



**ORANGEBURG**  
**SOUTH CAROLINA**

**FY 2015 - 2016**  
**Budget Book**



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City of Orangeburg

Budget Document

FY October 1, 2015 – September 30, 2016

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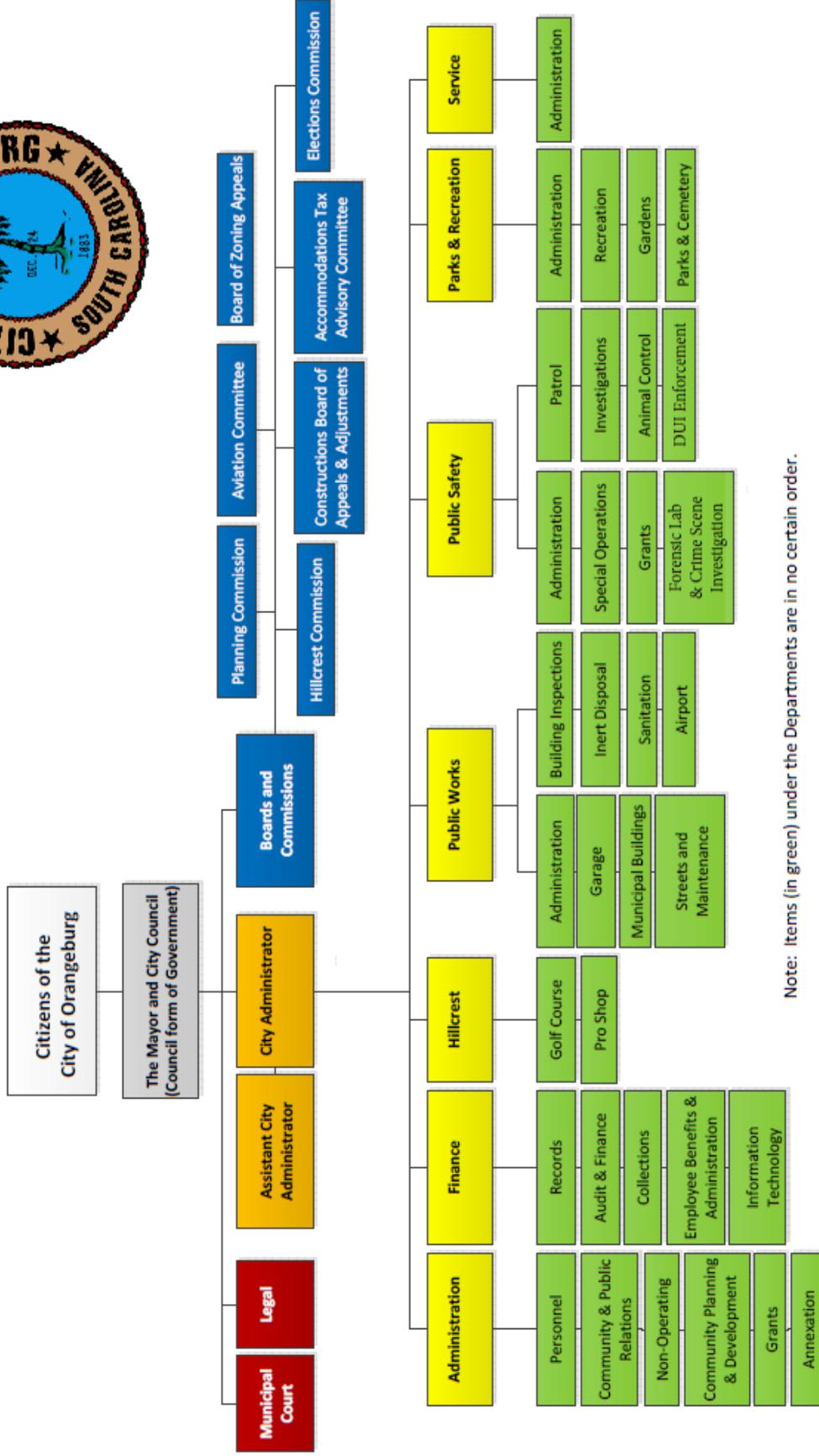
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# The City of Orangeburg

## Organizational Chart



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



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

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

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

## *Quick Facts*

### ***Population***

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

### ***Climate***

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



***Millage Rate:*** 94

***Number of Fire Stations:*** 4

***Number of Full-time City Employees:***

***Number of Part-time City Employees:***

***Date of Incorporation:*** December 24, 1983

### ***Labor***

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

### *Top Employers of Orangeburg County*

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



## Places of Interest

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

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

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

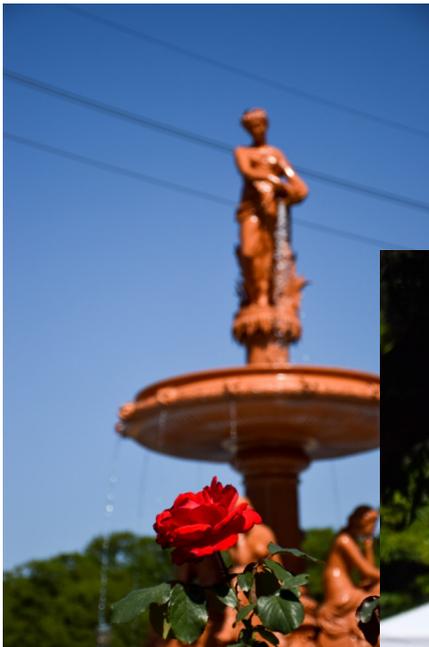
*Then while visiting the Edisto River be sure to visit.....*

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

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

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

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





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

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

<u>Name</u>	<u>Title</u>	<u>Years on Council</u>	<u>District</u>
Michael C. Butler	Mayor	3 years	At large
Bernard Haire	Councilmember	28 years	4
Charles B. Barnwell, Jr.	Mayor Pro Tempore	15 years	3
Charles W. Jernigan	Councilmember	17 years	2
Sandra P. Knotts	Councilmember	23 years	6
L. Zimmerman Keitt	Councilmember	8 years	5
Richard F. Stroman	Councilmember	8 years	1

## *Government Organization*

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

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

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

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

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

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

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

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

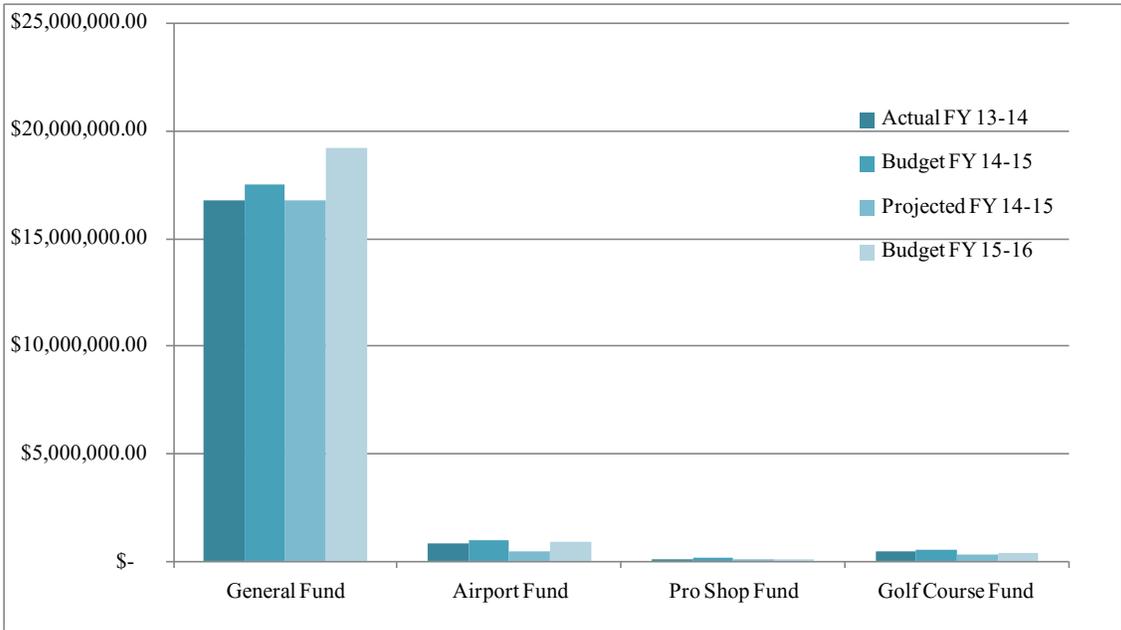


The **Parks & Recreation Department** oversees the following functions and has these divisions: Administration, Recreation, Gardens, and Parks & Cemeteries. This Department is responsible for sporting programs, instructional classes, and maintenance of the parks, Edisto Gardens, and two cemeteries.

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

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

*Summary of Fund Revenues*



**Fee Increases FY 2015-16**

- 5% increase in Fire Contracts
- Increase in DPU Transfer by \$270,000
  - 4 mill tax increase
- 5% increase in Commercial Sanitation Fees
- \$100 increase in Stevenson Auditorium Rental Fee



# *The Budget Document & Process*

## *Budget Document*

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

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

## *Budget Process*

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

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

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

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

## *Budget Amending Process*

Request(s) for budget changes (projections) must be submitted by Department Heads to the City Administrator, who in turn submits his request to Council. The amendments are submitted to City Council and are approved by an Ordinance. This procedure takes place during the budget process for the upcoming fiscal year. The Ordinance was passed on September 1, 2015.

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 30<sup>th</sup>. Appropriations lapse at year-end.

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

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

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

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

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

## ***Basis of Accounting***

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

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

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

## *Basis of Budgeting*

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

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

## *Capital Budgeting*

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





## Accomplishments FY 14-15



*Repairs to the gates  
at  
Mirmow Field*



*Refurbishing of Welcome Signs  
& other City signs*

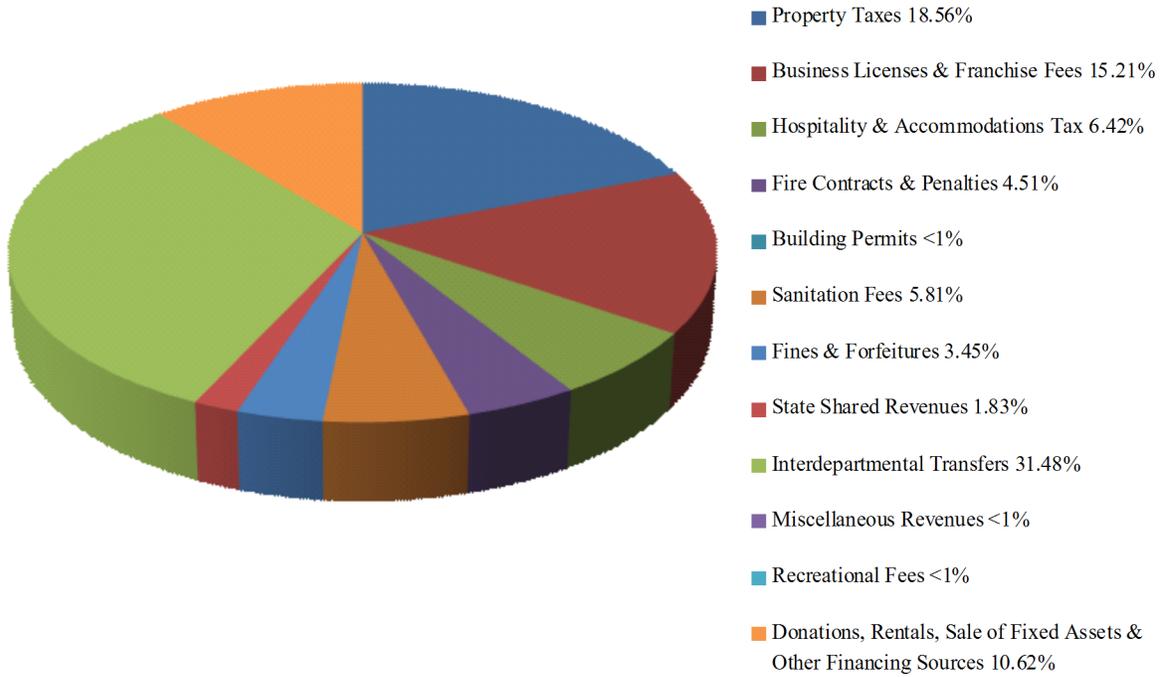
## *Budget Calendar for Fiscal Year 2015-2016*

<b>Date</b>	<b>Event</b>
<b>May 5, 2015</b>	Approval of Budget Calendar
<b>May 11, 2015</b>	Distribute Calendar, budget forms and personnel information to all Departments
<b>May 18, 2015 by 12 noon</b>	Year End Projections for Revenues and Expenditures for FY 2014-15
<b>May 27, 2015</b>	Budget Retreat for Management Team, Discuss Accomplishments, Goals and Objectives for FY 2015-16  (Held at the Airport Recreation Room at 8:30 am)
<b>June 5, 2015</b>	Budget Requests Submitted in System by 12 noon for FY 2015-16.
<b>June 10, 11 and 15, 2015</b>	Management Team to Review Submittals with Departments
<b>June 30 and July 1, 2015</b>	Planning Retreat for Council and Goal Setting Retreat (Executive Board Room, Council Chambers, time TBA)
<b>July 21 and 22, 2015</b>	Budget Workshops with Council and Budget Team
<b>July 20, 2015</b>	Finance Director prepares Budget Document for First Reading and Public Notice
<b>August 2, 2015</b>	Ad in Newspaper for Public Hearing
<b>August 4, 2015</b>	First Reading of Budget FY 2015-16
<b>August 18, 2015</b>	Second Reading of Budget FY 2015-16
<b>September 1, 2015</b>	Third Reading and Adoption of Budget FY 2015-16
<b>October 1, 2015</b>	New Fiscal Year Begins FY 2015-16 Budget Document Ready for Inspection

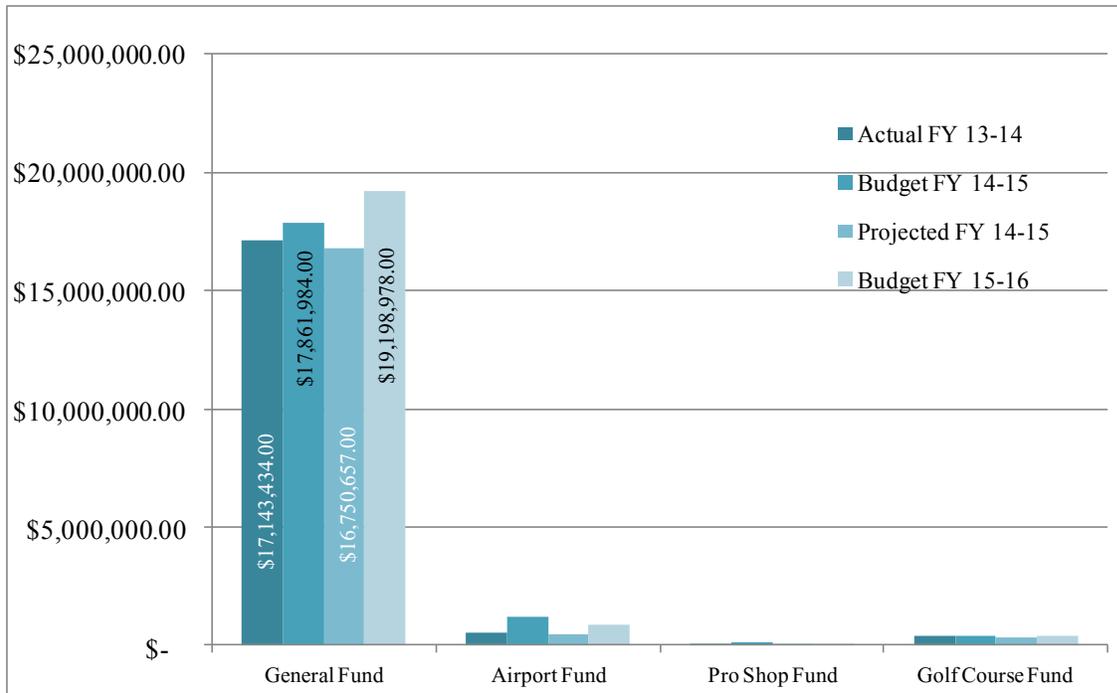


# Revenue Assumptions for FY 15-16

## General Fund Revenues



## Summary of Fund Revenues



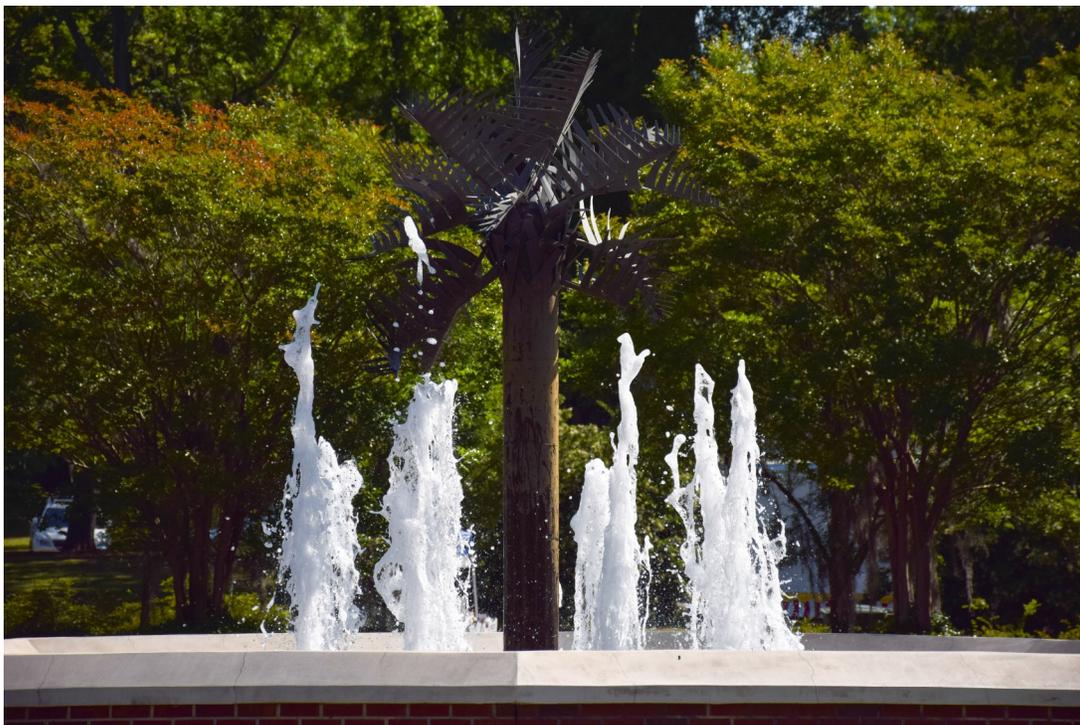
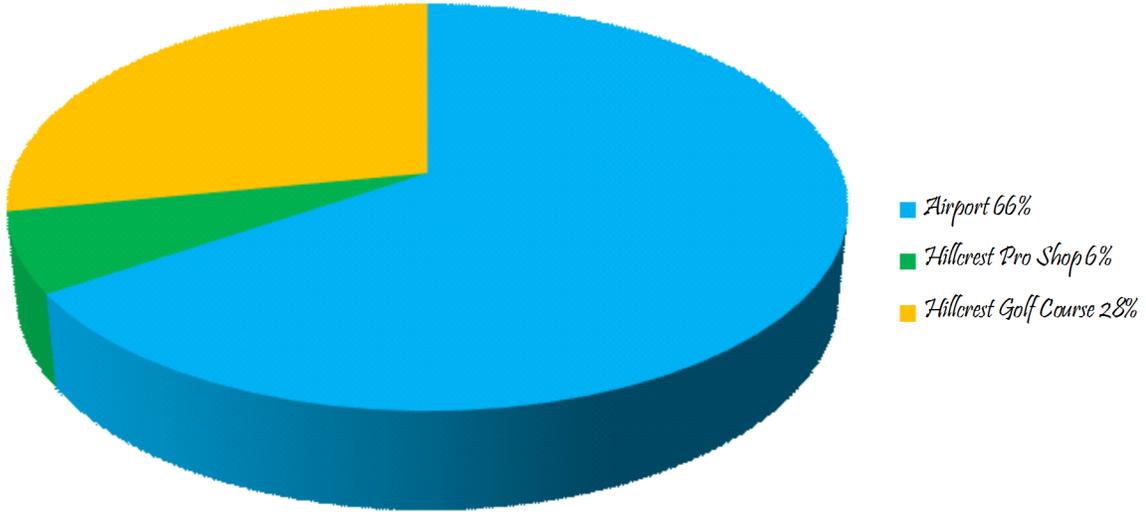
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- \$100 increase in Stevenson Auditorium Rental Fee



# Revenue Assumptions for FY 15-16

## Enterprise Funds Revenues





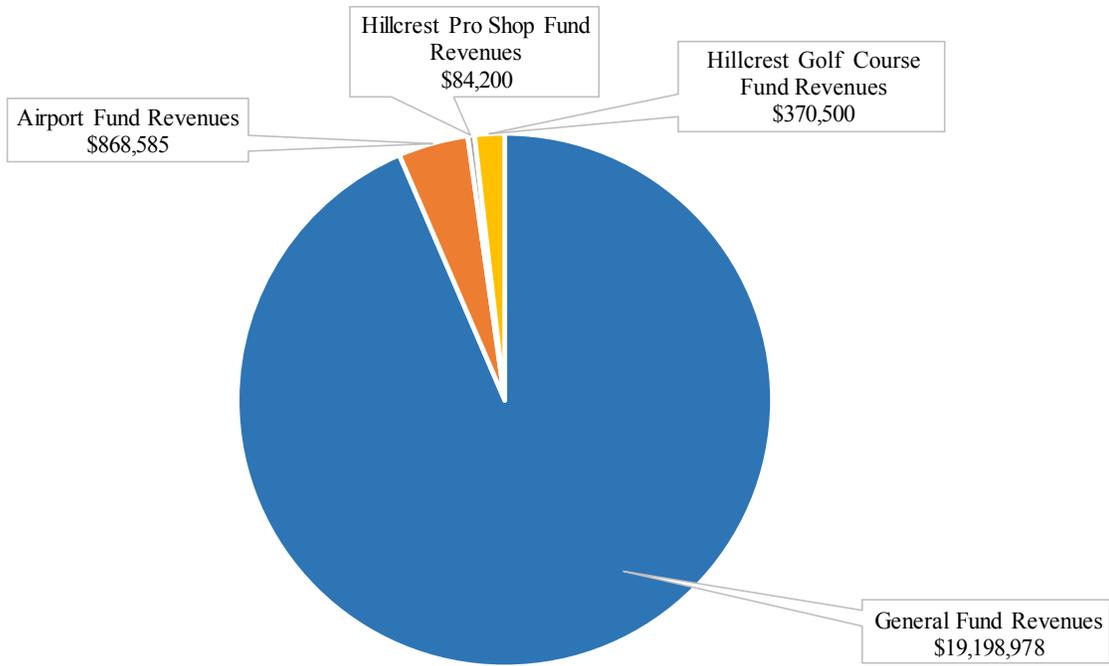
## Revenue Assumptions for FY 15-16

### City of Orangeburg FY 2015-2016

<b><i>Total Budgeted Revenues by Category/General Fund</i></b>	
Property Taxes	\$3,563,666
Business Licenses	\$2,770,350
Interfund Transfers	\$6,043,609
Other Financing	\$1,896,592
Miscellaneous Revenue	\$ 54,555
Franchise Fees	\$ 149,100
Permits	\$ 40,606
Hospitality and Accommodations	\$1,233,200
Federal Grants	\$ 0
State Grants	\$ 120,000
State Shared Revenue	\$ 351,000
Sale of Fixed Assets	\$ 80,000
Fines and Forfeitures	\$ 661,500
Interest Revenues	\$ 20,000
General Government Fees	\$ 4,800
Fire Service Fees	\$ 865,000
Sanitation Fees	\$1,116,000
Recreation Fees	\$ 167,000
Rentals	\$ 39,000
Donations	\$ 23,000
<b><i>Total General Fund Revenues</i></b>	<b><i>\$19,198,978.00</i></b>

# Summary of Fund Revenues

## FY 2015-2016



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

## General Fund Revenues

Description	Actual 13-14	Budget 14-15	Amended 14-15	Budget 15-16	
<b>Property Taxes</b>					
010000311001	CURRENT PROPERTY TAX	2,443,202	2,600,000	2,620,000	2,740,000
010000311002	PENALTIES ON CURRENT TAX	40,345	35,000	38,500	38,500
010000311003	PRIOR YEARS TAXES	128,221	100,000	127,000	127,000
010000311004	PENALTIES ON PRI YEAR TAX	17,997	18,000	18,100	18,000
010000311005	NEXT YEAR TAXES	0	0	0	0
010000311006	HOMESTEAD EXEMPTIONS	156,001	156,000	159,818	159,900
010000311007	PROCESSING FEES	41,934	33,000	33,000	33,000
010000311008	FORFEITED LAND COMM INTER	1,444	1,000	1,000	1,000
010000311009	MERCHANTS INVT. TAX REIMB	69,016	69,016	69,016	69,016
010000311010	MOTOR CARRIER TAXES	18,796	17,000	17,000	17,000
010000311011	MANUFACTURER'S TAX EXEMPT	34,975	35,000	31,603	32,000
010000311012	PAYMENT IN LIEU OF TAXES	55,347	59,000	61,917	61,000
010000311026	2006 VEHICLE TAXES	25	0	0	0
010000311027	2007 VEHICLE TAXES	0	0	0	0
010000311028	2008 VEHICLE TAXES	10	0	0	0
010000311029	2009 VEHICLE TAXES	0	0	0	0
010000311030	2010 VEHICLE TAXES	0	0	369	0
010000311031	2011 VEHICLE TAXES	131	0	124	0
010000311032	2012 VEHICLE TAXES	1,906	250	250	0
010000311033	2013 VEHICLE TAXES	71,269	4,000	3,000	250
010000311034	2014 VEHICLE TAXES	197,671	75,000	80,000	3,000
010000311035	2015 VEHICLE TAXES	0	185,000	183,500	80,000
010000311036	2016 VEHICLE TAXES	0	0	0	184,000
		3,278,290	3,387,266	3,444,197	3,563,666
<b>Franchise Fees</b>					
010000318001	TIME WARNER FRANCHISE FEE	130,071	140,000	125,000	130,000
010000318002	AT&T FRANCHISE FEES	15,309	13,500	19,100	19,100
		145,380	153,500	144,100	149,100
<b>Business Licenses</b>					
010000321001	GENERAL BUSINESS LICENSES	945,405	970,000	960,000	950,000
010000321002	LIFE & MEDICAL INSURANCE	591,109	595,000	595,000	595,000
010000321003	FIRE & CASUALTY INSURANCE	1,179,449	1,115,000	1,115,000	1,120,000
010000321004	PENALTIES BUSINESS LIC	24,487	41,000	25,000	40,000
010000321005	PRECIOUS METALS LICENSE	550	500	350	350
010000321007	TELECOMMUNICATIONS LICENS	87,224	89,000	65,000	65,000
		2,828,224	2,810,500	2,760,350	2,770,350
<b>Permits</b>					
010000322001	BUILDING PERMITS	93,090	32,000	50,000	40,000
010000322002	TAXI PERMITS	6	6	6	6
010000322003	YARD SALE PERMITS	610	600	600	600
010000322004	PERMIT PENALTIES	0	0	0	0
		93,706	32,606	50,606	40,606
<b>Hospitality &amp; Accommodation Tax Fees</b>					
010000324001	HOSPITALITY TAX MONIES	0	1,150,000	1,155,000	1,200,000
010000324002	ACCOMMODATIONS TAX MONIES	0	40,000	34,000	32,000
010000324003	PENALTIES-HOSP & ACC TAX	0	2,000	1,600	1,200
		0	1,192,000	1,190,600	1,233,200

## General Fund Revenues

	Description	Actual 13-14	Budget 14-15	Amended 14-15	Budget 15-16
<b><u>Federal Grants</u></b>					
010000331001	GRANT INCOME-FEDERAL	0	0	0	0
010000331007	CLAFLIN FED GRANT	0	0	0	0
		0	0	0	0
<b><u>State Grants</u></b>					
010000334001	GRANT INCOME-STATE	0	0	0	60,000
010000334002	SCHOOL RESOURCE OFFICER R	30,262	31,000	36,000	32,000
010000334003	VICTIMS ADVOCATE GRANT	0	0	0	0
010000334006	FORENSIC DRUG LAB	0	0	0	0
010000334007	CDV GRANT REIMBURSEMENT	0	0	0	0
010000334008	JAG GRANT REVENUE	0	0	0	0
010000334009	JAG - CRIME SCENE EQMT	0	0	0	0
010000334010	HWY SAFETY - LEN	27,507	28,000	28,000	28,000
010000334011	HIGHWAY SAFETY GRANT	44,622	61,526	48,700	0
010000334012	JAG - RECORDS ENHANCEMENT	0	0	0	0
010000334013	JAG - LE TRAINING ASSIST	0	0	0	0
		102,391	120,526	112,700	120,000
<b><u>State Shared</u></b>					
010000335001	ACCOMMODATIONS TAX	25,746	26,474	26,000	26,000
010000335002	LOCAL GOVERNMENT FUND	340,202	325,000	300,000	300,000
010000335005	FEMA REIMB AFG	0	166,900	0	0
010000335009	ICE/FLOOD REIMBURSEMENT	346,885	0	0	25,000
010000335011	USDOJ GRANTS	0	0	0	0
010000335012	FEMA - FP&S	0	0	16,530	0
010000335014	GREAT FEDERAL GRANT REVEN	0	0	0	0
010000335015	METH. INITIATIVE GRANT	0	0	0	0
		712,833	518,374	342,530	351,000
<b><u>Government Fees</u></b>					
010000341001	REZONING FEES	14,273	2,100	16,000	3,000
010000341002	SETOFF DEBT COLLECTIONS	1,650	2,000	1,800	1,800
		15,923	4,100	17,800	4,800
<b><u>Fire Service Fees</u></b>					
010000342001	FIRE CONTRACTS	821,314	820,000	815,000	855,000
010000342002	PENALTIES FIRE CONTRACTS	6,635	10,000	10,000	10,000
		827,949	830,000	825,000	865,000
<b><u>Sanitation Fees</u></b>					
010000344001	COMMERCIAL SANITATION FEE	395,872	400,000	386,076	420,000
010000344003	RESIDENTIAL SANITATION FE	698,015	698,000	695,604	696,000
		1,093,887	1,098,000	1,081,680	1,116,000
<b><u>Recreation Fees</u></b>					
010000347001	NON RESIDENT FEE	20,871	20,000	20,000	25,000
010000347002	ADULT SOFTBALL	2,600	1,500	1,500	1,500
010000347003	YOUTH SOFTBALL	3,025	3,000	2,490	2,500
010000347004	BASEBALL	14,816	12,000	12,620	12,100
010000347005	ADULT BASKETBALL	0	0	0	2,500
010000347006	YOUTH BASKETBALL	24,710	18,500	10,566	20,000
010000347007	FOOTBALL	15,870	10,000	10,000	12,000
010000347009	YOUTH SOCCER	10,570	7,000	7,000	7,000

## General Fund Revenues

	Description	Actual 13-14	Budget 14-15	Amended 14-15	Budget 15-16
010000347012	TENNIS	0	500	500	500
010000347013	PROGRAMS/CLASSES	33,247	33,000	33,000	33,000
010000347015	CONCESSIONS	589	350	655	3,000
010000347016	SPECIAL EVENTS	32	400	400	400
010000347017	INSURANCE	0	0	0	0
010000347018	CHEERLEADING	480	500	2,500	2,500
010000347019	SPRAY PARK ADMISSION/RENT	18,517	15,000	15,000	15,000
010000347022	DISC GOLF REVENUES	0	0	0	0
010000347023	DISADVANTAGED SCHOLARSHIP	0	0	0	0
010000347024	ADULT KICKBALL	300	300	0	0
010000347026	GYM TOURNAMENTS & CAMPS	0	0	0	30,000
		145,627	122,050	116,231	167,000
<b><u>Fines</u></b>					
010000351001	CRIMINAL FINES	149,943	155,000	188,000	188,000
010000351002	TRAFFIC FINES	459,694	500,000	460,000	460,000
010000351003	PARKING TICKETS	10,926	15,000	12,000	11,000
010000351005	INCIDENT & ACCIDENT	2,294	2,000	2,000	2,000
010000351008	FINGERPRINT REVENUE	265	500	500	500
		623,122	672,500	662,500	661,500
<b><u>Interest</u></b>					
010000361001	INVESTMENT INT INCOME	14,864	13,500	20,000	20,000
		14,864	13,500	20,000	20,000
<b><u>Rentals</u></b>					
010000363001	RENTALS	24,858	24,000	29,000	29,000
010000363002	STEVENSON AUD-DONATION	0	0	0	0
010000363003	STEVENSON PERSONNEL	7,893	10,000	10,000	10,000
010000363006	RENT - FIRST CITZ BLDG	0	0	0	0
		32,751	34,000	39,000	39,000
<b><u>Donations</u></b>					
010000365002	PRIVATE DONATION	0	0	25,000	15,000
010000365007	MENTORING DONATIONS	0	0	3,000	3,000
010000365008	DONATED ASSETS	158,700	0	0	0
010000365009	DONATIONS-GANG INITIATIVE	6,143	5,000	5,355	5,000
010000365012	ANIMAL CONTROL DONATIONS	0	0	5,244	0
		164,843	5,000	38,599	23,000
<b><u>Other Financial Sources</u></b>					
010000390001	OTHER FINANCING SOURCES	625,228	643,700	624,006	1,556,592
010000390002	FIRE EQUIPMENT RESERVE	0	0	0	0
010000390003	TRF FR VICTIMS ADVOCATE	35,500	30,000	40,000	40,000
010000390009	TRF FROM HOSP & ACC TAX	240,000	325,000	300,000	300,000
010000390013	OT FINANCING-UNUSED FUNDS	21,101	0	19,694	0
010000390097	TRANSFER FROM 1% FUND	0	0	0	0
		921,829	998,700	983,700	1,896,592
<b><u>Transfers</u></b>					
010000391001	CASH RESERVE	0	941,323	0	935,000
010000391002	PUBLIC UTILITY TRANSFER	4,838,609	4,838,609	4,838,609	5,108,609
010000391003	STREET LIGHTS	0	0	0	0
010000391004	FIRE HYDRANT RENTALS	0	0	0	0

