


Town of Clover

Fiscal Year 2011-2012 Budget

The Town with
LOVE
in the Middle



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Executive Summary FY 2011 - 2012 Budget

- Conservative budget, including modest increases in revenue projections and expenditures in most departments
- The Enterprise Fund will reimburse the General Fund quarterly for certain shared expenses based on established ratios.
- Maintains quality municipal services
- Assumes millage rate of 110 mills – the same as the rate for the prior fiscal year
- Assumes a three (3%) percent water and eight (8%) percent sewer rate increase for customers effective July 1.
- No increase in sanitation and landfill fees for residential and commercial customers
- No increase in planning and zoning permit fees
- Recreation participation fees to remain at \$40
- Three percent (3%) cost of living increase for town employees
- Substantial decrease to cost of health insurance and participation in a health reimbursement account plan to assist with higher deductible plan

Notable Expenditures

Administrative Department

- All personnel and operation costs that were previously split between the General and Enterprise Funds are now budgeted only in the General Fund
- 125th Anniversary celebration
- Economic Development activities including internship program, industry appreciation event, advertising, and Façade Grant (up to 5 \$1,000 grants)
- New website
- Election expenses

Development Services Department

- Costs for Comprehensive Plan Update
- Construction of sidewalks in Irish Downs Phase 2 from proceeds received in FYE2009 from a subdivision bond

Fire Department

- Explorer Post 18 expenses

Legislative Department

- Continuing education and new member training

Municipal Court

- Clerk of Court position moved from part-time to full-time
- Professional services of Judge Howell

Police Department

- Continuation of Reserve Officer Program and K-9 Unit
- Capital expenses include funding to replace in-car video cameras and an electronic speed detector sign
- Grant expenses to replace police server
- Lease purchase one new vehicle

Recreation Department

- Part-time special events coordinator
- Community Center programs
- Training and background checks for coaches
- Renovate Roosevelt Building
- PARD grant to be used for playground area renovations
- Lease purchase two replacement vehicles

Streets and Sanitation Department

- Major street repair in Park Place subdivision
- Storm clean up activities (from May 2011 storms)

Water and Sewer Department

- Using proceeds from the 2007 Revenue Bond, replace water lines in various locations throughout Clover (CDBG Roosevelt Water Line Replacement Project), perform capacity/tap fee and user rate study, and expand sewer in Westgate Industrial Park
- Fill frozen maintenance position after 10/1/11
- Lease purchase two replacement vehicles

Hospitality Tax

- Main Street Landscaping Contract
- Festivals funding: St. Patrick's Festival, Feis Chlobhair, Fall Festival
- Special Events: Christmas Parade, Bordertown BBQ Cookoff, etc.

Capital Projects

- New Centre Park (land purchase and Phase 1 development): combination of 2011 Revenue Bond funds, County Recreation Supplement and County Hospitality Tax grant

BUDGET SUMMARY FY 2011 - 2012 Budget

General Fund

	<u>FY 10-11</u>	<u>FY 11-12</u>
Administration	\$522,000	\$522,700
Development Services	\$254,000	\$245,700
Fire Department	\$80,200	\$81,650
Legislative	\$43,700	\$43,400
Municipal Court	\$66,500	\$87,000
Police Department	\$1,394,500	\$1,476,000
Recreation Department	\$613,600	\$648,500
Streets & Sanitation	<u>\$950,500</u>	<u>\$985,000</u>
	\$3,925,000	\$4,090,050
Transfers To		
Capital Projects (New Centre Park)		\$97,000
Enterprise Fund		\$0

Total Expenditures **\$4,187,050**

Revenues	\$3,621,100
Transfers From	
Enterprise Fund (Reimburse GF for Expenses)	\$290,400
Budgeted Fund Balance	\$275,550
Total Revenues	\$4,187,050

Enterprise Fund

	<u>FY 10-11</u>	<u>FY 10-11</u>
Water and Sewer Dept	\$2,937,650	\$3,284,800
Transfers To		
General Fund (Expense Reimbursement)		\$290,400

Total Expenditures **\$3,575,200**

Revenues	\$3,350,400
Transfers From	
General Fund	\$0
Budgeted Fund Balance (Revenue Bond)	\$224,800
Total Revenues	\$3,575,200

Special Revenue Funds

Hospitality Tax

Expenditures	\$175,000
Transfers To Capital Projects (New Park)	\$0
Total Expenditures	\$175,000

Revenues	\$150,000
Transfers From	\$0
Budgeted Fund Balance	\$25,000
Total Revenues	\$175,000

Fire Department Supplements

Expenditures	\$57,000
Transfers To	\$0
Total Expenditures	\$57,000

Revenues	\$57,000
Transfers From	\$0
Budgeted Fund Balance	\$0
Total Revenues	\$57,000

Fire Department Recreation (1%)

Expenditures	\$12,000
Transfers To	\$0
Total Expenditures	\$12,000

Revenues	\$12,000
Transfers From	\$0
Budgeted Fund Balance	\$0
Total Revenues	\$12,000

Capital Projects

Expenditures	\$1,284,000
Transfers To	\$0
Total Expenditures	\$1,284,000
Revenues	\$312,000
Transfers From	\$0
General Fund (County Supplement)	\$97,000
Hospitality Tax	\$0
Budgeted Fund Balance	\$875,000
Total Revenues	\$1,284,000

Total Operating Budget **\$7,909,250**

Total Capital Budget **\$1,284,000**

GENERAL FUND BUDGET

REVENUES		2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
		\$ 3,939,029	\$ 3,493,500	\$ 3,621,100
Enterprise Fund Transfer In		\$ -	\$ 295,500	\$ 290,400
Budgeted Fund Balance				
	General Fund	\$ -	\$ 233,500	\$ 275,550
	Capital Projects	\$ -	\$ -	\$ -
	Enterprise Fund	\$ -	\$ 257,050	\$ -
TOTAL REVENUES		\$ 3,939,029	\$ 4,279,550	\$ 4,187,050

