWNTOWN REVITALIZATION	25,000	25,000	25,000	25,000
010808000480082	DEBT SERVICE	558,838	668,311	628,335	768,088
010808000480083	RETIREES-GROUP INSURANCE	108,384	110,000	94,772	110,000
010808000480085	FIRE EQUIPMENT RESERVE	0	25,000	25,000	25,000
010808000480086	SETOFF DEBT	565	565	583	600
010808000480087	HOSP & ACCOM TAX TRF	919,485	930,000	1,027,500	1,062,000
010808000480089	DEBT SERVICE FIRE	0	0	0	0
010808000480090	DEBT SERVICE DPS FACILITI	249,000	272,750	291,125	331,500
010808000480094	CDL DRUG/ALCOHOL/OTHER TE	206	700	1,105	1,000
010808000480095	SELF INSURANCE	3,250	0	0	0
010808000480096	ADA COMPLIANCE	0	0	0	0
010808000480099	EMPLOYEE SHOTS	4,391	4,500	4,258	4,000
TOTAL DIVISION EXPENDITURES		**2,463,462**	**2,477,851**	**2,537,606**	**2,777,156**

DETAIL OF NON-OPERATING - UTILITIES DIVISION EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010808010480001	STREET LIGHTS	256,879	235,000	240,000	240,000
010808010480002	HYDRANT RENTALS	20,000	20,000	20,000	20,000
010808010480003	CHRISTMAS LIGHTS	36,910	37,000	29,681	32,000
010808010480006	FIBER RENTAL EXPENSE	9,600	9,600	9,600	9,600
010808010480007	DPU - INTERNET EXPENSE	0	6,000	0	0
TOTAL DIVISION EXPENDITURES		**323,390**	**307,600**	**299,281**	**301,600**

DEBT SERVICE

Description

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

	FY 2011-2012 Budget Annual Payments
Lease Purchases:	
Municipal Equipment consisting of vehicles, fire trucks, mowers, financed by a pledge of full-faith, credit and taxing power of the City in the approximate amount of $773,500 for 4 years. Ending September, 2014.	213,827.00
Municipal equipment consisting of garbage truck, fire truck, forklift and vacuum for 5 years financed by First Citizens by a pledge of full faith, credit, and taxing power of the City in the amount of $202,269, ending July, 2013.	42,889.17
Municipal Equipment consisting of vehicles, firetruck, mower and other equipment. Grapple Unit, trash trailer, dump truck for four years financed by SC Bank & Trust by a pledge of full faith, credit, and taxing power of the City in the amount of $1,026,084, ending September, 2014	256,521.00
Municipal Equipment existing of vehicles, commercial garbage truck, mowers, forklift, and tractor totaling $649,500 financed for 3 years financed by SCB&T by a pledge ending September, 2014.	215,600.00
Bond Payable:	
Department of Public Safety & Municipal Court facility financed by Orangeburg National Bank in the amount of $2,000,000 at an interest rate of 3.5%. Interest payments due each May 1 and November 1 thru 11-1-2013.	331,500.00
Total Annual Debt Service is comprised of two line items, 010-80-8000-480-082 and 010-80-8000-480-089	
Total Payments	$1,060,337.17

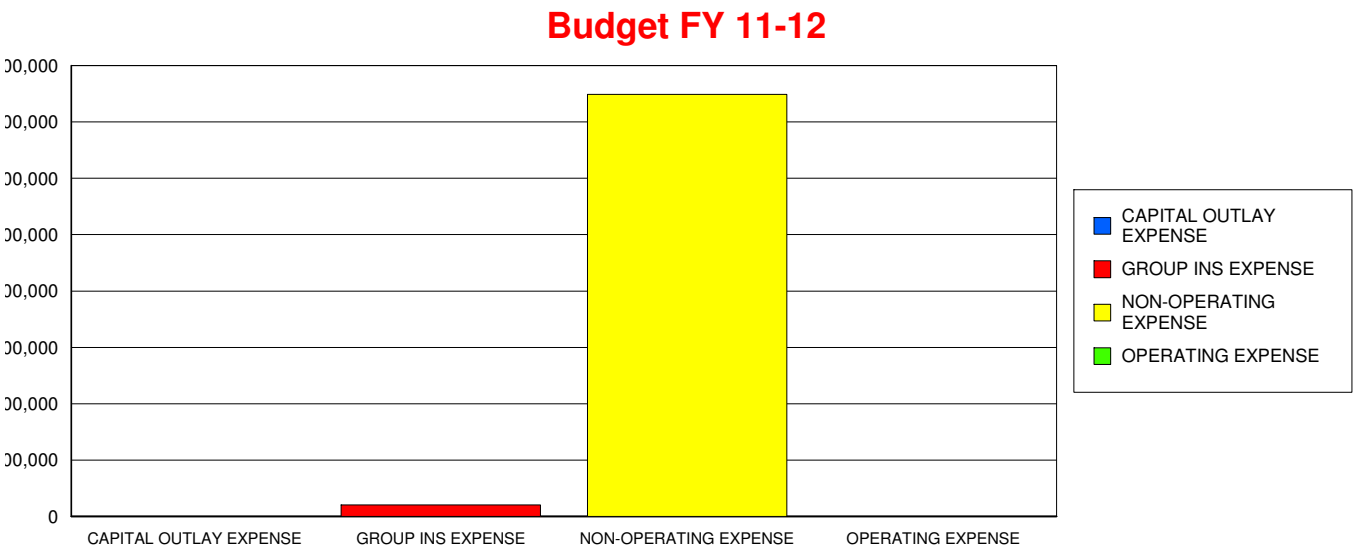
COMPUTATION OF LEGAL DEBT MARGIN

TOTAL ASSESSED VALUE		$ 37,833,688
2011 ASSESSED VALUE (most current available) 6/30/2011		
REAL & OTHER	35,094,140	
VEHICLES	2,739,548	
TOTAL	**37,833,688**	
DEBT LIMIT - 8% OF TOTAL ASSESSED VALUE		$3,026,695.04
TOTAL AMOUNT OF DEBT APPLICABLE TO DEBT LIMIT		$1,060,337.17
LEGAL DEBT MARGIN		$1,966,357.87

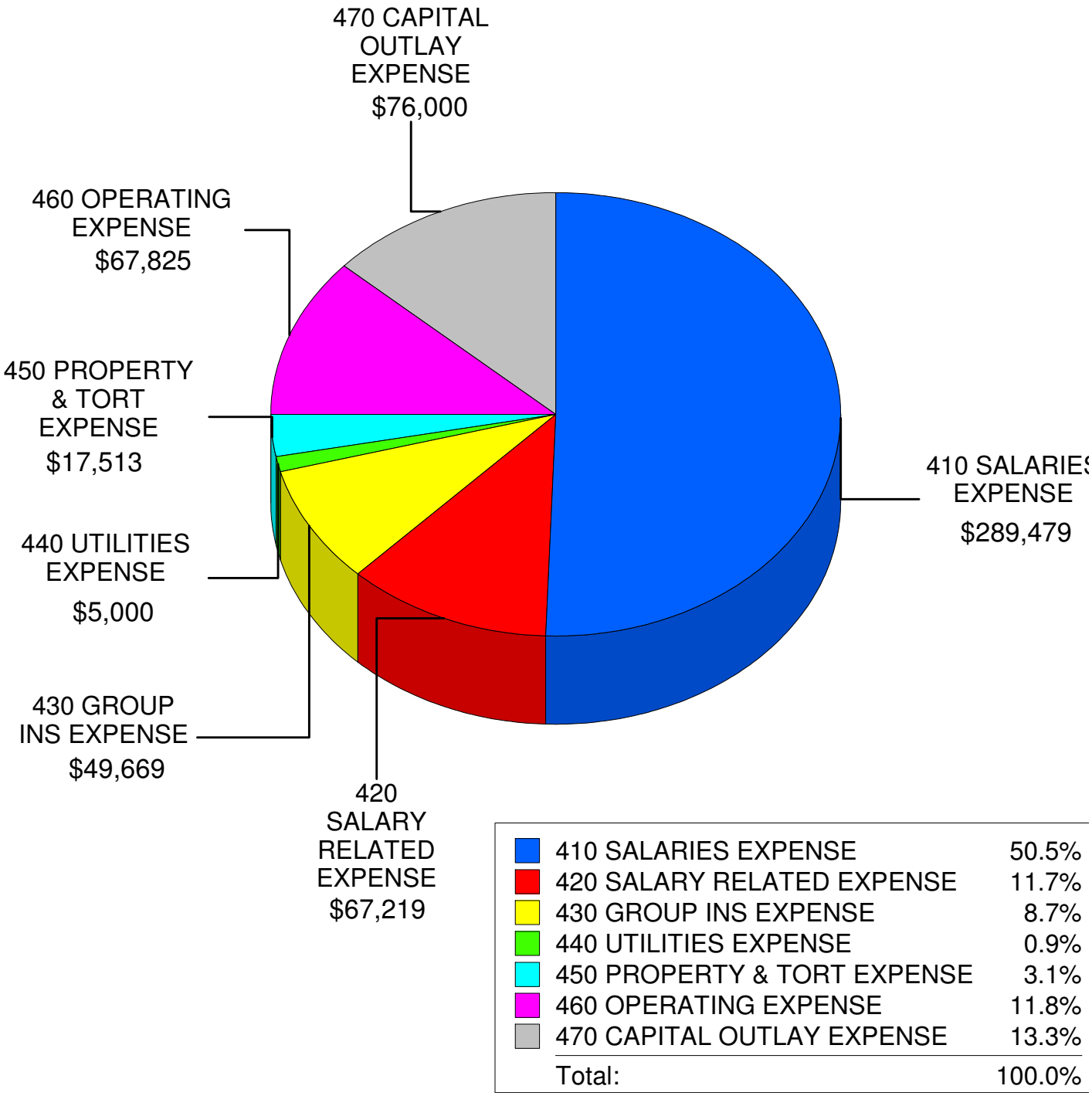
*Note: The total assessed value does not include Merchant's Inventory.