## *General Fund Revenues*

	<b>Description</b>	<b>Actual 13-14</b>	<b>Budget 14-15</b>	<b>Amended 14-15</b>	<b>Budget 15-16</b>
010000391005	CHRISTMAS LIGHTS	0	0	0	0
010000391009	DPU - CENTENNIAL PARK	0	0	0	0
010000391011	DPU FIBER RENTAL	0	0	0	0
		4,838,609	5,779,932	4,838,609	6,043,609
<b><u>Sale Fixed Assets</u></b>					
010000392001	SALE OF FIXED ASSETS	1,250,331	45,000	25,000	80,000
		1,250,331	45,000	25,000	80,000
<b><u>Miscellaneous Revenue</u></b>					
010000394000	WEEDY LOT FEES	19,220	16,000	22,000	20,000
010000394001	SALE-CEMETERY LOTS/INTERM	6,879	5,900	5,900	5,000
010000394005	SERV CHG-RT CKS	800	750	700	700
010000394006	TRAFFIC SIGNAL REIMBURS	361	350	355	355
010000394007	SCDOT REIMBURSEMENT	11,784	11,680	12,000	12,000
010000394009	RECYCLING FEES	3,545	3,000	1,500	1,500
010000394012	MISCELLANEOUS REVENUE	10,286	6,750	15,000	15,000
010000394022	DEMOLITIONS	0	0	0	0
010000394026	MISC CLEAN UP FEES	0	0	0	0
		52,875	44,430	57,455	54,555
<b><i>Total General Fund Revenues</i></b>		<b><i>17,143,434</i></b>	<b><i>17,861,984</i></b>	<b><i>16,750,657</i></b>	<b><i>19,198,978</i></b>

## *Airport Fund Revenues*

<b>Account Description</b>		<b>Actual 13-14</b>	<b>Budget 14-15</b>	<b>Amended 14-15</b>	<b>Budget 15-16</b>
<b><u>Sales Tax</u></b>					
170000313001	SALES TAX	25,937	33,685	21,568	21,568
		25,937	33,685	21,568	21,568
<b><u>Federal Grants</u></b>					
170000331001	GRANT INCOME-FEDERAL	0	0	0	0
170000331004	REIMBURSEMENT FROM FAA	0	0	0	0
170000331005	FED GRANT INCOME - APRON	0	0	0	0
170000331006	FED GRT INCOME - HANGARS	0	0	0	0
170000331008	FED GRANT - PHASE II	0	0	0	0
170000331011	GRANT - LAND/FENCING 18	5,754	0	21,367	0
170000331012	GRANT INCOME - FARM FUEL	83,983	0	0	0
170000331013	GRANT INCOME 20 FUEL CONS	0	616,766	45,000	461,967
		89,737	616,766	66,367	461,967
<b><u>State Grants</u></b>					
170000334001	GRANT INCOME-STATE	2,120	0	0	0
		2,120	0	0	0
<b><u>Airport</u></b>					
170000346001	AVGAS FUEL SALES	130,659	141,000	94,790	94,790
170000346002	JET FUEL SALES	236,159	336,400	214,500	214,500
170000346003	OIL SALES	2,147	3,000	1,813	1,813
170000346004	HANGAR RENTALS	63,458	60,000	65,409	65,409
170000346005	TIE-DOWN RENTALS	1,161	900	1,047	1,047
170000346006	FINANCE CHARGE	110	150	256	256
170000346007	LEASES/RENTAL AGREEMENTS	0	0	0	0
170000346008	REIMBURSE FOR NDB	0	0	0	0
170000346009	LANDING FEE	0	0	0	0
170000346010	RETAIL SALES	2,364	1,200	1,100	1,100
		436,058	542,650	378,915	378,915
<b><u>Donations</u></b>					
170000365002	PRIVATE DONATION	0	0	0	0
		0	0	0	0
<b><u>Other Financial Sources</u></b>					
170000390001	OTHER FINANCING SOURCES	0	0	0	0
170000390005	TRANSFER FROM G/F	0	0	0	0
170000390009	TRF FROM HOSP & ACC TAX	83	0	0	0
170000390015	TRF FROM 2006 1% FUND	0	0	0	0
170000390097	TRANSFER FROM 1% FUND	0	0	0	0
		83	0	0	0
<b><u>Sale Fixed Assets</u></b>					
170000392001	SALE OF FIXED ASSETS	0	0	0	0
		0	0	0	0
<b><u>Miscellaneous Revenue</u></b>					
170000394012	MISCELLANEOUS REVENUE	433	500	336	336
170000394025	MISC REVENUE NON-TAXABLE	4,580	4,300	4,685	4,685
170000394029	PILOTS WALK	0	0	0	0
170000394116	RESTITUTION	0	0	1,114	1,114
		5,013	4,800	6,135	6,135
<b>Total Airport Fund Revenues</b>		<b>558,948</b>	<b>1,197,901</b>	<b>472,985</b>	<b>868,585</b>

## *Hillcrest Pro Shop Fund Revenues*

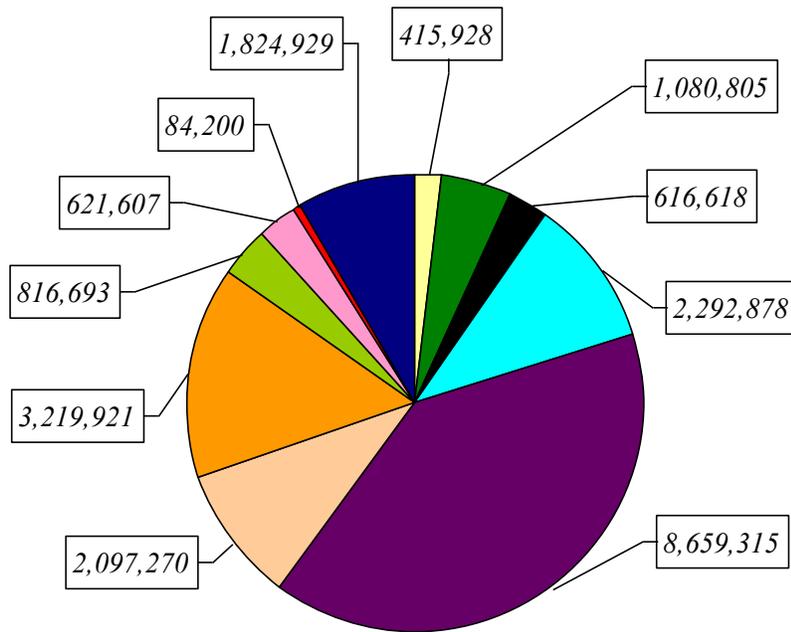
<b>Account</b>	<b>Account Description</b>	<b>Actual 13-14</b>	<b>Budget 14-15</b>	<b>Amended 14-15</b>	<b>Budget 15-16</b>
<b><u>Sales Tax</u></b>					
180000313001	SALES TAX	6,016	6,720	5,500	6,000
		6,016	6,720	5,500	6,000
<b><u>Hillcrest</u></b>					
180000348000	DRIVING RANGE REVENUES	16,531	19,000	16,000	17,000
		16,531	19,000	16,000	17,000
<b><u>Pro Shop</u></b>					
180000349001	BEER SALES	4,657	5,460	3,800	4,000
180000349002	DRINK SALES	10,993	12,600	9,000	10,000
180000349003	FOOD AND SNACKBAR	10,396	13,700	9,800	10,000
180000349004	SOFTGOODS,SHOES & CLOTHIN	20,754	22,000	20,000	20,000
180000349005	CLUBS	3,680	3,700	2,000	2,000
180000349006	GOLFBALLS	18,447	19,000	15,000	15,000
180000349007	PULL CART RENTAL	488	550	200	200
180000349008	TRADED IN CLUBS	0	0	0	0
		69,415	77,010	59,800	61,200
<b><u>Miscellaneous Revenue</u></b>					
180000394012	MISCELLANEOUS REVENUE	0	0	0	0
		0	0	0	0
<b><i>Total Hillcrest Pro Shop Fund Revenues</i></b>		<b><i>91,962</i></b>	<b><i>102,730</i></b>	<b><i>81,300</i></b>	<b><i>84,200</i></b>

## *Hillcrest Pro Shop Fund Revenues*

<b>Account</b>	<b>Account Description</b>	<b>Actual 13-14</b>	<b>Budget 14-15</b>	<b>Amended 14-15</b>	<b>Budget 15-16</b>
<b><u>Sales Tax</u></b>					
185000313001	SALES TAX	11,225	11,200	9,500	10,000
185000313002	ADMISSIONS TAX	6,974	8,315	7,000	7,500
		18,199	19,515	16,500	17,500
<b><u>Recreation Fees</u></b>					
185000347083	SPONSORSHIP	0	0	0	11,700
		0	0	0	11,700
<b><u>Hillcrest</u></b>					
185000348001	GREEN FEES	111,907	130,000	100,000	110,000
185000348002	CART RENTAL	146,378	160,000	117,000	145,000
185000348003	MEMBERSHIPS	25,734	33,000	22,000	25,000
185000348004	HC CAPITAL PROJECTS REVENUES	14,157	13,000	11,219	12,000
185000348005	LOAN FROM GENERAL FUND	0	0	0	0
185000348006	LOAN FROM HOSP/ACC TAX	0	0	0	0
185000348007	CART REPLACEMENT REVENUES	0	0	0	0
185000348008	FACILITY FEE/WALKERS	2,465	3,300	2,200	2,400
		300,641	339,300	252,419	294,400
<b><u>Interest</u></b>					
185000361002	OTHER INTEREST INCOME	0	0	0	0
		0	0	0	0
<b><u>Other Financial Sources</u></b>					
185000390001	OTHER FINANCING SOURCES	0	0	0	0
185000390005	TRANSFER FROM G/F	0	0	0	0
185000390009	TRF FROM HOSP & ACC TAX	6,866	0	0	0
185000390010	TRANSFER FROM PRO SHOP	40,772	57,130	46,900	46,900
185000390013	OT FINANCING-UNUSED FUNDS	0	0	0	0
185000390097	TRANSFER FROM 1% FUND	0	0	0	0
		47,638	57,130	46,900	46,900
<b><u>Transfers</u></b>					
185000391000	CARRY FRWD RETAINED EARNINGS	0	0	0	0
		0	0	0	0
<b><u>Sale Fixed Assets</u></b>					
185000392001	SALE OF FIXED ASSETS	0	0	10,985	0
		0	0	10,985	0
<b><u>Miscellaneous Revenue</u></b>					
185000394012	MISCELLANEOUS REVENUE	552	0	40	0
185000394028	CREDIT CARD USER FEES	0	0	0	0
		552	0	40	0
<b><i>Total Hillcrest Golf Course Fun Revenues</i></b>		<b><i>367,030</i></b>	<b><i>415,945</i></b>	<b><i>326,844</i></b>	<b><i>370,500</i></b>



## Expenditure/Expense Summary FY 2015-2016



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



## Expenditures for FY 15-16

### Summary of General & Enterprise Fund Expenditures by Department

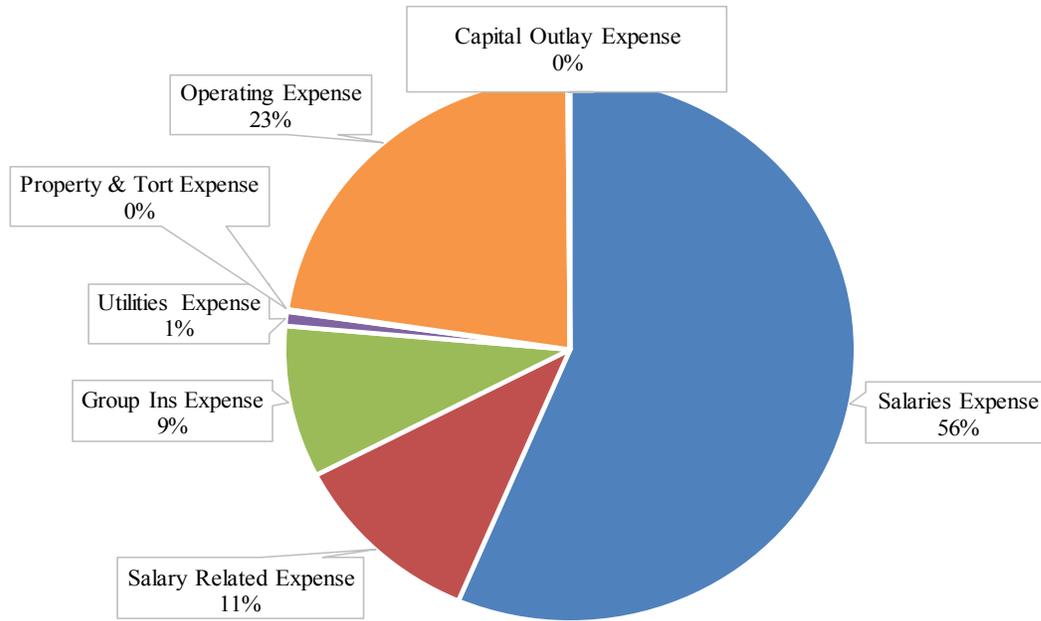
DEPARTMENT	Actual FY 13-14	Budget FY 14-15	Projected FY 14-15	Budget FY 15-16
Executive	373,677	423,182	418,971	415,928
Finance	668,768	783,151	783,829	1,080,805
Administrative	545,085	577,969	578,335	616,168
Public Works	2,277,753	2,581,186	2,543,549	2,292,878
Public Safety	6,687,998	7,916,073	7,202,504	8,659,315
Parks & Recreation	1,794,914	2,003,639	1,802,507	2,097,270
Non-Operating	2,460,153	2,978,113	2,819,509	3,219,921
Service	586,881	598,671	593,503	816,693
<b>TOTAL GENERAL FUND</b>	<b>15,395,229</b>	<b>17,861,984</b>	<b>16,742,707</b>	<b>19,198,978</b>
Airport	1,231,175	2,012,983	1,258,396	1,824,929
Hillcrest Pro Shop	91,961	102,730	81,300	84,200
Hillcrest Golf Course	546,748	569,010	572,601	621,607
<b>TOTAL ENTERPRISE FUNDS</b>	<b>1,869,884</b>	<b>2,684,723</b>	<b>1,912,297</b>	<b>2,530,736</b>

### Summary of Expenditures by Expense Category

(Includes Enterprise Funds)

ACCOUNT	Actual FY 13-14	Budget FY 14-15	Budget FY 15-16
Salaries Expense	7,298,592	8,022,374	8,155,990
Salary Related	1,635,149	1,910,396	1,919,134
Group Insurance	1,001,168	1,569,209	1,675,372
Utilities Expense	379,564	390,425	391,900
Property and Tort	320,140	315,865	338,538
Operating Expense	3,416,742	3,737,745	3,780,302
Capital Outlay	769,019	1,696,206	2,422,281
Non-Operating Expense	2,444,739	2,908,113	3,046,197
<b>TOTAL EXPENDITURES</b>	<b>17,265,113</b>	<b>20,550,333</b>	<b>21,729,714</b>

# Executive Department



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

<b>Executive Department</b>	<b>Administration Division</b>
<b>01</b>	<b>10</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	1	Salaries Expense	70,745
Part Time Positions	7	Salary Related	14,694
Total Positions	8	Group Insurance	6,966
Vehicles	0	Utilities	6,775
		Property & Tort	14
		Operating	67,200
		Sub Total	166,394
		Capital	0
		Grand Total	166,394

**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, demolition of dilapidated structures 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 this is conducive to economic development and job

creation and to keep citizens in Orangeburg.
3. To promote the development and redevelopment of safe, decent, and affordable housing through continued Federal Rehabilitation Grants.
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	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Amended	FY 15-16 Adopted
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010010110410001 ADMINISTRATIVE PAYROLL	\$68,685	\$70,745	\$70,690	\$71,452
010010110420006 WORKERS' COMPENSATION	\$1,514	\$1,571	\$1,473	\$1,540
010010110420007 SOCIAL SECURITY	\$5,269	\$5,412	\$5,446	\$5,466
010010110420008 RETIREMENT	\$7,336	\$7,711	\$7,739	\$7,902
010010110430005 GROUP INSURANCE	\$4,866	\$6,966	\$6,958	\$6,968
010010110440010 UTILITIES EXPENSE	\$3,829	\$6,775	\$3,462	\$3,500
010010110450011 PROPERTY & TORT INSURANCE	\$14	\$14	\$14	\$14
010010110460004 SPECIAL EXPENSE	\$31,427	\$42,000	\$42,000	\$40,000
010010110460009 TRAVEL & TRAINING	\$14,958	\$10,000	\$9,732	\$10,000
010010110460012 DUES, FEES & SUBSCRIPTION	\$6,527	\$6,000	\$7,068	\$6,800
010010110460013 POSTAGE, PRINTING, ADV	\$2,083	\$2,500	\$2,000	\$2,000
010010110460014 OFFICE SUPPLIES	\$717	\$1,200	\$1,300	\$1,200
010010110460015 OFFICE MAINTENANCE	\$0	\$0	\$0	\$0
010010110460016 MISCELLANEOUS EXPENSE	\$4,499	\$5,500	\$5,000	\$4,000
010010110460128 MAYOR'S EXPENSE ACCOUNT	\$0	\$0	\$0	\$5,000
010010110470020 CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010010110470040 SMALL CAPITAL OUTLAY	\$1,069	\$0	\$0	\$0
<b>Grand Total</b>	<b>\$152,793</b>	<b>\$166,394</b>	<b>\$162,882</b>	<b>\$165,842</b>

<b>Executive Department</b>	<b>Elections Division</b>
<b>01</b>	<b>20</b>

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

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

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

**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 workers, printing if needed, and advertisement of elections.

## Detail of Executive—Election Division Expenditures

Description		<u>FY 13-14 Actual</u>	<u>FY 14-15 Adopted</u>	<u>FY 14-15 Amended</u>	<u>FY 15-16 Adopted</u>
		<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010010120450011	PROPERTY & TORT INSURANCE	\$75	\$75	\$75	\$75
010010120460004	SPECIAL EXPENSE	\$0	\$5,000	\$5,000	\$0
010010120460013	POSTAGE, PRINTING, ADV	\$0	\$1,000	\$1,000	\$0
<b>Grand Total</b>		\$75	\$6,075	\$6,075	\$75

<b>Executive</b>	<b>Municipal Court</b>
<b>01</b>	<b>30</b>

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

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

**Goals:**

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

**Objectives:**

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

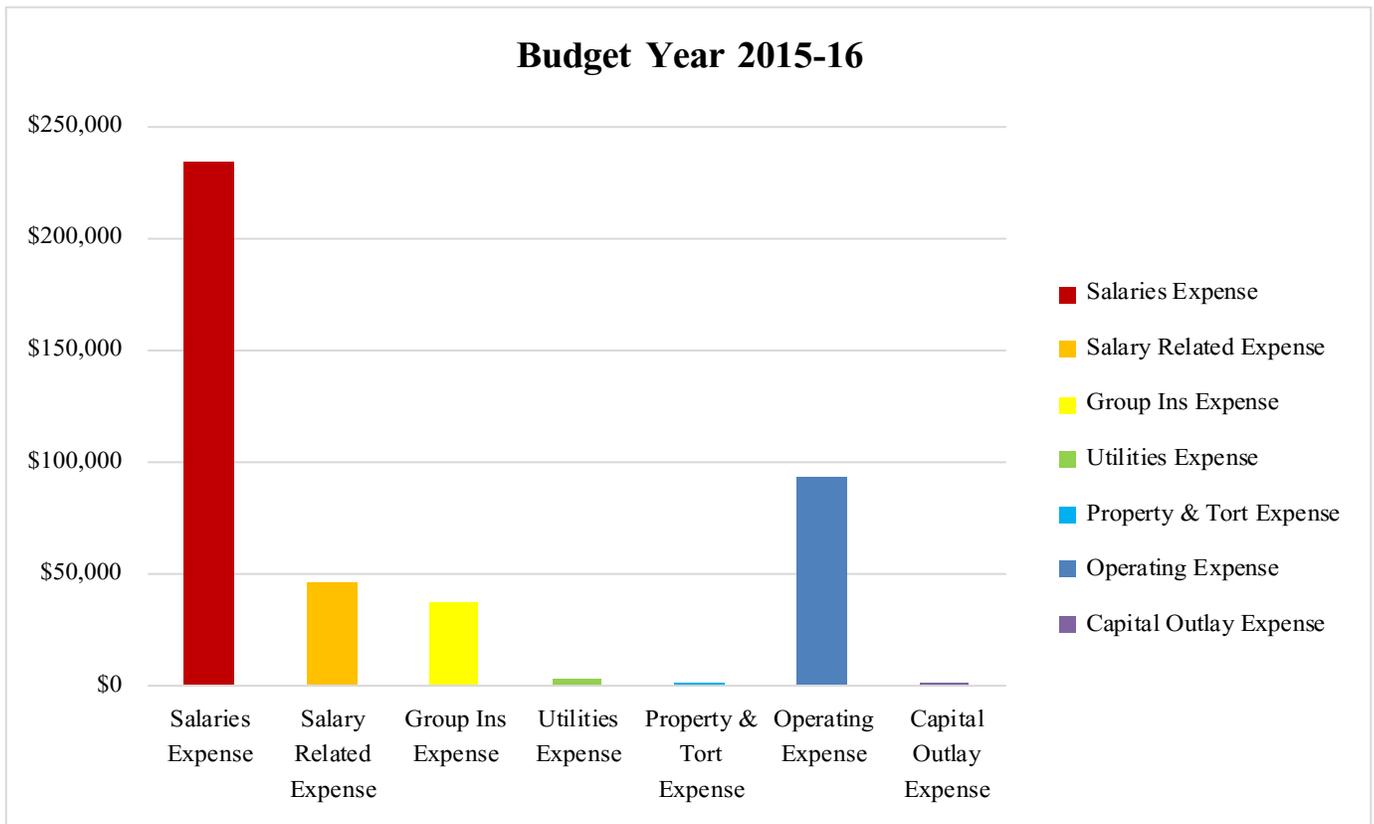
<b>Small Capital Outlay Approved</b>	<b>Amount</b>
<b><u>Commercial Microcut Paper Shredder</u></b> To destroy court documents that contains social security numbers and other personal information.	<b>\$550.00</b>
<b>Total Approved</b>	<b>\$550.00</b>

## Detail of Executive—Municipal Court Division Expenditures

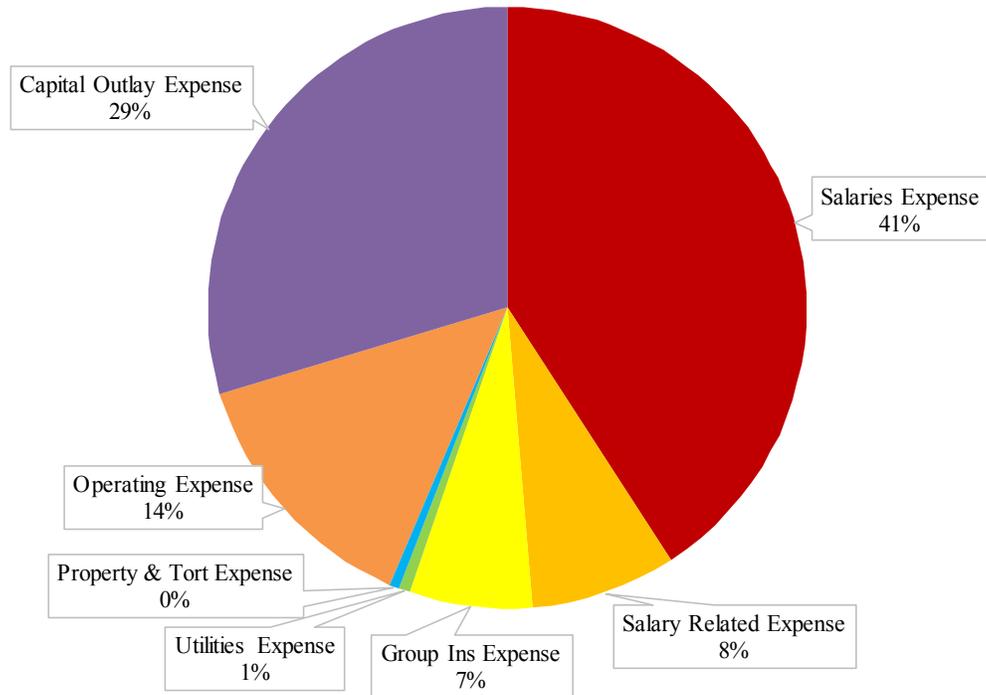
Description	<u>FY 13-14 Actual</u>	<u>FY 14-15 Adopted</u>	<u>FY 14-15 Amended</u>	<u>FY 15-16 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010010130410001	ADMINISTRATIVE PAYROLL	\$83,949	\$86,506	\$86,438	\$87,371
010010130410002	OPERATIONAL PAYROLL	\$70,502	\$76,000	\$75,504	\$75,441
010010130410003	OVERTIME	\$253	\$250	\$250	\$250
010010130420006	WORKERS' COMPENSATION	\$453	\$502	\$387	\$440
010010130420007	SOCIAL SECURITY	\$11,079	\$12,431	\$12,407	\$12,447
010010130420008	RETIREMENT	\$16,526	\$17,704	\$17,711	\$17,995
010010130430005	GROUP INSURANCE	\$20,295	\$30,444	\$30,444	\$30,444
010010130450011	PROPERTY & TORT INSURANCE	\$473	\$476	\$473	\$473
010010130460004	SPECIAL EXPENSE	\$2,611	\$5,000	\$5,000	\$5,000
010010130460009	TRAVEL & TRAINING	\$957	\$1,500	\$1,443	\$1,500
010010130460012	DUES, FEES & SUBSCRIPTION	\$375	\$750	\$712	\$750
010010130460013	POSTAGE, PRINTING, ADV	\$3,626	\$4,500	\$4,350	\$4,500
010010130460014	OFFICE SUPPLIES	\$2,072	\$2,500	\$2,500	\$2,500
010010130460015	OFFICE MAINTENANCE	\$988	\$1,200	\$1,266	\$1,200
010010130460016	MISCELLANEOUS EXPENSE	\$1,319	\$1,300	\$800	\$1,300
010010130460017	COMPUTER OPERATIONS	\$1,650	\$1,650	\$1,650	\$1,650
010010130460025	COMPUTER SUPPLIES & UPGRA	\$640	\$500	\$1,179	\$1,200
010010130460041	CONTRACTUAL SERVICES	\$500	\$2,500	\$2,500	\$2,500
010010130460088	PR YR BOND REFUND EXPENSE	\$1,688	\$5,000	\$5,000	\$2,500
010010130470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010010130470040	SMALL CAPITAL OUTLAY	\$853	\$0	\$0	\$550
<b>Grand Total</b>		\$220,809	\$250,713	\$250,014	\$250,011

## Summary of Executive Department Expenditures

Description	FY 13-14 Actual Expense	FY 14-15 Adopted Budget	FY 14-15 Amended Budget	FY 15-16 Adopted Budget
<b>410</b> Salaries Expense	\$223,389	\$233,501	\$232,882	\$234,514
<b>420</b> Salary Related Expense	\$42,177	\$45,331	\$45,163	\$45,790
<b>430</b> Group Ins Expense	\$25,161	\$37,410	\$37,402	\$37,412
<b>440</b> Utilities Expense	\$3,829	\$6,775	\$3,462	\$3,500
<b>450</b> Property & Tort Expense	\$562	\$565	\$562	\$562
<b>460</b> Operating Expense	\$76,637	\$99,600	\$99,500	\$93,600
<b>470</b> Capital Outlay Expense	\$1,922	\$0	\$0	\$550
<b>Grand Total</b>	<b>\$373,677</b>	<b>\$423,182</b>	<b>\$418,971</b>	<b>\$415,928</b>



# Finance Department



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

<b>Finance Department</b>	<b>Finance &amp; Records Division</b>
<b>10</b>	<b>10</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	6	Salaries Expense	270,247
Part Time Positions	0	Salary Related	51,128
Total Positions	6	Group Insurance	38,154
Vehicles	1	Utilities	4,400
		Property & Tort	2,314
		Operating	52,523
		Sub Total	418,766
		Capital	0
		Grand Total	418,766

**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 department is responsible for internal audits and 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 including past due debts.
  3. To educate Departments on proper methods of destruction of records.
  4. To continue exceptional customer service to our citizens.
  5. To seek ways to communicate services and city fees to citizens via the City website and online payment functions.

- Objectives:**
1. Educate Departments on purchasing procedures and limits.
  2. Continue claims monitoring to lower our insurance costs for employees and retirees.
  3. Increase the General Fund Revenue by more inspections and following up with the 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.

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

**Detail of Finance—Finance & Records Division Expenditures**

Description	<u>FY 13-14 Actual</u>	<u>FY 14-15 Adopted</u>	<u>FY 14-15 Amended</u>	<u>FY 15-16 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010101010410001	ADMINISTRATIVE PAYROLL	\$264,483	\$278,061	\$277,157	\$275,810
010101010410003	OVERTIME	\$0	\$0	\$0	\$0
010101010420006	WORKERS' COMPENSATION	\$1,317	\$862	\$1,130	\$1,066
010101010420007	SOCIAL SECURITY	\$19,550	\$21,271	\$20,661	\$21,099
010101010420008	RETIREMENT	\$26,586	\$30,200	\$29,481	\$30,504
010101010430005	GROUP INSURANCE	\$31,324	\$45,807	\$45,659	\$45,802
010101010440010	UTILITIES EXPENSE	\$3,419	\$4,400	\$4,200	\$4,400
010101010450011	PROPERTY & TORT INSURANCE	\$2,139	\$2,139	\$2,314	\$2,314
010101010450049	VEHICLE INSURANCE	\$656	\$656	\$685	\$685
010101010460004	SPECIAL EXPENSE	\$53	\$400	\$872	\$500
010101010460009	TRAVEL & TRAINING	\$6,127	\$4,500	\$5,878	\$5,500
010101010460012	DUES, FEES & SUBSCRIPTION	\$1,710	\$1,850	\$2,953	\$2,500
010101010460013	POSTAGE, PRINTING, ADV	\$24,932	\$24,000	\$34,355	\$30,000
010101010460014	OFFICE SUPPLIES	\$5,885	\$5,100	\$4,361	\$5,200
010101010460015	OFFICE MAINTENANCE	\$2,241	\$3,000	\$2,804	\$2,800
010101010460016	MISCELLANEOUS EXPENSE	\$3,831	\$3,000	\$8,115	\$3,900
010101010460017	COMPUTER OPERATIONS	\$0	\$1,700	\$681	\$1,000
010101010460021	GAS	\$489	\$550	\$332	\$500
010101010460022	TIRES	\$0	\$500	\$205	\$500
010101010460025	COMPUTER SUPPLIES & UPGRA	\$1,796	\$2,500	\$2,248	\$2,200
010101010460030	LEASES	\$3,828	\$3,200	\$3,828	\$3,300
010101010460032	TUITION REIMBURSEMENT	\$0	\$0	\$414	\$500
010101010460041	CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0
010101010460050	VEHICLE MAINTENANCE	\$104	\$750	\$940	\$1,000
010101010470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010101010470040	SMALL CAPITAL OUTLAY	\$3,681	\$0	\$0	\$1,500
<b>Grand Total</b>		\$404,151	\$434,446	\$449,273	\$442,580

<b>Finance Department</b>		<b>Information Technology</b>	
<b>10</b>		<b>30</b>	
<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
Full Time Positions	3	Salaries Expense	154,601
Part Time Positions	0	Salary Related	29,673
Total Positions	3	Group Insurance	23,801
Vehicles	1	Utilities	2,500
		Property & Tort	1,391
		Operating	67,262
		Sub Total	279,228
		Capital	0
		Grand Total	279,228
<b>Description of Department:</b>			
<p><b>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.</b></p>			
<b>Goals:</b>			
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.			
<b>Objectives:</b>			
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.