EXPENDITURES		2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
10-535	Administration Department	\$ 254,460	\$ 522,000	\$ 522,700
10-545	Development Services	\$ 148,716	\$ 254,000	\$ 245,700
10-510	Fire Department	\$ 77,355	\$ 80,200	\$ 81,650
10-520	Legislative Department	\$ 19,308	\$ 43,700	\$ 43,400
10-530	Municipal Court	\$ 60,823	\$ 66,500	\$ 87,000
10-515	Police Department	\$ 1,345,670	\$ 1,394,500	\$ 1,476,100
10-525	Recreation Department	\$ 603,807	\$ 613,600	\$ 648,500
10-500	Streets and Sanitation	\$ 847,240	\$ 950,500	\$ 985,000
TOTAL		\$ 3,357,379	\$ 3,925,000	\$ 4,090,050

TRANSFERS		2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
	To Capital Projects from CY Revenue	\$ 249,746	\$ 97,500	\$ 97,000
	To Enterprise Fund from Fund Balance	\$ 273,525	\$ 257,050	\$ -
TOTAL		\$ 523,271	\$ 354,550	\$ 97,000

The General Fund is used to account for all revenues and expenditures applicable to general operations of the Town and is used to record all financial transactions not required to be accounted for in another fund. The General Fund Accounts for all the revenues and expenditures necessary to carry out basic governmental activities of the Town such as police protection, fire protection, recreation, court, refuse disposal, animal control, legal and administrative services. Appropriations are made from the fund annually. The fund will exist indefinitely.

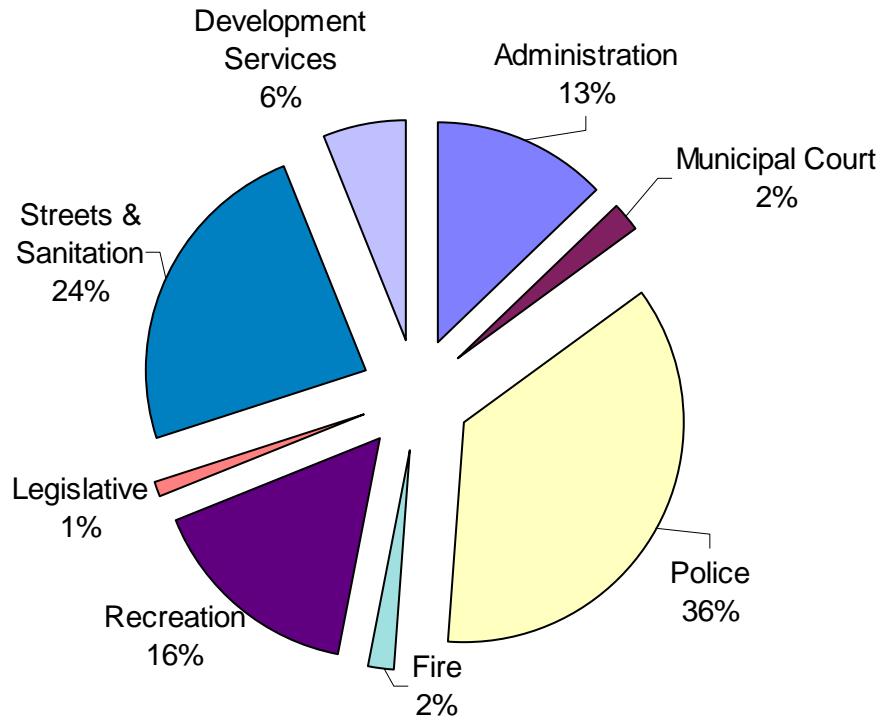
Departments

- Administration
- Development Services
- Fire Department
- Legislative
- Municipal Court
- Police Department
- Recreation Department
- Streets and Sanitation (includes Stormwater Maintenance)

Taxing Authority

The Town of Clover has the authority to levy and collect taxes on all property, real and personal, not exempt by general law from taxation, situated within the corporate limits of the Town pursuant to Article X of the S.C. Constitution and Sections 57-30 and 5-21-110 of the Code of Laws of South Carolina, 1976, as amended.

**Expenditures by Department
As a Percentage of General Fund**



ENTERPRISE FUND (WATER/SEWER BUDGET)

REVENUES		2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
		\$ 2,350,727	\$ 2,507,600	\$ 3,350,400
General Fund Transfer In		\$ 273,525	\$ 257,050	\$ -
Budgeted Fund Balance				
	Grant Expenses	\$ -	\$ -	\$ -
	Capital Projects Revenue Bond	\$ 1,561,700	\$ 480,000	\$ 174,800
	CDBG	\$ -	\$ -	\$ 50,000
TOTAL		\$ 4,185,952	\$ 3,244,650	\$ 3,575,200

EXPENDITURES		2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
20-535	Water/Sewer Administration	\$ 648,196	\$ -	\$ -
20-520	Water/Sewer Legislative	\$ 17,763	\$ -	\$ -
20-555	Water/Sewer Department	\$ 1,804,963	\$ 2,937,650	\$ 3,284,800
TOTAL		\$ 2,470,922	\$ 2,937,650	\$ 3,284,800

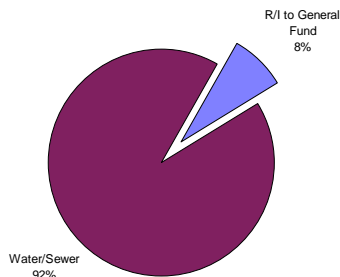
TRANSFERS		2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
	Reimbursement to General Fund	\$ -	\$ 295,500	\$ 290,400
TOTAL		\$ -	\$ 295,500	\$ 290,400

The Enterprise Fund is used to account for operations that are financed and operated in a manner similar to private business enterprises – where the costs (expenses including depreciation) of providing water and sewer services to the general public on a continuing basis are financed or recovered primarily through user charges. The Town often refers to its Enterprise Fund as the Water/Sewer Fund.