SUMMARY OF NON-OPERATING DEPARTMENT EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
430	GROUP INS EXPENSE	206,628	65,000	8,000	83,000
460	OPERATING EXPENSE	0	0	0	0
470	CAPITAL OUTLAY EXPENSE	0	0	0	0
480	NON-OPERATING EXPENSE	2,580,223	2,720,451	2,828,887	2,995,756
TOTAL DEPARTMENT EXPENDITURES		2,786,851	2,785,451	2,836,887	3,078,756



Service Department



Service Department	Administration Division
90	10

Fiscal Summary		Resources & Funding	
Full Time Positions	8	Salaries Expense	289,479
Part Time Positions	0	Salary Related	67,219
Total Positions	8	Group Insurance	49,669
Vehicles	10	Utilities	5,000
		Property & Tort	17,513
		Operating	67,528
		Sub Total	496,705
		Capital	76,000
		Grand Total	572,705

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:

1. To provide maintenance and service to other Departments within the City.
2. To reduce the number of on-the-job injuries and Workers' Compensation claims.

Objectives:

1. To continue a schedule for the mowing of open ditches throughout the City, and for cleaning out and protecting ditch banks from erosion.
2. To schedule cutting of City streets and right-of-ways to make our City more attractive.
3. To continue our curb and sidewalk-edging program. This procedure makes mowing easier and citizens are very complimentary of this program.
4. To keep our downtown and other city streets clean by using our street sweeper on a 40-hour weekly schedule.
5. To schedule removal of sand from concrete portion of Sunnyside Canal at least semi-annually.
6. To continue to upgrade old equipment with more productive equipment.
7. To continue a safety program for employees including holding regular meetings and asking employees for their suggestions.
8. To be readily available to Department of Public Safety at night and on weekends by use of beepers for emergency calls. (There are three people on call).
9. Assist Public Works with streetscape projects.
10. Assist Hillcrest in edging cart paths.

11. Maintain buildings and cut approximately 420 acres of grass at Airport.
12. Assist Parks & Recreation with projects in Edisto Gardens.
13. Assist DPS Substations as needed.
14. Assisting City Administrator with changing street signs throughout City.

Capital Outlay Approved	Amount
<u>Tractor with 20" Boom Mower</u> ***(Lease Purchase)*** To replace a 21 year old tractor that is worn and costly to maintain. To be sued for cutting ditches and right-of-ways.	**$75,000.00**
Total Requested	**$75,000.00**
Total Approved	**$75,000.00**

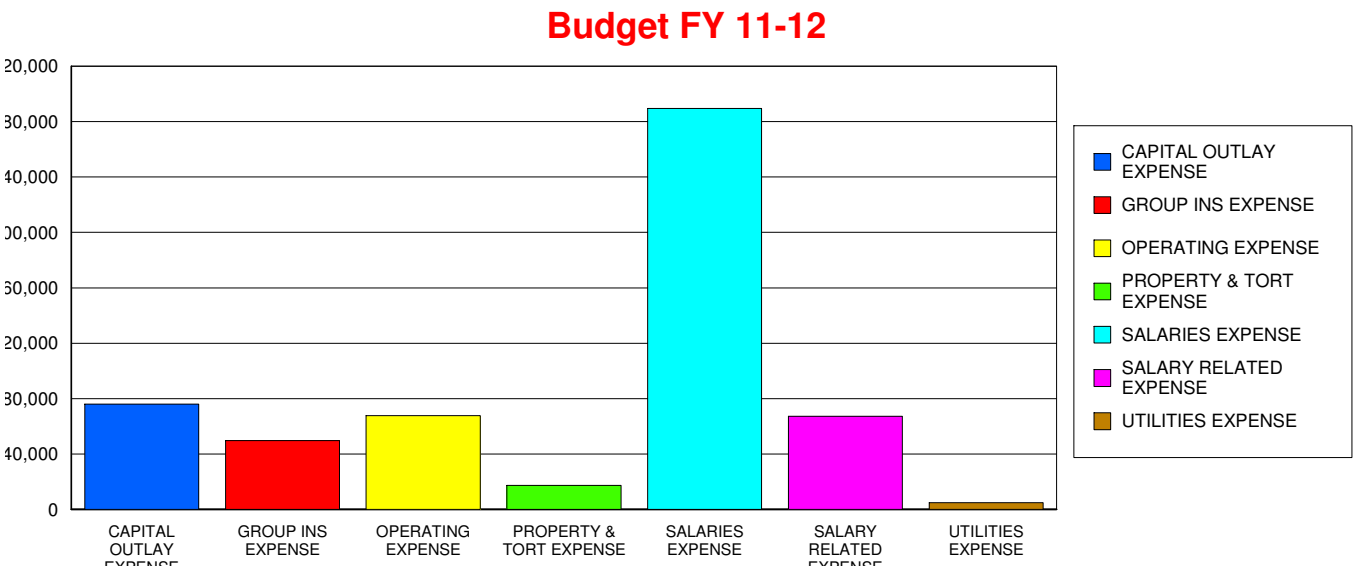
Small Capital Outlay Approved	Amount
Chain Saws To replace 7 year old chain saws with many hours of use.	$1,000.00
Total Requested	$1,000.00
Total Approved	$1,000.00

DETAIL OF SERVICE - ADMINISTRATION DIVISION EXPENDITURES

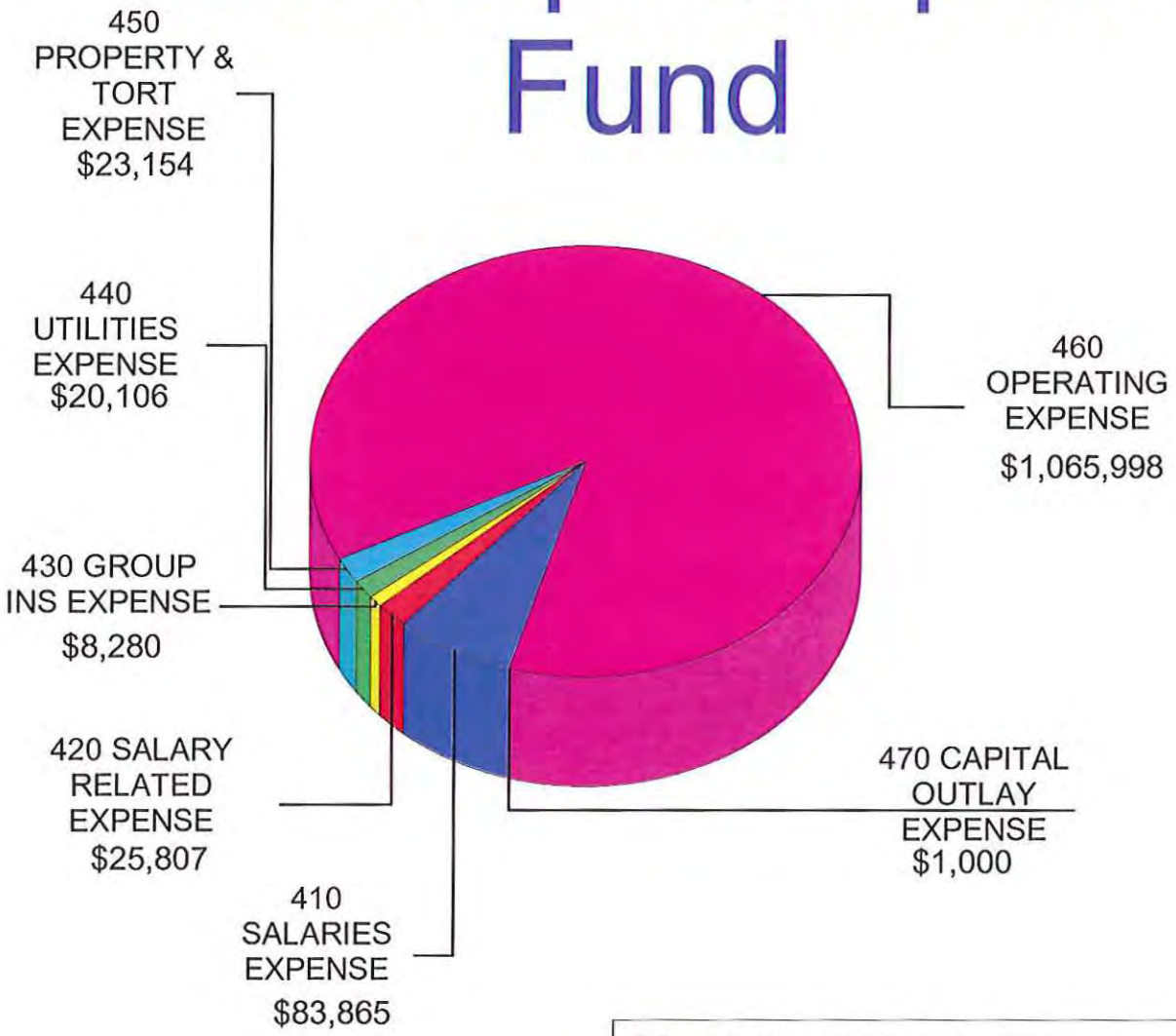
Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
010909010410001	ADMINISTRATIVE PAYROLL	102,926	103,371	103,767	104,854
010909010410002	OPERATIONAL PAYROLL	171,374	172,534	173,336	176,625
010909010410003	OVERTIME	9,764	8,000	8,768	8,000
010909010420006	WORKERS' COMPENSATION	12,239	14,204	14,598	18,846
010909010420007	SOCIAL SECURITY	20,219	21,106	19,715	21,534
010909010420008	RETIREMENT	26,674	25,908	26,955	26,839
010909010430005	GROUP INSURANCE	50,069	52,001	52,360	49,669
010909010440010	UTILITIES EXPENSE	6,518	5,000	6,450	5,000
010909010450011	PROPERTY & TORT INSURANCE	9,408	9,408	9,233	9,233
010909010450049	VEHICLE INSURANCE	8,436	8,436	8,280	8,280
010909010460004	SPECIAL EXPENSE	88	125	0	125
010909010460009	TRAVEL & TRAINING	1,342	1,600	1,464	1,600
010909010460012	DUES, FEES & SUBSCRIPTION	532	350	538	350
010909010460013	POSTAGE, PRINTING, ADV	25	150	0	100
010909010460014	OFFICE SUPPLIES	144	150	100	150
010909010460015	OFFICE MAINTENANCE	108	150	0	150
010909010460016	MISCELLANEOUS EXPENSE	141	200	0	150
010909010460018	CLOTHING	1,761	2,800	1,767	2,200
010909010460019	EQUIPMENT MAINTENANCE	11,632	10,000	13,424	14,000
010909010460021	GAS	24,115	28,000	27,000	28,000
010909010460022	TIRES	5,885	3,500	3,555	3,500
010909010460023	FACILITY MAINTENANCE	1,509	1,000	850	1,000
010909010460024	MATERIALS AND SUPPLIES	6,714	6,500	4,661	6,500
010909010460027	RADIOS	0	0	0	0
010909010460031	MISCELLANEOUS EQUIPMENT	193	1,000	376	1,000
010909010460050	VEHICLE MAINTENANCE	7,844	10,000	6,947	9,000
010909010470020	CAPITAL OUTLAY	13,765	83,500	79,984	75,000
010909010470040	SMALL CAPITAL OUTLAY	1,584	1,000	983	1,000
TOTAL DIVISION EXPENDITURES		495,009	569,993	565,111	572,705