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

<b>Capital Outlay Approved</b>	<b>Amount</b>
<u><b>Desktop for Network Administrator</b></u> To replace outdated, currently overused computer systems.	<b>\$2,000.00</b>
<u><b>Camera Lens for IT</b></u> To be used with existing camera that is used frequently by Network Technician.	<b>\$2,500.00</b> Possible 2%
<u><b>Core Switch for City Hall</b></u> To replace an older outdated switch that has currently reached its end of life cycle.	<b>\$15,000.00</b>
<u><b>New Software</b></u> <span style="float: right;"><i>(Lease Purchase)</i></span> To replace outdated software currently being used for General Ledger, Payroll, AP, Purchasing and other functions.	<b>\$300,000.00</b>
<b>Total Approved</b>	<b>\$317,000.00</b>

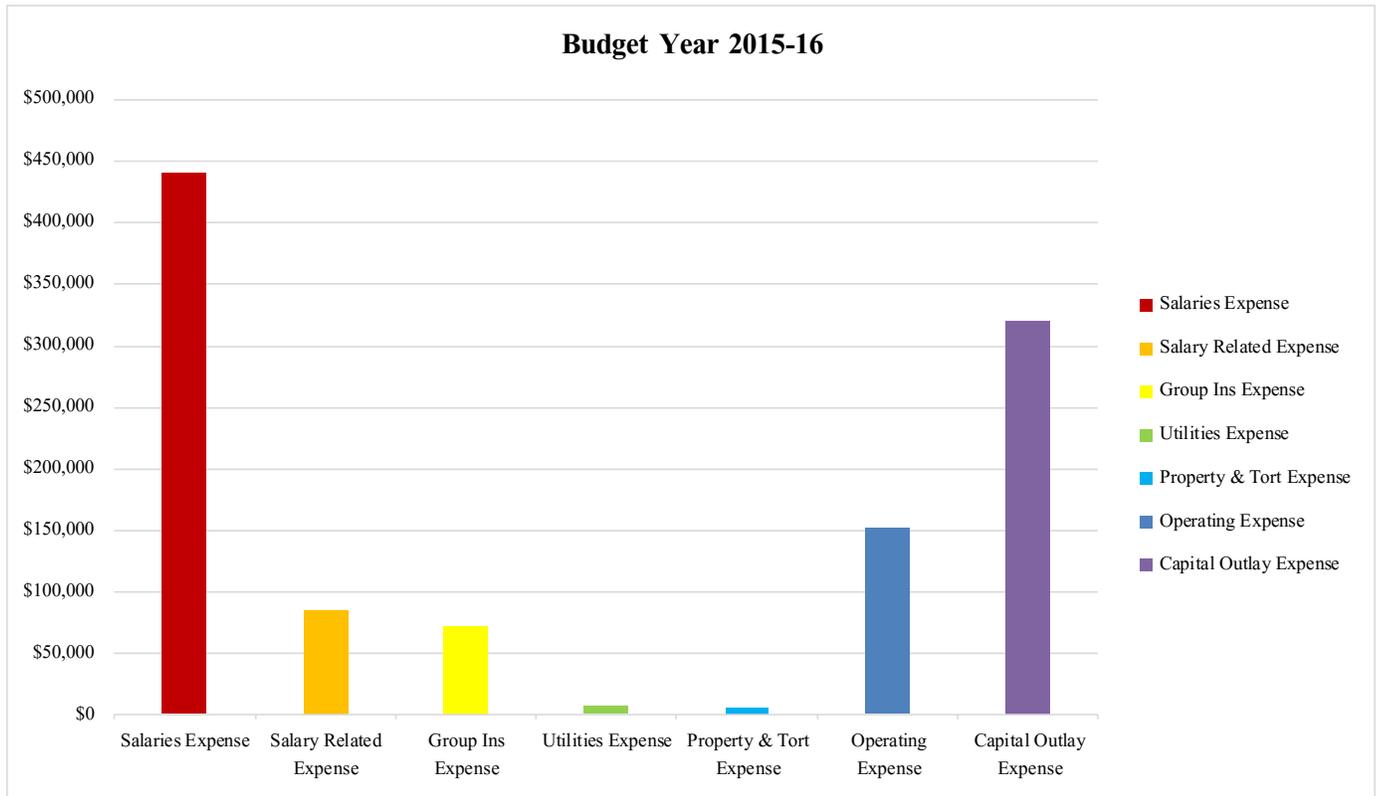
<b>Small Capital Outlay Approved</b>	<b>Amount</b>
<u><b>Antenna's</b></u> Replace current outdated equipment.	<b>\$1,500.00</b>
<b>Total Approved</b>	<b>\$1,500.00</b>

**Detail of Finance—Information Technology Division Expenditures**

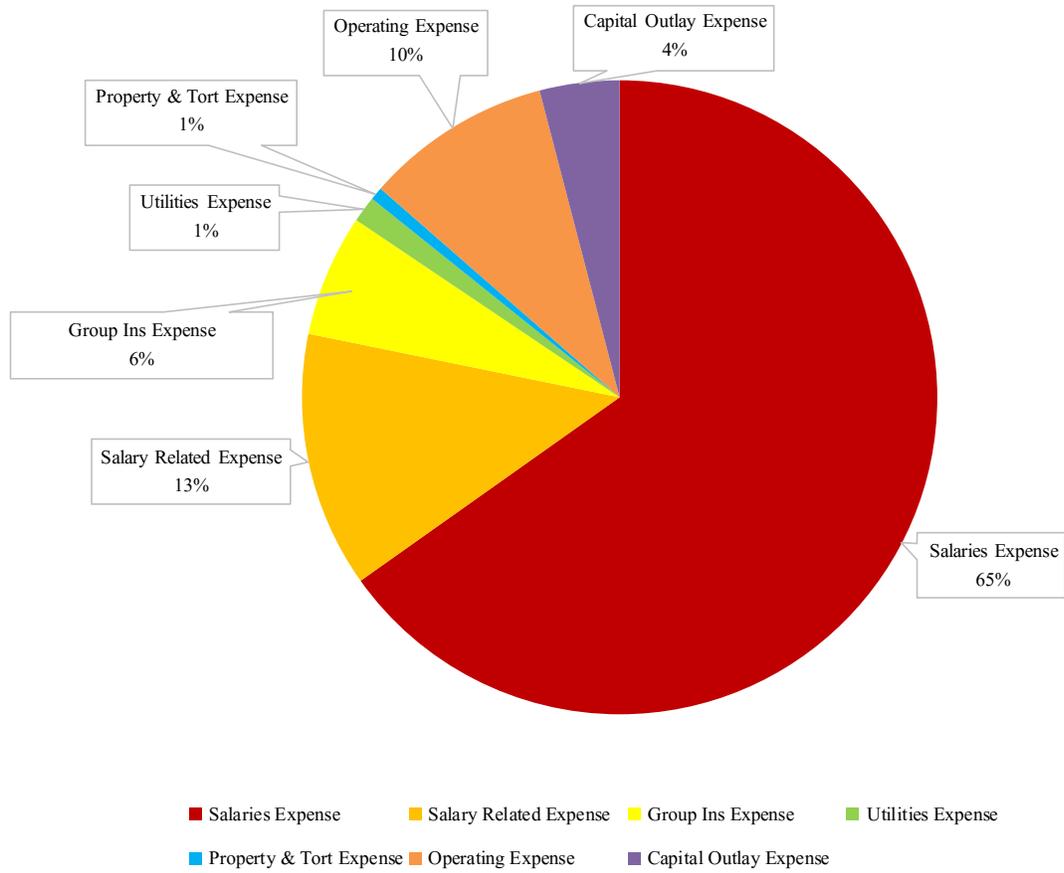
<b>Description</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Adopted</b>	<b>FY 14-15 Amended</b>	<b>FY 15-16 Adopted</b>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010101030410001	ADMINISTRATIVE PAYROLL	\$154,531	\$161,532	\$175,448	\$164,992
010101030420006	WORKERS' COMPENSATION	\$911	\$1,385	\$1,196	\$1,325
010101030420007	SOCIAL SECURITY	\$10,804	\$12,357	\$12,478	\$12,621
010101030420008	RETIREMENT	\$16,505	\$17,606	\$19,213	\$18,248
010101030430005	GROUP INSURANCE	\$18,310	\$26,171	\$26,207	\$26,182
010101030440010	UTILITIES EXPENSE	\$1,642	\$2,500	\$2,899	\$2,500
010101030450011	PROPERTY & TORT INSURANCE	\$1,601	\$1,601	\$1,379	\$1,379
010101030450049	VEHICLE INSURANCE	\$653	\$653	\$678	\$678
010101030460004	SPECIAL EXPENSE	\$0	\$400	\$0	\$200
010101030460009	TRAVEL & TRAINING	\$745	\$750	\$1,180	\$1,000
010101030460012	DUES, FEES & SUBSCRIPTION	\$80	\$200	\$80	\$100
010101030460013	POSTAGE, PRINTING, ADV	\$11	\$250	\$43	\$200
010101030460014	OFFICE SUPPLIES	\$548	\$500	\$16	\$500
010101030460015	OFFICE MAINTENANCE	\$0	\$700	\$0	\$500
010101030460016	MISCELLANEOUS EXPENSE	\$380	\$1,300	\$276	\$800
010101030460017	COMPUTER OPERATIONS	\$52,572	\$52,000	\$51,453	\$58,900
010101030460021	GAS	\$660	\$600	\$482	\$600
010101030460025	COMPUTER SUPPLIES & UPGRA	\$2,546	\$4,500	\$2,244	\$3,000
010101030460030	LEASES	\$0	\$0	\$0	\$0
010101030460032	TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
010101030460041	CONTRACTUAL SERVICES	\$0	\$50,000	\$25,287	\$25,000
010101030460050	VEHICLE MAINTENANCE	\$36	\$1,000	\$377	\$1,000
010101030470020	CAPITAL OUTLAY	\$0	\$12,700	\$13,620	\$317,000
010101030470040	SMALL CAPITAL OUTLAY	\$2,082	\$0	\$0	\$1,500
<b>Grand Total</b>		\$264,617	\$348,705	\$334,556	\$638,225

## Summary of Finance Department Expenditures

Description	<u>FY 13-14 Actual Expense</u>	<u>FY 14-15 Adopted Budget</u>	<u>FY 14-15 Amended Budget</u>	<u>FY 15-16 Adopted Budget</u>
<b>410</b> Salaries Expense	\$419,014	\$439,593	\$452,605	\$440,802
<b>420</b> Salary Related Expense	\$75,673	\$83,681	\$84,159	\$84,863
<b>430</b> Group Ins Expense	\$49,634	\$71,978	\$71,866	\$71,984
<b>440</b> Utilities Expense	\$5,061	\$6,900	\$7,099	\$6,900
<b>450</b> Property & Tort Expense	\$5,049	\$5,049	\$5,056	\$5,056
<b>460</b> Operating Expense	\$108,574	\$163,250	\$149,424	\$151,200
<b>470</b> Capital Outlay Expense	\$5,763	\$12,700	\$13,620	\$320,000
<b>Grand Total</b>	<b>\$668,768</b>	<b>\$783,151</b>	<b>\$783,829</b>	<b>\$1,080,805</b>



# Administration Department



<b>Administration Department</b>		<b>Administrative Division</b>	
<b>20</b>		<b>10</b>	
<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
Full Time Positions	3	Salaries Expense	275,695
Part Time Positions	0	Salary Related	55,675
Total Positions	3	Group Insurance	22,089
Vehicles	1	Utilities	6,500
		Property & Tort	2,014
		Operating	18,350
		Sub Total	380,323
		Capital	0
		Grand Total	380,323

**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. Coordination with the County, other entities and City departments on CPST 1% Projects.
3. Develop future plans for downtown improvement, i.e. Façade Improvements, Building Demolition and Redevelopment.
4. Assist in implementing a new Airport Layout Plan and Business Plan; develop strategy for locating new businesses and industry on airport property. Continue with fuel farm projects at Airport and any future improvements.
5. Locate small business incubator program in Old First National Bank Building.
6. Monitor expenditures City-wide to keep cost of services within revenue.
7. Explore opportunities for business development downtown thru incentive programs.

## Detail of Administration—Administrative Division Expenditures

Description	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Amended	FY 15-16 Adopted
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010202010410001 ADMINISTRATIVE PAYROLL	\$304,061	\$270,498	\$266,005	\$275,695
010202010420006 WORKERS' COMPENSATION	\$3,820	\$5,246	\$5,906	\$4,094
010202010420007 SOCIAL SECURITY	\$15,897	\$20,693	\$20,349	\$21,090
010202010420008 RETIREMENT	\$32,568	\$30,160	\$29,108	\$30,491
010202010430005 GROUP INSURANCE	\$13,583	\$21,272	\$21,943	\$22,089
010202010440010 UTILITIES EXPENSE	\$5,650	\$6,500	\$6,500	\$6,500
010202010450011 PROPERTY & TORT INSURANCE	\$1,278	\$1,278	\$1,278	\$1,278
010202010450049 VEHICLE INSURANCE	\$690	\$690	\$736	\$736
010202010460004 SPECIAL EXPENSE	\$0	\$200	\$200	\$200
010202010460009 TRAVEL & TRAINING	\$3,524	\$3,500	\$3,493	\$3,500
010202010460012 DUES, FEES & SUBSCRIPTION	\$3,441	\$3,500	\$4,284	\$3,500
010202010460013 POSTAGE, PRINTING, ADV	\$1,049	\$1,400	\$1,321	\$1,400
010202010460014 OFFICE SUPPLIES	\$1,869	\$2,000	\$2,627	\$2,000
010202010460015 OFFICE MAINTENANCE	\$3,829	\$3,000	\$3,939	\$3,000
010202010460016 MISCELLANEOUS EXPENSE	\$459	\$500	\$393	\$500
010202010460019 EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0
010202010460021 GAS	\$2,684	\$2,500	\$2,000	\$2,500
010202010460022 TIRES	\$502	\$800	\$0	\$500
010202010460025 COMPUTER SUPPLIES & UPGRA	\$94	\$500	\$212	\$500
010202010460027 RADIOS	\$0	\$0	\$0	\$0
010202010460032 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
010202010460041 CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0
010202010460050 VEHICLE MAINTENANCE	\$494	\$1,000	\$614	\$750
010202010470020 CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010202010470040 SMALL CAPITAL OUTLAY	\$1,118	\$0	\$0	\$0
<b>Grand Total</b>	<b>\$396,610</b>	<b>\$375,237</b>	<b>\$370,908</b>	<b>\$380,323</b>

<b>Administrative Department</b>		<b>Community Planning and Development Division</b>	
<b>20</b>		<b>20</b>	
<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
Full Time Positions	2	Salaries Expense	125,905
Part Time Positions	0	Salary Related	24,645
Total Positions	2	Group Insurance	16,301
Vehicles	1	Utilities	1,700
		Property & Tort	2,094
		Operating	40,200
		Sub Total	215,845
		Capital	25,000
		Grand Total	235,845

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

**Goals:**

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

**Objectives:**

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

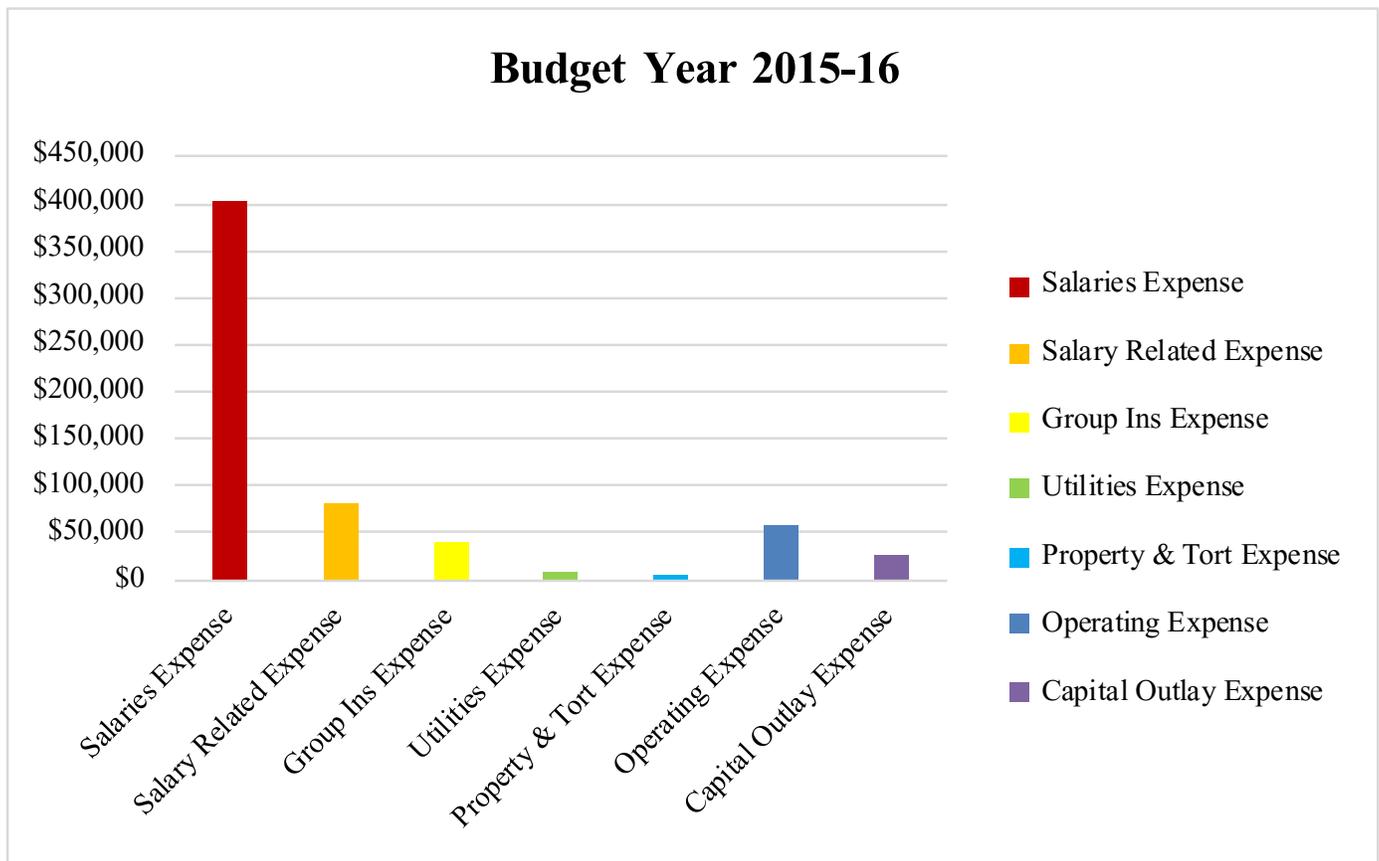
<b>Capital Outlay Approved</b>		<b>Amount</b>
<b><u>Vehicle</u></b>	<i>(Lease Purchase)</i>	<b>\$25,000.00</b>
Replace current vehicle		
<b>Total Approved</b>		<b>\$25,000.00</b>

**Detail of Administration—Community Planning Division Expenditures**

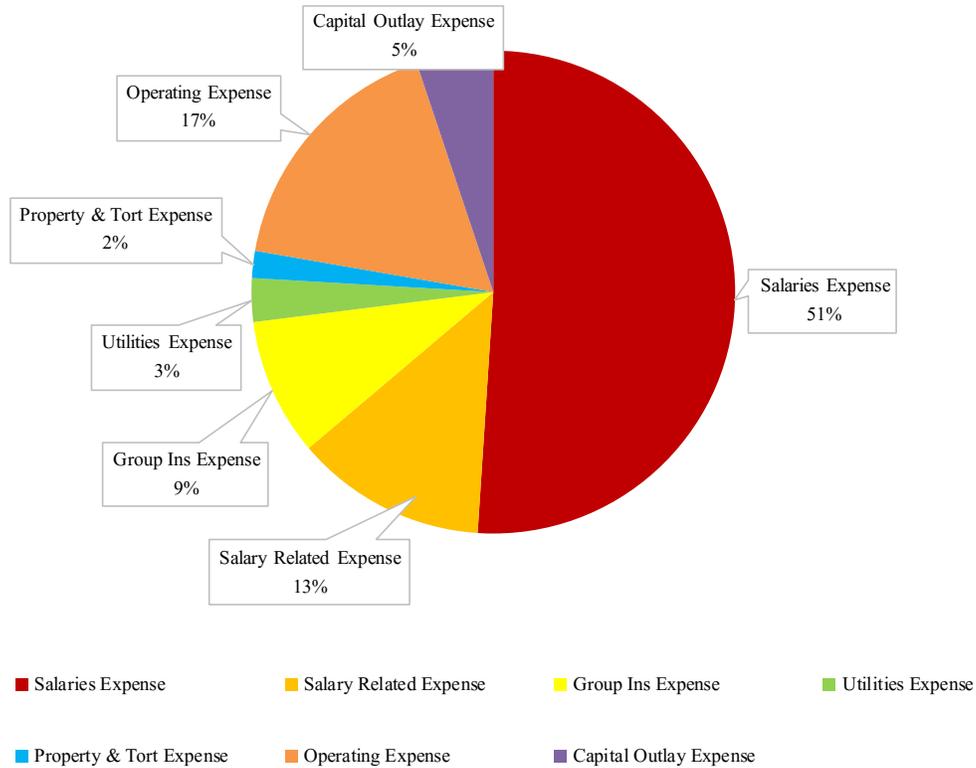
Description	<u>FY 13-14 Actual</u>	<u>FY 14-15 Adopted</u>	<u>FY 14-15 Amended</u>	<u>FY 15-16 Adopted</u>
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010202020410001 ADMINISTRATIVE PAYROLL	\$105,239	\$119,523	\$119,523	\$125,905
010202020420006 WORKERS' COMPENSATION	\$1,543	\$1,897	\$1,567	\$1,850
010202020420007 SOCIAL SECURITY	\$7,924	\$9,143	\$9,143	\$9,320
010202020420008 RETIREMENT	\$11,240	\$13,028	\$13,078	\$13,475
010202020430005 GROUP INSURANCE	\$11,286	\$16,312	\$16,713	\$16,301
010202020440010 UTILITIES EXPENSE	\$1,070	\$1,700	\$1,700	\$1,700
010202020450011 PROPERTY & TORT INSURANCE	\$1,194	\$1,194	\$1,194	\$1,194
010202020450049 VEHICLE INSURANCE	\$585	\$585	\$586	\$900
010202020460004 SPECIAL EXPENSE	\$128	\$200	\$208	\$200
010202020460009 TRAVEL & TRAINING	\$2,681	\$4,000	\$4,492	\$4,000
010202020460012 DUES, FEES & SUBSCRIPTION	\$808	\$1,000	\$813	\$1,000
010202020460013 POSTAGE, PRINTING, ADV	\$2,111	\$2,000	\$2,000	\$2,000
010202020460014 OFFICE SUPPLIES	\$769	\$750	\$1,255	\$750
010202020460015 OFFICE MAINTENANCE	\$102	\$250	\$74	\$250
010202020460016 MISCELLANEOUS EXPENSE	\$444	\$500	\$675	\$500
010202020460019 EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0
010202020460021 GAS	\$473	\$750	\$504	\$750
010202020460022 TIRES	\$0	\$650	\$599	\$0
010202020460025 COMPUTER SUPPLIES & UPGRA	\$689	\$750	\$275	\$2,250
010202020460026 GRANT MATCH	\$0	\$10,000	\$15,000	\$10,000
010202020460032 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
010202020460041 CONTRACTUAL SERVICES	\$0	\$18,000	\$18,000	\$18,000
010202020460050 VEHICLE MAINTENANCE	\$189	\$500	\$28	\$500
010202020470020 CAPITAL OUTLAY	\$0	\$0	\$0	\$25,000
010202020470040 SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010202020480055 TRF TO CDBG FASCADE	\$0	\$0	\$0	\$0
<b>Grand Total</b>	\$148,475	\$202,732	\$207,427	\$235,845

## Summary of Administration Department Expenditures

Description	FY 2013-14 Actual Expense	FY 2014-15 Adopted Budget	FY 2014-15 Amended Budget	FY 2015-16 Adopted Budget
<b>410</b> Salaries Expense	\$409,300	\$390,021	\$385,528	\$401,600
<b>420</b> Salary Related Expense	\$72,992	\$80,167	\$79,151	\$80,320
<b>430</b> Group Ins Expense	\$24,869	\$37,584	\$38,656	\$38,390
<b>440</b> Utilities Expense	\$6,720	\$8,200	\$8,200	\$8,200
<b>450</b> Property & Tort Expense	\$3,747	\$3,747	\$3,794	\$4,108
<b>460</b> Operating Expense	\$26,339	\$58,250	\$63,006	\$58,550
<b>470</b> Capital Outlay Expense	\$1,118	\$0	\$0	\$25,000
<b>Grand Total</b>	<b>\$545,085</b>	<b>\$577,969</b>	<b>\$578,335</b>	<b>\$616,168</b>



# Public Works Department



<b>Public Works Department</b>	<b>Administration Division</b>
<b>40</b>	<b>01</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	3	Salaries Expense	185,602
Part Time Positions	0	Salary Related	37,186
Total Positions	3	Group Insurance	26,672
Vehicles	1	Utilities	4,500
		Properties & Tort	1,904
		Operating	13,250
		Sub Total	269,114
		Capital	1,000
		Grand Total	270,114

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

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

<b>Objectives:</b>
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.

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

## Detail of Public Works—Administration Division Expenditures

Description	<u>FY 13-14 Actual</u> <u>Expense</u>	<u>FY 14-15 Adopted</u> <u>Budget</u>	<u>FY 14-15 Amended</u> <u>Budget</u>	<u>FY 15-16 Adopted</u> <u>Budget</u>
010404001410001 ADMINISTRATIVE PAYROLL	\$177,150	\$183,800	\$180,140	\$185,602
010404001420006 WORKERS' COMPENSATION	\$2,275	\$2,545	\$2,185	\$2,461
010404001420007 SOCIAL SECURITY	\$12,558	\$14,061	\$12,860	\$14,198
010404001420008 RETIREMENT	\$18,921	\$20,400	\$19,714	\$20,527
010404001430005 GROUP INSURANCE	\$18,729	\$26,664	\$26,653	\$26,672
010404001440010 UTILITIES EXPENSE	\$3,933	\$4,000	\$4,715	\$4,500
010404001450011 PROPERTY & TORT INSURANCE	\$1,119	\$1,120	\$1,119	\$1,119
010404001450049 VEHICLE INSURANCE	\$585	\$585	\$585	\$785
010404001460004 SPECIAL EXPENSE	\$0	\$100	\$0	\$100
010404001460009 TRAVEL & TRAINING	\$264	\$2,000	\$400	\$2,000
010404001460012 DUES, FEES & SUBSCRIPTION	\$1,000	\$1,500	\$1,336	\$1,400
010404001460013 POSTAGE, PRINTING, ADV	\$17	\$75	\$389	\$400
010404001460014 OFFICE SUPPLIES	\$718	\$1,200	\$707	\$1,000
010404001460015 OFFICE MAINTENANCE	\$416	\$400	\$538	\$500
010404001460016 MISCELLANEOUS EXPENSE	\$1,722	\$2,500	\$1,000	\$1,000
010404001460018 CLOTHING	\$211	\$425	\$298	\$500
010404001460019 EQUIPMENT MAINTENANCE	\$0	\$250	\$0	\$250
010404001460021 GAS	\$2,326	\$2,500	\$2,000	\$2,500
010404001460022 TIRES	\$0	\$550	\$549	\$0
010404001460024 MATERIALS AND SUPPLIES	\$1,056	\$3,000	\$1,000	\$1,500
010404001460025 COMPUTER SUPPLIES & UPGRA	\$1,613	\$2,500	\$1,446	\$1,500
010404001460027 RADIOS	\$0	\$0	\$0	\$0
010404001460031 MISCELLANEOUS EQUIPMENT	\$0	\$0	\$0	\$0
010404001460032 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
010404001460041 CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0
010404001460050 VEHICLE MAINTENANCE	\$256	\$600	\$1,200	\$600
010404001470020 CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010404001470040 SMALL CAPITAL OUTLAY	\$1,118	\$0	\$0	\$1,000
<b>Grand Total</b>	<b>\$245,987</b>	<b>\$270,775</b>	<b>\$258,834</b>	<b>\$270,114</b>

<b>Public Works Department</b>	<b>Building Inspection Division</b>
<b>40</b>	<b>10</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	2	Salaries Expense	110,735
Part Time Positions	1	Salary Related	23,075
Total Positions	3	Group Insurance	24,119
Vehicles	2	Utilities	3,500
		Properties & Tort	2,293
		Operating	19,150
		Sub Total	182,872
		Capital	2,000
		Grand Total	184,872

**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.**

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

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

<b>Small Capital Outlay Approved</b>	<b>Amount</b>
<u>Miscellaneous Tools</u> To replace old tools.	<b>\$2,000.00</b>
<b>Total Approved</b>	<b>\$2,000.00</b>

## Detail of Public Works—Building Inspection Division Expenditures

Description	<u>FY 13-14 Actual</u>	<u>FY 14-15 Adopted</u>	<u>FY 14-15 Amended</u>	<u>FY 15-16 Adopted</u>
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010404010410001 ADMINISTRATIVE PAYROLL	\$85,812	\$98,000	\$113,524	\$110,735
010404010410003 OVERTIME	\$0	\$0	\$0	\$0
010404010420006 WORKERS' COMPENSATION	\$1,981	\$2,217	\$1,805	\$2,384
010404010420007 SOCIAL SECURITY	\$6,106	\$7,497	\$7,977	\$8,460
010404010420008 RETIREMENT	\$9,163	\$10,876	\$12,567	\$12,231
010404010430005 GROUP INSURANCE	\$7,924	\$17,858	\$19,598	\$24,119
010404010440010 UTILITIES EXPENSE	\$1,599	\$3,500	\$3,000	\$3,500
010404010450011 PROPERTY & TORT INSURANCE	\$1,016	\$1,017	\$782	\$1,016
010404010450049 VEHICLE INSURANCE	\$1,259	\$1,277	\$1,298	\$1,277
010404010460004 SPECIAL EXPENSE	\$0	\$150	\$232	\$150
010404010460009 TRAVEL & TRAINING	\$0	\$2,000	\$2,000	\$2,500
010404010460011 GIS SUPPORT	\$0	\$0	\$0	\$0
010404010460012 DUES, FEES & SUBSCRIPTION	\$1,693	\$3,300	\$1,381	\$3,000
010404010460013 POSTAGE, PRINTING, ADV	\$2,346	\$1,500	\$3,389	\$3,500
010404010460014 OFFICE SUPPLIES	\$513	\$800	\$637	\$800
010404010460015 OFFICE MAINTENANCE	\$416	\$400	\$538	\$500
010404010460016 MISCELLANEOUS EXPENSE	\$0	\$0	\$167	\$0
010404010460018 CLOTHING	\$135	\$1,000	\$612	\$1,000
010404010460019 EQUIPMENT MAINTENANCE	\$0	\$200	\$0	\$200
010404010460021 GAS	\$1,428	\$1,900	\$1,250	\$1,500
010404010460022 TIRES	\$210	\$500	\$0	\$500
010404010460024 MATERIALS AND SUPPLIES	\$665	\$3,000	\$575	\$2,000
010404010460025 COMPUTER SUPPLIES & UPGRA	\$1,585	\$3,500	\$1,349	\$2,500
010404010460027 RADIOS	\$0	\$0	\$0	\$0
010404010460031 MISCELLANEOUS EQUIPMENT	\$0	\$0	\$0	\$0
010404010460032 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
010404010460041 CONTRACTUAL SERVICES	\$0	\$5,000	\$0	\$0
010404010460050 VEHICLE MAINTENANCE	\$80	\$1,500	\$500	\$1,000
010404010460057 WEEDY LOT MISCELLANEOUS	\$0	\$0	\$0	\$0
010404010470020 CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010404010470040 SMALL CAPITAL OUTLAY	\$0	\$3,000	\$0	\$2,000
<b>Grand Total</b>	\$123,931	\$169,992	\$173,181	\$184,872