Departments

Water/Sewer Department

Expenditures by Department As a Percentage of Enterprise Fund



GENERAL FUND REVENUE

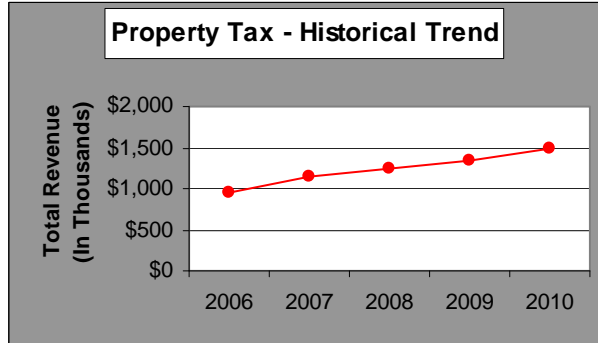
ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
10-400				
4000	Property Tax - Current	\$ 1,490,321	\$ 1,430,000	\$ 1,450,000
4002	Property Tax - Prior	\$ 115,800	\$ 10,000	\$ 10,000
4004	Vehicle Prop. Tax - Current	\$ 137,069	\$ 148,500	\$ 140,000
4006	Property Tax Penalties	\$ 13,579	\$ 10,000	\$ 10,000
4008	Garbage Revenue	\$ 270,467	\$ 270,000	\$ 272,000
4010	Landfill Revenue	\$ 176,537	\$ 175,000	\$ 178,000
4012	Court Fines	\$ 78,111	\$ 65,000	\$ 75,000
4014	Business Licenses	\$ 616,114	\$ 550,000	\$ 600,000
4015	Zoning Permit Fees	\$ 6,585	\$ 8,000	\$ 5,000
4016	Building Permits	\$ 50,425	\$ 50,000	\$ 50,000
4018	Cemetery Donations/Assess	\$ 25,725	\$ 18,000	\$ 12,000
4019	Donations	\$ 2,745	\$ 1,500	\$ 6,000
4021	Shelter Fees	\$ 375	\$ 500	\$ 500
4022	Dog Licenses	\$ 1,626	\$ 1,600	\$ 1,600
4024	Recreation Revenue	\$ 70,646	\$ 70,000	\$ 68,000
4025	Recreation Concessions	\$ 7,718	\$ 6,000	\$ 10,000
4026	Sale of Fixed Assets	\$ -	\$ 2,500	\$ 5,000
4028	Interest Income	\$ 2,173	\$ 3,000	\$ 1,200
4030	Miscellaneous Revenues	\$ 1,601	\$ 3,000	\$ 1,500
4033	Larne Building	\$ 9,888	\$ 13,000	\$ 13,000
4042	Recreation Supplement	\$ 189,492	\$ 195,000	\$ 194,000
4046	DEU Grant	\$ -	\$ -	\$ -
4048	Grant-Recreation	\$ 4,075	\$ -	\$ 6,100
4049	Misc Grant Revenue	\$ 89,536	\$ -	\$ 6,000
4050	State Apportionment	\$ 132,278	\$ 120,100	\$ 121,800
4052	Other Revenues	\$ 100,182	\$ 10,000	\$ 10,000
4054	Franchise Fees	\$ 308,672	\$ 300,000	\$ 340,000
4056	Payment In Lieu Of Taxes	\$ 2,411	\$ 2,400	\$ 2,400
4060	Drink Machine/PD	\$ 435	\$ 200	\$ 300
4082	Westgate Maint/YCNG	\$ 4,725	\$ 4,700	\$ 4,700
4146	York County DEU Funds	\$ 6,935	\$ 8,000	\$ 8,000
4211	St. Pat's Day Festival	\$ 7,632	\$ 1,500	\$ 3,000
4215	Travel Fund	\$ 15,151	\$ 16,000	\$ 16,000
TOTAL		\$ 3,939,029	\$ 3,493,500	\$ 3,621,100
BUDGETED FUND BALANCE				\$ 275,550

GENERAL FUND REVENUES

[4000] PROPERTY TAX – CURRENT

\$ 1,450,000

The Town presently imposes a one hundred and ten (110) mill tax on all real and personal property within the Town of Clover assessed by the York County Tax Assessor's Office and the SC Department of Revenue for general tax purposes (i.e., a tax of \$110.00 on every \$1,000 in assessed value of real estate and personal property). Although 2010 was a reassessment year, due to low growth in population and the CPI, a millage adjustment was not necessary.



[4002] PROPERTY TAX –PRIOR

\$ 10,000

This revenue category consists of all outstanding delinquent real estate and personal property taxes from the preceding years. York County provides delinquent tax collection services for the Town of Clover. The Town projects that it will collect \$10,000 in delinquent taxes this fiscal year, based on previous year's experience and the rate of collection.

[4004] VEHICLE PROPERTY TAX-CURRENT

\$ 140,000

The assessed value of motor vehicles for tax year 2010 is estimated to be \$1.2 million, calculated based on information provided by the York County Tax Assessor's Office.

[4006] PROPERTY TAX PENALTIES

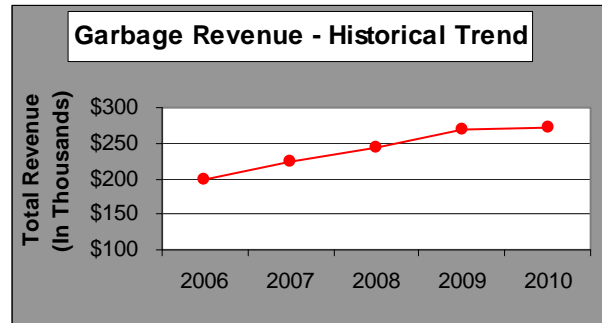
\$ 10,000

Penalties and interest are assessed on all real and personal property taxes if such taxes are not paid on or before January 15 in the year that they are due. York County assesses penalties in the following manner: "If real property taxes are not paid on or before January 15, a 3% penalty is assessed; if the taxes are not paid prior to February 2, then taxes are assessed a penalty of 7%; with an additional 5% assessed if not paid by March 16." Because of the economy, the Town, along with the York County and other municipalities within the County, agreed to an amended penalty provision for tax year 2009. It is likely that the same consideration will be given for tax year 2010.

[4008] GARBAGE REVENUE

\$ 272,000

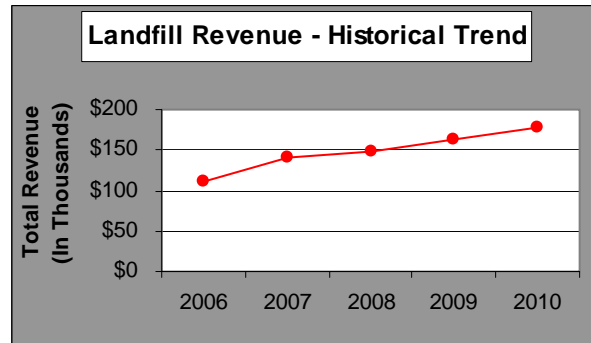
Revenue consisting of fees assessed for residential and commercial solid waste collection and disposal. Fees were increased effective July 1, 2006, to offset cost increases associated with performing the service.