SUMMARY OF SERVICE DEPARTMENT EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
410	SALARIES EXPENSE	284,064	283,905	285,871	289,479
420	SALARY RELATED EXPENSE	59,131	61,218	61,268	67,219
430	GROUP INS EXPENSE	50,069	52,001	52,300	49,669
440	UTILITIES EXPENSE	6,518	5,000	6,450	5,000
450	PROPERTY & TORT EXPENSE	17,844	17,844	17,513	17,513
460	OPERATING EXPENSE	136,557	65,525	60,725	67,825
470	CAPITAL OUTLAY EXPENSE	15,349	84,500	80,984	76,000
TOTAL DEPARTMENT EXPENDITURES		569,532	569,993	565,111	572,705



Municipal Airport Fund



410 SALARIES EXPENSE	6.8%
420 SALARY RELATED EXPENSE	2.1%
430 GROUP INS EXPENSE	0.7%
440 UTILITIES EXPENSE	1.6%
450 PROPERTY & TORT EXPENSE	1.9%
460 OPERATING EXPENSE	86.8%
470 CAPITAL OUTLAY EXPENSE	0.1%
Total:	100.0%

Airport	Administration Division
170	10

Fiscal Summary		Resources & Funding	
Full Time Positions	1	Salaries Expense	83,865
Part Time Positions	3	Salary Related	25,807
Total Positions	4	Group Insurance	8,280
Vehicles	1	Utilities	20,106
		Property & Tort	23,154
		Operating	1,065,998
		Sub Total	1,109,258
		Capital	1,000
		Grand Total	1,110,258

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

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

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

Small Capital Outlay Approved	Amount
Miscellaneous Tools To replace outdated tools.	**$1,000.00**
Total Approved	**$1,000.00**

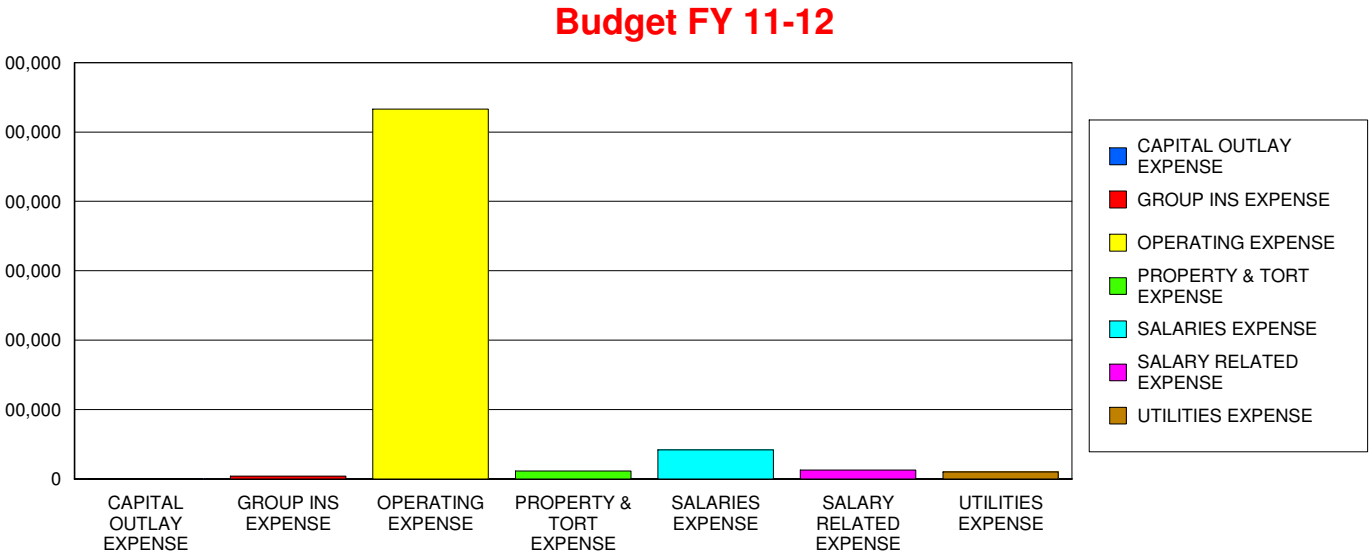
*Some capital items funded through grant line items.

DETAIL OF AIRPORT DEPARTMENT EXPENDITURES

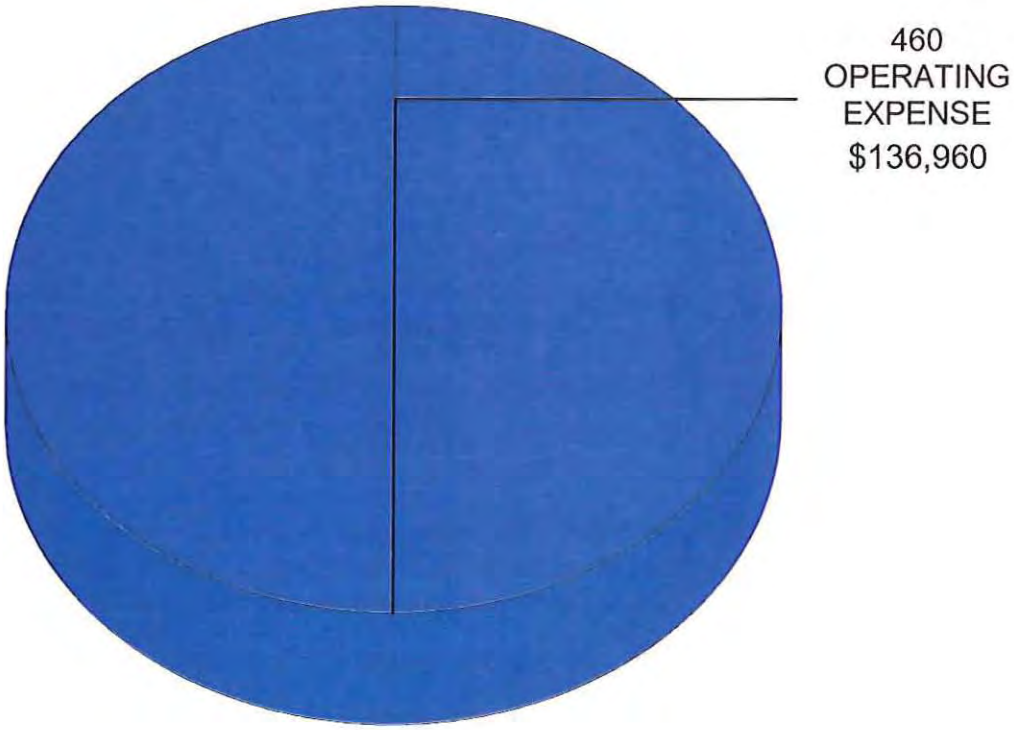
Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
170170170410001	ADMINISTRATIVE PAYROLL	46,857	47,325	47,319	48,272
170170170410002	OPERATIONAL PAYROLL	26,802	25,927	29,606	35,193
170170170410003	OVERTIME	477	0	446	400
170170170410052	MERIT INCREASES	0	0	0	0
170170170420006	WORKERS' COMPENSATION	5,464	7,288	5,368	11,464
170170170420007	SOCIAL SECURITY	5,393	5,603	5,575	6,385
170170170420008	RETIREMENT	6,988	6,878	7,298	7,958
170170170430005	GROUP INSURANCE	7,706	7,771	8,034	8,280
170001440010	UTILITIES EXPENSE	20,109	19,022	21,433	20,106
170001450011	PROPERTY & TORT INSURANCE	21,455	23,952	22,361	22,569
170001450049	VEHICLE INSURANCE	650	585	650	585
170001460004	SPECIAL EXPENSE	0	100	0	100
170001460009	TRAVEL & TRAINING	789	3,000	2,695	3,000
170001460012	DUES, FEES & SUBSCRIPTION	1,186	1,200	606	250
170001460013	POSTAGE, PRINTING, ADV	250	200	247	200
170001460014	OFFICE SUPPLIES	296	400	240	216
170001460015	OFFICE MAINTENANCE	204	500	339	500
170001460016	MISCELLANEOUS EXPENSE	446	500	276	302
170001460018	CLOTHING	400	1,200	876	0
170001460019	EQUIPMENT MAINTENANCE	2,477	4,000	6,148	4,000
170001460021	GAS	487	450	1,093	1,140
170001460022	TIRES	0	250	208	250
170001460023	FACILITY MAINTENANCE	13,904	16,000	9,621	15,935
170001460024	MATERIALS AND SUPPLIES	3,772	7,500	10,527	7,495
170001460025	COMPUTER SUPPLIES & UPGRA	1,312	1,000	570	500
170001460030	LEASES	10	0	0	0
170001460041	CONTRACTUAL SERVICES	0	0	750	0
170001460042	SALES TAX	23,414	23,129	26,242	23,352
170001460043	DEPRECIATION	753,308	744,000	693,489	693,489
170001460044	INTEREST EXPENSE	1,172	3,140	972	1,529
170001460045	CREDIT CARD DISCOUNT	7,737	10,900	8,523	7,800
170001460046	PROMOTIONAL ACTIVITIES	0	250	0	250
170001460047	NAVIGATIONAL EQUIPMENT	2,343	2,500	2,447	1,436
170001460048	COGS RETAIL INVENTORY	243,976	259,600	301,254	303,254
170001460050	VEHICLE MAINTENANCE	309	1,000	502	1,000
170001470020	CAPITAL OUTLAY	0	0	0	0
170001470030	GRANT APORT IMPROVEMENTS	0	136,328	142,904	0
170001470033	GRANT - HANGARS	0	0	0	0
170001470035	RELOCATION HANGARS	0	0	0	0
170001470040	SMALL CAPITAL OUTLAY	753	2,000	0	1,000
170001470056	GRANT - APRON EXP PHASE 2	11,401	0	0	0
170001470756	5/23 RUNWAY 1% REPAVING	0	0	0	0
170001470757	AIRPORT EXPANSION	0	0	0	0
TOTAL DEPARTMENT EXPENDITURES		1,211,847	1,363,498	1,358,619	$1,228,210.00