<b>Public Works Department</b>	<b>Garage Division</b>
<b>40</b>	<b>30</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	5	Salaries Expense	218,189
Part Time Positions	0	Salary Related	48,736
Total Positions	5	Group Insurance	31,016
Vehicles	3	Utilities	20,000
		Properties & Tort	4,700
		Operating	38,050
		Sub Total	360,691
		Capital	62,000
		Grand Total	422,691

**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.

<b>Capital Outlay Approved</b>	<b>Amount</b>
<b><u>50-Ton Shop Press</u></b> Replace old press used to press bearings.	<b>\$8,500.00</b>
<b><u>Pickup Truck</u></b> <i>(Lease Purchase)</i> Replace truck used by manager which will be used as service truck.	<b>\$24,000.00</b>
<b><u>Upgrade Fuelmaster System</u></b> This system has not been upgraded since purchase in 1999.	<b>\$11,500.00</b>
<b><u>Copier</u></b> Replace old copier.	<b>\$5,000.00</b>
<b><u>Electrical Panel</u></b> Electrical access that will not cause building power to shut down.	<b>\$11,000.00</b>
<b>Total Approved</b>	<b>\$60,000.00</b>

<b>Small Capital Outlay Approved</b>	<b>Amount</b>
<b><u>Miscellaneous Tools</u></b> To replace old tools.	<b>\$2,000.00</b>
<b>Total Approved</b>	<b>\$2,000.00</b>

## Detail of Public Works—Garage Division Expenditures

Description	<u>FY 13-14 Actual</u>	<u>FY 14-15 Adopted</u>	<u>FY 14-15 Amended</u>	<u>FY 15-16 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010404030410001	ADMINISTRATIVE PAYROLL	\$50,537	\$52,456	\$52,583	\$52,456
010404030410002	OPERATIONAL PAYROLL	\$155,137	\$165,196	\$161,681	\$164,233
010404030410003	OVERTIME	\$5,994	\$1,500	\$1,148	\$1,500
010404030420006	WORKERS' COMPENSATION	\$6,966	\$8,184	\$7,524	\$7,914
010404030420007	SOCIAL SECURITY	\$14,851	\$16,650	\$15,227	\$16,691
010404030420008	RETIREMENT	\$22,603	\$23,724	\$23,564	\$24,131
010404030430005	GROUP INSURANCE	\$24,336	\$31,035	\$34,013	\$31,016
010404030440010	UTILITIES EXPENSE	\$20,102	\$22,000	\$16,145	\$20,000
010404030450011	PROPERTY & TORT INSURANCE	\$2,363	\$2,363	\$2,401	\$2,500
010404030450049	VEHICLE INSURANCE	\$2,192	\$2,190	\$2,179	\$2,200
010404030460004	SPECIAL EXPENSE	\$19	\$100	\$0	\$100
010404030460009	TRAVEL & TRAINING	\$1,557	\$1,500	\$20	\$1,500
010404030460012	DUES, FEES & SUBSCRIPTION	\$1,551	\$1,200	\$3,565	\$600
010404030460013	POSTAGE, PRINTING, ADV	\$25	\$25	\$0	\$0
010404030460014	OFFICE SUPPLIES	\$616	\$500	\$200	\$250
010404030460015	OFFICE MAINTENANCE	\$474	\$1,000	\$0	\$500
010404030460016	MISCELLANEOUS EXPENSE	\$0	\$100	\$0	\$0
010404030460017	COMPUTER OPERATIONS	\$1,500	\$1,500	\$0	\$1,500
010404030460018	CLOTHING	\$2,349	\$2,500	\$2,642	\$2,500
010404030460019	EQUIPMENT MAINTENANCE	\$3,377	\$4,500	\$2,300	\$3,000
010404030460021	GAS	\$4,502	\$4,500	\$3,137	\$4,000
010404030460022	TIRES	\$260	\$500	\$0	\$500
010404030460023	FACILITY MAINTENANCE	\$3,068	\$2,500	\$5,080	\$4,000
010404030460024	MATERIALS AND SUPPLIES	\$24,033	\$17,800	\$22,693	\$17,400
010404030460025	COMPUTER SUPPLIES & UPGRA	\$1,155	\$2,500	\$1,674	\$1,200
010404030460027	RADIOS	\$0	\$0	\$0	\$0
010404030460030	LEASES	\$0	\$0	\$0	\$0
010404030460050	VEHICLE MAINTENANCE	\$735	\$3,500	\$916	\$1,000
010404030470020	CAPITAL OUTLAY	\$15,923	\$71,700	\$72,791	\$60,000
010404030470040	SMALL CAPITAL OUTLAY	\$3,957	\$0	\$3,389	\$2,000
<b>Grand Total</b>		<b>\$370,182</b>	<b>\$441,223</b>	<b>\$434,872</b>	<b>\$422,691</b>

<b>Public Works Department</b>	<b>Municipal Buildings Division</b>
<b>40</b>	<b>40</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	1	Salaries Expense	46,299
Part Time Positions	0	Salary Related	10,526
Total Positions	1	Group Insurance	3,325
Vehicles	1	Utilities	33,000
		Properties & Tort	7,000
		Operating	35,450
		Sub Total	135,600
		Capital	1,000
		Grand Total	136,600

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

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

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

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

## Detail of Public Works—Municipal Buildings Division Expenditures

Description	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Amended	FY 15-16 Adopted	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010404040410002	OPERATIONAL PAYROLL	\$30,526	\$31,298	\$31,297	\$31,299
010404040410003	OVERTIME	\$11,095	\$16,000	\$13,700	\$15,000
010404040420006	WORKERS' COMPENSATION	\$2,028	\$2,032	\$1,911	\$1,863
010404040420007	SOCIAL SECURITY	\$2,513	\$3,618	\$2,748	\$3,542
010404040420008	RETIREMENT	\$4,441	\$5,155	\$4,890	\$5,121
010404040430005	GROUP INSURANCE	\$3,157	\$3,337	\$4,837	\$3,325
010404040440010	UTILITIES EXPENSE	\$32,581	\$30,000	\$36,391	\$33,000
010404040450011	PROPERTY & TORT INSURANCE	\$5,629	\$5,630	\$6,415	\$6,415
010404040450049	VEHICLE INSURANCE	\$585	\$585	\$585	\$585
010404040460004	SPECIAL EXPENSE	\$0	\$50	\$0	\$50
010404040460016	MISCELLANEOUS EXPENSE	\$67	\$50	\$0	\$0
010404040460018	CLOTHING	\$1,687	\$1,500	\$1,500	\$1,500
010404040460019	EQUIPMENT MAINTENANCE	\$1,662	\$500	\$958	\$800
010404040460021	GAS	\$2,775	\$2,400	\$2,201	\$2,200
010404040460022	TIRES	\$257	\$300	\$300	\$300
010404040460023	FACILITY MAINTENANCE	\$13,671	\$10,000	\$30,014	\$20,000
010404040460024	MATERIALS AND SUPPLIES	\$4,333	\$4,500	\$4,616	\$4,500
010404040460027	RADIOS	\$0	\$0	\$0	\$0
010404040460031	MISCELLANEOUS EQUIPMENT	\$0	\$0	\$0	\$0
010404040460041	CONTRACTUAL SERVICES	\$3,990	\$3,600	\$4,020	\$3,600
010404040460050	VEHICLE MAINTENANCE	\$903	\$500	\$548	\$500
010404040460199	FIRST CIT BLDG EXPENSES	\$0	\$1,000	\$161	\$2,000
010404040470020	CAPITAL OUTLAY	\$3,350	\$26,800	\$23,383	\$0
010404040470040	SMALL CAPITAL OUTLAY	\$0	\$1,000	\$0	\$1,000
<b>Grand Total</b>		\$125,250	\$149,855	\$170,475	\$136,600

<b>Public Works Department</b>	<b>Parking Facilities Division</b>
<b>40</b>	<b>50</b>

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

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

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

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

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

### Detail of Public Works—Parking Facilities Division Expenditures

<b>Description</b>	<b><u>FY 13-14 Actual</u></b>	<b><u>FY 14-15 Adopted</u></b>	<b><u>FY 14-15 Amended</u></b>	<b><u>FY 15-16 Adopted</u></b>
	<b><u>Expense</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>
010404050450011 PROPERTY & TORT INSURANCE	\$78	\$78	\$78	\$78
010404050460024 MATERIALS AND SUPPLIES	\$0	\$500	\$200	\$500
010404050460036 PARKING LOT RENTALS	\$4,980	\$4,980	\$4,980	\$4,980
010404050470040 SMALL CAPITAL OUTLAY	\$0	\$500	\$0	\$500
<b>Grand Total</b>	<b>\$5,058</b>	<b>\$6,058</b>	<b>\$5,258</b>	<b>\$6,058</b>

<b>5Public Works Department</b>	<b>Residential Sanitation Division</b>
<b>40</b>	<b>60</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	15	Salaries Expense	533,189
Part Time Positions	0	Salary Related	151,961
Total Positions	15	Group Insurance	115,649
Vehicles	17	Utilities	5,800
		Properties & Tort	18,977
		Operating	178,730
		Sub Total	228,430
		Capital	49,700
		Grand Total	1,054,006

**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.

<b>Capital Outlay Approved</b>	<b>Amount</b>
<p><b><u>Trash Trailer</u></b>                    <i>(Lease Purchase)</i>                      Provide additional transportation of trash in regard to annexation also for storage on holidays.</p>	<b>\$24,000.00</b>
<p><b><u>Pickup Truck</u></b>                    <i>(Lease Purchase)</i>                      Replace Sanitation Supervisor truck that is over 10 years old.</p>	<b>\$25,200.00</b>
<b>Total Approved</b>	<b>\$49,200.00</b>

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

## Detail of Public Works—Residential Sanitation Division Expenditures

Description	<u>FY 13-14 Actual</u>	<u>FY 14-15 Adopted</u>	<u>FY 14-15 Amended</u>	<u>FY 15-16 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010404060410001	ADMINISTRATIVE PAYROLL	\$83,036	\$88,734	\$86,214	\$107,650
010404060410002	OPERATIONAL PAYROLL	\$373,376	\$378,147	\$380,569	\$385,539
010404060410003	OVERTIME	\$35,515	\$40,000	\$28,145	\$40,000
010404060420006	WORKERS' COMPENSATION	\$45,956	\$54,906	\$53,465	\$52,203
010404060420007	SOCIAL SECURITY	\$34,401	\$38,776	\$35,204	\$40,788
010404060420008	RETIREMENT	\$51,882	\$55,250	\$54,157	\$58,970
010404060430005	GROUP INSURANCE	\$88,249	\$123,731	\$119,215	\$115,649
010404060440010	UTILITIES EXPENSE	\$5,878	\$5,800	\$6,077	\$5,800
010404060450011	PROPERTY & TORT INSURANCE	\$5,211	\$5,211	\$5,211	\$5,340
010404060450049	VEHICLE INSURANCE	\$13,721	\$13,721	\$18,225	\$13,637
010404060460004	SPECIAL EXPENSE	\$115	\$100	\$639	\$150
010404060460009	TRAVEL & TRAINING	\$40	\$80	\$69	\$80
010404060460012	DUES, FEES & SUBSCRIPTION	\$0	\$0	\$0	\$0
010404060460013	POSTAGE, PRINTING, ADV	\$0	\$160	\$143	\$150
010404060460014	OFFICE SUPPLIES	\$94	\$200	\$39	\$50
010404060460015	OFFICE MAINTENANCE	\$0	\$0	\$0	\$0
010404060460016	MISCELLANEOUS EXPENSE	\$464	\$200	\$29	\$100
010404060460018	CLOTHING	\$8,993	\$7,500	\$13,584	\$10,000
010404060460019	EQUIPMENT MAINTENANCE	\$802	\$800	\$669	\$800
010404060460021	GAS	\$86,069	\$85,000	\$57,984	\$70,000
010404060460022	TIRES	\$21,443	\$25,000	\$16,579	\$25,000
010404060460023	FACILITY MAINTENANCE	\$1,657	\$1,500	\$1,200	\$1,000
010404060460024	MATERIALS AND SUPPLIES	\$6,337	\$8,500	\$7,667	\$7,700
010404060460027	RADIOS	\$0	\$0	\$0	\$0
010404060460037	FRONT END CONTAINERS	\$0	\$0	\$0	\$0
010404060460038	CARTS & MAINTENANCE	\$1,043	\$11,300	\$11,812	\$10,000
010404060460041	CONTRACTUAL SERVICES	\$4,509	\$6,000	\$6,642	\$6,500
010404060460050	VEHICLE MAINTENANCE	\$49,346	\$45,000	\$44,193	\$45,000
010404060460665	RECYCLING BINS	\$0	\$2,100	\$0	\$2,200
010404060470020	CAPITAL OUTLAY	\$298,127	\$260,000	\$260,000	\$49,200
010404060470040	SMALL CAPITAL OUTLAY	\$0	\$500	\$0	\$500
<b>Grand Total</b>		\$1,216,264	\$1,258,216	\$1,207,731	\$1,054,006

<b>Public Works Department</b>	<b>Commercial Sanitation Division</b>
<b>40</b>	<b>65</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	2	Salaries Expense	76,068
Part Time Positions	0	Salary Related	21,679
Total Positions	2	Group Insurance	10,096
Vehicles	3	Utilities	0
		Properties & Tort	4,590
		Operating	69,500
		Sub Total	181,933
		Capital	500
		Grand Total	182,433

**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.

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

## Detail of Public Works—Commercial Sanitation Division Expenditures

Description	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Amended	FY 15-16 Adopted
	Expense	Budget	Budget	Budget
010404065410002 OPERATIONAL PAYROLL	\$66,710	\$68,719	\$68,662	\$69,068
010404065410003 OVERTIME	\$5,675	\$5,000	\$6,514	\$7,000
010404065420006 WORKERS' COMPENSATION	\$7,466	\$7,443	\$6,761	\$7,447
010404065420007 SOCIAL SECURITY	\$5,293	\$5,257	\$5,801	\$5,819
010404065420008 RETIREMENT	\$7,730	\$7,490	\$8,295	\$8,413
010404065430005 GROUP INSURANCE	\$8,011	\$10,107	\$11,871	\$10,096
010404065450011 PROPERTY & TORT INSURANCE	\$482	\$482	\$482	\$482
010404065450049 VEHICLE INSURANCE	\$4,108	\$5,655	\$5,106	\$4,108
010404065460013 POSTAGE, PRINTING, ADV	\$0	\$0	\$0	\$0
010404065460018 CLOTHING	\$1,053	\$900	\$1,146	\$1,000
010404065460021 GAS	\$27,371	\$28,500	\$19,367	\$25,000
010404065460022 TIRES	\$11,922	\$14,750	\$11,831	\$12,000
010404065460024 MATERIALS AND SUPPLIES	\$0	\$0	\$0	\$0
010404065460025 COMPUTER SUPPLIES & UPGRA	\$1,440	\$1,500	\$1,045	\$1,500
010404065460027 RADIOS	\$0	\$0	\$0	\$0
010404065460037 FRONT END CONTAINERS	\$9,667	\$10,000	\$24,750	\$15,000
010404065460038 CARTS & MAINTENANCE	\$19	\$2,000	\$500	\$2,000
010404065460050 VEHICLE MAINTENANCE	\$14,930	\$5,000	\$12,910	\$13,000
010404065470020 CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010404065470040 SMALL CAPITAL OUTLAY	\$0	\$500	\$0	\$500
<b>Grand Total</b>	\$171,877	\$173,303	\$185,041	\$182,433

<b>Public Works Department</b>	<b>Streets &amp; Maintenance Division</b>
<b>40</b>	<b>80</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	0	Salaries Expense	0
Part Time Positions	0	Salary Related	0
Total Positions	0	Group Insurance	0
Vehicles	0	Utilities	0
		Properties & Tort	2,104
		Operating	33,000
		Sub Total	35,104
		Capital	1,000
		Grand Total	36,104

**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.

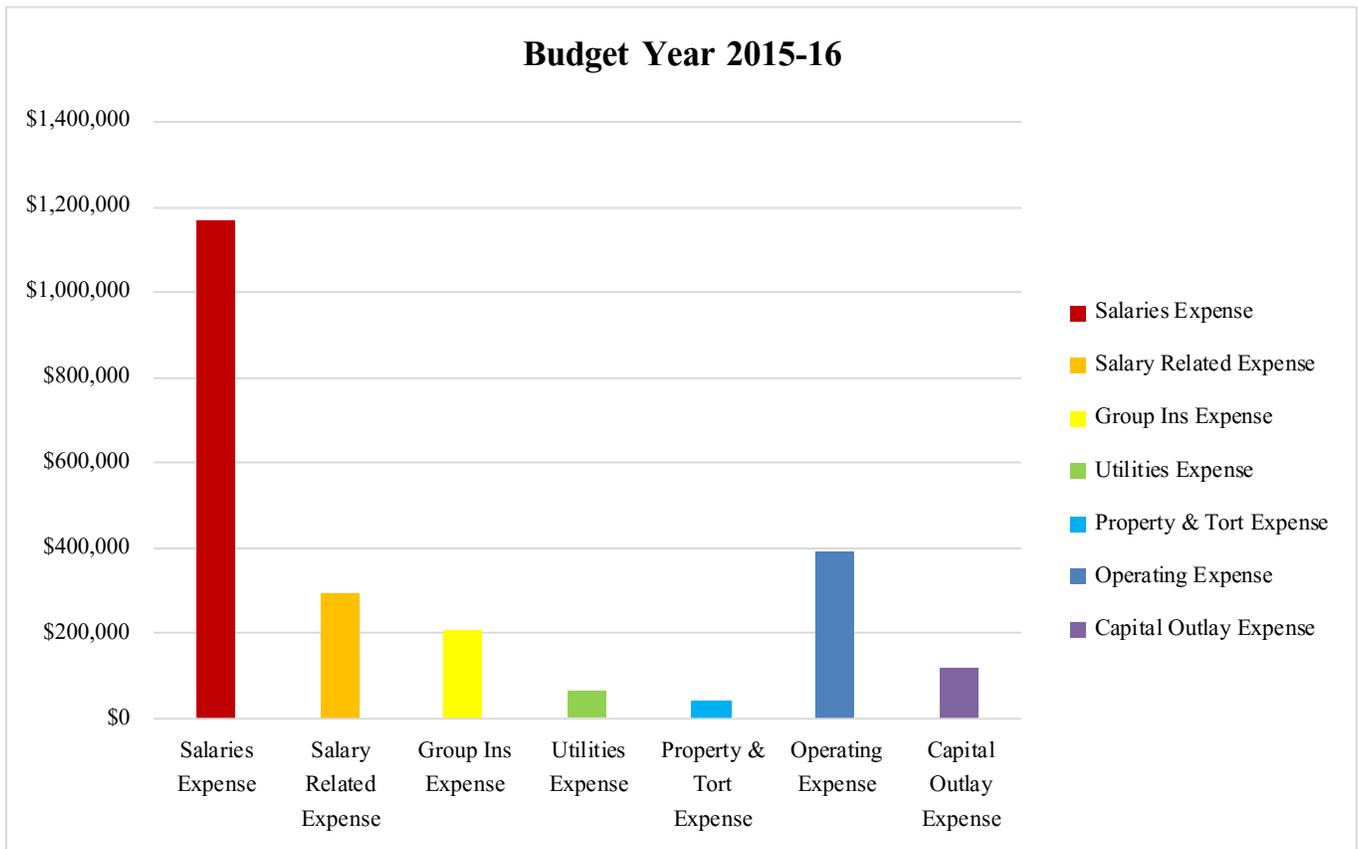
<b>Small Capital Outlay Approved</b>	<b>Amount</b>
<u>Miscellaneous Tools</u> To replace outdated tools.	<b>\$1,000.00</b>
<b>Total Approved</b>	<b>\$1,000.00</b>

## Detail of Public Works—Streets & Maintenance Division Expenditures

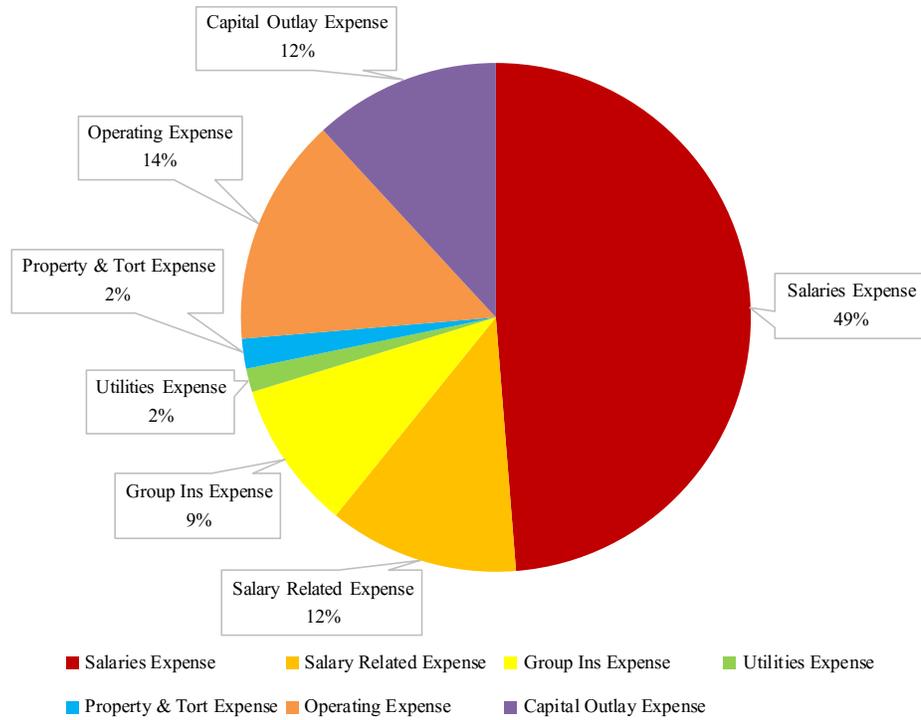
Description	<u>FY 13-14 Actual</u> <u>Expense</u>	<u>FY 14-15 Adopted</u> <u>Budget</u>	<u>FY 14-15 Amended</u> <u>Budget</u>	<u>FY 15-16 Adopted</u> <u>Budget</u>
010404080450011 PROPERTY & TORT INSURANCE	\$654	\$654	\$1,158	\$2,104
010404080460019 EQUIPMENT MAINTENANCE	\$640	\$5,000	\$3,175	\$3,000
010404080460024 MATERIALS AND SUPPLIES	\$11,639	\$17,000	\$13,410	\$15,000
010404080460039 TRAFFIC & STREET SIGNS	\$6,271	\$15,000	\$20,000	\$13,000
010404080460041 CONTRACTUAL SERVICES	\$0	\$0	\$1,449	\$1,500
010404080460224 INERT DUMP SUPPLIES	\$0	\$2,500	\$1,450	\$500
010404080470020 CAPITAL OUTLAY	\$0	\$71,110	\$67,515	\$0
010404080470040 SMALL CAPITAL OUTLAY	\$0	\$500	\$0	\$1,000
<b>Grand Total</b>	<b>\$19,204</b>	<b>\$111,764</b>	<b>\$108,157</b>	<b>\$36,104</b>

## Summary of Public Works Department Expenditures

Description	FY 2013-14 Actual Expense	FY 2014-15 Adopted Budget	FY 2014-15 Amended Budget	FY 2015-16 Adopted Budget
<b>410</b> Salaries Expense	\$1,080,563	\$1,128,850	\$1,124,177	\$1,170,082
<b>420</b> Salary Related Expense	\$257,134	\$286,081	\$276,655	\$293,163
<b>430</b> Group Ins Expense	\$150,406	\$212,732	\$216,187	\$210,877
<b>440</b> Utilities Expense	\$64,093	\$65,300	\$66,328	\$66,800
<b>450</b> Property & Tort Expense	\$39,002	\$40,568	\$45,624	\$41,646
<b>460</b> Operating Expense	\$364,080	\$412,045	\$387,500	\$392,610
<b>470</b> Capital Outlay Expense	\$322,475	\$435,610	\$427,078	\$117,700
<b>Grand Total</b>	<b>\$2,277,753</b>	<b>\$2,581,186</b>	<b>\$2,543,549</b>	<b>\$2,292,878</b>



# Public Safety Department



<b>Public Safety Department</b>	<b>Administration Division</b>
<b>60</b>	<b>10</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	3	Salaries Expense	147,132
Part Time Positions	0	Salary Related	34,163
Total Positions	3	Group Insurance	18,260
Vehicles	1	Utilities	130,000
		Property & Tort	16,227
		Operating	626,300
		Sub Total	972,082
		Capital	0
		Grand Total	972,082

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

**Goal:**  
 1. The development and implementation of a new radio solution that will replace the current system that is at the end of its service life.

**Objective:**  
 1. Deliver interoperable mission critical voice communication that is compatible with local, state and federal emergency response officials.

**Detail of Public Safety—Administration Division Expenditures**

Description	<u>FY 13-14 Actual</u>	<u>FY 14-15 Adopted</u>	<u>FY 14-15 Amended</u>	<u>FY 15-16 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010606010410001	ADMINISTRATIVE PAYROLL	\$124,170	\$152,444	\$138,491	\$121,399
010606010410002	OPERATIONAL PAYROLL	\$23,584	\$25,478	\$25,478	\$25,733
010606010410003	OVERTIME	\$0	\$0	\$0	\$0
010606010420006	WORKERS' COMPENSATION	\$4,180	\$5,021	\$4,203	\$4,358
010606010420007	SOCIAL SECURITY	\$9,928	\$13,612	\$12,543	\$11,255
010606010420008	RETIREMENT	\$17,767	\$21,500	\$18,485	\$18,550
010606010430005	GROUP INSURANCE	\$14,454	\$20,621	\$19,627	\$18,260
010606010440010	UTILITIES EXPENSE	\$124,576	\$130,000	\$130,000	\$130,000
010606010450011	PROPERTY & TORT INSURANCE	\$15,281	\$15,500	\$15,493	\$15,493
010606010450049	VEHICLE INSURANCE	\$689	\$700	\$734	\$734
010606010460004	SPECIAL EXPENSE	\$19,708	\$16,000	\$15,164	\$35,000
010606010460008	NEW HIRE/RECRUITMENT EXP	\$7,932	\$6,000	\$8,089	\$7,000
010606010460009	TRAVEL & TRAINING	\$908	\$2,000	\$2,300	\$2,000
010606010460012	DUES, FEES & SUBSCRIPTION	\$5,218	\$5,000	\$5,327	\$5,000
010606010460013	POSTAGE, PRINTING, ADV	\$15,559	\$14,000	\$14,480	\$14,000
010606010460014	OFFICE SUPPLIES	\$7,264	\$5,000	\$5,246	\$5,000
010606010460015	OFFICE MAINTENANCE	\$5,305	\$7,000	\$3,871	\$6,000
010606010460016	MISCELLANEOUS EXPENSE	\$993	\$1,000	\$474	\$1,000
010606010460017	COMPUTER OPERATIONS	\$9,731	\$10,000	\$16,376	\$32,000
010606010460019	EQUIPMENT MAINTENANCE	\$281	\$0	\$236	\$100
010606010460021	GAS	\$3,592	\$4,000	\$1,385	\$4,000
010606010460022	TIRES	\$502	\$400	\$618	\$400
010606010460023	FACILITY MAINTENANCE	\$28,449	\$20,000	\$22,986	\$40,000
010606010460024	MATERIALS AND SUPPLIES	\$15,638	\$14,000	\$16,500	\$14,000
010606010460025	COMPUTER SUPPLIES & UPGRA	\$17,532	\$15,000	\$20,849	\$15,000
010606010460026	GRANT MATCH	\$0	\$0	\$0	\$0
010606010460030	LEASES	\$1,439	\$0	\$0	\$0
010606010460032	TUITION REIMBURSEMENT	\$20,230	\$15,000	\$16,000	\$35,000
010606010460034	GANG INITIATIVE/2020	\$4,904	\$5,000	\$5,390	\$5,000
010606010460050	VEHICLE MAINTENANCE	\$386	\$800	\$662	\$800
010606010460053	CRIMINAL STATE ASSESSMENT	\$91,240	\$85,000	\$116,500	\$120,000
010606010460054	TRAFFIC STATE ASSESSMENTS	\$281,084	\$340,000	\$275,109	\$280,000
010606010460056	JUVENILE DETENTION	\$3,425	\$5,000	\$5,069	\$5,000
010606010460060	REIMBURSE LE TRAINING	\$0	\$0	\$0	\$0
010606010470020	CAPITAL OUTLAY	\$18,240	\$0	\$0	\$0
010606010470032	JAG GRANT	\$0	\$0	\$0	\$0
010606010470040	SMALL CAPITAL OUTLAY	\$0	\$0	\$854	\$0
010606010480091	TRANSFER TO LLEBG	\$0	\$0	\$0	\$0
<b>Grand Total</b>		<b>\$894,189</b>	<b>\$955,076</b>	<b>\$918,539</b>	<b>\$972,082</b>

<b>Public Safety</b>	<b>Patrol</b>
<b>60</b>	<b>20</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	46	Salaries Expense	1,911,794
Part Time Positions	0	Salary Related	485,451
Total Positions	46	Group Insurance	381,820
Vehicles	30	Utilities	0
		Properties & Tort	69,852
		Operating	259,500
		Sub Total	3,108,417
		Capital	116,180
		Grand Total	3,224,597

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

**Goal:**

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

**Objective:**

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

Public Safety – Patrol

#60-20

Capital Outlay Requested	Amount
<p><b><u>Vehicles (Police Package)</u></b> <span style="float: right;"><i>(Lease Purchase)</i></span>  <b>(3 @ \$38,000.00 each)</b>                      Replace high mileage, high maintenance vehicles that are used 24/7 by patrol officers (to include additional equipment of: in-car camera systems, traffic radar equipment, mobile computer system, Push bumper w/lights, light bar, siren w/ speaker, console, Gun rack, License Plate mounted light, window partition and striping.</p>	<b>\$114,000.00</b>

<b>Total Approved</b>	<b>\$114,000.00</b>
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Small Capital Outlay Requested	Amount
<p><b><u>Desktop Computer</u></b>                      To replace temporary laptop that was place there when the original computer went down. Computer used by officers to complete walk-in reports, accident reports. The desktop computer will be more beneficial for the officers.</p>	<b>\$1,500.00</b>
<p><b><u>Bike Racks</u></b>  <b>(4 @ \$170.00 each)</b>                      Transportation of bikes by certified bike officers while on duty (shift), as the department utilizes the bike officers more for high visibility and community interaction.</p>	<b>\$680.00</b>

<b>Total Approved</b>	<b>\$2,180.00</b>
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## Detail of Public Safety—Patrol Division Expenditures

Description	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Amended	FY 15-16 Adopted	
	Expense	Budget	Budget	Budget	
010606020410001	ADMINISTRATIVE PAYROLL	\$51,121	\$63,615	\$26,410	\$54,525
010606020410002	OPERATIONAL PAYROLL	\$1,476,744	\$1,728,000	\$1,601,698	\$1,677,269
010606020410003	OVERTIME	\$200,228	\$150,000	\$236,562	\$180,000
010606020420006	WORKERS' COMPENSATION	\$59,704	\$81,901	\$51,071	\$73,983
010606020420007	SOCIAL SECURITY	\$123,802	\$148,381	\$142,559	\$146,864
010606020420008	RETIREMENT	\$224,397	\$261,000	\$251,977	\$264,604
010606020430005	GROUP INSURANCE	\$234,401	\$374,175	\$332,532	\$381,820
010606020450011	PROPERTY & TORT INSURANCE	\$51,350	\$52,000	\$46,887	\$46,887
010606020450049	VEHICLE INSURANCE	\$21,195	\$22,000	\$22,749	\$22,965
010606020460004	SPECIAL EXPENSE	\$398	\$800	\$359	\$1,000
010606020460009	TRAVEL & TRAINING	\$767	\$1,000	\$2,500	\$1,000
010606020460018	CLOTHING	\$98,209	\$65,000	\$94,028	\$90,000
010606020460019	EQUIPMENT MAINTENANCE	\$5,788	\$6,000	\$4,509	\$6,000
010606020460021	GAS	\$119,042	\$115,000	\$85,159	\$115,000
010606020460022	TIRES	\$6,620	\$8,000	\$9,639	\$8,000
010606020460024	MATERIALS AND SUPPLIES	\$6,281	\$5,000	\$3,083	\$4,000
010606020460027	RADIOS	\$10,701	\$20,000	\$11,378	\$7,000
010606020460028	TRAFFIC CONTROL	\$317	\$1,000	\$10	\$1,000
010606020460049	CANINE EXPENSES	\$1,930	\$1,500	\$1,500	\$1,500
010606020460050	VEHICLE MAINTENANCE	\$22,691	\$28,000	\$30,822	\$25,000
010606020460091	CRIME/FIRE PREVENTION	\$20	\$0	\$0	\$0
010606020470020	CAPITAL OUTLAY	\$104,994	\$100,500	\$103,664	\$114,000
010606020470040	SMALL CAPITAL OUTLAY	\$9,346	\$0	\$0	\$2,180
<b>Grand Total</b>		\$2,830,046	\$3,232,872	\$3,059,096	\$3,224,597