[4010] LANDFILL REVENUE

\$ 178,000

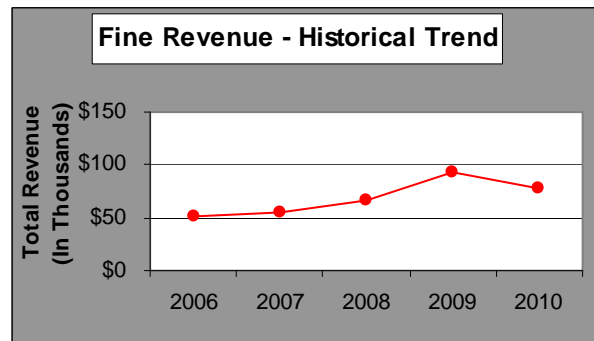
York County charges the Town of Clover by weight per load of debris deposited in the County Landfill. The Town is billed monthly based on the tonnage deposited. Clover charges a landfill charge on each sanitation bill to cover this cost. Landfill fees were last increased on July 1, 2006, and on January 1, 2009, with the latter increase due to an increase in fees imposed by York County in October 2008.



[4012] FINES

\$ 75,000

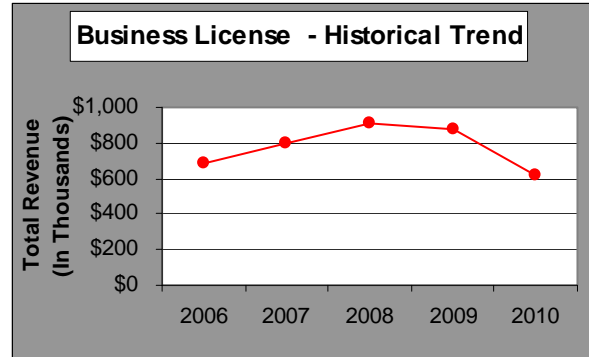
This line item represents the revenues collected through the Clover Municipal Court from traffic and criminal fines and from Code Enforcement fines.



[4014] BUSINESS LICENSES

\$ 600,000

All businesses and/or vendors, excluding those exempted by law, are required to obtain a business license in accordance with the Business License Ordinance of the Town of Clover. The Municipal Association of South Carolina collects business license fees on insurance companies and telecommunications.



Based on an expected decline in development and growth, the Town has budgeted a conservative increase in business license revenues. Also, effective FY09-10, Duke Energy and York Electric franchise fees were moved to the Franchise Fee line item causing a decline in the Business Licenses line item.

[4015] ZONING PERMITS FEES

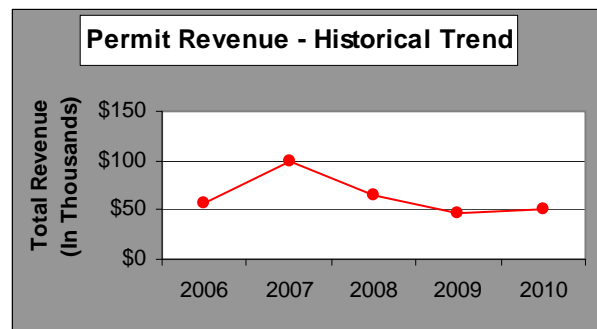
\$ 5,000

The Town of Clover began to assess permit fees for a variety of planning and zoning services including zoning determinations for new businesses, subdivision review, grading permits and various filing fees, e.g. Board of Zoning Appeals cases, effective July 1, 2006. Resolution 09-07 sets forth the new permit fees. Development is not expected to increase so this line item remains lower than prior years.

[4016] BUILDING PERMITS

\$ 50,000

Revised permit fees were adopted in Resolution 09-07. Permit revenues are expected to remain about the same as the previous year's revenue.



[4018] CEMETERY REVENUE

\$ 12,000

This revenue represents proceeds from the sale of new plots from the new sections of Clover Community and Woodside Cemeteries. The line item also includes the fee paid by the funeral homes for burials, the \$25 finance fee, and other fees set forth in Resolution 09-06. Private donations are also accepted to make improvements at the cemeteries.

[4019] DONATIONS

\$ 6,000

This revenue is from random donations. In FYE2010, this line item was used to account for mural donations.

[4021] SHELTER FEES

\$ 500

This line item represents the revenues collected from rental of the picnic shelters at the Clover Community Park and Roosevelt Park. For guaranteed use, the rental fee is \$25 a day for the large shelters and \$15 a day for the small shelter at Clover Community Park. If not rented, the shelters are open every day on a first come, first serve basis at no charge.

[4022] DOG LICENSES

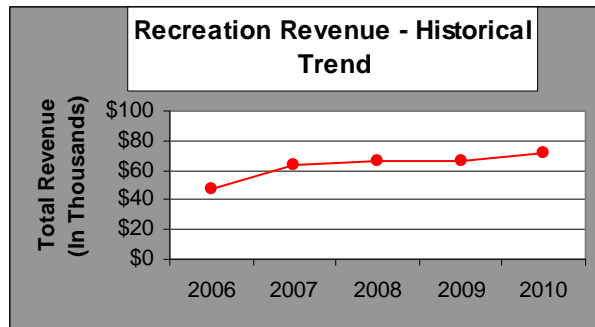
\$ 1,600

Town Ordinance provides that dog owners must register their dogs annually. The cost is \$4 per dog and, after April 30, a \$10 penalty is added. Dog owners must show proof of rabies shots for their dogs. Town staff conducts at least one (1) registration opportunity on a Saturday in April in the Town Hall Parking Lot and usually arranges for a veterinarian to be on-site to give rabies shots for a fee.

[4024] RECREATION REVENUE

\$ 68,000

This line item represents the revenues received from registration fees for participation in Town of Clover recreation programs. The fee for participation is \$40 per participant (effective since FYE2010). It also includes sponsorship donations.



[4025] RECREATION CONCESSIONS **\$ 10,000**

Revenues collected from the sales of concession items at Clover Community Park and Roosevelt Park.