SUMMARY OF AIRPORT DEPARTMENT EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
410	SALARIES EXPENSE	74,136	73,252	77,371	83,865
420	SALARY RELATED EXPENSE	17,846	19,769	18,241	25,807
430	GROUP INS EXPENSE	7,706	7,771	8,034	8,280
440	UTILITIES EXPENSE	20,109	19,022	21,433	20,106
450	PROPERTY & TORT EXPENSE	22,104	24,537	23,011	23,154
460	OPERATING EXPENSE	1,057,792	1,080,819	1,067,625	1,065,998
470	CAPITAL OUTLAY EXPENSE	12,154	138,328	142,904	1,000
TOTAL DEPARTMENT EXPENDITURES		1,211,847	1,363,498	1,358,619	1,228,210



Hillcrest Pro Shop Fund



460 OPERATING EXPENSE		100.0%
470 CAPITAL OUTLAY EXPENSE		0.0%
Total:		100.0%

Hillcrest Pro Shop	Administration Division
180	10

Fiscal Summary		Resources & Funding	
Full Time Positions	0	Salaries Expense	0
Part Time Positions	0	Salary Related	0
Total Positions	0	Group Insurance	0
Vehicles	0	Utilities	0
		Property & Tort	0
		Operating	136,960
		Sub Total	136,960
		Capital	0
		Grand Total	136,960

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

Goals:

1. To offer merchandise and concessions to members and the public at competitive prices.
2. To provide knowledgeable and well-trained staff to assist customers in a friendly and professional manner.
3. To inventory quality golf equipment, softgoods, and golf balls for sale.

Objectives:

1. To stock approximately $30,000 worth of inventory and maintain a profit margin of 30-35%.

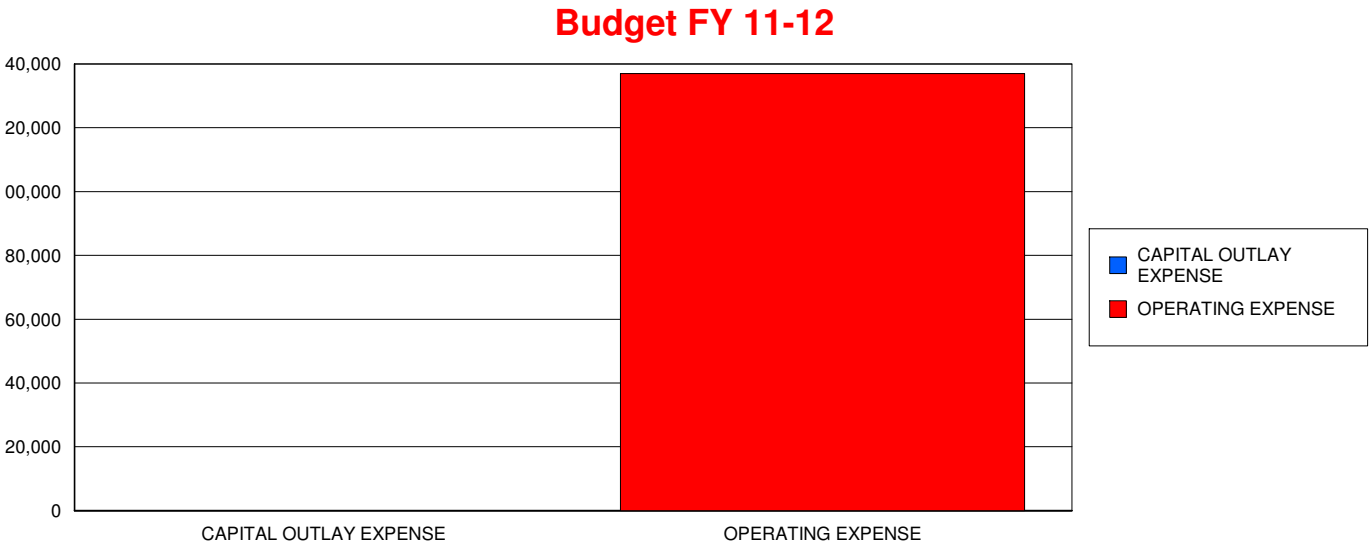
***Employees that operate and maintain the Pro Shop are paid from the Hillcrest Golf Course Fund.**

DETAIL OF HILLCREST PRO SHOP DEPARTMENT EXPENDITURES

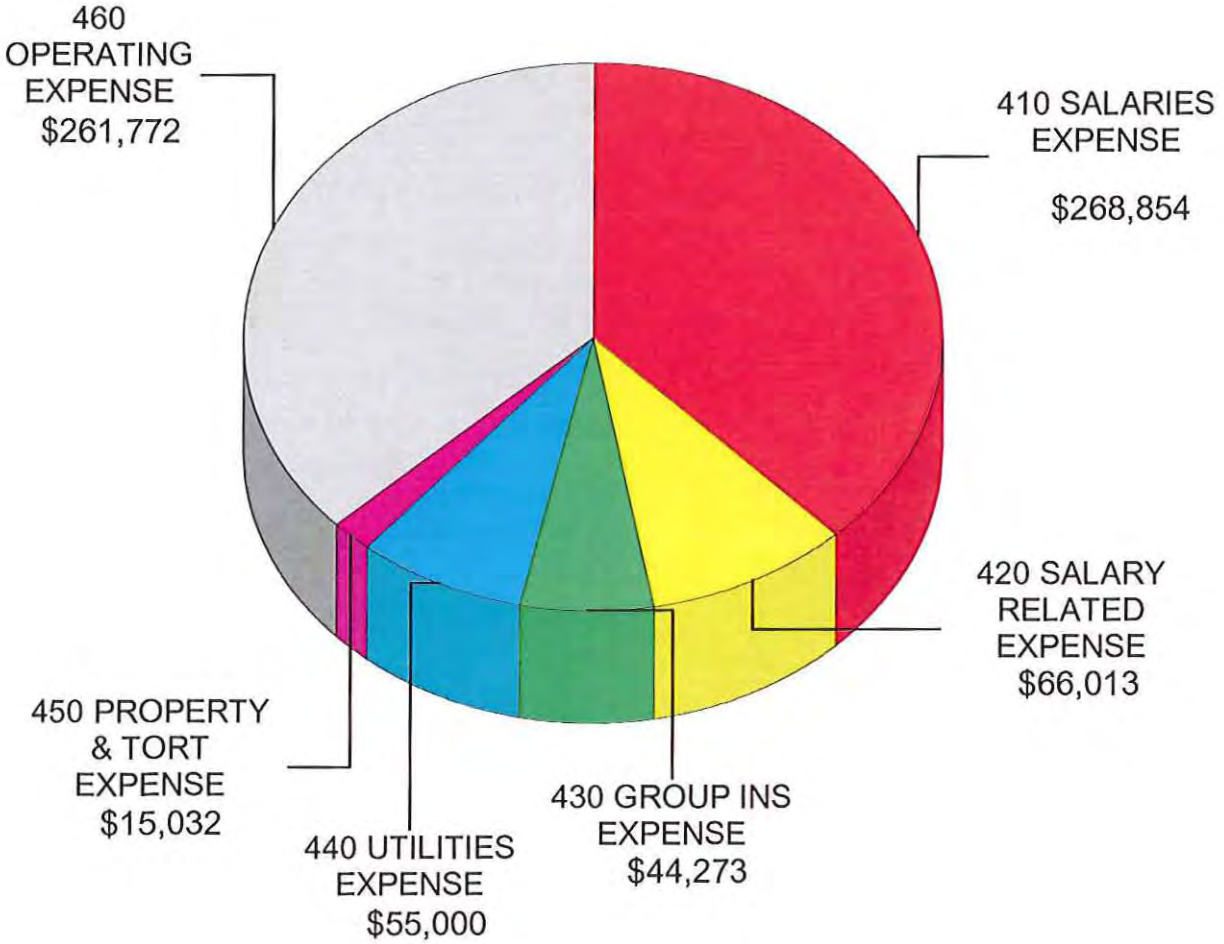
Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
180001460016	MISCELLANEOUS EXPENSE	1,635	1,700	1,971	1,500
180001460041	CONTRACTUAL SERVICES	5,888	6,500	5,287	5,500
180001460042	SALES TAX	7,811	8,890	7,506	8,960
180001460043	DEPRECIATION	154	185	0	0
180001460098	DRIVING RANGE EXPENSES	1,616	1,800	2,296	1,800
180001460181	BEER BEVERAGES	1,828	2,200	1,880	2,000
180001460182	DRINK PRODUCTS	5,782	6,200	5,205	5,000
180001460183	FOOD & SNACKBAR PRODUCTS	5,907	7,600	5,913	6,500
180001460184	SOFTGOODS,SHOES & CLOTHIN	17,971	22,500	17,198	18,000
180001460185	CLUBS	3,342	4,000	6,119	4,000
180001460186	GOLFBALLS	16,156	16,000	13,800	15,000
180001460493	TRANSFER TO HILLCREST GC	53,830	58,315	55,800	68,700
180001470020	CAPITAL OUTLAY	0	0	0	0
180001470040	SMALL CAPITAL OUTLAY	0	0	0	0
TOTAL DEPARTMENT EXPENDITURES		121,922	135,890	122,975	$136,960.00