<b>Public Safety</b>	<b>Special Operations</b>
<b>60</b>	<b>25</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	33	Salaries Expense	1,245,037
Part Time Positions	4	Salary Related	300,072
Total Positions	37	Group Insurance	250,888
Vehicles	27	Utilities	0
		Properties & Tort	46,962
		Operating	185,500
		Sub Total	2,028,459
		Capital	861,486
		Grand Total	2,889,945

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

**Goal:**

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

**Objectives:**

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

Capital Outlay Approved	Amount
<p><b><u>800 Radio System</u></b> Migrate the department to a usable radio system with the ability to communicate with all other county, state and federal emergency service providers. This system is also the host system for the state that will be utilized in case of a state wide emergency.</p>	<p><b>\$619,683.00</b> Lease Options: \$219,641.69 3 yr \$167,575.30 4 yr \$136,627.09 5 yr \$101,248.15 7 yr</p>
<p><b><u>Body Cameras and Data Storage Systems</u></b>     <i>(Lease Purchase)</i> <b>(80 body cameras system @ \$48,144.00) (Data Storage \$11,999.00)</b> 80 Body cameras to outfit department. Compatible with current in car video system and storage equipment. Body camera systems for officers to wear while outside vehicle and on duty. Cameras will accurately document officer behavior in the event of citizen complaints and possibly reduce liability of the department in use of force situations. Data storage upgrade will include a 17 terabyte hard drive, installation and training.</p>	<p><b>\$60,143.00</b></p>
<p><b><u>Vehicles (Police Package)</u></b>     <i>(Lease Purchase)</i> Replace high mileage, high maintenance vehicles in need of costly repair. (To include radio equipment, siren, lights, stripping, mobile computer system, in-car video system and traffic radar equipment).</p>	<p><b>\$38,000.00</b></p>
<p><b><u>Firefighter Turnout Gear</u></b> <b>(10 @ \$2,500 each)</b> Replace worn and fire damaged gear with serviceable personal protective equipment to ensure firefighter safety.</p>	<p><b>\$25,000.00</b></p>
<p><b><u>Body Armor</u></b> <b>(15 sets @ \$694.00 each)</b> Replace worn/damaged and outdated units that are over 5 years old. This will assist the city in ensuring officer safety on a daily basis.</p>	<p><b>\$10,410.00</b></p>
<p><b><u>Mobile Laptop System</u></b> To outfit cars in Special Operations Division with mobile reporting and ticket writing functions.</p>	<p><b>\$4,250.00</b></p>
<p><b><u>Thermal Imaging Camera</u></b> Replace one obsolete model. Ensure equipment is on all engines. Provide one imager for department's Heavy Rescue Apparatus for advanced rescue situations.</p>	<p><b>\$7,500.00</b></p>
<p><b><u>Firefighting Foam</u></b> <b>(20 @ \$120.00 each)</b> Increase department's ability to handle incidents involving hazardous materials and flammable liquids and gasses. Replace foam that has been used on incidents throughout the year diminishing the department's required inventory.</p>	<p><b>\$4,800.00</b></p>

<p><b><u>Multi-function Copier for Records Office</u></b>          Replace older copier that is a small single function copier not sufficient for the workload of the area. New machine would copy, fax, scan and print in color and black and white.</p>	<b>\$7,500.00</b>
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<p><b><u>Multifactor Authentication for DPS Login</u></b>          FBI/SLED compliance requirement for accessing Criminal Justice Information Services and NCIC network.</p>	<b>\$18,000.00</b>
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<b>Total Approved</b>	<b>\$795,286.00</b>
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<b>Small Capital Outlay Approved</b>	<b>Amount</b>
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<p><b><u>SCBA Composite Cylinders</u></b>  <b>(5 @ \$800 each)</b>          Needed to replace old and worn cylinders that are going to exceed hydrostatic 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. Complete replacement must be done by 2021.</p>	<b>\$4,000.00</b>
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<p><b><u>Computer Replacements</u></b>  <b>(21 @ \$1,500 each)</b>          Replace outdated computers running on Microsoft XP platform. Criminal Justice Information System required mandate.</p>	<b>\$31,500.00</b>
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<p><b><u>SCBA Face Mask</u></b>  <b>(10 @ \$300 each)</b>          Currently the department has only one standard size mask. Several officers need small or large masks to obtain proper seals for OSHA standards. This was discovered during fit testing to meet OSHA 1910.134</p>	<b>\$3,000.00</b>
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<p><b><u>Lockers and Single Beds</u></b>  <b>(4 @ \$600 each)</b>          4 single beds and several lockers to be used by engineers on duty. This is in anticipation of the change to a 24/48 shift where engineers will be on duty overnight.</p>	<b>\$2,400.00</b>
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<p><b><u>Automatic External Defibrillators</u></b>  <b>(2 @ \$1,750 each)</b>          Purchase to provide life saving capabilities on apparatus and make apparatus NFPA 1901 compliant.</p>	<b>\$3,500.00</b>
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<p><b><u>Pump Piston Intake Valves</u></b>  <b>(5 @ \$1,500 each)</b>          Replace valves used to connect large diameter hoses to pumps. Most are over 20 years old and have been maintained and repaired several times. Valves currently leak and have corrosion that cannot be removed.</p>	<b>\$7,500.00</b>
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<p><b><u>Tasers</u></b>  <b>(10 @ \$1,000 each)</b>          Replace taser units that are unserviceable. These units are the first units purchased and are over 15 years old.</p>	<p><b>\$10,000.00</b></p>
<p><b><u>Computer Aided Workstation for Dispatch</u></b>          The computers at dispatch need to be replaced on a normal rotation to maintain compliance with SLED and NCIC.</p>	<p><b>\$1,550.00</b></p>
<p><b><u>Video Camera</u></b>          For use by Special Operations division to document community events and department activities.</p>	<p><b>\$1,250.00</b></p>
<p><b><u>Taser Cartridges and Digital Power Magazines</u></b>          Replace taser cartridges (\$25.00 each) that have expired and/or used over the course of the past fiscal year and replace weak power magazines with a 5 year shelf life (\$45.00 each).</p>	<p><b>\$1,500.00</b></p>
<p><b>Total Approved</b></p>	<p><b>\$66,200.00</b></p>

## Detail of Public Safety—Special Operations Division Expenditures

Description	<u>FY 13-14 Actual</u>	<u>FY 14-15 Adopted</u>	<u>FY 14-15 Amended</u>	<u>FY 15-16 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010606025410001	ADMINISTRATIVE PAYROLL	\$59,231	\$62,430	\$68,253	\$69,139
010606025410002	OPERATIONAL PAYROLL	\$817,807	\$1,099,000	\$892,656	\$1,095,898
010606025410003	OVERTIME	\$99,770	\$60,000	\$97,787	\$80,000
010606025420006	WORKERS' COMPENSATION	\$41,688	\$49,500	\$39,437	\$46,250
010606025420007	SOCIAL SECURITY	\$71,299	\$93,440	\$80,102	\$94,021
010606025420008	RETIREMENT	\$120,253	\$157,950	\$140,694	\$159,801
010606025430005	GROUP INSURANCE	\$153,311	\$242,018	\$223,000	\$250,888
010606025450011	PROPERTY & TORT INSURANCE	\$15,950	\$16,000	\$15,378	\$16,962
010606025450049	VEHICLE INSURANCE	\$25,261	\$25,000	\$29,715	\$30,000
010606025460004	SPECIAL EXPENSE	\$26	\$800	\$1,374	\$1,000
010606025460009	TRAVEL & TRAINING	\$19,438	\$23,000	\$17,501	\$20,000
010606025460019	EQUIPMENT MAINTENANCE	\$3,160	\$4,500	\$6,054	\$6,000
010606025460021	GAS	\$58,037	\$65,000	\$36,455	\$45,000
010606025460022	TIRES	\$1,377	\$8,000	\$5,000	\$8,000
010606025460024	MATERIALS AND SUPPLIES	\$8,186	\$14,000	\$13,107	\$10,000
010606025460028	TRAFFIC CONTROL	\$0	\$0	\$0	\$0
010606025460029	FIRE APPARATUS MAINTENANCE	\$42,835	\$35,000	\$59,639	\$60,000
010606025460033	AMMUNITION	\$7,098	\$9,000	\$9,000	\$9,000
010606025460050	VEHICLE MAINTENANCE	\$6,472	\$16,000	\$14,000	\$16,000
010606025460076	SPECIAL EVENTS	\$3,798	\$3,000	\$3,524	\$3,500
010606025460080	MENTORING EXPENSES	\$0	\$0	\$3,000	\$3,000
010606025460091	CRIME/FIRE PREVENTION	\$3,482	\$5,000	\$5,000	\$4,000
010606025460112	ANIMAL CTL DONATION EXPEN	\$0	\$0	\$5,254	\$0
010606025470020	CAPITAL OUTLAY	\$105,524	\$7,000	\$0	\$795,286
010606025470029	FEMA GRANT/COMMUNICATIONS	\$0	\$0	\$0	\$0
010606025470034	FEMA - SCBA'S	\$0	\$0	\$0	\$0
010606025470037	FEMA - ASSISTANCE TO FF	\$0	\$184,500	\$0	\$0
010606025470038	HIGHWAY SAFETY GRANT (ST)	\$0	\$0	\$0	\$0
010606025470039	GREAT FEDERAL GRANT EXP	\$0	\$0	\$0	\$0
010606025470040	SMALL CAPITAL OUTLAY	\$19,139	\$38,000	\$9,636	\$66,200
010606025470042	FEMA - SAFER	\$0	\$0	\$0	\$0
010606025470043	FEMA - FP&S	\$0	\$0	\$17,552	\$0
010606025470049	VICTIM ADV GRANT	\$0	\$0	\$0	\$0
010606025470051	JAG - RECORDS ENHANCE	\$0	\$0	\$0	\$0
010606025470052	JAG - COMMUNICATION EQMT	\$0	\$0	\$0	\$0
010606025470053	JAG - LE TRAINING ASSIST	\$0	\$0	\$0	\$0
010606025470054	CSI EQUIPMENT	\$0	\$0	\$0	\$0
<b>Grand Total</b>		\$1,683,142	\$2,218,138	\$1,793,118	\$2,889,945

<b>Public Safety</b>	<b>Investigations</b>
<b>60</b>	<b>30</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
Full Time Positions	16	Salaries Expense	685,343
Part Time Positions	0	Salary Related	170,644
Total Positions	16	Group Insurance	134,122
Vehicles	19	Utilities	0
		Properties & Tort	28,760
		Operating	60,700
		Sub Total	1,079,569
		Capital	40,100
		Grand Total	1,119,669

**Description of Division:**

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

**Goals:**

1. Increase investigative efficiency on case clearance rates, while increasing communication within the investigations division and across the department.

**Objective:**

1. Begin conducting quarterly case reviews on all cases assigned to each investigator. Implement calendar sharing and Dropbox information sharing within the division to insure all members of the division are updated daily on active investigations, important meetings, training and any other information that needs to be disseminated quickly.

<b>Capital Outlay Approved</b>	<b>Amount</b>
<p><b>Vehicle</b> <span style="float: right;"><i>(Lease Purchase)</i></span>                      Replacement of one 2008 with mileage in excess of 100,000. This vehicle is used by our warrants officer and routinely makes long distance prisoner transports. Includes equipment, unmarked vehicle.</p>	<b>\$38,000.00</b>
<b>Total Approved</b>	<b>\$38,000.00</b>

<b>Small Capital Outlay Approved</b>	<b>Amount</b>
<p><b>Digital Cameras</b>                      (3 @ \$700.00 each Nikon SLR cameras and accessories)                      For processing and used for various reasons by investigators in the field.</p>	<b>\$2,100.00</b>
<b>Total Approved</b>	<b>\$2,100.00</b>

## Detail of Public Safety—Investigations Division Expenditures

Description	<u>FY 13-14 Actual</u>	<u>FY 14-15 Adopted</u>	<u>FY 14-15 Amended</u>	<u>FY 15-16 Adopted</u>
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010606030410001 ADMINISTRATIVE PAYROLL	\$9,049	\$58,200	\$51,665	\$57,343
010606030410002 OPERATIONAL PAYROLL	\$535,694	\$621,700	\$586,300	\$613,000
010606030410003 OVERTIME	\$19,355	\$13,000	\$23,000	\$15,000
010606030420006 WORKERS' COMPENSATION	\$20,724	\$28,000	\$20,405	\$25,019
010606030420007 SOCIAL SECURITY	\$40,054	\$52,991	\$50,563	\$52,435
010606030420008 RETIREMENT	\$72,701	\$96,018	\$89,132	\$93,190
010606030430005 GROUP INSURANCE	\$68,316	\$114,591	\$122,332	\$134,122
010606030450011 PROPERTY & TORT INSURANCE	\$13,481	\$13,500	\$15,713	\$15,714
010606030450049 VEHICLE INSURANCE	\$12,107	\$12,000	\$12,238	\$13,046
010606030460004 SPECIAL EXPENSE	\$675	\$800	\$533	\$800
010606030460009 TRAVEL & TRAINING	\$327	\$1,000	\$35	\$1,000
010606030460018 CLOTHING	\$5,100	\$6,600	\$6,600	\$6,600
010606030460019 EQUIPMENT MAINTENANCE	\$0	\$300	\$0	\$300
010606030460021 GAS	\$40,652	\$36,000	\$28,473	\$36,000
010606030460022 TIRES	\$2,374	\$3,000	\$3,783	\$3,000
010606030460023 FACILITY MAINTENANCE	\$0	\$0	\$0	\$0
010606030460024 MATERIALS AND SUPPLIES	\$4,776	\$4,000	\$4,741	\$4,000
010606030460030 LEASES	\$0	\$0	\$0	\$0
010606030460050 VEHICLE MAINTENANCE	\$6,764	\$8,000	\$6,262	\$8,000
010606030460058 EXTRADITION	\$745	\$1,000	\$481	\$1,000
010606030460189 FORENSIC SUPPLIES	\$0	\$0	\$0	\$0
010606030470020 CAPITAL OUTLAY	\$54,162	\$42,000	\$39,899	\$38,000
010606030470036 CLAFLIN FORENSIC LAB GRT	\$0	\$0	\$0	\$0
010606030470040 SMALL CAPITAL OUTLAY	\$4,337	\$0	\$0	\$2,100
<b>Grand Total</b>	<b>\$911,393</b>	<b>\$1,112,700</b>	<b>\$1,062,155</b>	<b>\$1,119,669</b>

<b>Public Safety</b>	<b>Office of HWY Safety LEN</b>
<b>60</b>	<b>85</b>

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

**Description of Division:**  
**This Division defines expenditures related to 100% grant funding by the South Carolina Office of Highway Safety, Project Title: *Law Enforcement Network*. This grant is in the 5<sup>th</sup> year of funding, beginning 10/01/11. As Host Agency, this project provides for meetings, training expenses and traffic enforcement equipment for awards within the 1<sup>st</sup> Judicial Circuit Law Enforcement Network.**

**Goals:**

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

**Detail of Public Safety—Highway Safety LEN Division Expenditures**

<b>Description</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Adopted</b>	<b>FY 14-15 Amended</b>	<b>FY 15-16 Adopted</b>
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010606085460009 TRAVEL & TRAINING	\$124	\$0	\$2,000	\$2,000
010606085460024 MATERIALS AND SUPPLIES	\$6,589	\$7,000	\$13,046	\$7,000
010606085460201 LEN SUPPORT AGENCY EXPENS	\$20,833	\$21,000	\$12,954	\$19,000
010606085470040 SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$0
<b>Grand Total</b>	<b>\$27,546</b>	<b>\$28,000</b>	<b>\$28,000</b>	<b>\$28,000</b>

<b>Public Safety Department</b>	<b>Forensic Services Unit</b>
<b>60</b>	<b>89</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	4	Salaries Expense	231,011
Part Time Positions	1	Salary Related	54,653
Total Positions	5	Group Insurance	33,561
Vehicles	1	Utilities	0
		Property & Tort	2,715
		Operating	95,082
		Sub Total	417,022
		Capital	8,000
		Grand Total	425,022

**Description of Division:**

**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 and a DNA Technical Leader/Analyst working in a regional drug laboratory for the testing and confirming of evidence.**

**Goal :**

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

**Objective :**

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

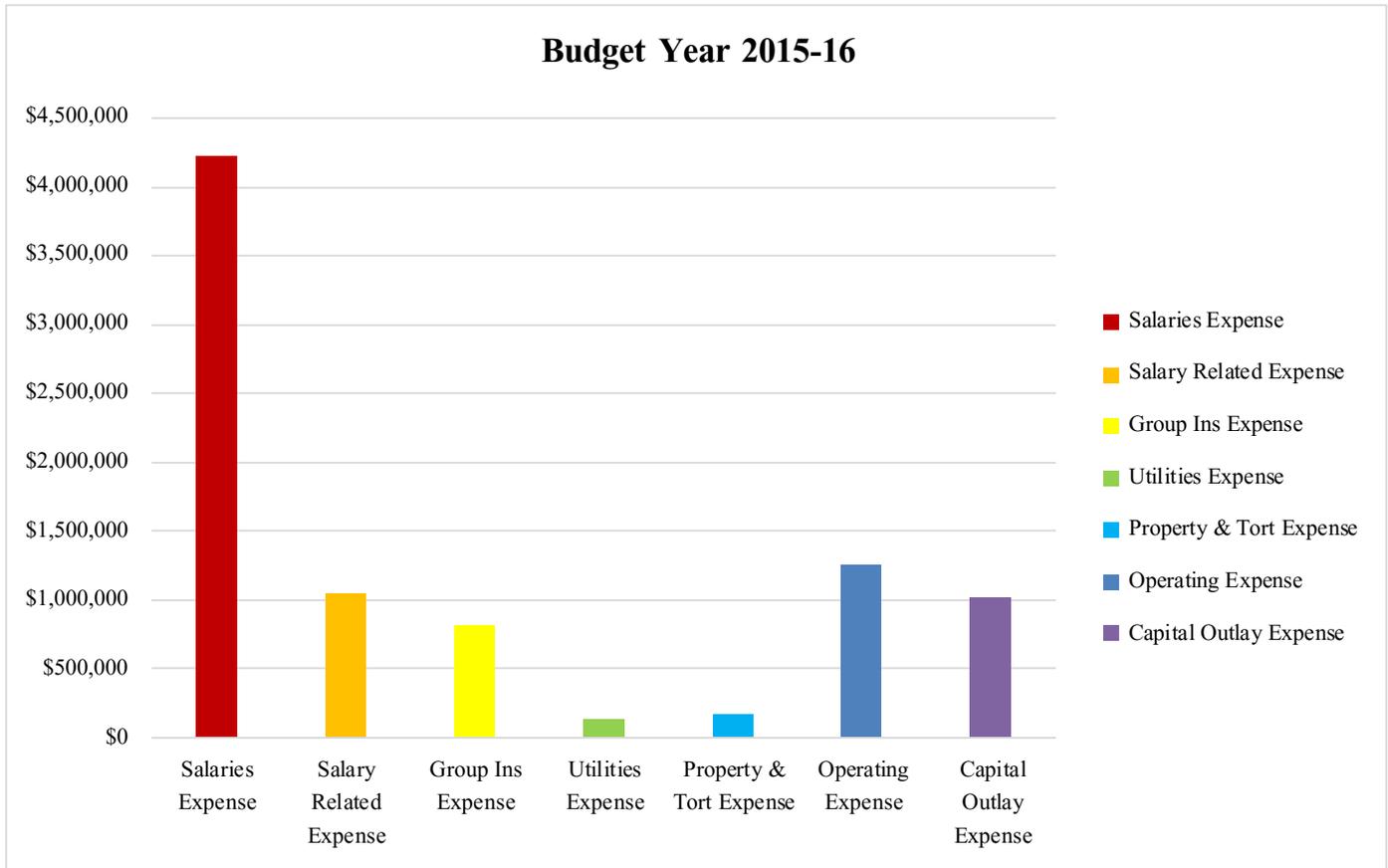
<b>Capital Outlay Approved</b>	<b>Amount</b>
<b><u>Spex Hand Scope FLS HSX-500</u></b> Hand-held alternate light source for processing crime scenes and evidence in the field. A hand-held FLS would allow the CSIs to find more evidence in a much more efficient manner.	<b>\$8,000.00</b>
<b>Total Approved</b>	<b>\$8,000.00</b>

**Detail of Public Safety—Forensic Drug Lab Division Expenditures**

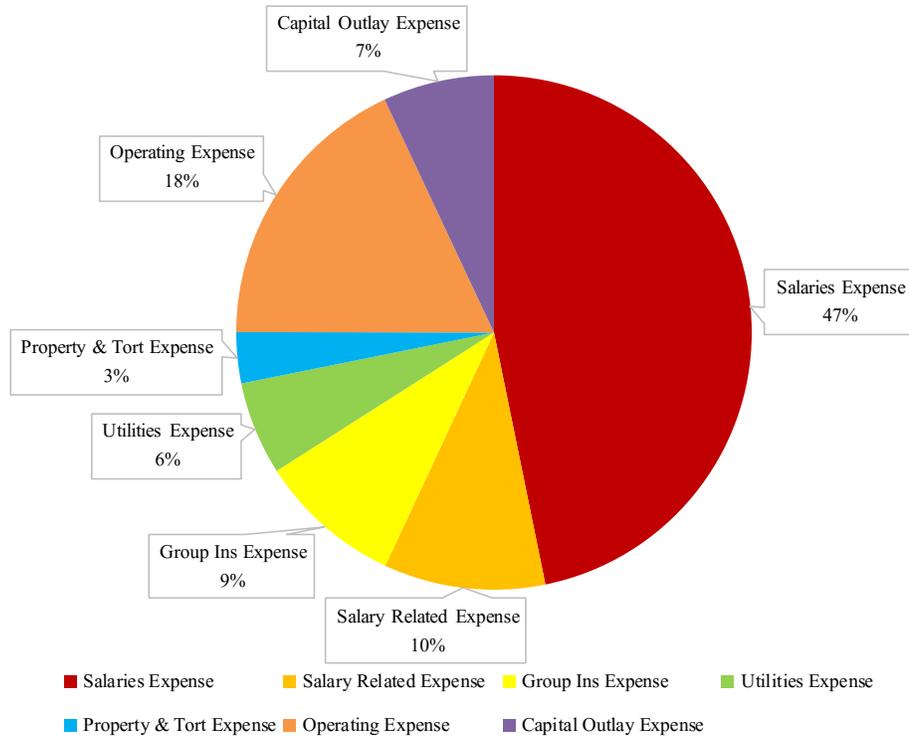
Description	<u>FY 13-14 Actual</u>	<u>FY 14-15 Adopted</u>	<u>FY 14-15 Amended</u>	<u>FY 15-16 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010606089410002	OPERATIONAL PAYROLL	\$163,485	\$169,169	\$145,550	\$213,011
010606089410003	OVERTIME	\$7,505	\$5,000	\$11,498	\$18,000
010606089420006	WORKERS' COMPENSATION	\$5,071	\$7,257	\$5,828	\$7,727
010606089420007	SOCIAL SECURITY	\$12,103	\$13,324	\$12,014	\$17,627
010606089420008	RETIREMENT	\$20,162	\$22,605	\$19,142	\$29,299
010606089430005	GROUP INSURANCE	\$23,600	\$35,706	\$31,497	\$33,561
010606089440010	UTILITIES EXPENSE	\$0	\$0	\$0	\$0
010606089450011	PROPERTY & TORT INSURANCE	\$2,714	\$2,715	\$2,715	\$2,715
010606089450049	VEHICLE INSURANCE	\$0	\$0	\$0	\$0
010606089460009	TRAVEL & TRAINING	\$3,969	\$3,000	\$1,000	\$5,000
010606089460013	POSTAGE, PRINTING, ADV	\$0	\$0	\$63	\$0
010606089460014	OFFICE SUPPLIES	\$0	\$0	\$64	\$100
010606089460018	CLOTHING	\$0	\$0	\$13	\$0
010606089460019	EQUIPMENT MAINTENANCE	\$24,930	\$30,000	\$31,959	\$51,982
010606089460024	MATERIALS AND SUPPLIES	\$15,663	\$18,000	\$16,076	\$38,000
010606089460025	COMPUTER SUPPLIES & UPGRA	\$0	\$0	\$0	\$0
010606089470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$8,000
010606089470040	SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$0
<b>Grand Total</b>		\$279,202	\$306,776	\$277,419	\$425,022

## Summary of Public Safety Department Expenditures

Description	FY 2013-14 Actual Expense	FY 2014-15 Adopted Budget	FY 2014-15 Amended Budget	FY 2015-16 Adopted Budget
<b>410</b> Salaries Expense	\$3,630,849	\$4,244,296	\$3,942,306	\$4,220,317
<b>420</b> Salary Related Expense	\$854,214	\$1,062,456	\$948,922	\$1,044,983
<b>430</b> Group Ins Expense	\$498,463	\$793,690	\$737,370	\$818,651
<b>440</b> Utilities Expense	\$124,576	\$130,000	\$130,000	\$130,000
<b>450</b> Property & Tort Expense	\$159,158	\$160,546	\$162,752	\$164,516
<b>460</b> Operating Expense	\$1,105,016	\$1,153,085	\$1,109,549	\$1,255,082
<b>470</b> Capital Outlay Expense	\$315,742	\$372,000	\$171,605	\$1,025,766
<b>Grand Total</b>	\$6,688,018	\$7,916,073	\$7,202,504	\$8,659,315



# Parks & Recreation Department



<b>Parks and Recreation Department</b>	<b>Administration Division</b>
<b>70</b>	<b>01</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	3	Salaries Expense	161,651
Part Time Positions	0	Salary Related	34,496
Total Positions	3	Group Insurance	17,540
Vehicles	2	Utilities	11,500
		Properties & Tort	5,400
		Operating	11,300
		Sub Total	241,887
		Capital	0
		Grand Total	241,887

**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 pursue improvements around Arts Center to include amphitheater and parking lot.
  12. To retain and nurture partnerships with the Arts Council, Keep America Beautiful, Downtown Revitalization, other non-profit organizations and governmental entities.
  13. 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.
14. To administer Sunnyside and Orangeburg Cemeteries.
15. To work closely with the South Carolina National Heritage Corridor program to ensure the City's involvement in the Heritage Area Program.
16. To secure property on Seaboard Street and Shuler Street.
17. To continue Staff certification with the National Playground Safety Institute.
18. To continue Staff certification as a pool operator.
19. To continue to work with the YMCA in facility usage and joint programming.

<b>Small Capital Outlay Approved</b>	<b>Amount</b>
<b><u>Multi-function Printer</u></b> To update current printer to a color scanner and printer.	<b>\$1,000.00</b>
<b>Total Approved</b>	<b>\$1,000.00</b>

**Detail of Parks & Recreation—Administration Division Expenditures**

Description	<u>FY 13-14 Actual</u>	<u>FY 14-15 Adopted</u>	<u>FY 14-15 Amended</u>	<u>FY 15-16 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010707001410001	ADMINISTRATIVE PAYROLL	\$125,292	\$159,471	\$140,635	\$154,422
010707001420006	WORKERS' COMPENSATION	\$4,001	\$4,513	\$2,921	\$4,114
010707001420007	SOCIAL SECURITY	\$9,124	\$12,199	\$10,758	\$11,813
010707001420008	RETIREMENT	\$13,401	\$17,382	\$15,408	\$17,079
010707001430005	GROUP INSURANCE	\$11,997	\$22,422	\$19,858	\$23,887
010707001440010	UTILITIES EXPENSE	\$13,525	\$12,000	\$14,210	\$12,000
010707001450011	PROPERTY & TORT INSURANCE	\$3,474	\$3,474	\$3,474	\$3,474
010707001450049	VEHICLE INSURANCE	\$1,170	\$1,170	\$1,363	\$1,363
010707001460004	SPECIAL EXPENSE	\$874	\$400	\$2,479	\$1,500
010707001460009	TRAVEL & TRAINING	\$2,819	\$1,000	\$1,500	\$1,500
010707001460012	DUES, FEES & SUBSCRIPTION	\$1,097	\$1,500	\$1,677	\$1,500
010707001460013	POSTAGE, PRINTING, ADV	\$1,497	\$1,500	\$1,200	\$1,500
010707001460014	OFFICE SUPPLIES	\$5	\$500	\$250	\$500
010707001460015	OFFICE MAINTENANCE	\$158	\$500	\$500	\$500
010707001460016	MISCELLANEOUS EXPENSE	\$0	\$0	\$20	\$0
010707001460017	COMPUTER OPERATIONS	\$0	\$0	\$0	\$0
010707001460018	CLOTHING	\$0	\$150	\$150	\$300
010707001460019	EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0
010707001460021	GAS	\$1,431	\$3,000	\$1,200	\$1,500
010707001460022	TIRES	\$109	\$500	\$241	\$500
010707001460024	MATERIALS AND SUPPLIES	\$1,338	\$800	\$940	\$800
010707001460025	COMPUTER SUPPLIES & UPGRA	\$903	\$600	\$648	\$300
010707001460027	RADIOS	\$0	\$0	\$0	\$0
010707001460031	MISCELLANEOUS EQUIPMENT	\$0	\$0	\$0	\$0
010707001460041	CONTRACTUAL SERVICES	\$0	\$0	\$9,540	\$0
010707001460050	VEHICLE MAINTENANCE	\$408	\$500	\$200	\$300
010707001470020	CAPITAL OUTLAY	\$0	\$22,000	\$18,344	\$0
010707001470040	SMALL CAPITAL OUTLAY	\$0	\$1,500	\$1,318	\$1,000
010707001470057	PARD	\$0	\$0	\$0	\$0
010707001480080	TRF TO ACCOM TAX ACCOUNT	\$0	\$0	\$0	\$0
<b>Grand Total</b>		\$192,623	\$267,081	\$248,834	\$239,852

<b>Parks and Recreation Department</b>	<b>Recreation</b>
<b>70</b>	<b>10</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	5	Salaries Expense	166,120
Part Time Positions	15	Salary Related	36,460
Total Positions	20	Group Insurance	28,520
Vehicles	2	Utilities	28,521
		Properties & Tort	5,739
		Operating	135,650
		Sub Total	401,010
		Capital	0
		Grand Total	401,010

**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 develops 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 450 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, to develop new leisure programs in teenage, senior, and preschool 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 partner with other agencies in coordinating summer camps for area residents.
15. To coordinate special interest classes for adults.
16. To partner with the Orangeburg Disc Golf Club in the promotion of tournaments and clinics.
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 youth disc golf tournament as part of the 2015 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.
29. To coordinate bi-weekly email blasts to participants and former participants containing our current program offerings.
30. To start a youth disc golf league for children ages 7-15.
31. To revise and reprint the Orangeburg Cemetery brochure.