[4026] SALE OF FIXED ASSETS **\$ 5,000**

Income received from the sale of equipment and/or vehicles that have been replaced or are no longer in use.

[4028] INTEREST INCOME **\$ 1,200**

This line item includes the interest income earned from investments in the State Investment Pool and from the Town's local checking accounts. Fund balance in General Fund is slowly growing but interest rates are very low.

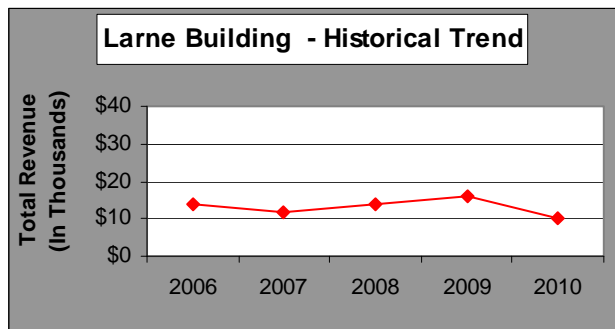
[4030] MISCELLANEOUS REVENUES **\$ 1,500**

This line item includes, but is not limited to revenues received from the following sources:

- Police Reports (\$5.00 each) and PD vending machine
- Garage Sale Permits (\$1.00 in-town, \$5.00 out-of-town)
- Copies of the Town Ordinances including Land Use and Zoning and the Business License Ordinance
- Miscellaneous copies and fax use

[4033] LARNE BUILDING RENTAL **\$ 13,000**

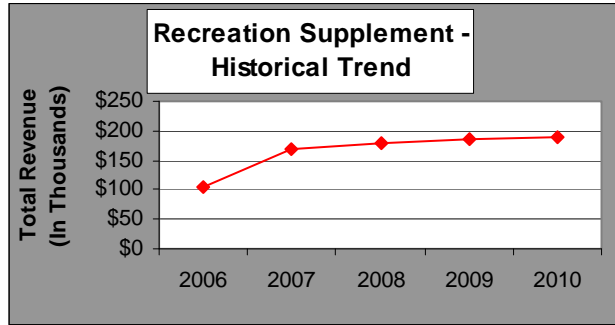
This line item represents the rental fee revenues for the use of the Larne Building. The rental rate was increased January 1, 2009, to \$300 for in-town residents and \$400 for out-of-town residents. In addition to the rental fee, a \$150 security deposit is required but is refunded if the building is left in proper order.



[4042] RECREATION SUPPLEMENT

\$ 194,000

This line item represents the financial supplement received from York County for the provision of recreational programs to County residents. Approximately 70% of the participation in Town recreation programs is from out-of-town residents. Revenue is expected to increase each year.



[4048] GRANT - RECREATION

\$ 6,100

The line item represents anticipated PARD grants.

[4049] MISCELLANEOUS GRANT REVENUE

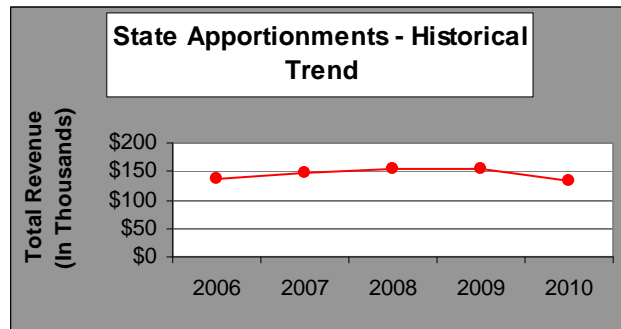
\$ 6,000

The Town intends to apply for Palmetto Pride and SCMIT Safety Grants.

[4050] STATE APPORTIONMENTS

\$ 121,800

The South Carolina General Assembly made significant changes in the distribution of state shared revenues to political subdivisions pursuant to the adoption of Section 6-27-10 of the Code of Laws of South Carolina, 1976, as amended. This act established a Local Government Fund that replaced the formula funding that had previously come from the following seven (7) taxes: bank tax, beer tax, wine tax, gasoline tax, motor transport fees, alcohol tax, and the income tax.



Under the act the State Treasurer must transfer 4½% of the previous year's general fund appropriations to the Local Government Fund. Municipal government received 16.722% of the Fund and such amount will be distributed based on the percentage of the town's population to the total municipal population.

Due to State budget cuts and a cut to the Local Government Fund authorized by the State Legislature for the third year in a row, the Budget and Control Board

estimates that Clover will receive \$95,100 from the Local Government fund during fiscal year 2010-11, a 30% decrease from what the actual amount should have been.

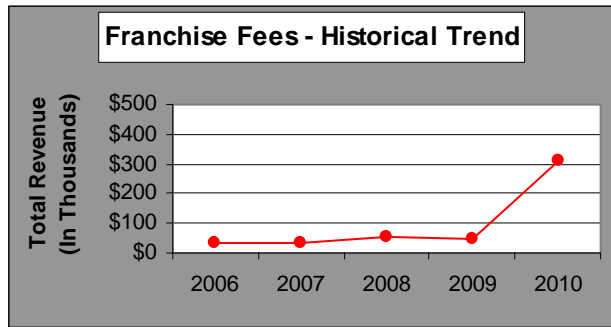
This line item also includes payments for Merchant Inventory which equals approximately \$26,700 annually.

[4052] OTHER REVENUES \$ 10,000

This line item includes insurance claims payments, reimbursements to the Town, and other unanticipated revenues.

[4054] FRANCHISE FEES \$ 340,000

This line item includes the franchise fees received from Time Warner Cable (5%) and, starting FY 09-10, from Duke Energy (5%) and York Electric Cooperative (4%). In prior years, the electric franchises were credited to the Business License line item.



[4056] PAYMENT IN LIEU OF TAXES \$ 2,400

This line item includes monies received from South Carolina Regional Housing Authority for the Government Subsidized housing in Clover.

[4060] DRINK MACHINE/POLICE DEPARTMENT \$ 300

This line item includes monies from the drink machine in the Police Department.

[4082] WESTGATE MAINTENANCE/YCNG \$ 4,700

This line item includes represents the reimbursement received from York County Natural Gas for landscape maintenance services at Westgate, approximately \$394 per month under the current contract (or 75% of the monthly rate of \$525).