SUMMARY OF HILLCREST PRO SHOP DEPARTMENT EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
460	OPERATING EXPENSE	121,922	135,890	122,975	136,960
470	CAPITAL OUTLAY EXPENSE	0	0	0	0
TOTAL DEPARTMENT EXPENDITURES		121,922	135,890	122,975	136,960



Hillcrest Golf Course Fund



365 DONATIONS	0.0%
410 SALARIES EXPENSE	37.8%
420 SALARY RELATED EXPENSE	9.3%
430 GROUP INS EXPENSE	6.2%
440 UTILITIES EXPENSE	7.7%
450 PROPERTY & TORT EXPENSE	2.1%
460 OPERATING EXPENSE	36.8%
470 CAPITAL OUTLAY EXPENSE	0.0%
Total:	100.0%

Hillcrest Golf Course	Administration Division
185	10

Fiscal Summary		Resources & Funding	
Full Time Positions	7	Salaries Expense	268,854
Part Time Positions	7	Salary Related	66,013
Total Positions	14	Group Insurance	44,273
Vehicles	1	Utilities	55,000
		Property & Tort	15,032
		Operating	288,049
		Sub Total	710,944
		Capital	0
		Grand Total	710,944

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

Goals
1. Pursue the installation of traffic calming devices such as speed humps and raised crosswalk to slow traffic on State A & M Road.
2. Enlarge Entrance and Exit lanes to Golf Course Parking area.
3. Paint inside and outside of Clubhouse and replace carpet.
4. Remodel Old Pro 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.
5. Continue to monitor greens until the time comes when we will have to replace putting surfaces.
6. Install lighting and irrigation to Hillcrest Signs at 601 and St. Matthews Road.
7. Replace all tee Markers on Golf Course and all directional signage in parking lot.

Objectives:
1. To increase number of rounds played annually to 38,000.
2. To offer discounted rates to outings, tournaments and large groups.
3. To offer discounted rates during slow periods of the year to be competitive with other area golf courses, (Newspaper, Discount Books, Internet, etc.)
4. To offer special rates to Industries and Companies for league play and corporate outings.
5. To offer discounted rates to area Motels that offer package play.
6. To offer private golf instructions and golf repair to public.
7. To offer discounted annual membership rates and discounted daily rates to City employees and SCSU employees ($100.00 off regular rates).
8. To offer annual membership rates (Family, Single, Senior, Student) and increase annual members to 200.

Hillcrest Golf Course **#185-10**

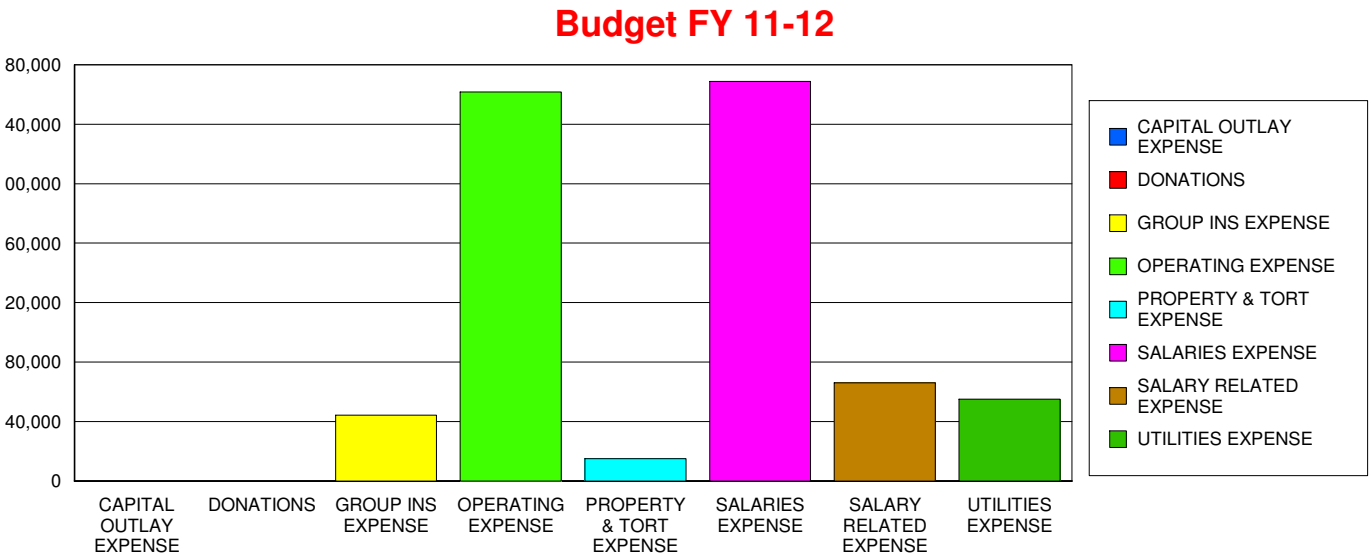
Capital Items Approved	Amount
<u>Greens Mower</u> ***(Lease Purchase)*** To replace old mower that is in need of repair that is used to cut greens on golf course.	**$34,000.00**
<u>Fence – Old St. Matthews Rd</u> Replace old existing fence with 5' chain link fence. To help prevent crossing fence from old St. Matthews Road	**$12,150.00**
Total Approved	**$46,150.00**

DETAIL OF HILLCREST GOLF COURSE DEPARTMENT EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
185185185410001	ADMINISTRATIVE PAYROLL	70,486	67,755	69,968	71,854
185185185410002	OPERATIONAL PAYROLL	164,158	209,626	175,505	196,000
185185185410003	OVERTIME	744	1,000	1,071	1,000
185185185420006	WORKERS' COMPENSATION	12,739	15,197	13,716	21,445
185185185420007	SOCIAL SECURITY	19,139	21,219	18,434	20,568
185185185420008	RETIREMENT	23,635	25,933	22,893	24,000
185185185430005	GROUP INSURANCE	48,139	41,102	43,393	44,273
185001440010	UTILITIES EXPENSE	62,000	50,000	52,650	55,000
185001450011	PROPERTY & TORT INSURANCE	14,217	14,217	14,390	14,390
185001450049	VEHICLE INSURANCE	651	651	641	642
185001460004	SPECIAL EXPENSE	170	300	354	300
185001460009	TRAVEL & TRAINING	1,043	1,000	960	900
185001460012	DUES, FEES & SUBSCRIPTION	385	400	385	500
185001460013	POSTAGE, PRINTING, ADV	5,917	4,000	4,065	4,000
185001460014	OFFICE SUPPLIES	419	600	600	600
185001460015	OFFICE MAINTENANCE	530	0	562	0
185001460016	MISCELLANEOUS EXPENSE	0	0	156	100
185001460018	CLOTHING	673	1,000	1,165	1,000
185001460019	EQUIPMENT MAINTENANCE	7,196	8,500	6,993	8,000
185001460021	GAS	10,326	11,500	13,266	11,500
185001460022	TIRES	500	200	0	200
185001460023	FACILITY MAINTENANCE	5,509	11,700	7,690	7,000
185001460024	MATERIALS AND SUPPLIES	22,654	23,639	22,263	24,000
185001460025	COMPUTER SUPPLIES & UPGRA	95	600	0	300
185001460041	CONTRACTUAL SERVICES	0	0	0	0
185001460042	SALES TAX	22,938	28,860	23,296	26,600
185001460043	DEPRECIATION	133,033	142,000	125,063	129,572
185001460044	INTEREST EXPENSE	578	0	0	0
185001460045	CREDIT CARD DISCOUNT	4,869	3,550	5,678	5,000
185001460050	VEHICLE MAINTENANCE	70	200	291	200
185001460101	TRANSFER TO G/F	0	28,000	0	22,000
185001460491	TRF TO HGC CAPITAL PROJEC	18,788	22,000	0	20,000
185001470020	CAPITAL OUTLAY	0	0	0	0
185001470040	SMALL CAPITAL OUTLAY	0	0	0	0
TOTAL DEPARTMENT EXPENDITURES		651,601	734,749	625,448	$710,944.00

SUMMARY OF HILLCREST GOLF COURSE DEPARTMENT EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
365	DONATIONS	0	0	0	0
410	SALARIES EXPENSE	235,388	278,381	246,544	268,854
420	SALARY RELATED EXPENSE	55,512	62,349	55,043	66,013
430	GROUP INS EXPENSE	48,139	41,102	43,393	44,273
440	UTILITIES EXPENSE	62,000	50,000	51,000	55,000
450	PROPERTY & TORT EXPENSE	14,868	14,868	15,031	15,032
460	OPERATING EXPENSE	235,693	288,049	214,437	261,772
470	CAPITAL OUTLAY EXPENSE	0	0	0	0
TOTAL DEPARTMENT EXPENDITURES		651,601	734,749	625,448	710,944



ORDINANCE NO. 2011-6

AN ORDINANCE TO RAISE REVENUE AND ADOPT A BUDGET FOR THE CITY OF ORANGEBURG, SOUTH CAROLINA FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2011 AND ENDING SEPTEMBER 30, 2012

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, 2011-September 30, 2012, 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, 2011 to the thirty-first day of December, 2011, 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 87 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, 2011, until the fifteenth day of January 2012, from the hours of 8:00 A.M. until 5:00 P.M., Monday through Friday, Saturdays and Sundays excepted.

SECTION 5. On January 16, 2012, a penalty of fifteen (15) percent shall be added on all unpaid taxes. The City Clerk and Treasurer shall on March 17, 2012, place all delinquent properties in execution in accordance with and adding an additional execution cost of $60.00 to $90.00 based on costs to City, Section 6-1-10, as amended, of the Code of Ordinances of the City of Orangeburg, South Carolina.

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

DONE AND RATIFIED BY THE CITY COUNCIL OF ORANGEBURG, SOUTH CAROLINA, IN COUNCIL ASSEMBLED THIS 6th DAY OF September 2011.