## Detail of Parks & Recreation—Recreation Division Expenditures

Description	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Amended	FY 15-16 Adopted	
	Expense	Budget	Budget	Budget	
010707010410001	ADMINISTRATIVE PAYROLL	\$127,434	\$133,405	\$82,800	\$46,400
010707010410002	OPERATIONAL PAYROLL	\$29,162	\$23,950	\$33,600	\$172,337
010707010420006	WORKERS' COMPENSATION	\$5,531	\$5,488	\$4,487	\$5,516
010707010420007	SOCIAL SECURITY	\$11,624	\$12,037	\$9,668	\$16,733
010707010420008	RETIREMENT	\$15,642	\$17,044	\$12,439	\$21,206
010707010430005	GROUP INSURANCE	\$20,503	\$31,146	\$14,733	\$14,738
010707010440010	UTILITIES EXPENSE	\$32,027	\$30,000	\$25,810	\$50,000
010707010450011	PROPERTY & TORT INSURANCE	\$4,595	\$4,595	\$4,361	\$11,295
010707010450049	VEHICLE INSURANCE	\$1,436	\$1,436	\$1,403	\$1,403
010707010460004	SPECIAL EXPENSE	\$2,922	\$3,000	\$5,500	\$3,000
010707010460009	TRAVEL & TRAINING	\$861	\$1,000	\$1,620	\$1,000
010707010460012	DUES, FEES & SUBSCRIPTION	\$1,766	\$2,000	\$600	\$2,000
010707010460013	POSTAGE, PRINTING, ADV	\$2,626	\$4,000	\$2,592	\$4,000
010707010460015	OFFICE MAINTENANCE	\$2,748	\$2,500	\$2,900	\$5,000
010707010460016	MISCELLANEOUS EXPENSE	\$0	\$0	\$34	\$0
010707010460017	COMPUTER OPERATIONS	\$5,373	\$5,000	\$8,031	\$5,000
010707010460018	CLOTHING	\$261	\$850	\$700	\$2,500
010707010460019	EQUIPMENT MAINTENANCE	\$0	\$250	\$0	\$250
010707010460021	GAS	\$1,349	\$1,500	\$898	\$1,500
010707010460022	TIRES	\$0	\$500	\$0	\$500
010707010460023	FACILITY MAINTENANCE	\$0	\$0	\$0	\$10,000
010707010460024	MATERIALS AND SUPPLIES	\$8,107	\$9,000	\$6,060	\$14,500
010707010460025	COMPUTER SUPPLIES & UPGRA	\$0	\$500	\$500	\$500
010707010460031	MISCELLANEOUS EQUIPMENT	\$0	\$750	\$0	\$750
010707010460041	CONTRACTUAL SERVICES	\$0	\$0	\$1,600	\$0
010707010460050	VEHICLE MAINTENANCE	\$101	\$500	\$700	\$500
010707010460062	ADULT SOFTBALL	\$3,098	\$1,500	\$1,000	\$1,500
010707010460063	YOUTH SOFTBALL	\$2,718	\$3,500	\$3,800	\$5,000
010707010460064	BASEBALL	\$14,910	\$15,000	\$15,000	\$15,000
010707010460065	ADULT BASKETBALL	\$0	\$0	\$0	\$750
010707010460066	YOUTH BASKETBALL	\$26,929	\$21,000	\$22,046	\$19,500
010707010460067	FOOTBALL	\$20,307	\$21,000	\$15,609	\$15,000
010707010460069	YOUTH SOCCER	\$10,706	\$10,000	\$7,333	\$10,000
010707010460072	TENNIS	\$0	\$1,200	\$0	\$500
010707010460073	INSTRUCTIONAL CLASSES	\$26,858	\$26,000	\$24,500	\$33,500
010707010460076	SPECIAL EVENTS	\$346	\$1,500	\$690	\$400
010707010460077	INSURANCE	\$138	\$500	\$250	\$1,000
010707010460078	CHEERLEADING	\$437	\$500	\$550	\$500
010707010460079	CONCESSION EXPENSES	\$0	\$0	\$0	\$15,000
010707010460118	SPRAY PARK EXPENSE	\$14,805	\$14,000	\$11,426	\$14,000
010707010460119	DISC GOLF EXPENSES	\$787	\$1,500	\$0	\$0
010707010460124	ADULT KICKBALL	\$168	\$500	\$0	\$500
010707010470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010707010470040	SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$0
010707010480077	TRF TO QUEEN OF ROSES	\$0	\$0	\$0	\$0
010707010480080	TRF TO ACCOM TAX ACCOUNT	\$0	\$0	\$0	\$0
<b>Grand Total</b>		\$396,275	\$408,151	\$323,240	\$522,778

<b>Parks and Recreation Department</b>	<b>Gardens Division</b>
<b>70</b>	<b>20</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	11	Salaries Expense	279,437
Part Time Positions	0	Salary Related	62,666
Total Positions	11	Group Insurance	72,369
Vehicles	8	Utilities	46,500
		Properties & Tort	24,941
		Operating	81,800
		Sub Total	567,713
		Capital	38,200
		Grand Total	605,913

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

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

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

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

<b>Capital Outlay Approved</b>	<b>Amount</b>
<u><b>Pickup (Crew Cab)</b></u> <i>(Lease Purchase)</i> To replace older vehicle.	<b>\$19,000.00</b>
<u><b>Hustler Mower</b></u> <i>(Lease Purchase)</i> To be used as a backup for an older mower. Includes mower and attachments.	<b>\$14,000.00</b>
<u><b>Sprayer</b></u> To replace older sprayer used for rose gardens.	<b>\$3,500.00</b>
<u><b>Walker Mounting Hitch</b></u> To replace older piece of equipment.	<b>\$4,500.00</b>
<b>Total Approved</b>	<b>\$41,000.00</b>

<b>Small Capital Outlay Approved</b>	<b>Amount</b>
<u><b>Tractor</b></u> To replace older outdated equipment.	<b>\$2,200.00</b>
<b>Total Approved</b>	<b>\$2,200.00</b>

## Detail of Parks & Recreation—Gardens Division Expenditures

Description	<u>FY 13-14 Actual</u>	<u>FY 14-15 Adopted</u>	<u>FY 14-15 Amended</u>	<u>FY 15-16 Adopted</u>	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010707020410001	ADMINISTRATIVE PAYROLL	\$76,479	\$80,088	\$75,843	\$80,888
010707020410002	OPERATIONAL PAYROLL	\$189,963	\$200,075	\$177,675	\$199,400
010707020410003	OVERTIME	\$5,431	\$7,500	\$7,595	\$7,500
010707020420006	WORKERS' COMPENSATION	\$11,897	\$13,385	\$9,940	\$13,390
010707020420007	SOCIAL SECURITY	\$19,831	\$21,432	\$19,430	\$22,019
010707020420008	RETIREMENT	\$29,031	\$30,538	\$28,317	\$31,835
010707020430005	GROUP INSURANCE	\$56,262	\$79,702	\$72,424	\$76,803
010707020440010	UTILITIES EXPENSE	\$53,518	\$46,000	\$58,220	\$46,000
010707020450011	PROPERTY & TORT INSURANCE	\$21,714	\$21,714	\$22,185	\$23,000
010707020450049	VEHICLE INSURANCE	\$5,186	\$5,164	\$5,296	\$5,297
010707020460004	SPECIAL EXPENSE	\$10	\$200	\$195	\$200
010707020460009	TRAVEL & TRAINING	\$453	\$500	\$345	\$500
010707020460012	DUES, FEES & SUBSCRIPTION	\$160	\$400	\$340	\$400
010707020460018	CLOTHING	\$3,920	\$2,750	\$2,846	\$3,500
010707020460019	EQUIPMENT MAINTENANCE	\$8,497	\$7,000	\$7,850	\$8,500
010707020460021	GAS	\$17,697	\$15,000	\$13,315	\$15,000
010707020460022	TIRES	\$1,949	\$2,000	\$1,600	\$5,000
010707020460023	FACILITY MAINTENANCE	\$4,661	\$7,000	\$4,455	\$5,000
010707020460024	MATERIALS AND SUPPLIES	\$39,653	\$39,000	\$37,050	\$39,000
010707020460025	COMPUTER SUPPLIES & UPGRA	\$457	\$500	\$1,013	\$500
010707020460027	RADIOS	\$0	\$0	\$20	\$0
010707020460031	MISCELLANEOUS EQUIPMENT	\$1,223	\$1,500	\$2,491	\$2,500
010707020460040	PLANT MATERIALS	\$0	\$0	\$0	\$0
010707020460041	CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0
010707020460050	VEHICLE MAINTENANCE	\$2,008	\$3,000	\$4,420	\$5,000
010707020460126	FOUNTAIN MAINTENANCE	\$551	\$3,000	\$2,986	\$5,000
010707020470020	CAPITAL OUTLAY	\$41,605	\$40,000	\$52,455	\$41,000
010707020470040	SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$2,200
<b>Grand Total</b>		\$592,156	\$627,448	\$608,306	\$639,432

<b>Parks and Recreation</b>	<b>Parks and Cemetery Division</b>
<b>70</b>	<b>40</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	12	Salaries Expense	362,489
Part Time Positions	0	Salary Related	74,030
Total Positions	12	Group Insurance	71,043
Vehicles	9	Utilities	15,000
		Properties & Tort	20,106
		Operating	84,950
		Sub Total	627,618
		Capital	47,000
		Grand Total	674,618

**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 complete the opening and closing of graves and the pouring of foundations for markers in the Sunnyside Cemetery and the Orangeburg Cemetery.
  5. To maintain all scoreboards and lighting systems.
  6. To maintain all fifteen (15) playgrounds with litter control, fine cutting trimming, chemical application, fertilization and barrier repair.
  7. To maintain turf grass on athletic fields and upgrade all athletic field irrigation systems.
  8. To maintain the disc golf course and improve drainage system.
  9. To maintain an additional nine holes on disc golf course next to river.
  10. To maintain all sixteen (16) hard surface courts by sweeping, trimming, net replacement and equipment repairs.
  11. To maintain the spray park and replace old fixtures.
  12. To maintain landscape around ball fields, playgrounds, buildings and cemeteries.
  13. To assist in all phases of maintenance in the Edisto Memorial Gardens and the Horne Wetlands Park.

14. To develop barrier free access to ball fields, playgrounds and buildings.
15. To mow all park facilities.
16. To upgrade turf on soccer/football fields.
17. To develop and maintain a documented playground equipment inspection program.

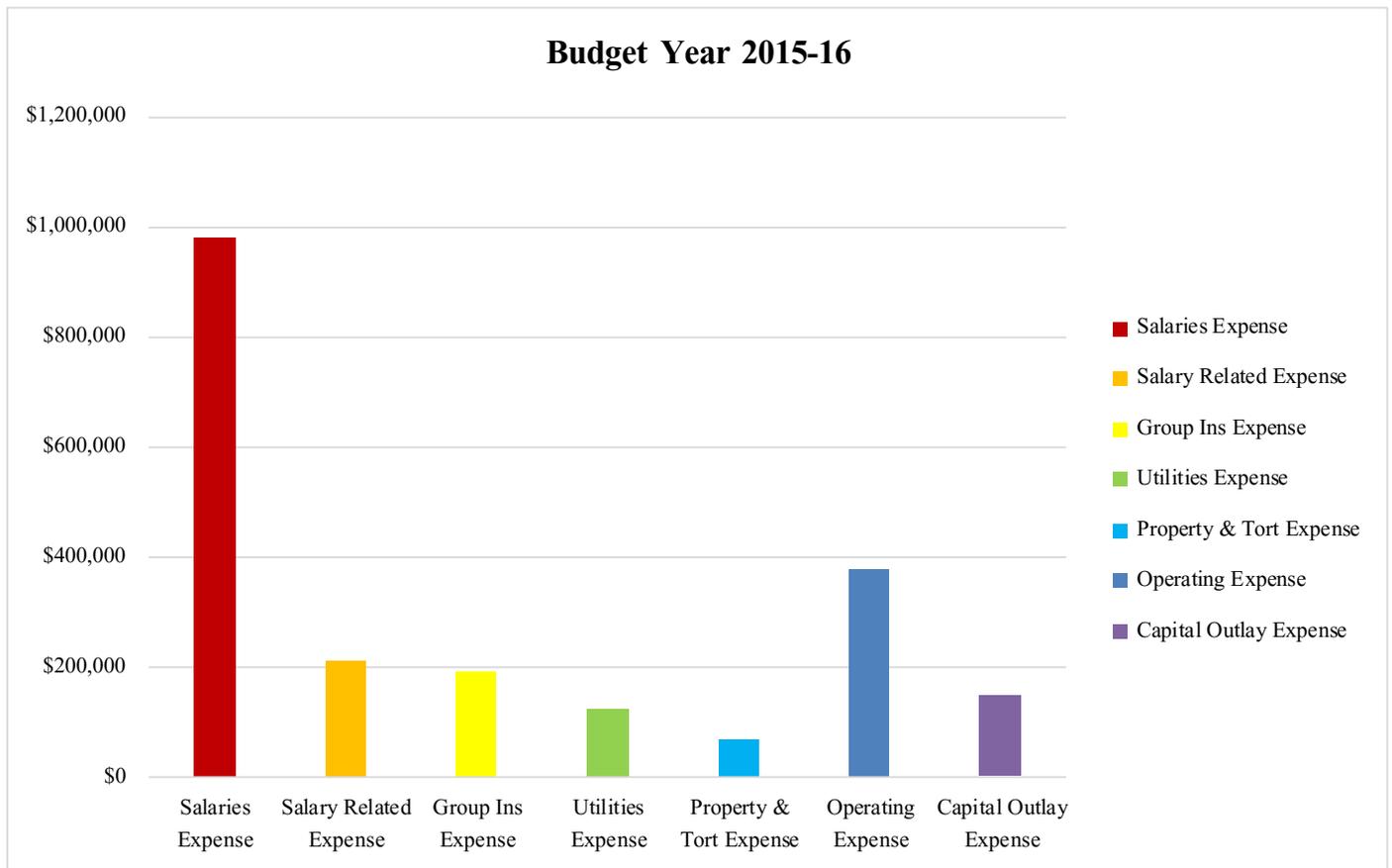


**Detail of Parks & Recreation—Parks & Cemeteries Division Expenditures**

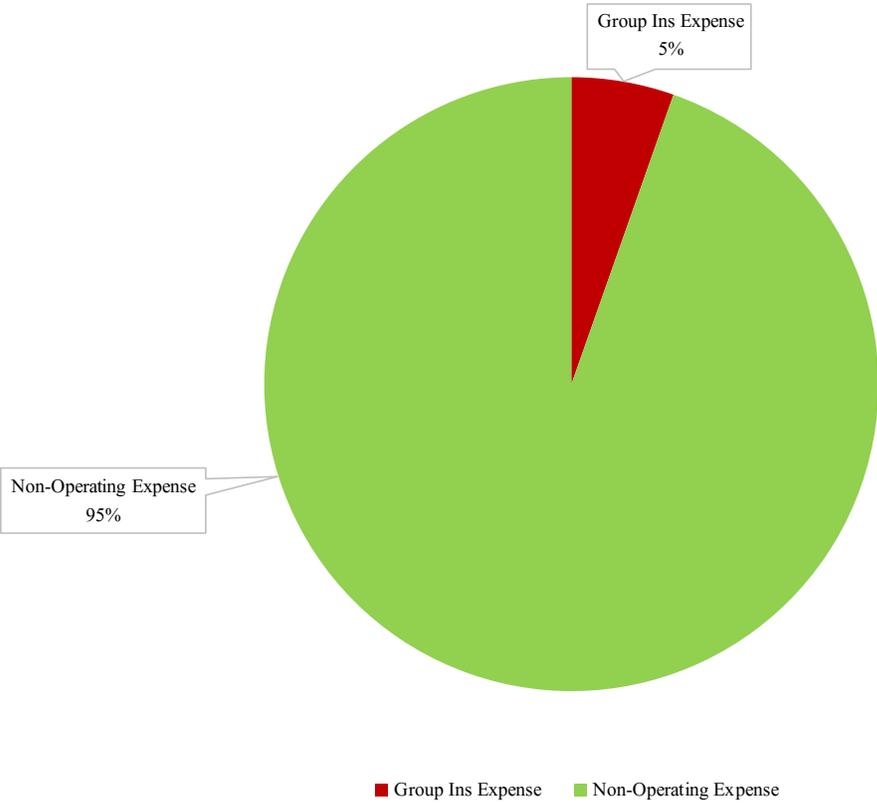
Description	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Amended	FY 15-16 Adopted	
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
010707040410001	ADMINISTRATIVE PAYROLL	\$67,515	\$78,592	\$47,638	\$77,631
010707040410002	OPERATIONAL PAYROLL	\$242,559	\$232,000	\$211,971	\$228,000
010707040410003	OVERTIME	\$14,036	\$10,000	\$13,360	\$15,000
010707040420006	WORKERS' COMPENSATION	\$12,102	\$11,496	\$7,112	\$9,000
010707040420007	SOCIAL SECURITY	\$23,435	\$24,525	\$20,173	\$24,596
010707040420008	RETIREMENT	\$32,341	\$33,900	\$29,553	\$35,000
010707040430005	GROUP INSURANCE	\$51,464	\$76,458	\$67,648	\$74,000
010707040440010	UTILITIES EXPENSE	\$13,558	\$15,000	\$19,261	\$15,000
010707040450011	PROPERTY & TORT INSURANCE	\$15,692	\$15,692	\$15,384	\$15,384
010707040450049	VEHICLE INSURANCE	\$5,646	\$5,646	\$5,905	\$5,905
010707040460004	SPECIAL EXPENSE	\$105	\$200	\$345	\$200
010707040460009	TRAVEL & TRAINING	\$0	\$0	\$45	\$100
010707040460018	CLOTHING	\$3,934	\$2,950	\$2,950	\$3,800
010707040460019	EQUIPMENT MAINTENANCE	\$7,056	\$8,000	\$7,500	\$8,000
010707040460021	GAS	\$20,773	\$20,000	\$13,668	\$20,000
010707040460022	TIRES	\$1,472	\$2,500	\$1,100	\$2,500
010707040460023	FACILITY MAINTENANCE	\$15,222	\$16,000	\$18,338	\$18,000
010707040460024	MATERIALS AND SUPPLIES	\$35,728	\$33,000	\$30,503	\$35,000
010707040460027	RADIOS	\$0	\$0	\$0	\$0
010707040460031	MISCELLANEOUS EQUIPMENT	\$125	\$1,500	\$1,400	\$2,500
010707040460041	CONTRACTUAL SERVICES	\$0	\$0	\$7,855	\$0
010707040460050	VEHICLE MAINTENANCE	\$1,320	\$3,500	\$4,399	\$3,500
010707040470020	CAPITAL OUTLAY	\$49,880	\$110,000	\$96,059	\$102,092
010707040470040	SMALL CAPITAL OUTLAY	-\$103	\$0	\$0	\$0
<b>Grand Total</b>		\$613,860	\$700,959	\$622,167	\$695,208

## Summary of Parks & Recreation Expenditures

Description	FY 2013-14 Actual Expense	FY 2014-15 Adopted Budget	FY 2014-15 Amended Budget	FY 2015-16 Adopted Budget
<b>410</b> Salaries Expense	\$877,871	\$925,081	\$791,117	\$981,578
<b>420</b> Salary Related Expense	\$187,960	\$203,939	\$170,206	\$212,301
<b>430</b> Group Ins Expense	\$140,226	\$209,728	\$174,663	\$189,428
<b>440</b> Utilities Expense	\$112,628	\$103,000	\$117,501	\$123,000
<b>450</b> Property & Tort Expense	\$58,913	\$58,891	\$59,371	\$67,121
<b>460</b> Operating Expense	\$325,934	\$329,500	\$321,513	\$377,550
<b>470</b> Capital Outlay Expense	\$91,382	\$173,500	\$168,176	\$146,292
<b>Grand Total</b>	<b>\$1,794,914</b>	<b>\$2,003,639</b>	<b>\$1,802,547</b>	<b>\$2,097,270</b>



# Non Operating Department



<b>Non-Operating Department</b>	<b>Administration Division</b>
<b>80</b>	<b>00</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	0	Salaries Expense	0
Part Time Positions	0	Salary Related	0
Total Positions	0	Group Insurance	173,724
Vehicles	0	Utilities	0
		Property & Tort	0
		Operating Expense	0
		Non-Operating Expense	2,741,597
		Sub Total	2,915,321
		Capital	0
		Total Expenditures	2,915,321

**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, random drug testing, employee shots and other fees.

<b>Non-Operating Department</b>	<b>Utilities Division</b>
<b>80</b>	<b>10</b>

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

**Description of Department:** This Division has no employees. These are the utilities paid to the Department of Public Utilities for streetlights, Christmas lights and fiber rental. 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.

**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 2015-2016  
Budget**

<b>Lease Purchases:</b>	<u>Annual Payments</u>
Municipal Equipment consisting of trucks, vehicles, and mowers financed for 3 years in the amount of \$646,300 financed for 3 years by BB&T at a rate of .93% ending September 2016.	Approx 219,440
Municipal Equipment consisting of vehicles, a Trackhoe, Backhoe and Mower for FY 14-15 in the amount of \$601,524.48 financed by BB&T ending August 2018.	218,815
Municipal Equipment consisting of vehicles, radios, sweeper, mowers and software for FY 15-16 in the amount of \$1,556,592 financed for 4 years by a financial institution.	Approx \$391,000
<b>Total Payments</b>	<b>\$829,255</b>

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

<b>COMPUTATION OF LEGAL DEBT MARGIN</b>
---

TOTAL ASSESSED VALUE	<u>\$ 36,584,124</u>
2015 ASSESSED VALUE (most current available) 6/30/2015	
REAL & OTHER	33,356,590
VEHICLES	3,227,534
<b>TOTAL</b>	<b>36,584,124</b>
 DEBT LIMIT - 8% OF TOTAL ASSESSED VALUE	 <u>\$3,292,571</u>
 TOTAL AMOUNT OF DEBT APPLICABLE TO DEBT LIMIT	 \$829,255
LEGAL DEBT MARGIN	\$2,463,316

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

**Detail of Non Operating—Administration Division Expenditures**

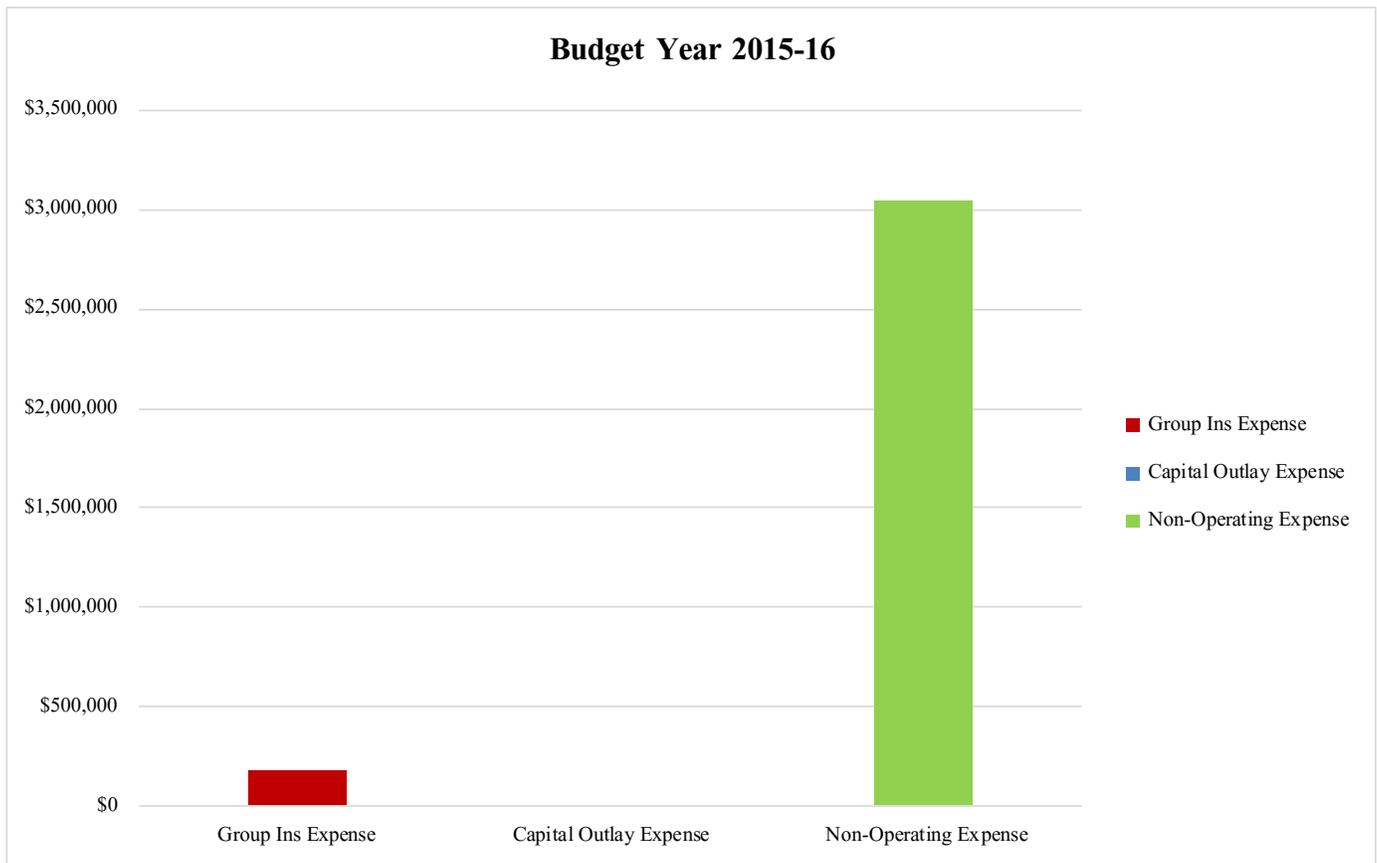
Description	<u>FY 13-14 Actual</u>	<u>FY 14-15 Adopted</u>	<u>FY 14-15 Amended</u>	<u>FY 15-16 Adopted</u>
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010808000430006 OPER/INS OVERAGES	\$15,414	\$70,000	\$40,000	\$173,724
010808000470079 SPECIAL PROJECTS CAPITAL	\$0	\$0	\$0	\$0
010808000480011 ICE/FLOOD RECOVERY #1	\$43,923	\$0	\$0	\$0
010808000480012 CHAMBER DUES	\$1,545	\$1,545	\$1,545	\$1,545
010808000480023 EMPLOYEE CHRISTMAS	\$17,859	\$18,000	\$15,933	\$17,000
010808000480028 ANNEXATION COVENANTS	\$28,633	\$25,000	\$25,000	\$25,000
010808000480033 BLD CODE ENFORCEMENT	\$4,648	\$300,000	\$200,000	\$200,000
010808000480060 LOAN TO AIRPORT	\$0	\$0	\$0	\$0
010808000480067 DONATION SAMARITAN HOUSE	\$0	\$0	\$0	\$0
010808000480069 MASC BUSINESS LICENSES	\$53,823	\$50,000	\$52,224	\$50,000
010808000480071 COMM SANITATION FEES	\$248,308	\$238,000	\$238,000	\$238,000
010808000480073 TRF TO 2006 1% 099 FUND	\$0	\$0	\$0	\$0
010808000480074 TRF TO 097 1% COUNTY	\$0	\$0	\$0	\$0
010808000480075 UNEMPLOYMENT INSURANCE	\$9,302	\$2,800	\$3,205	\$3,000
010808000480079 SPECIAL PROJECTS	\$83,824	\$50,000	\$40,000	\$50,000
010808000480081 DOWNTOWN REVITALIZATION	\$25,000	\$25,000	\$25,000	\$25,000
010808000480082 DEBT SERVICE	\$1,117,021	\$624,168	\$621,984	\$836,252
010808000480083 RETIREES-GROUP INSURANCE	\$63,116	\$65,000	\$55,088	\$55,000
010808000480085 FIRE EQUIPMENT RESERVE	\$25,000	\$0	\$0	\$0
010808000480086 SETOFF DEBT	\$1,772	\$2,000	\$2,242	\$2,100
010808000480087 HOSP & ACCOM TAX TRF	\$0	\$1,192,000	\$1,190,600	\$1,233,200
010808000480090 DEBT SERVICE DPS FACILITI	\$407,000	\$0	\$0	\$0
010808000480094 CDL DRUG/ALCOHOL/OTHER TE	\$120	\$500	\$261	\$500
010808000480095 SELF INSURANCE	\$0	\$0	\$0	\$0
010808000480096 ADA COMPLIANCE	\$0	\$0	\$0	\$0
010808000480098 TRF TO BAL AIRPORT FUND	\$0	\$0	\$0	\$0
010808000480099 EMPLOYEE SHOTS	\$64	\$1,500	\$5,358	\$5,000
<b>Grand Total</b>	<b>\$2,146,372</b>	<b>\$2,665,513</b>	<b>\$2,516,440</b>	<b>\$2,915,321</b>

**Detail of Non Operating—Utilities Division Expenditures**

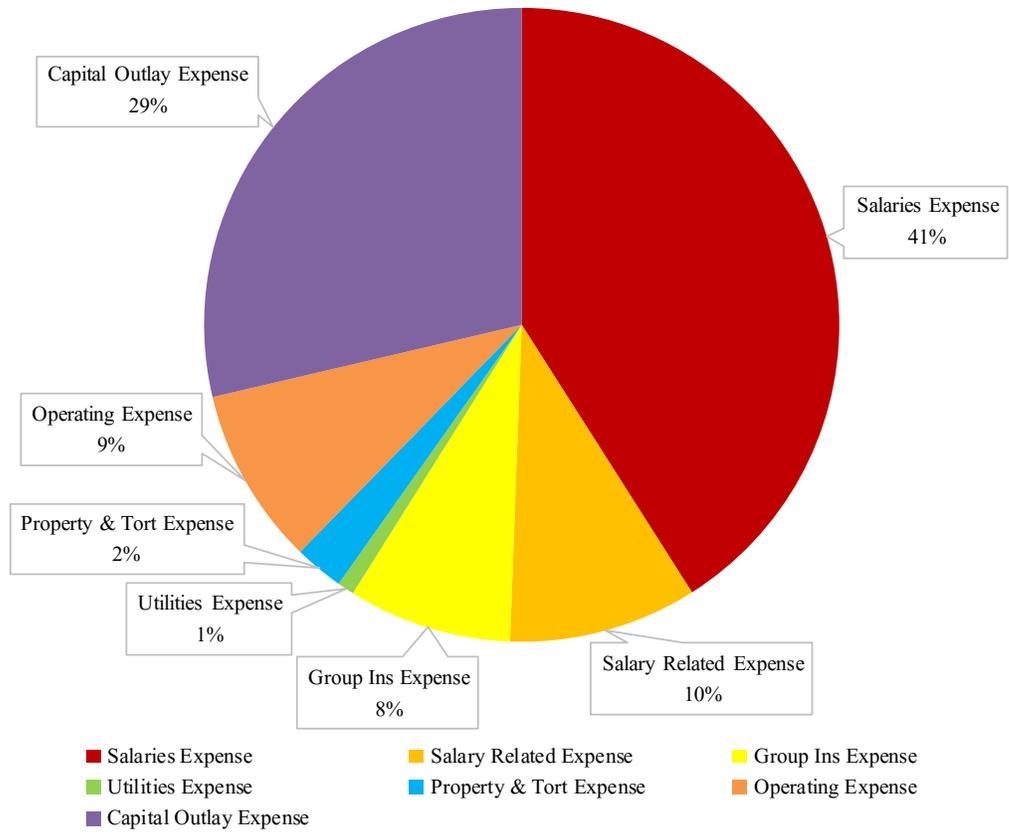
Description	<u>FY 13-14 Actual</u>	<u>FY 14-15 Adopted</u>	<u>FY 14-15 Amended</u>	<u>FY 15-16 Adopted</u>
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
010808010480001 STREET LIGHTS	\$282,270	\$280,000	\$275,000	\$275,000
010808010480002 HYDRANT RENTALS	\$0	\$0	\$0	\$0
010808010480003 CHRISTMAS LIGHTS	\$21,911	\$23,000	\$18,469	\$20,000
010808010480006 FIBER RENTAL EXPENSE	\$9,600	\$9,600	\$9,600	\$9,600
010808010480007 DPU - INTERNET EXPENSE	\$0	\$0	\$0	\$0
<b>Grand Total</b>	<b>\$313,781</b>	<b>\$312,600</b>	<b>\$303,069</b>	<b>\$304,600</b>

## Summary of Non Operating Expenditures

Description	<u>FY 2013-14 Actual Expense</u>	<u>FY 2014-15 Adopted Budget</u>	<u>FY 2014-15 Amended Budget</u>	<u>FY 2015-16 Adopted Budget</u>
<b>430</b> Group Ins Expense	\$15,414	\$70,000	\$40,000	\$173,724
<b>470</b> Capital Outlay Expense	\$0	\$0	\$0	\$0
<b>480</b> Non-Operating Expense	\$2,444,739	\$2,908,113	\$2,779,509	\$3,046,197
<b>Grand Total</b>	<b>\$2,460,153</b>	<b>\$2,978,113</b>	<b>\$2,819,509</b>	<b>\$3,219,921</b>



# Service Department



<b>Service Department</b>	<b>Administration Division</b>
<b>90</b>	<b>10</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	9	Salaries Expense	334,786
Part Time Positions	0	Salary Related	78,346
Total Positions	9	Group Insurance	68,086
Vehicles	10	Utilities	7,000
		Property & Tort	12,000
		Operating	82,375
		Sub Total	582,593
		Capital	234,100
		Grand Total	816,693

<p><b>Description of Department:</b>  <b>The Service Department was organized and created to provide maintenance and service for other departments and citizens within the City.</b></p> <p><b>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.).</b></p>
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<p><b>Goals:</b></p> <ol style="list-style-type: none"> <li>1. To provide maintenance and service to other Departments within the City.</li> <li>2. To reduce the number of on-the-job injuries and Workers' Compensation claims.</li> </ol>
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<p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To continue a schedule for the mowing of open ditches throughout the City, and for cleaning out and protecting ditch banks from erosion.</li> <li>2. To schedule cutting of City streets and right-of-ways to make our City more attractive.</li> <li>3. To continue our curb and sidewalk-edging program. This procedure makes mowing easier and citizens are very complimentary of this program.</li> <li>4. To keep our downtown and other city streets clean by using our street sweeper on a 40-hour weekly schedule.</li> <li>5. To schedule removal of sand from concrete portion of Sunnyside Canal at least semi-annually.</li> <li>6. To continue to upgrade old equipment with more productive equipment.</li> <li>7. To continue a safety program for employees including holding regular meetings and asking employees for their suggestions.</li> <li>8. To be readily available to Department of Public Safety at night and on weekends by use of cell phones for emergency calls. (There are three people on call).</li> <li>9. Assist other departments as needed.</li> </ol>
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<b>Capital Outlay Approved</b>		<b>Amount</b>
<b><u>½ Ton Pickup Truck</u></b>	<i>(Lease Purchase)</i>	<b>\$23,500.00</b>
To replace an older truck used by Supervisor that currently has over 100k miles.		
<b><u>Street Sweeper</u></b>	<i>(Lease Purchase)</i>	<b>\$210,000.00</b>
To replace an older model so that it can be used as a spare.		
<b>Total Approved</b>		<b>\$233,500.00</b>