[4146] YORK COUNTY DEU FUNDS **\$ 8,000**

Due to the Town's participation in the Multi-Jurisdictional Drug Enforcement Unit, a percentage of the proceeds from the sale of drug related property and from any seized cash is given to the Town to purchase drug enforcement equipment.

[4211] ST. PATRICK'S DAY FESTIVAL **\$ 3,000**

The Town sells a variety of items at the annual St. Patrick's Day Festival including the official Town posters.

[4215] TRAVEL FUND **\$ 16,000**

This item represents the fees paid to the Recreation Department for Senior trips. An equal amount was budgeted for expenditure under the assumption that the fees will cover all trip costs excluding bus rental. These trips continue to be very popular.

TOTAL GENERAL FUND REVENUES	\$3,621,100
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BUDGETED FUND BALANCE **\$ 275,550**

Fund Balance has been allocated to be used for General Fund activities such as the sidewalk project in Irish Downs which the Town received funding for in FYE2010 (\$85,500), police server replacement which the Town received funding for in FYE 2011 (\$15,000), storm clean up (\$20,000), new capital leases (\$29,450) and other necessary capital equipment purchases (\$61,900).

**GENERAL FUND
ADMINISTRATION DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
10-535				
5000	Salaries	\$ 100,572	\$ 230,000	\$ 231,500
5006	Social Security	\$ 8,447	\$ 17,600	\$ 17,700
5008	Retirement	\$ 10,930	\$ 21,600	\$ 21,750
5010	Insurance - Health	\$ 15,518	\$ 44,250	\$ 32,400
5012	Workers Comp	\$ 1,749	\$ 3,200	\$ 2,000
5013	Health Reimbursement	\$ -	\$ -	\$ 15,000
5015	Employee Wellness	\$ 444	\$ 500	\$ 2,000
5016	Utilities	\$ 3,134	\$ 5,000	\$ 5,000
5017	Telephone	\$ 3,408	\$ 5,500	\$ 5,000
5018	Maintenance/Supplies	\$ (521)	\$ 1,000	\$ 500
5020	Vehicle - Repairs	\$ -	\$ 200	\$ 500
5021	Vehicle - Routine Main	\$ 441	\$ 200	\$ 200
5022	Vehicle - Fuel	\$ 834	\$ 1,200	\$ 2,200
5027	Insurance - Property	\$ 1,907	\$ 2,200	\$ 2,200
5028	Insurance - Vehicle	\$ 1,707	\$ 750	\$ 700
5030	Insurance - Tort	\$ 2,889	\$ 1,400	\$ 1,400
5032	Insurance - Bond	\$ 32	\$ 100	\$ 100
5037	Uniforms & Equipment	\$ -	\$ 500	\$ 500
5058	Bank Charges	\$ -	\$ 5,200	\$ 6,700
5059	Office Supplies/Equipment	\$ 7,165	\$ 13,000	\$ 12,000
5060	Late Fee Charges	\$ 143	\$ 400	\$ 200
5063	Drug Testing	\$ 200	\$ 400	\$ 400
5068	Building Maintenance	\$ 2,492	\$ 3,500	\$ 3,500
5076	Advertisement	\$ 297	\$ 1,000	\$ 1,000
5092	Dues & Subscriptions	\$ 1,810	\$ 2,800	\$ 2,450
5094	Training/Mtgs/Travel	\$ 4,681	\$ 5,000	\$ 4,000
5098	Legal fees	\$ 6,050	\$ 12,000	\$ 6,000
5100	Auditing Fees	\$ 12,100	\$ 26,600	\$ 26,000
5106	Election Expenses	\$ 296	\$ -	\$ 2,000
5118	HolidayCert/Awards/Dinner	\$ 7,340	\$ 7,500	\$ 8,000
5122	Computer Maint & Prog	\$ 6,562	\$ 12,000	\$ 18,600
5128	York Co. Council On Aging	\$ 10,000	\$ 10,000	\$ 10,000
5130	Postage	\$ 2,344	\$ 16,000	\$ 16,000
5132	Clover Chamber	\$ 2,500	\$ 2,500	\$ 2,500
5176	Professional Services	\$ 9,458	\$ 13,000	\$ 10,000
5180	Beautification	\$ 272	\$ 4,000	\$ 4,000
5185	Anniversary Committee	\$ -	\$ -	\$ 1,000
5201	Tax Collection Fees	\$ 2,920	\$ 2,900	\$ 2,900
5202	Equipment Lease	\$ 4,914	\$ 18,000	\$ 12,000
5204	Capital Lease	\$ 2,256	\$ 2,300	\$ 2,300
5209	Larne Delegation/UAS	\$ 3,297	\$ 2,000	\$ 2,500
5210	Larne Building Expenses	\$ 9,132	\$ 14,000	\$ 9,000
5215	Grant Expenses	\$ 110	\$ -	\$ -
5410	Capital Expenditures	\$ 2,314	\$ 6,700	\$ 4,000
5419	Economic Development	\$ 4,316	\$ 6,000	\$ 15,000
TOTAL		\$ 254,460	\$ 522,000	\$ 522,700

ADMINISTRATION DEPARTMENT

SERVICE DELIVERY

The Administration Department provides the administrative and clerical support required for the general operations of the Town. Effective July 1, 2009, for budgeting purposes, the Building Official, Codes Clerk and Nuisance Officer and associated expenses were moved to the Development Services Department. Effective July 1, 2010, the administrative staff and associated operational expenses from the Water/Sewer Administration Department were moved to this department. The Water/Sewer Fund will reimburse the General Fund, based on established percentages, for the expenses that are associated with the operation of the Water/Sewer Fund.

The Department is staffed by the Town Administrator, Town Treasurer, Town Clerk, Utility Billing Clerk and Assistant Billing Clerk. The Town Administrator has overall management control over the Town.

Administration is also responsible for all the financial reporting of the Town, along with the proper billing and receiving of all revenues generated for the Town, and all expenditures incurred by the Town. Revenue sources include, but are not limited to, taxes, business licenses, court receipts, permits, governmental grant proceeds and state apportionments. In addition, the Administration Department is responsible for the disbursement of funds required for operating the Town. Expenditures include, but are not limited to, vendor payments for operating supplies, employee payroll and salary related withholdings, and intergovernmental payments.