MAYOR

MEMBERS OF COUNCIL

ATTEST:

CITY CLERK

CAPITAL OUTLAY SUMMARY FY 2011-2012

The following list describes each capital outlay purchase that has been approved for Fiscal Year 2011-2012. A more detailed summary of each item is presented at the end of each Division's summary. These items have been defined as capital outlay because each will have a useful life of greater that one-year and have a unit cost of at least $2999.99.

1. **Vehicle** (LEASE PURCHASE)
   Requested By: Administration – Administrative
   Reason for Request: Replacement of existing vehicle for City Administrator.
   Amount Approved: $23,500.00

2. **Public Works Network POE Switch**
   Requested By: Finance – Information Technology
   Reason for Request: Supplement the existing switch for the department.
   Amount Approved: $5,000.00

3. **Public Safety Network POE Switch**
   Requested By: Finance – Information Technology
   Reason for Request: Supplement the existing switches for the department.
   Amount Approved: $5,000.00

4. **Spam Filter**
   Requested By: Finance – Information Technology
   Reason for Request: Used to move the maintenance of the existing spam filter.
   Amount Approved: $3,000.00

5. **Plotter/Scanner** (LEASE PURCHASE)
   Requested By: Public Works – Building Inspection
   Reason for Request: Used to print maps, blueprints. Old plotter is obsolete.
   Amount Approved: $14,000.00

6. **Laptop/Mobile Device**
   Requested By: Public Works – Building Inspection
   Reason for Request: To give Building Inspector the ability to implement our software in the field.
   Amount Approved: $2,000.00

7. **Forklift** (LEASE PURCHASE)
   Requested By: Public Works – Garage
   Reason for Request: To replace current lift that is costly to repair.
   Amount Approved: $70,000.00

8. **Shed/Pole Building**
   Requested By: Public Works – Garage
   Reason for Request: To cover storage of sand and other materials to minimize storm water impact.
   Amount Approved: $10,000.00

9. **Commercial Garbage Truck** (LEASE PURCHASE)

Requested By:	Public Works – Commercial Sanitation
Reason for Request:	To replace 1999 Commercial Truck.
Amount Approved:	$225,000.00

10. **Vehicles (Police Package)** (LEASE PURCHASE)
(3 units @ $34,000.00)

Requested By:	Public Safety - Patrol
Reason for Request:	Replace high mileage, high maintenance vehicles that are used 24/7 by patrol officers ($27,448 per patrol package; plus additional equipment of: in-car video camera system – $5,280/unit and traffic radar equipment – $1,272/unit)
Amount Approved:	$102,000.00

11. **Laptop Computers**
(10 @ $4,000)

Requested By:	Public Safety – Patrol
Reason for Request:	Rugged laptop computers for patrol cars for use of accident reports, field incident reports and mobile ticketing.
Amount Approved:	$40,000.00

12. **Vehicle (State Contract)** (LEASE PURCHASE)
(1 unmarked unit @ $26,000 each)

Requested By:	Public Safety – Special Operations
Reason for Request:	Replace worn, high mileage, high maintenance vehicles in need of costly repair. (Price includes lights, siren, and other required equipment)
Amount Approved:	$26,000.00

13. **Radio Repeater**

Requested By:	Public Safety – Special Operations
Reason for Request:	Replace old obsolete repeater at the Cook Road tower to comply with new FCC mandate (narrow banding).
Amount Approved:	$10,500.00

14. **Versa Mist/Misting Fan**

Requested By:	Public Safety – Special Operations
Reason for Request:	To increase firefighter safety and reduce the chances of heat related injuries on emergency incidents.
Amount Approved:	$3,500.00

15. **Commercial Washer** (LEASE PURCHASE)

Requested By:	Public Safety – Special Operations
Reason for Request:	Replace worn and obsolete washer at headquarters station that has been worked on several times during current budget year and is nearing end of its service life.
Amount Approved:	$5,000.00

16. **Vehicles (State Contract)** (LEASE PURCHASE)
(1 unit @ $26,000.00 each)
Requested By: Public Safety – Investigations
Reason for Request: Replace 10 year old, high mileage, high maintenance vehicle used in daily operations that are becoming costly to repair.
Amount Approved: $26,000.00

17. **PARD Grant – Resurfacing Spray Pad**
Requested by: Parks & Recreation – Administration
Reason for Request: Improve safety; spray pad surface is breaking up and need replacing.
Amount Approved: $25,000.00

18. **Copier** (LEASE PURCHASE)
Requested By: Parks & Recreation – Recreation
Reason for Request: Replace worn-out equipment.
Amount Approved: $8,500.00

19. **60" Zero Turn Mower** (LEASE PURCHASE)
Requested By: Parks & Recreation – Gardens
Reason for Request: Improve efficiency and handle increased maintenance of gardens and outer areas.
Amount Approved: $13,000.00

20. **42" Mower & Implements** (LEASE PURCHASE)
Requested By: Parks & Recreation – Gardens
Reason for Request: Replace worn-out equipment.
Amount Approved: $16,500.00

21. **Equipment Trailer**
Requested By: Parks & Recreation – Gardens
Reason for Request: To replace vehicle that is 10 years old.
Amount Requested: $3,500.00

22. **60" Front Deck Mower Diesel** (LEASE PURCHASE)
Requested By: Parks & Recreation – Parks & Cemetery
Reason for Request: Replace older equipment.
Amount Approved: $17,000.00

23. **54" Cut Mower (Gas) Zero Turn** (LEASE PURCHASE)
Requested By: Parks & Recreation – Parks & Cemetery
Reason for Request: Replace worn-out equipment.
Amount Approved: $10,000.00

24. **½ Ton Pick-Up Truck** (LEASE PURCHASE)
Requested By: Parks & Recreation – Parks & Cemetery
Reason for Request: To replace worn-out equipment.
Amount Approved: $18,000.00

25. **Tractor with 20' Boom Mower** (LEASE PURCHASE)
Requested By: Service – Administration
Reason for Request: To replace an old tractor that is worn and costly to repair.
Amount Approved: $75,000.00

26. **Greens Mower**
Requested By: Hillcrest – Golf Course
Reason for Request: To replace old mower that is need of repair.
Amount Approved: $34,000.00

27. **Fence – Old St. Matthews Rd**
Requested By: Hillcrest – Golf Course
Reason for Request: To replace old existing fence
Amount Approved: $12,150.00

TOTAL CAPITAL ITEMS APPROVED:

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

Total General Fund Approved:	$	732,000
Total (1) P.A.R.D. Grant	$	25,000
Total Airport Fund Approved	$	0
Total Pro Shop Fund Approved	$	0
Total Golf Course Fund Approved	$	46,150
TOTAL	$	778,150

****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 have 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 2011-2012

The following list describes each small capital outlay purchase that has been approved for fiscal year 2011-2012. These items have been defined as small capital outlay because each will have a useful life of greater that one-year and have a unit cost ranging from $500 - $2,999.99. These items will not be depreciated.

1. **Desktop Computer Equipment**
   Requested By: Finance – Finance & Records
   Reason for Request: Replace older workstation.
   Amount Approved: $1,500.00

2. **Wireless Access Points – Station 2**
   Requested By: Finance – Information Technology
   Reason for Request: Allows the department to connect to the City's network.
   Amount Approved: $750.00

3. **Wireless Access Points – Airport**
   Requested By: Finance – Information Technology
   Reason for Request: Allows the department to connect to the City's network.
   Amount Approved: $750.00

4. **Wireless Bridge**
   Requested By: Finance – Information Technology
   Reason for Request: To create a secondary network data path between City Hall and DPS Headquarters.
   Amount Approved: $1,000.00

5. **Workstation for System Analyst**
   Requested By: Finance – Information Technology
   Reason for Request: To replace the existing workstation.
   Amount Approved: $1,500.00

6. **Miscellaneous Tools**
   Requested By: Finance – Information Technology
   Reason for Request: To replace old tools.
   Amount Approved: $500.00

7. **Miscellaneous Tools**
   Requested By: Public Works – Administration
   Reason for Request: To replace old tools..
   Amount Approved: $500.00

8. **Computer for Asst to Director**
   Requested By: Public Works – Administration
   Reason for Request: To replace existing computer.
   Amount Approved: $1,500.00

9. **Miscellaneous Tools**
Requested By: Public Works – Building Inspection
Reason for Request: To replace old tools.
Amount Approved: $750

10. **Miscellaneous Tools**
Requested By: Public Works – Garage
Reason for Request: To replace old tools.
Amount Approved: $2,000.00

11. **Miscellaneous Tools**
Requested By: Public Works – Municipal Buildings
Reason for Request: To replace old tools.
Amount Approved: $1,000.00

12. **Miscellaneous Tools**
Requested By: Public Works – Residential Sanitation
Reason for Request To replace old tools.
Amount Approved: $2,000.00

13. **Miscellaneous Tools**
Requested By: Public Works – Commercial Sanitation
Reason for Request: To replace old tools.
Amount Approved: $500.00

14. **Miscellaneous Tools**
Requested By: Public Works – Streets & Maintenance
Reason for Request: To replace old tools.
Amount Approved: $500.00

15. **Police Mountain Bikes**
(4 @ $800 each)
Requested By: Public Safety – Patrol
Reason for Request: Replace old mountain bikes that are requiring increased servicing.
Amount Approved: $3,200.00

16. **Laptop Computers**
(6 @ $1,000.00 each)
Requested By: Public Safety – Special Operations
Reason for Request: Create a computer lab in the training room to provide officers with mandatory in-service training.
Amount Approved: $6,000.00

17. **Desktop Computer**
Requested By: Public Safety – Special Operations
Reason for Request: To replace old outdated computer.
Amount Approved: $1,500.00

18. **Portable Radios**
(4 @ $1,100.00 each)

Requested By:	Public Safety – Special Operations
Reason for Request:	To replace worn and broken portable radios.
Amount Approved:	$4,400.00

19. **SCBA Composite Cylinders**
(10 @ $750.00 each)

Requested By:	Public Safety – Special Operations
Reason for Request:	To replace old and worn cylinders that are going to exceed hydro-static test date in the upcoming year.
Amount Approved:	$7,500.00

20. **Vent Master K-12 Saw**
(2 @ $1,500.00 each)