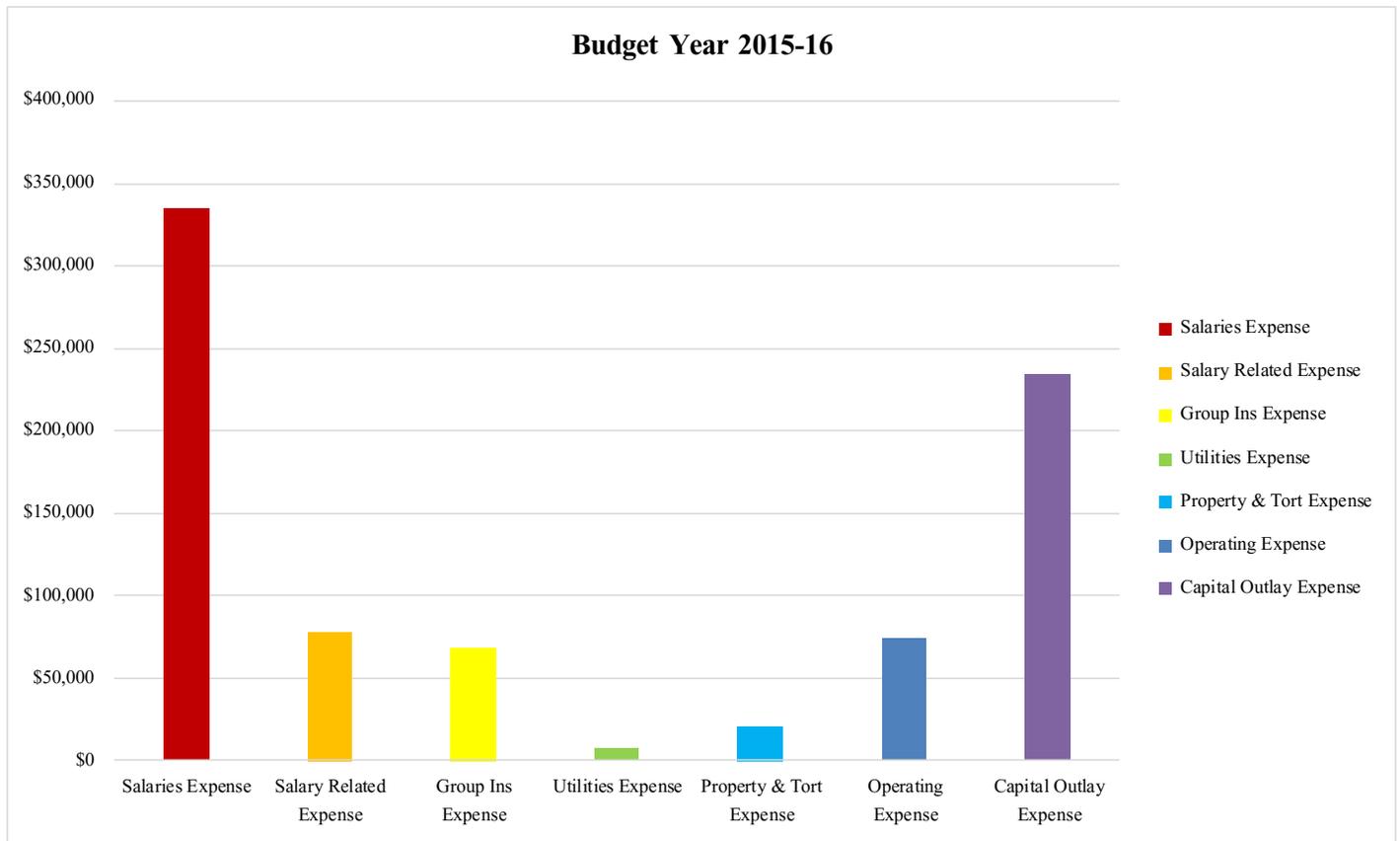
<b>Small Capital Outlay Approved</b>		<b>Amount</b>
<b><u>Extendable Pole Saw</u></b>		<b>\$600.00</b>
To replace damaged saw which was sold at the auction.		
<b>Total Approved</b>		<b>\$600.00</b>

## Detail of Service—Administration Division Expenditures

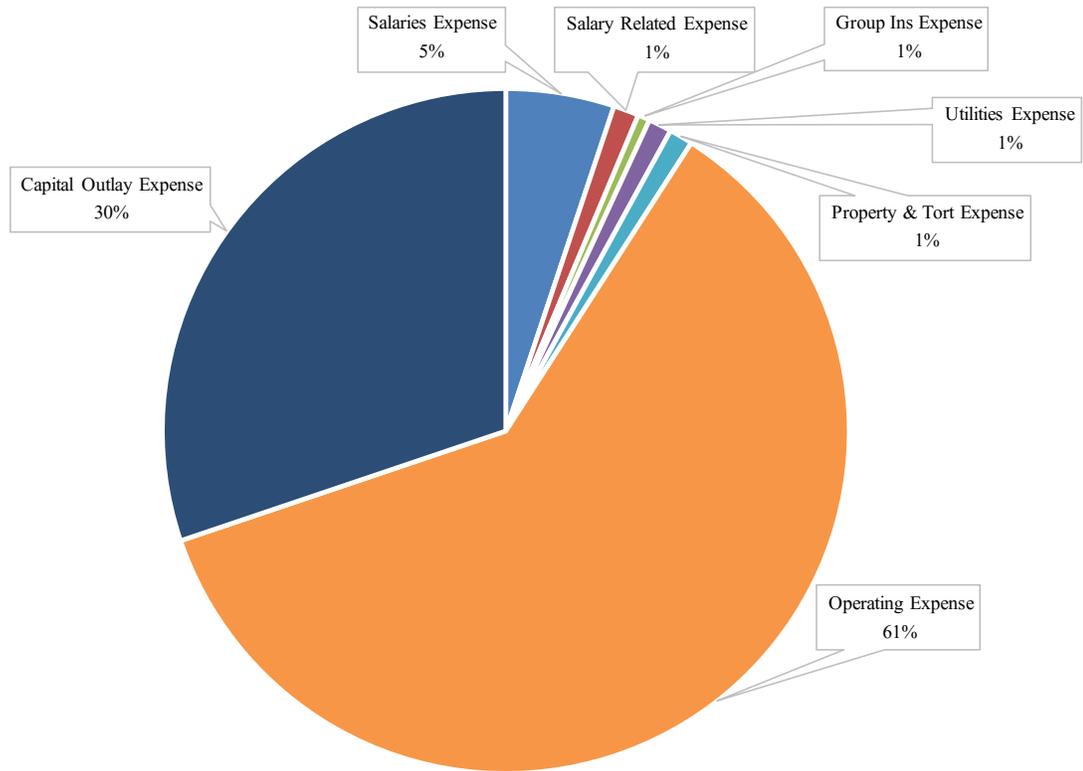
Description	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Amended	FY 15-16 Adopted
	Expense	Budget	Budget	Budget
010909010410001 ADMINISTRATIVE PAYROLL	\$106,683	\$110,524	\$111,544	\$110,396
010909010410002 OPERATIONAL PAYROLL	\$205,379	\$210,861	\$209,988	\$214,390
010909010410003 OVERTIME	\$14,226	\$10,000	\$9,187	\$10,000
010909010420006 WORKERS' COMPENSATION	\$16,867	\$19,011	\$17,004	\$17,425
010909010420007 SOCIAL SECURITY	\$22,257	\$24,585	\$22,988	\$25,000
010909010420008 RETIREMENT	\$34,847	\$35,030	\$36,192	\$35,921
010909010430005 GROUP INSURANCE	\$50,401	\$69,385	\$72,389	\$68,086
010909010440010 UTILITIES EXPENSE	\$7,664	\$7,000	\$7,088	\$7,000
010909010450011 PROPERTY & TORT INSURANCE	\$12,377	\$12,000	\$7,423	\$12,000
010909010450049 VEHICLE INSURANCE	\$6,722	\$6,800	\$7,062	\$8,500
010909010460004 SPECIAL EXPENSE	\$19	\$125	\$45	\$125
010909010460009 TRAVEL & TRAINING	\$1,343	\$1,600	\$390	\$1,600
010909010460012 DUES, FEES & SUBSCRIPTION	\$292	\$200	\$320	\$200
010909010460013 POSTAGE, PRINTING, ADV	\$0	\$100	\$85	\$100
010909010460014 OFFICE SUPPLIES	\$176	\$200	\$500	\$200
010909010460015 OFFICE MAINTENANCE	\$75	\$150	\$150	\$150
010909010460016 MISCELLANEOUS EXPENSE	\$11	\$100	\$0	\$100
010909010460018 CLOTHING	\$2,291	\$1,600	\$2,421	\$2,200
010909010460019 EQUIPMENT MAINTENANCE	\$18,350	\$15,000	\$17,911	\$15,000
010909010460021 GAS	\$38,157	\$33,000	\$30,222	\$30,000
010909010460022 TIRES	\$4,289	\$5,000	\$3,239	\$5,000
010909010460023 FACILITY MAINTENANCE	\$723	\$1,200	\$1,100	\$1,200
010909010460024 MATERIALS AND SUPPLIES	\$4,850	\$6,500	\$6,000	\$5,500
010909010460027 RADIOS	\$0	\$0	\$0	\$0
010909010460031 MISCELLANEOUS EQUIPMENT	\$0	\$600	\$470	\$500
010909010460050 VEHICLE MAINTENANCE	\$12,374	\$12,000	\$13,805	\$12,000
010909010470020 CAPITAL OUTLAY	\$23,364	\$16,100	\$15,980	\$233,500
010909010470040 SMALL CAPITAL OUTLAY	\$3,144	\$0	\$0	\$600
<b>Grand Total</b>	<b>\$586,881</b>	<b>\$598,671</b>	<b>\$593,503</b>	<b>\$816,693</b>

## Summary of Service Expenditures

Description	FY 2013-14 Actual Expense	FY 2014-15 Adopted Budget	FY 2014-15 Amended Budget	FY 2015-16 Adopted Budget
<b>410</b> Salaries Expense	\$326,288	\$331,385	\$330,719	\$334,786
<b>420</b> Salary Related Expense	\$73,971	\$78,626	\$76,184	\$78,346
<b>430</b> Group Ins Expense	\$50,401	\$69,385	\$72,389	\$68,086
<b>440</b> Utilities Expense	\$7,664	\$7,000	\$7,088	\$7,000
<b>450</b> Property & Tort Expense	\$19,099	\$18,800	\$14,485	\$20,500
<b>460</b> Operating Expense	\$82,950	\$77,375	\$76,658	\$73,875
<b>470</b> Capital Outlay Expense	\$26,508	\$16,100	\$15,980	\$234,100
<b>Grand Total</b>	<b>\$586,881</b>	<b>\$598,671</b>	<b>\$593,503</b>	<b>\$816,693</b>



# Municipal Airport Fund



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

<b>Airport</b>	<b>Administration Division</b>
<b>170</b>	<b>10</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	1	Salaries Expense	93,170
Part Time Positions	2	Salary Related	21,852
Total Positions	3	Group Insurance	10,385
Vehicles	2	Utilities	20,000
		Property & Tort	20,350
		Operating	1,108,225
		Sub Total	1,273,982
		Capital	550,947
		Grand Total	1,824,929

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

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

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

<b>Capital Outlay Approved</b>	<b>Amount</b>
<b><u>Tractor for Mowing</u></b> Replace 1980 John Deere tractor.	<b>\$31,650.00</b>
<b><u>Copier</u></b> Replace existing copier that is worn out.	<b>\$5,000.00</b>
<b>Total Approved</b>	<b>\$36,650.00</b>

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

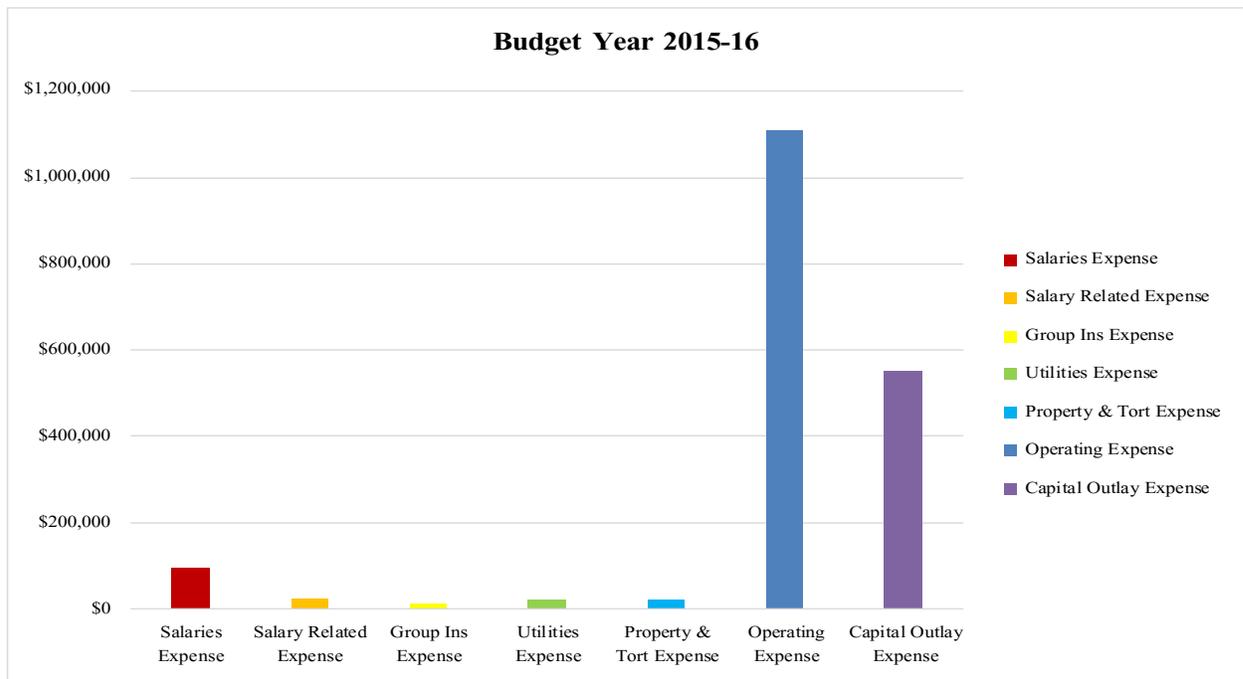
\*Some capital items funded through grant line items.

## Detail of Airport Department Expenditures

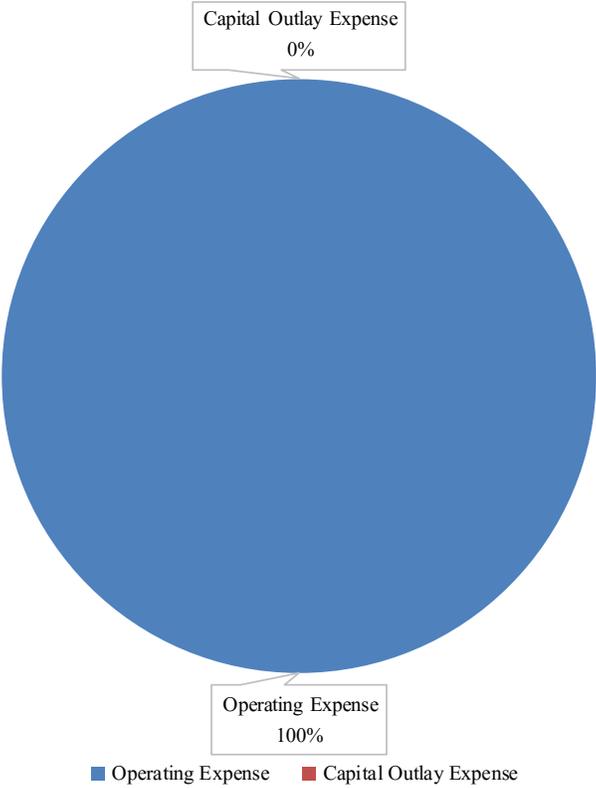
Description	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Amended	FY 15-16 Adopted	
	Expense	Budget	Budget	Budget	
170170170410001	ADMINISTRATIVE PAYROLL	\$48,515	\$51,729	\$52,695	\$53,291
170170170410002	OPERATIONAL PAYROLL	\$35,623	\$37,760	\$35,587	\$39,379
170170170410003	OVERTIME	\$954	\$500	\$1,087	\$500
170170170420006	WORKERS' COMPENSATION	\$4,227	\$4,815	\$3,851	\$4,440
170170170420007	SOCIAL SECURITY	\$6,311	\$6,700	\$6,769	\$7,119
170170170420008	RETIREMENT	\$9,371	\$9,800	\$9,716	\$10,293
170170170430005	GROUP INSURANCE	\$7,188	\$10,353	\$10,353	\$10,385
170001440010	UTILITIES EXPENSE	\$21,629	\$18,250	\$22,094	\$20,000
170001450011	PROPERTY & TORT INSURANCE	\$19,537	\$20,000	\$20,115	\$19,700
170001450049	VEHICLE INSURANCE	\$650	\$650	\$675	\$650
170001460004	SPECIAL EXPENSE	\$0	\$0	\$280	\$300
170001460009	TRAVEL & TRAINING	\$3,978	\$5,000	\$4,506	\$5,000
170001460012	DUES, FEES & SUBSCRIPTION	\$1,219	\$500	\$1,461	\$500
170001460013	POSTAGE, PRINTING, ADV	\$332	\$250	\$377	\$300
170001460014	OFFICE SUPPLIES	\$284	\$350	\$325	\$300
170001460015	OFFICE MAINTENANCE	\$251	\$275	\$40	\$50
170001460016	MISCELLANEOUS EXPENSE	\$986	\$1,000	\$1,488	\$1,500
170001460018	CLOTHING	\$1,194	\$500	\$887	\$1,000
170001460019	EQUIPMENT MAINTENANCE	\$5,465	\$11,500	\$7,240	\$10,000
170001460021	GAS	\$2,229	\$1,500	\$1,028	\$1,000
170001460022	TIRES	\$0	\$250	\$350	\$250
170001460023	FACILITY MAINTENANCE	\$37,569	\$48,000	\$39,877	\$108,000
170001460024	MATERIALS AND SUPPLIES	\$4,664	\$6,000	\$4,364	\$5,000
170001460025	COMPUTER SUPPLIES & UPGRA	\$604	\$1,000	\$798	\$2,000
170001460041	CONTRACTUAL SERVICES	\$1,760	\$1,500	\$1,740	\$1,500
170001460042	SALES TAX	\$25,503	\$33,685	\$20,863	\$16,000
170001460043	DEPRECIATION	\$692,342	\$720,000	\$720,000	\$720,000
170001460044	INTEREST EXPENSE	\$372	\$1,500	\$169	\$1,500
170001460045	CREDIT CARD DISCOUNT	\$11,184	\$10,000	\$9,593	\$9,000
170001460047	NAVIGATIONAL EQUIPMENT	\$2,619	\$2,620	\$3,411	\$3,500
170001460048	COGS RETAIL INVENTORY	\$280,187	\$320,000	\$218,899	\$221,025
170001460050	VEHICLE MAINTENANCE	\$319	\$700	\$525	\$500
170001470020	CAPITAL OUTLAY	\$0	\$0	\$4,285	\$36,650
170001470040	SMALL CAPITAL OUTLAY	\$4,109	\$1,000	\$2,948	\$1,000
170001470749	GRANT 20 - FUEL FARM CONS	\$0	\$685,296	\$50,000	\$513,297
170001470758	STEVENSON RENOVATIONS	\$0	\$0	\$0	\$0
<b>Grand Total</b>		\$1,231,175	\$2,012,983	\$1,258,396	\$1,824,929

## Summary of Airport Department Expenditures

Description	FY 13-14 Actual Expense	FY 14-15 Adopted Budget	FY 14-15 Amended Budget	FY 15-16 Adopted Budget
<b>410</b> Salaries Expense	\$85,092	\$89,989	\$89,369	\$93,170
<b>420</b> Salary Related Expense	\$19,909	\$21,315	\$20,336	\$21,852
<b>430</b> Group Ins Expense	\$7,188	\$10,353	\$10,353	\$10,385
<b>440</b> Utilities Expense	\$21,629	\$18,250	\$22,094	\$20,000
<b>450</b> Property & Tort Expense	\$20,187	\$20,650	\$20,790	\$20,350
<b>460</b> Operating Expense	\$1,073,061	\$1,166,130	\$1,038,221	\$1,108,225
<b>470</b> Capital Outlay Expense	\$4,109	\$686,296	\$57,233	\$550,947
<b>Grand Total</b>	<b>\$1,231,175</b>	<b>\$2,012,983</b>	<b>\$1,258,396</b>	<b>\$1,824,929</b>



# Hillcrest Pro Shop Fund



<b>Hillcrest Pro Shop</b>	<b>Administration Division</b>
<b>180</b>	<b>10</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
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Full Time Positions	0	Salaries Expense	0
Part Time Positions	0	Salary Related	0
Total Positions	0	Group Insurance	0
Vehicles	0	Utilities	0
		Property & Tort	0
		Operating	84,200
		Sub Total	84,200
		Capital	0
		Grand Total	84,200

**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%.

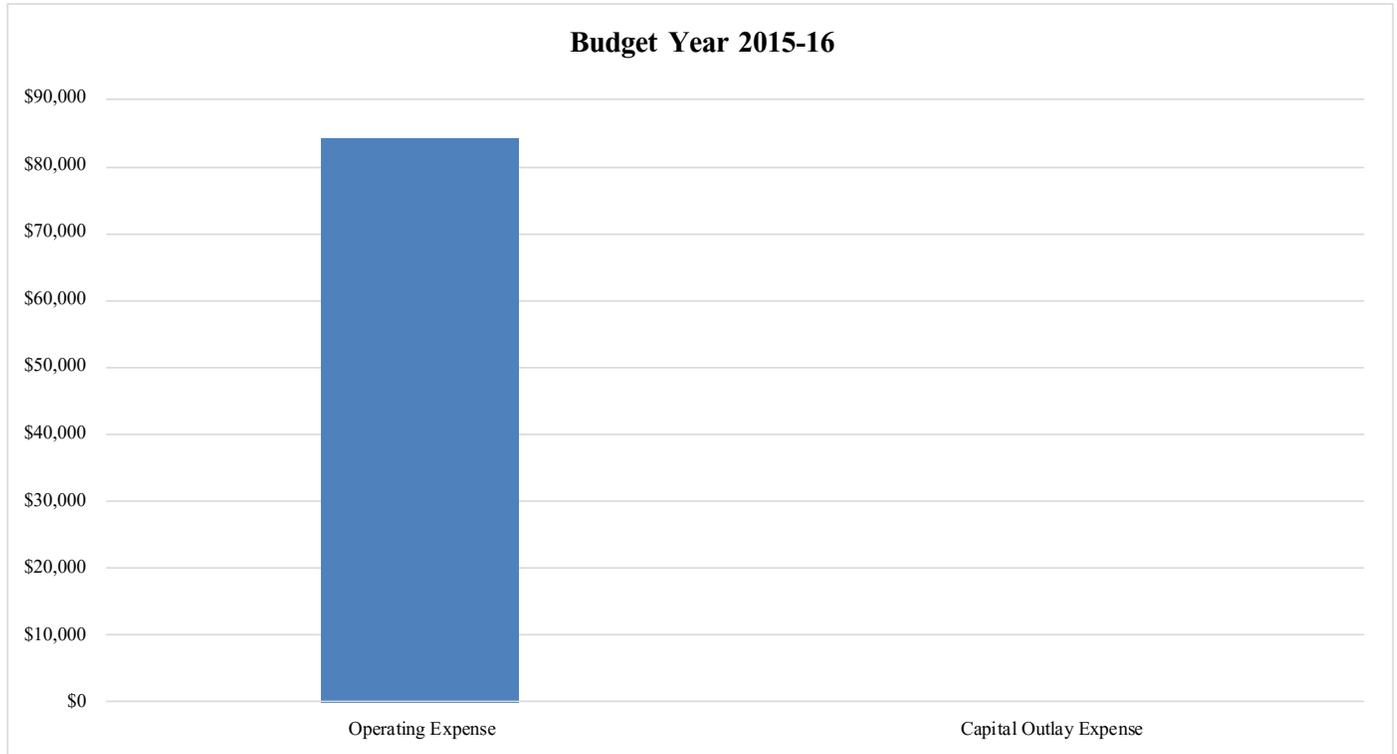
**\*Employees that operate and maintain the Pro Shop are paid from the Hillcrest Golf Course Fund.**

## Detail of Hillcrest Pro Shop Fund Expenditures

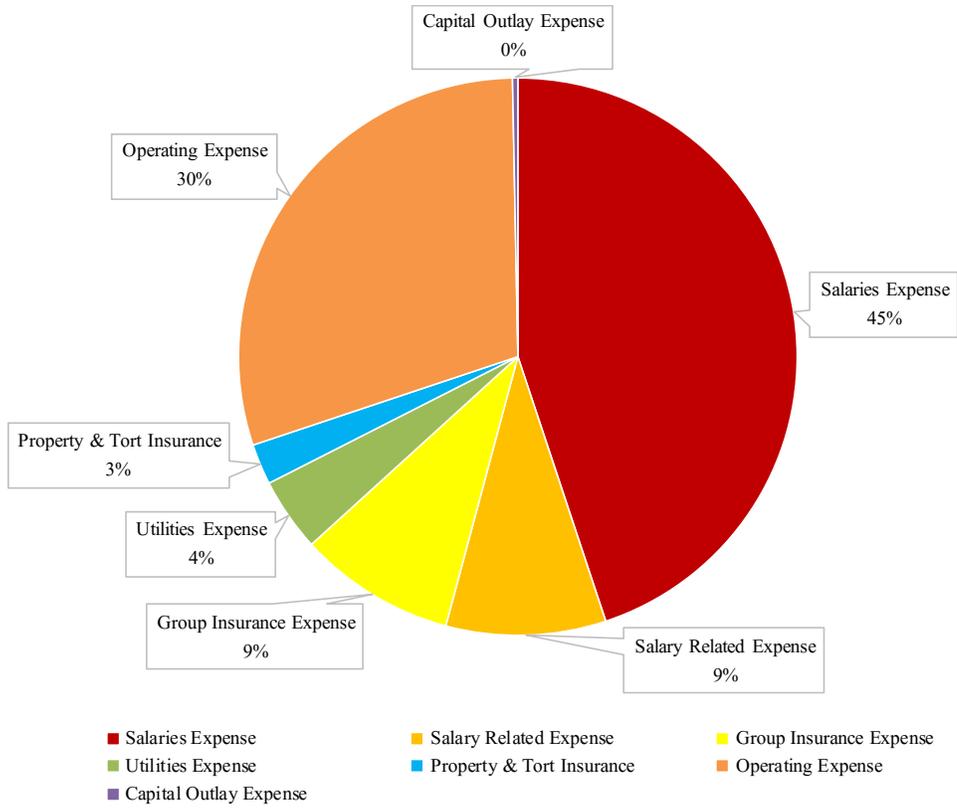
Description	<u>FY 13-14 Actual</u>	<u>FY 14-15 Adopted</u>	<u>FY 14-15 Amended</u>	<u>FY 15-16 Adopted</u>
	<u>Expense</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
180001460016 MISCELLANEOUS EXPENSE	\$742	\$800	\$800	\$800
180001460041 CONTRACTUAL SERVICES	\$4,083	\$4,000	\$3,100	\$4,000
180001460042 SALES TAX	\$5,894	\$6,000	\$4,000	\$4,200
180001460043 DEPRECIATION	\$0	\$0	\$0	\$0
180001460045 CREDIT CARD DISCOUNT	\$0	\$0	\$0	\$0
180001460048 COGS RETAIL INVENTORY	\$28,153	\$25,000	\$18,000	\$20,000
180001460098 DRIVING RANGE EXPENSES	\$763	\$600	\$0	\$500
180001460181 BEER BEVERAGES	\$2,066	\$2,000	\$1,400	\$1,400
180001460182 DRINK PRODUCTS	\$4,198	\$3,200	\$3,600	\$3,200
180001460183 FOOD & SNACKBAR PRODUCTS	\$5,290	\$4,000	\$3,500	\$3,200
180001460184 SOFTGOODS,SHOES & CLOTHING	\$0	\$0	\$0	\$0
180001460185 CLUBS	\$0	\$0	\$0	\$0
180001460186 GOLFBALLS	\$0	\$0	\$0	\$0
180001460492 LOAN TO GOLF COURSE	\$0	\$0	\$0	\$0
180001460493 TRANSFER TO HILLCREST GC	\$40,772	\$57,130	\$46,900	\$46,900
180001470020 CAPITAL OUTLAY	\$0	\$0	\$0	\$0
180001470040 SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$0
<b>Grand Total</b>	<b>\$91,961</b>	<b>\$102,730</b>	<b>\$81,300</b>	<b>\$84,200</b>

## Summary of Hillcrest Pro Shop Fund Expenditures

Description	<u>FY 13-14 Actual Expense</u>	<u>FY 14-15 Adopted Budget</u>	<u>FY 14-15 Amended Budget</u>	<u>FY 15-16 Adopted Budget</u>
<b>460</b> Operating Expense	\$91,961	\$102,730	\$81,300	\$84,200
<b>470</b> Capital Outlay Expense	\$0	\$0	\$0	\$0
<b>Grand Total</b>	\$91,961	\$102,730	\$81,300	\$84,200



# Hillcrest Golf Course Fund



<b>Hillcrest Golf Course</b>	<b>Administration Division</b>
<b>185</b>	<b>10</b>

<b>Fiscal Summary</b>		<b>Resources &amp; Funding</b>	
-----------------------	--	--------------------------------	--

Full Time Positions	7	Salaries Expense	279,141
Part Time Positions	7	Salary Related	57,516
Total Positions	14	Group Insurance	56,435
Vehicles	1	Utilities	26,500
		Property & Tort	14,094
		Operating	185,995
		Sub Total	619,681
		Capital	1,926
		Grand Total	621,607

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

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

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

Capital Items Approved	Amount
<b><u>Greens Mower</u></b> To replace older mower that is worn out, currently 10-12 years old.	<b>\$24,000.00</b>
<b>Total Approved</b>	<b>\$24,000.00</b>

Small Capital Items Approved	Amount
<b><u>Walk Behind Aerator</u></b> To replace current riding aerator that is no longer operable and parts not available.	<b>\$1,926.00</b>
<b>Total Approved</b>	<b>\$1,926.00</b>

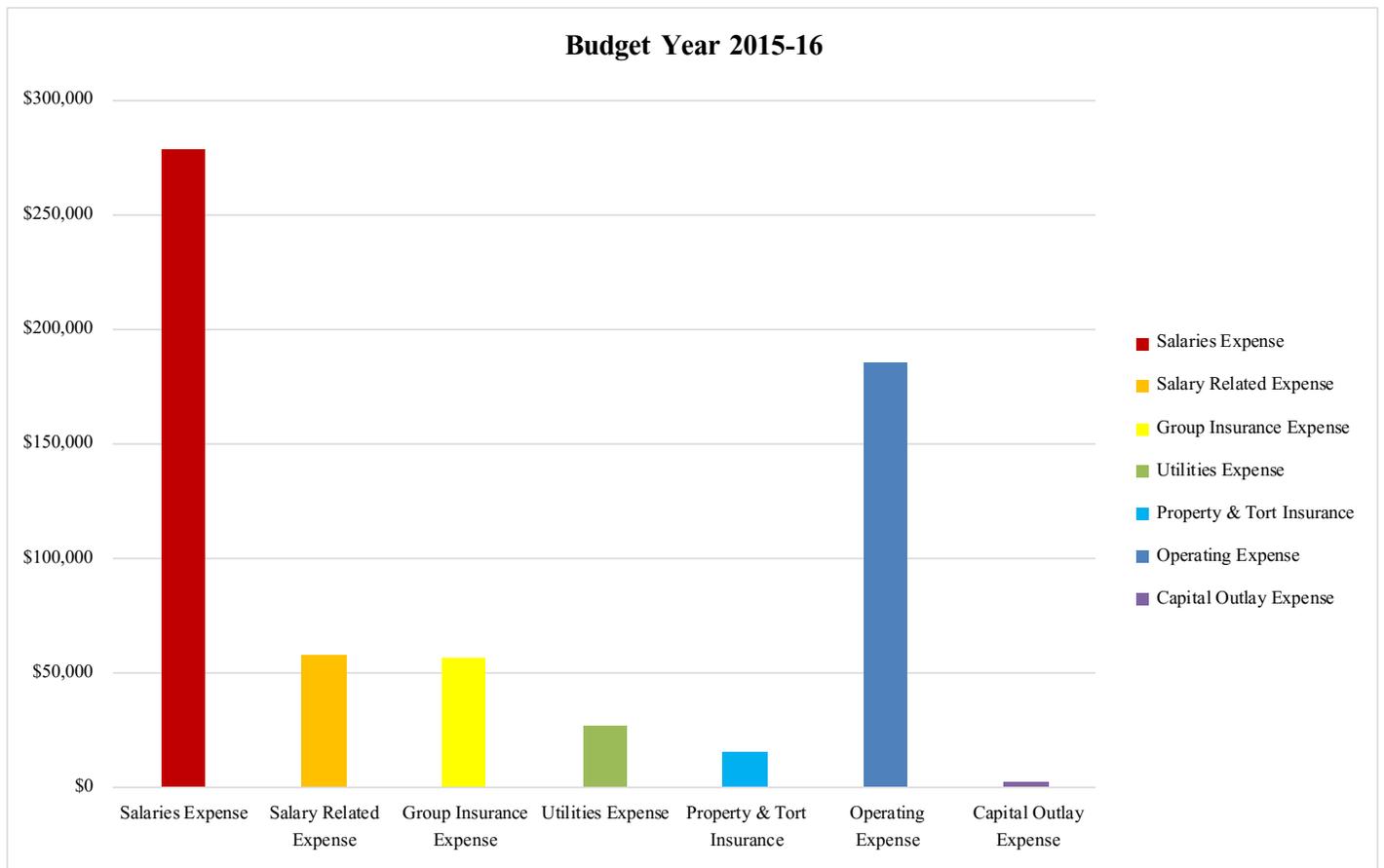
\*\*\*Capital in an enterprise fund is shown in the depreciation expense line item.