All administrative functions are performed from the Clover Town Hall located at 114 Bethel Street, Clover.

BUDGET GOALS

- Pursue grant funds and economic development initiatives
- 125th Anniversary celebration
- Sister City and Ulster American Society activities
- Economic Development Board activities including internship program, website and brochure development and Façade Grant Program
- Implementation of improved Safety and Wellness Program
- Provide support for various festivals and community events (e.g. Feis Chlobhair) as well as community service activities (e.g. Council on Aging)
- Offer flexible payment options to water/sewer customers including on-line bill payment

DEPARTMENT DETAIL

PERSONNEL

		General Fund	Water/Sewer
Administrator	Allison Harvey	50%	50%
Treasurer	Hilda Hopper	50%	50%
Town Clerk	Shannon Nix	100%	0%
Utility Billing Clerk	Vacant	0%	100%
Assistant Billing Clerk	Kim Laney	0%	100%

SERVICES

- Business Licenses
- Garage Sale Permits
- Larne Building Rental
- Economic Development
- Financial Management
- Water/Sewer Billing and Payment
- Customer Service

FACILITIES AND EQUIPMENT

- TOWN HALL, 114 Bethel Street
 - Built in 1955
 - Houses six full-time employees
- LARNE BUILDING – 103 Main Street
 - Purchased by Town in 1998; renovations complete in 1999
 - Used for special events (rental) and Town meetings
- YMCA Building – 107 South Main Street (leased to YMCA)
- STORAGE BUILDING – Located at Treatment Plant, Willow Street
- VEHICLE – 2007 Chevrolet Trailblazer, assigned to Town Administrator

BUDGET DETAIL
10-535

[5000] SALARIES	\$ 231,500
<ul style="list-style-type: none">▪ Town Clerk, Treasurer, Administrator, Utility Billing Clerk and Assistant Billing Clerk	
[5006] SOCIAL SECURITY	\$ 17,700
[5008] RETIREMENT	\$ 21,750
[5010] INSURANCE – HEALTH	\$ 32,400
<ul style="list-style-type: none">▪ \$5,670 per year per full time employee	
[5012] WORKER’S COMPENSATION	\$ 2,000
[5013] HEALTH REIMBURSEMENT	\$15,000
[5015] EMPLOYEE WELLNESS	\$ 2,000
<ul style="list-style-type: none">▪ Includes safety training initiatives and awards and a Wellness Fair for all Town employees.	
[5016] UTILITIES	\$ 5,000
<ul style="list-style-type: none">▪ This line item includes<ul style="list-style-type: none">▪ Electric Duke Power▪ Water & Sewer Town of Clover▪ Sanitation Town of Clover	
[5017] TELEPHONE	\$ 5,000
<ul style="list-style-type: none">▪ Regular and long distance service; Nextel phones for Administrator and Town Hall; and advertisement in White Pages	
[5018] MAINTENANCE & SUPPLIES	\$ 500
<ul style="list-style-type: none">▪ Includes costs for miscellaneous supplies for Town Hall, e.g. light bulbs, cleaners, etc.	
[5020] VEHICLE – REPAIRS	\$ 500
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 200

[5022] VEHICLE – FUEL	\$ 2,200
[5027] INSURANCE – PROPERTY/LIABILITY	\$ 2,200
<ul style="list-style-type: none"> ▪ This line item includes the insurance cost for the following buildings and their contents: Town Hall, the Larne Building, the YMCA Building, and Storage Facility 	
[5028] INSURANCE –VEHICLES	\$ 700
[5030] INSURANCE - TORT	\$ 1,400
[5032] INSURANCE – BOND	\$ 100
[5037] UNIFORMS/EQUIPMENT	\$ 500
[5058] BANK CHARGES	\$ 6,700
<ul style="list-style-type: none"> ▪ Fees charged for use of credit cards (Suntrust) 	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 12,000
[5060] LATE FEE CHARGES	\$ 200
[5063] DRUG TESTING	\$ 400
<ul style="list-style-type: none"> ▪ The line item includes the cost of pre-employment and random drug tests and also the annual fee for the program. 	
[5068] BUILDING MAINTENANCE	\$ 3,500
<ul style="list-style-type: none"> ▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs for Town Hall, e.g. HVAC, plumbing, and electrical 	
[5076] ADVERTISEMENT	\$ 1,000
<ul style="list-style-type: none"> ▪ Public hearing and other meeting notices, employment ads, notices of general information and water quality reports 	
[5092] DUES AND SUBSCRIPTIONS	\$ 2,450
<ul style="list-style-type: none"> ▪ Includes professional dues (Rotary, MASC, etc.), Chamber dues, newspaper subscription, York County Day participation, post office box rental, ASCAP, and YMCA membership match. 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 4,000

[5098] LEGAL FEES	\$ 6,000
<ul style="list-style-type: none"> ▪ Billed at an hourly rate of \$120. 	
[5100] AUDITING FEES	\$ 26,000
<ul style="list-style-type: none"> ▪ Fees are split between Administration, Fire Department, Municipal Court and Water/Sewer Administration 	
[5106] ELECTION EXPENSE	\$ 2,000
<ul style="list-style-type: none"> ▪ Municipal elections are held in even number years. Elections are administered by York County. 	
[5112] CLOVER RESCUE SQUAD EXPENSE	\$ 0
<ul style="list-style-type: none"> ▪ The Town of Clover has supplemented the Clover Rescue Squad by providing fuel for their vehicles. Funding for FY09-10, 10-11, and 11-12 was not approved. 	
[5118] HOLIDAY CERTIFICATES/DINNER/AWARDS	\$ 8,000
<ul style="list-style-type: none"> ▪ \$100 gift certificates for all full-time employees ▪ Holiday Dinner for employees, council, etc. ▪ Service Awards 	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 18,600
<ul style="list-style-type: none"> ▪ New website ▪ Workstation and network maintenance contract ▪ Includes Financial Software Maintenance Plan fees for Greentree Applied Systems, Inc., and CSI ▪ Software subscriptions and renewals, including Fixed Asset, Anti-virus and spam, and back-up services. ▪ Minor equipment replacement, e.g. monitors and printers ▪ Time Warner internet access 	
[5128] YORK COUNTY COUNCIL ON AGING	\$ 10,000
<ul style="list-style-type: none"> ▪ At the request of the Town and the United Way, the York County Council on Aging (YCCA) operates a lunch program for qualified senior citizens over 60 years of age. The Town pays over 90% of the site manager's salary. The costs of the food, the delivery van, utilities, etc., are funded through the YCCA. 	
[5130] POSTAGE	\$ 16,000
<ul style="list-style-type: none"> ▪ Includes Utility billing mailing costs 	