Requested By:	Public Safety – Special Operations
Reason for Request:	Replace and upgrade existing equipment to maximize ISO grading.
Amount Approved:	$3,000.00

21. **5" Fire Hose**
(10 sections @ $700 each)

Requested By:	Public Safety – Special Operations
Reason for Request:	Replace obsolete equipment nearing the end of its service life.
Amount Approved:	$7,000.00

22. **Inch & ¾ Fire Hose**
(16 sections @ $150 each)

Requested By:	Public Safety – Special Operations
Reason for Request:	To remove hose from service that may have mechanical or thermal damages caused by years of use.
Amount Approved:	$2,400.00

23. **Hose Coupler Parts**

Requested By:	Public Safety – Special Operations
Reason for Request:	To repair damaged parts and extend service life of fire hose.
Amount Approved:	$3,000.00

24. **Fire Nozzles (1.75" & 2 ½")**
(2 @ $650 each; 2 @ $550 each)

Requested By:	Public Safety – Special Operations
Reason for Request:	To replace old and worn existing equipment that periodically malfunctions.
Amount Approved:	$2,400.00

25. **Firefighter Turnout Gear**
(10 sets @ $2,200 each)

Requested By:	Public Safety – Special Operations
Reason for Request:	To replace worn and fire damaged gear with serviceable personal protective equipment for continued firefighter safety.
Amount Approved:	$22,000.00

26. **Body Armor**
(10 sets @ $700 each)

Requested By:	Public Safety – Special Operations
Reason for Request:	To replace worn and damaged units due to wear and tear to help ensure officer's safety.
Amount Approved:	$7,000.00

27. **Computer & Programs**

Requested By:	Parks & Recreation – Gardens
Reason for Request:	Horticulturist needs new computer and design program.
Amount Approved:	$2,000.00

28. **Equipment Trailer**

Requested By:	Parks & Recreation – Parks & Cemetery
Reason for Request:	Needed to replace trailer to haul equipment.
Amount Approved:	$1,700.00

29. **(2) Backpack Blowers**

Requested By:	Parks & Recreation – Parks & Cemetery
Reason for Request:	Replace worn out equipment.
Amount Approved:	$1,300.00

30. **Push Blower**

Requested By:	Parks & Recreation – Parks & Cemetery
Reason for Request:	Replace an existing piece of equipment
Amount Approved:	$1,350.00

31. **Chain Saws**

Requested By:	Service – Administration
Reason for Request:	To replace old chain saws with many hours of use.
Amount Approved:	$1,000.00

32. **Miscellaneous Tools**

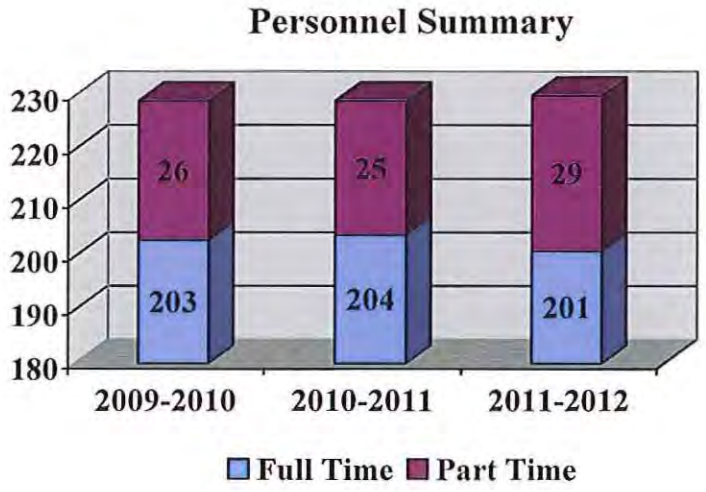
Requested By:	Airport – Administration
Reason for Request:	To replace outdated tools.
Amount Approved:	$1,000.00

TOTAL SMALL CAPITAL: $92,500.00

Personnel Summary

Personnel administration is a very important facet of local government. The City must attract and retain educated and skilled staff in order to meet the growing demands of citizens. The City uses several methods to accomplish these goals. First, the City offers attractive benefits package that includes health, dental, disability & life insurance, South Carolina Retirement System membership and Deferred Compensation. credit union memberships and a Cafeteria Plan are also offered. Secondly, the City strives to provide further education and training to its employees.

The City of Orangeburg is committed to providing the most efficient and effective services possible to its citizens. In order to accomplish this, it is necessary to employ a competent and skilled staff while at the same time eliminating or consolidating programs and positions that are no longer necessary. It is also important to shift resources and personnel to the Divisions where they are most needed.
The salary figures noted includes overtime.



PERSONNEL BUDGET

FY 2011-2012

Dept/ Div	Name/Title	2009 2010	2010 2011	2011 2012	Full/ Part	Salary
1	**Executive Department**					
10	***Administration Division***					
	Mayor *Paid by The Department of Public Utilities	1	1	1	F	
	Councilmembers * Paid by The Department of Public Utilities	6	6	6	F	
	City Attorney *only employee paid out of this division.	1	1	1	F	$67,338.00
30	***Municipal Court Division***					$150,929.00
	City Judge	1	1	1	F	
	Court Clerk	1	1	1	F	
	Data Entry Clerk	2	2	2	F	
	TOTAL DEPARTMENT SALARY	**12**	**12**	**12**		**$218,267.00**
10	**Finance Department**					
10	***Finance & Records Division***					$233,665.00
	Finance Director/Clerk/Treasurer	1	1	1	F	
	Assistant Finance Director/Payroll Clerk	1	1	1	F	
	Purchasing Agent	1	1	1	F	
	Revenue Collector	1	1	1	F	
	Accts Payable Clerk	1	1	1	F	
	Finance Clerk/License Inspector	1	1	1	P	
30	***Information Technology Division***					$148,686.00
	Systems Analyst	1	1	1	F	
	Network Administrator Analyst	1	1	1	F	
	Information Technology Specialist	1	1	1	F	
	TOTAL DEPARTMENT SALARY	**9**	**9**	**9**		**$382,351.00**
20	**Administration Department**					$265,000.00
10	***Administrative Division***					
	City Administrator	1	1	1	F	
	Human Resource Supervisor	1	1	1	F	
	Secretary to City Administrator	1	1	1	F	
20	***Development Division***					$100,487.00
	Community Planning					
	Assistant City Administrator	1	1	1	F	
	Administrative Assistant	1	1	1	F	
	TOTAL DEPARTMENT SALARY	**5**	**5**	**5**		**$365,487.00**

Dept/ Div	Name/Title	2009 2010	2010 2011	2011 2012	Full/ Part	Salary
40	**Public Works Department**					
01	***Administration Division***					
	Director	1	1	1	F	$171,628.00
	Assistant To Public Works Director	1	1	1	F	
	Administrative Assistant	1	1	1	F	
10	***Building Inspection Division***					$84,259.00
	Building Official	1	1	1	F	
	Building Inspector	2	2	2	1P 1F	
30	***Garage Division***					$201,443.00
	Automotive Service Manager	1	1	1	F	
	Automotive Mechanic III	2	2	2	F	
	Automotive Service Aid	1	1	1	F	
	Automotive Service Foreman	1	1	1	F	
40	***Municipal Buildings Division***					$47,140.00
	Custodian III	1	1	1	F	
60	***Residential Sanitation***					$470,621.00
	General Supervisor I	1	1	1	F	
	General Supervisor II	1	1	1	F	
	Motor Equipment Operator I	4	5	5	F	
	Motor Equipment Operator II	1	1	1	F	
	Motor Equipment Operator III	6	6	6	F	
	Sanitation Foreman	1	1	1	F	
	Maintenance Worker I	1	0	0	F	
65	***Commercial Sanitation***					$73,489.00
	MEO II	1	1	1	F	
	Sanitation Foreman	1	1	1	F	
	TOTAL DEPARTMENT SALARY	**29**	**29**	**29**		**$1,048,580.00**

Dept/ Div	Name/Title	2009 2010	2010 2011	2011 2012	Full/ Part	Salary
60	**Public Safety Department**					
10	***Administration Division***					$151,821.00
	Director	1	1	1	F	
	Executive Secretary to Director	1	1	1	F	
	Custodian I	1	1	1	F	
20	***Patrol Division***					$1,745,231.00
	Public Safety Officer I	19	19	18	F	
	Public Safety Officer II	8	8	8	F	
	Public Safety Officer III	8	8	8	F	
	Public Safety Officer IV	4	5	5	F	
	Public Safety Officer V	4	4	4	F	
	Public Safety Officer VI	1	1	1	F	
25	***Special Operations Division***					$1,063,133.00
	Public Safety Officer II	1	1	2	F	
	Public Safety Officer III	2	2	2	F	
	Public Safety Officer IV	4	4	4	F	
	Public Safety Officer V	2	2	2	F	
	Public Safety Officer VI	1	1	1	F	
	Animal Control Officer	1	1	1	F	
	Evidence Custodian	1	1	0	F	
	Communications Operator I	5	5	5	F	
	Communications Operator II	1	1	1	F	
	Public Safety Technician I	1	1	1	F	
	Public Safety Technician II	3	3	3	F	
	Suburban Fire Engineer	12	12	12	F	
30	***Investigation Division***					$665,171.00
	Investigator I	2	2	1	F	
	Investigator II	9	9	6	F	
	Investigator III	2	2	2	F	
	Public Safety Officer VI	1	1	1	F	
	Public Safety Technician II	1	1	1	F	
	Forensic Chemist	1	1	1	F	
	Public Safety Officer IV/SRO	1	1	1	F	
	Public Safety Officer IV	1	0	0	F	
	Public Safety Officer II/VA	0	0	1	F	
	Public Safety Officer I	0	0	1	F	
80	***CDV Investigations Division***					$41,573.00
	Public Safety Officer II	1	1	1	F	
84	***DUI Special Enforcement Division***					$73,665.00
	Public Safety Officer I	0	0	1	F	
	Public Safety Officer III	2	2	1	F	
89	***Forensic Service Unit***					$165,708.00
	Investigator I	0	0	1	F	
	Investigator II	0	0	1	F	
	Evidence Custodian	0	0	1	F	
	TOTAL DEPARTMENT SALARY	**102**	**102**	**102**		**$3,906,302.00**