## Detail of Hillcrest Golf Course Fund Expenditures

Description	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Amended	FY 15-16 Adopted	
	Expense	Budget	Budget	Budget	
185001410001	ADMINISTRATIVE PAYROLL	\$63,046	\$51,354	\$50,144	\$68,781
185001410002	OPERATIONAL PAYROLL	\$182,722	\$187,804	\$191,758	\$209,960
185001410003	OVERTIME	\$458	\$500	\$350	\$400
185001420006	WORKERS' COMPENSATION	\$5,298	\$4,800	\$3,677	\$5,373
185001420007	SOCIAL SECURITY	\$19,141	\$18,000	\$18,532	\$21,323
185001420008	RETIREMENT	\$26,680	\$26,000	\$26,494	\$30,820
185001430005	GROUP INSURANCE	\$39,406	\$56,349	\$55,333	\$56,435
185001440010	UTILITIES EXPENSE	\$33,364	\$34,000	\$28,000	\$26,500
185001450011	PROPERTY & TORT INSURANCE	\$13,795	\$13,795	\$14,094	\$14,094
185001450049	VEHICLE INSURANCE	\$628	\$628	\$585	\$585
185001460004	SPECIAL EXPENSE	\$0	\$0	\$496	\$100
185001460009	TRAVEL & TRAINING	\$1,085	\$1,200	\$1,000	\$1,000
185001460012	DUES, FEES & SUBSCRIPTION	\$220	\$220	\$765	\$200
185001460013	POSTAGE, PRINTING, ADV	\$1,153	\$1,150	\$1,315	\$1,150
185001460014	OFFICE SUPPLIES	\$406	\$550	\$557	\$500
185001460015	OFFICE MAINTENANCE	\$3	\$600	\$2,314	\$800
185001460016	MISCELLANEOUS EXPENSE	\$178	\$160	\$1,160	\$160
185001460018	CLOTHING	\$2,217	\$1,500	\$2,700	\$2,200
185001460019	EQUIPMENT MAINTENANCE	\$9,008	\$9,000	\$13,223	\$9,500
185001460021	GAS	\$13,753	\$12,000	\$11,961	\$12,000
185001460022	TIRES	\$0	\$0	\$0	\$0
185001460023	FACILITY MAINTENANCE	\$10,009	\$8,000	\$6,083	\$8,500
185001460024	MATERIALS AND SUPPLIES	\$15,543	\$16,000	\$16,014	\$16,000
185001460025	COMPUTER SUPPLIES & UPGRA	\$1,022	\$1,100	\$1,088	\$1,000
185001460041	CONTRACTUAL SERVICES	\$0	\$0	\$4,586	\$0
185001460042	SALES TAX	\$17,684	\$13,000	\$11,028	\$12,000
185001460043	DEPRECIATION	\$83,600	\$84,500	\$72,844	\$82,000
185001460044	INTEREST EXPENSE	\$0	\$0	\$0	\$0
185001460045	CREDIT CARD DISCOUNT	\$5,561	\$5,200	\$5,000	\$5,000
185001460050	VEHICLE MAINTENANCE	\$768	\$600	\$500	\$500
185001460101	TRANSFER TO G/F	\$0	\$21,000	\$21,000	\$21,000
185001460127	SPONSOR EXPENSE	\$0	\$0	\$0	\$1,800
185001460491	TRF TO HGC CAPITAL PROJECT	\$0	\$0	\$10,000	\$10,000
185001460127	SPONSOR EXPENSE	\$0	\$0	\$0	\$0
185001470020	CAPITAL OUTLAY	\$0	\$0	\$0	\$0
185001470040	SMALL CAPITAL OUTLAY	\$0	\$0	\$0	\$1,926
<b>Grand Total</b>		\$546,748	\$569,010		\$621,607

## Summary of Hillcrest Golf Course Fund Expenditures

Description	FY 13-14 Actual Expense	FY 14-15 Adopted Budget	FY 14-15 Amended Budget	FY 15-16 Adopted Budget
<b>410</b> Salaries Expense	\$246,226	\$239,658	\$242,252	\$279,141
<b>420</b> Salary Related Expense	\$51,119	\$48,800	\$48,703	\$57,516
<b>430</b> Group Insurance Expense	\$39,406	\$56,349	\$55,333	\$56,435
<b>440</b> Utilities Expense	\$33,364	\$34,000	\$28,000	\$26,500
<b>450</b> Property & Tort Insurance	\$14,423	\$14,423	\$14,679	\$14,679
<b>460</b> Operating Expense	\$162,210	\$175,780	\$183,634	\$185,410
<b>470</b> Capital Outlay Expense	\$0	\$0	\$0	\$1,926
<b>Grand Total</b>	<b>\$546,748</b>	<b>\$569,010</b>	<b>\$572,601</b>	<b>\$621,607</b>





**ORDINANCE NO. 2015-4**

**AN ORDINANCE TO RAISE REVENUE AND ADOPT A BUDGET FOR THE CITY OF ORANGEBURG, SOUTH CAROLINA FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016**

**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, 2015-September 30, 2016, 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, 2015 to the thirty-first day of December, 2015, both inclusive, for the sums and in the manner hereinafter mentioned, is and shall be levied, collected and paid into the Treasury of the City of Orangeburg for the use and service thereof; i.e., a tax of 94 mills be and the same is hereby assessed on each dollar of the assessed value of all real estate and personal property within the City of Orangeburg, South Carolina, except as such which is exempt from taxation by law.

**SECTION 4.** Tax levied under this Ordinance shall be due and payable at the office of the City Clerk and Treasurer, in the Municipal Building of the City of Orangeburg, South Carolina, from the first day of November, 2015, until the fifteenth day of January 2016, from the hours of 8:00 A.M. until 5:00 P.M., Monday through Friday, Saturdays and Sundays accepted.

**SECTION 5.** On January 16, 2016, a penalty of fifteen (15) percent shall be added on all unpaid taxes. The City Clerk and Treasurer shall on March 17, 2016, place all delinquent properties in execution in accordance with and adding an additional execution cost of \$60.00 to \$90.00 based on costs to City, Section 6-1-10, as amended, of the Code of Ordinances of the City of Orangeburg, South Carolina.

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

**DONE AND RATIFIED BY THE CITY COUNCIL OF ORANGEBURG, SOUTH CAROLINA, IN COUNCIL ASSEMBLED THIS** 1<sup>st</sup> **DAY OF** September **2015.**



Michael C. Ruth  
MAYOR  
Charles J. ...  
...  
Richard J. ...  
L. Zimmerman  
Danika R. ...

**MEMBERS OF COUNCIL**

**ATTEST:**  
Carrie Johnson  
CITY CLERK

## CAPITAL OUTLAY SUMMARY FY 2015-2016

The following list describes each capital outlay purchase that has been approved for Fiscal Year 2015-2016. A more detailed summary of each item is presented at the end of each Division's summary. These items have been defined as capital outlay because each will have a useful life of greater than one-year and have a unit cost of at least \$2999.99.

- 1. Core Switch for City Hall**  
Requested By: Finance – Information Technology  
Reason for Request: To replace current switch with a more reliable switch.  
Amount Approved: \$15,000.00
- 2. Desktop Computer**  
Requested By: Finance – Information Technology  
Reason for Request: To replace older computer.  
Amount Approved: \$2,000.00
- 3. New Software** (LEASE PURCHASE)  
Requested By: Finance – Information Technology  
Reason for Request: To replace older software being used by Finance  
Amount Approved: \$300,000.00
- 4. Vehicle** (LEASE PURCHASE)  
Requested By: Administration – Community Planning  
Reason for Request: To replace current vehicle being driven by Assistant City Administrator  
Amount Approved: \$25,000.00
- 5. 50 Ton Shop Press**  
Requested By: Public Works – Garage  
Reason for Request: To replace old press used to press bearings, etc.  
Amount Approved: \$8,500.00
- 6. Pickup Truck** (LEASE PURCHASE)  
Requested By: Public Works - Garage  
Reason for Request: To replace current truck being used by manager which will be used as service truck.  
Amount Approved: \$24,000.00
- 7. Upgrade Fuelmaster System**  
Requested By: Public Works - Garage  
Reason for Request: To replace older system that has not been updated since 1999.  
Amount Approved: \$11,500.00
- 8. Copier**  
Requested By: Public Works - Garage  
Reason for Request: To replace old copier  
Amount Approved: \$5,000.00

9. **Electrical Panel**  
 Requested By: Public Works – Garage  
 Reason for Request: To replace panel that is in extreme need of updating  
 Amount Approved: \$11,000.00
10. **Trash Trailer** (LEASE PURCHASE)  
 Requested By: Public Works – Residential Sanitation  
 Reason for Request: To provide additional transportation of trash for storage on holidays.  
 Amount Approved: \$24,000.00
11. **Pickup Truck** (LEASE PURCHASE)  
 Requested By: Public Works – Residential Sanitation  
 Reason for Request: To replace sanitation supervisor truck that is over 10 years old.  
 Amount Approved: \$25,200.00
12. **Vehicles (Police Package)** (LEASE PURCHASE)  
 (3 @ \$38,000.00 each)  
 Requested By: Public Safety – Patrol  
 Reason for Request: To replace high mileage, high maintenance vehicles that are used 24/7 by patrol officers  
 Amount Approved: \$114,000.00
13. **800 Radio System** (LEASE PURCHASE)  
 Requested By: Public Safety – Special Operations  
 Reason for Request: To migrate the department to a usable radio system with to communicate with all other emergency service providers.  
 Amount Approved: \$619,683.00
14. **Body Cameras & Data Storage Systems** (LEASE PURCHASE)  
 (80 body cameras system \$48,144.00) (Data Storage \$11,999.00)  
 Requested By: Public Safety – Special Operations  
 Reason for Request: Cameras to outfit the department; compatible with in-car video system and storage equipment.  
 Amount Approved: \$60,143.00
15. **Vehicle (Police Package)** (LEASE PURCHASE)  
 Requested By: Public Safety – Special Operations  
 Reason for Request: To replace older vehicle, striped.  
 Amount Approved: \$38,000.00
16. **Mobile Laptop System**  
 Requested By: Public Safety – Special Operations  
 Reason for Request: To help outfit the division with mobile reporting and ticket writing functions.  
 Amount Approved: \$4,250.00

17. **Thermal Imaging Camera**  
 Requested By: Public Safety – Special Operations  
 Reason for Request: To replace obsolete device, ensure equipment is on all engines.  
 Amount Approved: \$7,500.00
18. **Multi-Function Copier for Records Office (LEASE PURCHASE)**  
 Requested By: Public Safety – Special Operations  
 Reason for Request: To replace older copier that is a small single function copier  
 Amount Approved: \$7,500.00
19. **Multifactor Authentication for DPS Login**  
 Requested By: Public Safety – Special Operations  
 Reason for Request: FBI/SLED compliance requirement for accessing Criminal Justice Information Services and NCIC network.  
 Amount Approved: \$18,000.00
20. **Firefighter Turnout Gear**  
 (10 @ \$2,500.00 each)  
 Requested By: Public Safety – Special Operations  
 Reason for Request: Replace worn and fire damaged gear with PPE gear.  
 Amount Approved: \$25,000.00
21. **Body Armor**  
 (15 sets @ \$694.00 each)  
 Requested By: Public Safety – Special Operations  
 Reason for Request: Replace worn/damaged and outdated units that are over 5 years old.  
 Amount Approved: \$10,410.00
22. **Firefighting Foam**  
 (20 @ \$120.00 each)  
 Requested By: Public Safety – Special Operations  
 Reason for Request: Replace foam that has been used on incidents diminishing the department's required inventory.  
 Amount Approved: \$4,800.00
22. **Vehicle**  
 Requested By: Public Safety – Investigations  
 Reason for Request: To replace older vehicle used by warrants officer  
 Amount Approved: \$38,000.00
23. **Spex Hand Scope FLS HSX-500**  
 Requested By: Public Safety – Forensic Services Unit  
 Reason for Request: To provide alternate light source for processing crime scenes and evidence in the field.

- Amount Approved: \$8,000.00
24. **Pickup Truck w/ Crew Cab** (LEASE PURCHASE)  
 Requested By: Parks & Recreation – Gardens  
 Reason for Request: To replace older regular cab truck currently used  
 Amount Approved: \$19,000.00
25. **Hustler Mower** (LEASE PURCHASE)  
 Requested By: Parks & Recreation – Gardens  
 Reason for Request: To replace older mower  
 Amount Requested: \$14,000.00
26. **Sprayer**  
 Requested By: Parks & Recreation – Gardens  
 Reason for Request: To replace older rose sprayer  
 Amount Approved: \$3,500.00
27. **Mounting Hitch**  
 Requested By: Parks & Recreation – Gardens  
 Reason for Request: Attachment for walker mower; to be used for aerating  
 Amount Approved: \$4,500.00
28. **ADA Water Fountains** (*Possible PARD Grant*)  
 Requested By: Parks & Cemetery – Parks & Cemetery  
 Reason for Request: To add water fountains to the playground.  
 Amount Approved: \$10,000.00
29. **Nifty Lift**  
 Requested By: Parks & Recreation – Parks & Cemetery  
 Reason for Request: To assist with putting up Christmas displays  
 Amount Approved: \$37,500.00
30. **Zero Turn Mower** (LEASE PURCHASE)  
 Requested By: Parks & Recreation – Parks & Cemetery  
 Reason for Request: To replace older mower sold at auction  
 Amount Approved: \$19,500.00
31. **Bunker/Field Rake** (LEASE PURCHASE)  
 Requested By: Parks & Recreation – Parks & Cemetery  
 Reason for Request: To replace one sold at auction  
 Amount Approved: \$16,050.00
32. **Pickup Truck** (LEASE PURCHASE)  
 Requested By: Parks & Recreation – Parks & Cemetery  
 Reason for Request: To replace older vehicle.  
 Amount Approved: \$19,042.00

- |     |                       |   |
|-----|-----------------------|---|
| 33. | <b>Pickup Truck</b>   | (LEASE PURCHASE)                                  |
|     | Requested By:         | Service – Administration                          |
|     | Reason for Request:   | To replace older vehicle used by supervisor.      |
|     | Amount Approved:      | \$23,500.00                                       |
|     |                       |   |
| 34. | <b>Street Sweeper</b> | (LEASE PURCHASE)                                  |
|     | Requested By:         | Service – Administration                          |
|     | Reason for Request:   | To replace older model, will be used as a spare.  |
|     | Amount Approved:      | \$210,000.00                                      |
|     |                       |   |
| 35. | <b>Mowing Tractor</b> |   |
|     | Requested By:         | Airport – Administration                          |
|     | Reason for Request:   | To replace 1980 John Deere tractor                |
|     | Amount Approved:      | \$31,650.00                                       |
|     |                       |   |
| 36. | <b>Copier</b>         |   |
|     | Requested By:         | Airport – Administration                          |
|     | Reason for Request:   | Replace existing copier that is worn out.         |
|     | Amount Approved:      | \$5,000.00  |
|     |                       |   |
| 37. | <b>Greens Mower</b>   |   |
|     | Requested By:         | Hillcrest – Golf Course                           |
|     | Reason for Request:   | To replace current mower that is 10-12 years old. |
|     | Amount Approved:      | \$24,000.00                                       |

**TOTAL CAPITAL ITEMS APPROVED: \$1,843,728**

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

Total General Fund Approved	\$ 1,773,078
Total PARD Grant	\$ 10,000
Total Airport Fund Approved	\$ 36,650
Total Pro Shop Fund Approved	\$ 0
Total Golf Course Fund Approved	\$ 24,000
<b>TOTAL</b>	<b>\$ 1,843,728</b>

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

## PURCHASING PROCEDURES

### **\$.01 - \$2,999.99**

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

### **\$3,000 - \$49,999.99**

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

### **\$50,000 - \$99,999.99**

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

### **\$100,000 and above**

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

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

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

## SMALL CAPITAL OUTLAY SUMMARY FY 2015-2016

The following list describes each small capital outlay purchase that has been approved for fiscal year 2015-2016. These items have been defined as small capital outlay because each will have a useful life of greater than one-year and have a unit cost ranging from \$500 - \$2,999.99. These items will not be depreciated.

- 1. Commercial Microcut Paper Shredder**  
Requested By: Executive – Municipal Court  
Reason for Request: To destroy court documents containing personal information  
Amount Approved: \$550.00
- 2. Computer**  
Requested By: Finance – Finance & Records  
Reason for Request: To replace older computer  
Amount Approved: \$1,500.00
- 3. Antennas**  
Requested By: Finance – Information Technology  
Reason for Request: To replace older equipment being used  
Amount Approved: \$1,500.00
- 4. Miscellaneous Tools**  
Requested By: Public Works – Administration  
Reason for Request: To replace old tools.  
Amount Approved: \$1,000.00
- 5. Miscellaneous Tools**  
Requested By: Public Works – Building Inspections  
Reason for Request: To replace old tools.  
Amount Approved: \$2,000.00
- 6. Miscellaneous Tools**  
Requested By: Public Works – Garage  
Reason for Request: To replace old tools.  
Amount Approved: \$2,000.00
- 7. Miscellaneous Tools**  
Requested By: Public Works – Municipal Buildings  
Reason for Request: To replace old tools.  
Amount Approved: \$1,000.00
- 8. Miscellaneous Tools**  
Requested By: Public Works – Parking Facilities  
Reason for Request: To replace old tools.  
Amount Approved: \$500.00

9. **Miscellaneous Tools**  
 Requested By: Public Works – Residential Sanitation  
 Reason for Request: To replace old tools.  
 Amount Approved: \$500.00
  
10. **Miscellaneous Tools**  
 Requested By: Public Works – Commercial Sanitation  
 Reason for Request: To replace old tools.  
 Amount Approved: \$500.00
  
11. **Miscellaneous Tools**  
 Requested By: Public Works – Streets & Maintenance  
 Reason for Request: To replace old tools.  
 Amount Approved: \$1,000.00
  
12. **Desktop Computer**  
 Requested By: Public Safety - Patrol  
 Reason for Request: To replace temporary laptop that was used in place of  
 desktop  
 Amount Approved: \$1,500.00
  
13. **Bike Racks**  
 (4 @ \$170.00 each)  
 Requested By: Public Safety – Patrol  
 Reason for Request: To assist in the transportation of bikes  
 Amount Approved: \$680.00
  
14. **Computer Replacements**  
 (21 @ \$1,500 each)  
 Requested By: Public Safety – Special Operations  
 Reason for Request: To replace outdated computers running on Microsoft XP  
 platform.  
 Amount Approved: \$31,500.00
  
15. **SCBA Composite Cylinders**  
 (5 @ \$800.00 each)  
 Requested By: Public Safety – Special Operations  
 Reason for Request: To replace old and worn cylinders that has a 10 year life  
 Amount Approved: \$4,000.00
  
16. **SCBA Face Mask**  
 (10 @ \$300 each)  
 Requested By: Public Safety – Special Operations  
 Reason for Request: To better fit officers instead of using standard size  
 Amount Approved: \$3,000.00

17. **Lockers & Single Beds**  
(4 @ \$600.00 each)  
Requested By: Public Safety – Special Operations  
Reason for Request: To be used by engineers on duty to help increase manpower  
Amount Approved: \$2,400.00
18. **Automatic External Defibrillators**  
(2 @ \$1,750.00 each)  
Requested By: Public Safety – Special Operations  
Reason for Request: To provide life saving capabilities on apparatus  
Amount Approved: \$3,500.00
19. **Pump Piston Intake Valves**  
(5 @ \$1,500 each)  
Requested By: Public Safety – Special Operations  
Reason for Request: To replace valves used to connect large diameter hoses to pumps.  
Amount Approved: \$7,500.00
20. **Tasers**  
(10 @ \$1,000.00 each)  
Requested By: Public Safety – Special Operations  
Reason for Request: To replace taser units that are unserviceable.  
Amount Approved: \$10,000.00
21. **Computer Aided Workstation for Dispatch**  
Requested By: Public Safety – Special Operations  
Reason for Request: To replace computers at dispatch to maintain compliance with SLED and NCIC.  
Amount Approved: \$1,550.00
22. **Video Camera**  
Requested By: Public Safety – Special Operations  
Reason for Request: To use to document community events and department activities.  
Amount Approved: \$1,250.00
23. **Taser Cartridges and Digital Power Magazines**  
Requested By: Public Safety – Special Operations  
Reason for Request: To replace cartridges that have expired and replace weak power magazines  
Amount Approved: \$1,500.00
24. **Digital Cameras**  
(3 @ \$700.00 each Nikon SLR cameras and accessories)  
Requested By: Public Safety – Investigations

- |     |                                |   |
|-----|--------------------------------|---|
|     | Reason for Request:            | To replace aging cameras that are used by the investigators.  |
|     | Amount Approved:               | \$2,100.00  |
| 25. | <b>Color Scanner/Printer</b>   |   |
|     | Requested By:                  | Parks & Recreation – Administration                           |
|     | Reason for Request:            | To replace current printer                                    |
|     | Amount Approved:               | \$1,000.00  |
| 26. | <b>Attachments for Tractor</b> |   |
|     | Requested By:                  | Parks & Recreation – Gardens                                  |
|     | Reason for Request:            | To assist with debris and mulch hauling.                      |
|     | Amount Approved:               | \$2,200.00  |
| 27. | <b>Extendable Pole Saw</b>     |   |
|     | Requested By:                  | Service – Administration                                      |
|     | Reason for Request:            | To replace damaged saw which was sold at the auction.         |
|     | Amount Approved:               | \$600.00  |
| 28. | <b>Miscellaneous Tools</b>     |   |
|     | Requested By:                  | Airport – Administration                                      |
|     | Reason for Request:            | To replace outdated tools.                                    |
|     | Amount Approved:               | \$1,000.00  |
| 29. | <b>Walk Behind Aerator</b>     |   |
|     | Requested By:                  | Hillcrest – Administration                                    |
|     | Reason for Request:            | To replace current riding aerator that is no longer operable. |
|     | Amount Approved:               | \$1,926.00  |

TOTAL SMALL CAPITAL FOR ALL FUNDS:    \$89,256.00

**095 Fund (2%)**  
**Hospitality & Accommodations Tax Fund**  
**Budget FY 2015-16**

<b>Materials &amp; Supplies</b>	<b>5,000</b>	<b>095-001-460-024</b>
<b>Facade Grants – Downtown</b>	<b>50,000</b>	<b>095-001-460-026</b>
<b>Contractual Services – Cleaning River, Boardwalk</b>	<b>30,000</b>	<b>095-001-460-041</b>
<b>Contractual Services – street tree maintenance</b>	<b>15,000</b>	<b>095-001-460-041</b>
<b>Trf to G/F (Maintenance/Operations)</b>	<b>300,000</b>	<b>095-001-460-101</b>
<b>PARD Grant – Basketball Court</b>	<b>25,000</b>	<b>095-001-460-500</b>
<b>Rec. Improvements-Non Capital</b>	<b>10,000</b>	<b>095-001-460-554</b>
<b>Billboards, Brochures, Banners</b>	<b>36,000</b>	<b>095-001-460-921</b>
<b>Plant Materials &amp; Related Eqmt</b>	<b>28,000</b>	<b>095-001-460-923</b>
<b>Christmas Lights (Non-Capital)</b>	<b>15,000</b>	<b>095-001-460-952</b>
<b>Outdoor Promotions – Non-Capital</b>	<b>10,000</b>	<b>095-001-460-999</b>
<b>Streetscape Maintenance</b>	<b>30,000</b>	<b>095-001-460-956</b>
<b>Small Capital – computer for promotions</b>	<b>2,000</b>	<b>095-001-470-040</b>
<b>Property Purchase Downtown and Adjacent to Gardens</b>	<b>20,000</b>	<b>095-001-470-763</b>
<b>Stevenson Repairs (transfer to Stevenson)</b>	<b>20,000</b>	<b>095-001-470-951</b>
<b>Livingston House Improvements Interior Painting, Ceiling, Sheetrock</b>	<b>0</b>	<b>095-001-470-765</b>
<b>Mirmow Field Renovations</b>	<b>50,000</b>	<b>095-001-470-777</b>
<b>Tennis Court Maintenance</b>	<b>10,000</b>	<b>095-001-470-778</b>
<b>Angel of Hope</b>	<b>2,000</b>	<b>095-001-470-781</b>
<b>Arts Center Capital Renovation</b>	<b>50,000</b>	<b>095-001-470-922</b>
<b>Christmas Displays &amp; Lights &amp; Additions</b>	<b>0</b>	<b>095-001-470-952</b>
<b>Downtown Parking Improvements</b>	<b>1,500</b>	<b>095-001-470-957</b>
<b>First National Bank Building</b>	<b>0</b>	<b>095-001-470-959</b>
<b>Fountains – Repairs</b>	<b>5,000</b>	<b>095-001-470-977</b>
<b>Playground Equipment</b>	<b>0</b>	<b>095-001-470-981</b>
<b>Disc Golf Course</b>	<b>3,000</b>	<b>095-001-470-982</b>
<b>Seaboard/Shuler-Garden Exp</b>	<b>0</b>	<b>095-001-470-984</b>
<b>Outdoor Promotional Cameras (Service &amp; Repairs)</b>	<b>10,000</b>	<b>095-001-470-999</b>
<b>Promotions &amp; Marketing, Branding</b>	<b>80,000</b>	<b>095-001-480-005</b>
<b>Promotions – Chamber of Commerce</b>	<b>10,000</b>	<b>095-001-480-005</b>
<b>Promotions – Cross County Connector</b>	<b>0</b>	<b>095-001-480-005</b>
<b>DORA</b>	<b>25,000</b>	<b>095-001-480-081</b>
<b>Debt Service</b>	<b>342,927</b>	<b>095-001-480-082</b>
<b>Orangeburg Arts Center</b>	<b>12,000</b>	<b>095-001-480-105</b>
<b>Contingency (Projects)</b>	<b>20,000</b>	<b>095-001-480-904</b>
<b>Total Budgeted</b>	<b>\$1,217,427</b>	

## Detail of Hospitality & Accommodations Tax Fund Expenditures

Description	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Amended	FY 15-16 Adopted	
	Expense	Budget	Budget	Budget	
095001460004	SPECIAL EXPENSE	\$0	\$0	\$0	\$0
095001460016	MISCELLANEOUS EXPENSE	\$0	\$0	\$0	\$0
095001460024	MATERIALS AND SUPPLIES	\$0	\$5,000	\$8,374	\$5,000
095001460026	GRANT MATCH	\$0	\$50,000	\$50,000	\$50,000
095001460041	CONTRACTUAL SERVICES	\$3,500	\$45,000	\$15,000	\$45,000
095001460101	TRANSFER TO G/F	\$240,000	\$275,000	\$300,000	\$300,000
095001460493	TRANSFER TO HILLCREST GC	\$6,866	\$0	\$0	\$0
095001460500	GRANT	\$0	\$0	\$0	\$25,000
095001460554	REC IMPROVEMENTS NON CAP	\$7,443	\$37,500	\$32,500	\$0
095001460921	BILLBOARDS/COMMERCIALS	\$24,262	\$36,000	\$35,000	\$36,000
095001460922	BROCHURES	\$0	\$0	\$0	\$0
095001460923	PLANT MATERIALS	\$24,840	\$26,000	\$28,000	\$28,000
095001460952	CHRISTMAS LIGHTS NON CAPT	\$15,156	\$15,000	\$16,628	\$15,000
095001460956	STREETSCAPE MAINTENANCE	\$0	\$100,000	\$30,000	\$30,000
095001460999	OUTDOOR PROMOTIONS NONCAP	\$0	\$0	\$10,000	\$10,000
095001470040	SMALL CAPITAL OUTLAY	\$8,876	\$0	\$0	\$2,000
095001470449	COURTYARD/PARKING LOT	\$0	\$0	\$0	\$0
095001470550	COUNCIL REDESIGN BLDG	\$0	\$0	\$0	\$0
095001470554	RECREATIONAL IMPROVEMENTS	\$867	\$0	\$12,000	\$10,000
095001470754	MULTI SPORTS FACILITY	\$0	\$0	\$0	\$0
095001470763	PROP PURCH DWNTN/GARDENS	\$0	\$50,000	\$14,508	\$20,000
095001470764	CITY HALL/STEVENSON REPS	\$25,000	\$20,000	\$0	\$0
095001470765	RENOVATIONS/LH OR SIGNS	\$57,950	\$20,000	\$10,000	\$0
095001470766	LADY FOUNTAIN RENOVATION	\$11,600	\$0	\$0	\$0
095001470777	MIRMOW FIELD REN/SCRBD	\$0	\$50,000	\$20,000	\$50,000
095001470778	RESURFACE TENNIS COURTS	\$0	\$2,000	\$0	\$10,000
095001470779	REMODEL BATHROOMS HCREST	\$0	\$0	\$0	\$0
095001470781	ANGEL OF HOPE	\$0	\$2,000	\$2,000	\$2,000
095001470922	ARTS CENTER REPAIRS	\$403	\$25,000	\$20,000	\$50,000
095001470951	TRF TO STEVENSON AUD.	\$0	\$0	\$20,000	\$20,000
095001470952	CHRISTMAS DISPLAY	\$0	\$0	\$0	\$0
095001470957	DWT PARKING LOT	\$165	\$50,000	\$3,000	\$1,500
095001470959	FIRST NATION BANK BLDG	\$19,000	\$20,000	\$80,000	\$0
095001470977	FOUNTAINS	\$3,000	\$5,000	\$5,000	\$5,000
095001470980	SIDEWALK/INFRASTRUCTURE	\$9,995	\$0	\$0	\$0
095001470981	PLAYGROUND EQUIPMENT	\$0	\$36,000	\$36,000	\$0
095001470982	DISC GOLF COURSE	\$0	\$3,000	\$3,000	\$3,000
095001470998	HC IMPROVMENTS	\$1,693	\$0	\$6,000	\$0
095001470999	OUTDOOR PROMOTIONS	\$15,943	\$10,000	\$0	\$10,000
095001480005	PROMOTIONS/MARKETING	\$19,367	\$80,000	\$10,000	\$90,000
095001480073	TRF TO 2006 1% 099 FUND	\$0	\$0	\$0	\$0
095001480079	SPECIAL PROJECTS	\$0	\$0	\$0	\$0
095001480081	DOWNTOWN REVITALIZATION	\$25,000	\$25,000	\$32,000	\$25,000
095001480082	DEBT SERVICE	\$342,927	\$342,927	\$342,927	\$342,927
095001480105	ORANGEBURG ARTS COUNCIL	\$12,000	\$12,000	\$12,000	\$12,000
095001480904	CONTINGENCY	\$1,602	\$20,000	\$20,000	\$20,000
<b>Grand Total</b>		<b>\$877,455</b>	<b>\$1,385,427</b>	<b>\$1,173,937</b>	<b>\$1,217,427</b>