Dept/ Div	Name/Title	2009 2010	2010 2011	2011 2012	Full/ Part	Salary
70	**Parks & Recreation Department**					
01	***Administration Division***					$157,582.00
	Director	1	1	1	F	
	Administrative Assistant	1	1	1	F	
	Superintendent of Parks	1	1	1	F	
10	***Recreation Division***					$155,352.00
	Athletic Supervisor	2	2	2	F	
	Program Supervisor	1	1	1	F	
	Field Supervisor	4	5	5	P	
	Gym Supervisor	1	2	2	P	
	Superintendent of Recreation & Marketing	1	1	1	F	
	Spray Park Supervisors	7	5	7	P	
	Summer Playground Leaders	4	2	3	P	
20	***Gardens Division***					$272,368.00
	Horticulturist	1	1	1	F	
	Assistant Horticulturist	1	1	1	F	
	General Supervisor I	1	1	0	F	
	Maintenance Worker II	4	2	2	F	
	Maintenance Worker I	5	7	7	F	
40	***Parks & Cemetery Division***					$310,118.00
	General Supervisor I	1	1	1	F	
	General Supervisor II	1	1	1	F	
	Maintenance Worker I	3	7	5	F	
	Custodian I	0	0	0	F	
	Custodian II	1	1	1	F	
	Maintenance Worker II	6	4	4	F	
	TOTAL DEPARTMENT SALARY	**47**	**47**	**47**		**$895,420.00**
90	**Service Department**					
10	***Administration Division***					$289,479.00
	Director	1	1	1	F	
	General Supervisor I	1	1	1	F	
	General Supervisor II	1	1	1	F	
	Motor Equipment Operator I	0	0	0	F	
	Motor Equipment Operator II	3	3	3	F	
	Motor Equipment Operator III	2	2	2	F	
	TOTAL DEPARTMENT SALARY	**8**	**8**	**8**		**$289,479.00**

	195	**196**	**193**	**F**	
	17	**16**	**19**	**P**	
GENERAL FUND TOTAL	**212**	**212**	**212**		**$7,105,886.00**

Dept/ Div	Name/Title	2009 2010	2010 2011	2011 2012	Full/ Part	Salary
170	**Airport Fund**					
10	***Administration Division***					$83,865.00
	Airport Manager	1	1	1	F	
	Assistant Airport Manager	0	0	0	F	
	Line Service Operator I	1	1	2	P	
	Laborer II	1	1	1	P	
	TOTAL FUND SALARY	**3**	**3**	**4**		**$83,865.00**
185	**Hillcrest Golf Course Fund**					
10	***Administration Division***					$268,854.00
	Golf Course Manager	1	1	1	F	
	Pro Shop Clerk	1	1	1	F	
	Bookkeeper	1	1	1	P	
	Clerk	1	1	1	P	
	Golf Course Maintenance Superintendent	1	1	1	F	
	Golf Course Maintenance Worker I	1	1	1	F	
	Golf Course Maintenance Worker II	3	3	3	F	
	Motor Equipment Operator I	1	1	1	P	
	Cart Personnel	4	4	4	P	
	TOTAL FUND SALARY	**14**	**14**	**14**		**$268,854.00**

	8	**8**	**8**	**F**
	9	**9**	**10**	**P**
ENTERPRISE FUND TOTALS	**17**	**17**	**18**	

	201	**F**
	29	**P**
PERSONNEL SUMMARY	**230**	

DETAIL OF FUND 095 (2%) HOSPITALITY AND ACCOMMODATIONS TAX EXPENDITURES

Description		Actual 09-10	Budget 10-11	Amended 10-11	Budget 11-12
095001460016	MISCELLANEOUS EXPENSE	0	0	0	0
095001460026	GRANT MATCH	0	0	0	0
095001460101	TRANSFER TO G/F	185,500	240000	240000	275000
095001460921	BILLBOARDS/COMMERCIALS	21,220	26000	26000	16000
095001460922	BROCHURES	0	0	0	0
095001460923	PLANT MATERIALS	18,564	28000	38000	25000
095001460924	NEW YEAR'S CELEBRATION	0	0	0	0
095001460925	4th OF JULY	0	0	0	0
095001470449	COURTYARD/PARKING LOT	0	0	0	0
095001470550	CCOUNCIL REDESIGN BLDG	0	0	0	0
095001470554	RECREATIONAL IMPROVEMENTS	1,485	20000	24000	10000
095001470620	CONTINGENCY - CAPITAL	0	0	0	0
095001470754	GYMNASIUM MATCH	0	0	0	0
095001470757	AIRPORT EXPANSION	0	0	9722	11500
095001470761	BOAT RAMPS	0	0	0	0
095001470762	PROPERTY IMP - ED GARDENS	9,102	0	30000	25000
095001470763	PROP PURCH DWNTN/GARDENS	5,411	50000	0	50000
095001470764	CITY HALL/STEVENSON REPS	5,976	0	0	20000
095001470765	RENOVATIONS/LH OR SIGNS	1,427	0	0	0
095001470766	LADY FOUNTAIN RENOVATION	0	0	0	0
095001470777	MIRMOW FIELD REN/SCRBD	0	0	0	0
095001470778	RESURFACE TENNIS COURTS	0	0	0	0
095001470779	REMODEL BATHROOMS HCREST	0	0	0	0
095001470781	ANGEL OF HOPE	12,748	3000	3000	2000
095001470949	SCULPTURES	0	0	0	0
095001470951	TRF TO STEVENSON AUD.	0	20000	20000	0
095001470952	CHRISTMAS DISPLAY	12,871	15000	15000	15000
095001470953	SENSORY GARDEN	0	13000	13000	0
095001470957	DWT PARKING LOT	0	25000	31000	55000
095001470960	SPRAY PARK	0	0	0	0
095001470963	ORANGEBURG CDC	0	0	0	0
095001470967	CART PATHS	0	10000	10000	0
095001470975	MIDDLETON STREETSCAPE	0	0	0	0
095001470976	ELECTRICAL SUPPLY	1,010	5500	3000	2000
095001470977	TWO FLOATING FOUNTAINS	0	0	0	28000
095001470982	DISC GOLF COURSE	0	10000	10000	0
095001470984	SEABOARD/SHULER STREETS	0	20000	0	20000
095001470985	CULTURAL/REC ACTIVITIES	0	50000	0	50000
095001470987	CHAMBER BUILDING	239,901	0	0	0
095001470997	TRASH RECEPTACLES	0	0	0	0
095001470998	HC IMPROVMENTS	21,280	0	0	0
095001480005	PROMOTIONS/MARKETING	12,330	15000	10000	20000
095001480073	TRF TO 2006 1% 099 FUND	0	0	0	0
095001480081	DOWNTOWN REVITALIZATION	25,000	25000	25000	25000
095001480082	DEBT SERVICE	342,927	342927	342927	342927
095001480105	ORANGEBURG ARTS COUNCIL	13,105	12000	12000	12000
095001480901	KAB	0	0	0	0
095001480902	SC PHILHARMONIC/SCSU CHR	0	0	0	0
095001480904	CONTINGENCY	0	50000	50000	50000
095001480906	DOWNTOWN PARKING REPAIRS	662	0	0	0
TOTAL DEPARTMENT EXPENDITURES		**930,520**	**980,427**	**912,649**	**1,054,427**

095 Fund (2%) FY 2011-12
Hospitality & Accommodations Tax Fund
2% Projects 7/14/11

		Budget	Projections	
1.	Stevenson Repairs (scaffolding)	20,000	095-001-470-764	
2.	DORA	25,000	095-001-480-081	
3.	Orangeburg Arts Center Improvements	12,000	095-001-480-105	
4.	Plant Materials & Related Equipment	25,000	095-001-460-923	
5.	Scoreboards – Gym		095-001-470-973	Add $5K
7.	Debt Service	342,927	095-001-480-082	
8.	Christmas Displays & Lights & Additions	15,000	095-001-470-952	
9.	Contingency (Projects)	50,000	095-001-480-904	
10.	Billboards, Brochures, Banners	16,000	095-001-460-921	
11.	Angel of Hope	2,000	095-001-470-781	
12.	Seaboard/Shuler-Garden Exp	20,000	095-001-470-984	
13.	Downtown Parking Improvements/Wayfinding (Cameras – dwtn) Wireless Access Point & Pan Zoom Camera ($5K)	55,000	095-001-470-957	
14.	Property Improvements – Edisto Gardens (Spray Park Pad – PARD)	25,000	095-001-470-762	
15.	Fountains - Repairs	28,000	095-001-470-977	
16.	Property Purchase Downtown and Adjacent to Gardens	50,000	095-001-470-763	
17.	Promotions & Marketing, Branding	20,000	095-001-480-005	Add $15K for Marketing Plan
18.	Boat Landing/Parking Lot Repairs		095-001-470-761	Add $25K
19.	Underground Electrical Expansion	2,000	095-001-470-976	
20.	Airport Improvements-Trf to Airport (signs)	11,500	095-001-470-757	
21.	Cart Path Repairs – Hillcrest	0	095-001-470-967	
22.	Trf to G/F (Maintenance/Operations)	275,000	095-001-460-101	
23.	New Council Chambers Bldg	0	095-001-470-550	
24.	Bleachers & Mirmow Improvements-Rec. Improvements (Cameras-POC-Cent. Park $5K)	10,000	095-001-470-554	Add $14K For Retaining Wall
25	Cultural & Recreational/Museum	50,000	095-001-470-985	
26.	Multi-Sports Facility (Gym)	0	095-001-470-754	
27.	Disc Golf Course Addition	0	095-001-470-982	
28.	Sensory Garden Renovation	0	095-001-470-953	
29.	Tennis Courts		095-001-470-778	Add $8,000

30.	**Boat Ramps/Parking Lot**		**095-001-470-761**	**Add $25K**
31.	**Arts Center Repairs - Roof**		**095-001-470-922**	**Add $15K**
32.	**Materials & Supplies – Picnic Tables, Podium, Umbrellas**		**095-001-460-024**	**Add$11,500**

CITY OF ORANGEBURG
INCORPORATED
DEC. 24
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SOUTH CAROLINA