[5132] CHAMBER OF COMMERCE	\$ 2,500
<ul style="list-style-type: none"> ▪ The Town has an agreement with the Greater Clover Chamber of Commerce to serve as the Town's official Welcome Center and information point. They also organize and manage the Town's annual Christmas parade and Feis Chlobhair Scotch-Irish Festival. Feis Chlobhair expenses are allocated in the Hospitality Tax Budget. 	
[5176] PROFESSIONAL SERVICES	\$ 10,000
<ul style="list-style-type: none"> ▪ Newsletter typesetting and printing ▪ Engineering Services (Joel Wood & Associates) for work performed on subdivision reviews and other general water/sewer related projects; specific W/S project work is charged to W/S Department. ▪ Municipal code updates 	
[5180] BEAUTIFICATION	\$ 4,000
<ul style="list-style-type: none"> ▪ PalmettoPride grant match and beautification events, e.g. Arbor Day ▪ Other beautification improvements 	
[5185] ANNIVERSARY COMMITTEE	\$1,000
<ul style="list-style-type: none"> ▪ 2012 marks the 125th anniversary of the Town of Clover. Funding will be used for activities commemorating the anniversary. 	
[5201] TAX COLLECTION FEE	\$ 2,900
<ul style="list-style-type: none"> ▪ Fee for York County to collect Town taxes (\$0.37 per notice) 	
[5202] EQUIPMENT LEASES	\$ 12,000
<ul style="list-style-type: none"> ▪ Copier, Inserter, and Postage Machine leases 	
[5204] CAPITAL LEASE	\$ 2,300
<ul style="list-style-type: none"> ▪ Town Administrator automobile lease (payoff in 5/12) 	
[5209] LARNE DELEGATION/UAS	\$ 2,500
<ul style="list-style-type: none"> ▪ Expenses related to Ulster American Society activities and special events 	
[5210] LARNE BUILDING EXPENSES	\$ 9,000
<ul style="list-style-type: none"> ▪ This line item includes the operational expenses related to the Larne Building including utilities and repair costs. 	

[5215] GRANT EXPENSES	\$ 0
[5410] CAPITAL EXPENDITURES	\$ 4,000
<ul style="list-style-type: none"> ▪ Laptop replacement and miscellaneous improvements to Town Hall 	
[5417] DEBT SERVICE PAYMENT	\$ 0
<ul style="list-style-type: none"> ▪ Bond payment for Fire Department and Downtown Revitalization Phase 1 was retired in March 2009 	
[5419] ECONOMIC DEVELOPMENT	\$15,000
<ul style="list-style-type: none"> ▪ Economic Development Internship ▪ Advertising – brochures, publications ▪ Façade Grant Program – up to five (5) \$1,000 grants ▪ Industry Appreciation events 	

TOTAL ADMINISTRATION DEPARTMENT	\$ 522,700
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**Many line items include expenses associated with the Water/Sewer Fund. These expenses will be reimbursed to the General Fund by the Water/Sewer Fund, based on established percentages.*

**GENERAL FUND
DEVELOPMENT SERVICES DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
10-545				
5000	Salaries	\$ 91,235	\$ 86,600	\$ 88,000
5006	Social Security	\$ 6,980	\$ 6,600	\$ 6,700
5008	Retirement	\$ 8,007	\$ 8,100	\$ 8,200
5010	Insurance - Health	\$ 11,314	\$ 13,650	\$ 9,000
5012	Workers Comp	\$ 1,625	\$ 1,400	\$ 1,000
5014	Unemployment Compensation	\$ -	\$ -	\$ 4,000
5017	Telephone	\$ 1,623	\$ 1,700	\$ 2,000
5018	Maintenance & Supplies	\$ 444	\$ 600	\$ 600
5020	Vehicle - Repairs	\$ 586	\$ 400	\$ 1,000
5021	Vehicle - Routine Main	\$ 639	\$ 300	\$ 600
5022	Vehicle - Fuel	\$ 1,907	\$ 2,500	\$ 3,000
5027	Insurance - Property	\$ -	\$ -	\$ 50
5028	Insurance - Vehicle	\$ 34	\$ 1,400	\$ 2,800
5030	Insurance - Tort	\$ -	\$ 2,250	\$ 2,250
5032	Insurance - Bond	\$ 22	\$ 50	\$ 50
5037	Uniforms & Equipment	\$ 358	\$ 500	\$ 1,000
5059	Office Supplies/Equipment	\$ 5,039	\$ 3,250	\$ 2,500
5063	Drug Testing	\$ -	\$ 200	\$ 200
5068	Building Maintenance	\$ 823	\$ 800	\$ 500
5076	Advertisement	\$ -	\$ 500	\$ 750
5092	Dues & Subscriptions	\$ 695	\$ 750	\$ 1,200
5094	Training/Mtgs/Travel	\$ 3,227	\$ 2,000	\$ 3,000
5102	Animal Control	\$ 706	\$ 500	\$ 750
5122	Computer Maint & Prog	\$ 297	\$ 500	\$ 2,600
5130	Postage	\$ 97	\$ 250	\$ 250
5176	Professional Services	\$ 1,888	\$ 2,000	\$ 2,000
5204	Capital Lease	\$ 5,165	\$ 5,200	\$ 5,200
5215	Grant Expenses	\$ -	\$ -	\$ -
5236	Planning Comm/BZA	\$ 2,598	\$ 500	\$ 1,000
5410	Capital Expenditures		\$ 100,500	\$ 85,500
5501	Planning Expense	\$ 3,407	\$ 11,000	\$ 10,000
TOTAL		\$ 148,716	\$ 254,000	\$ 245,700

DEVELOPMENT SERVICES **DEPARTMENT**

SERVICE DELIVERY

The Development Services Department was created effective July 1, 2009. The Department is staffed by the Building Official, Codes Clerk/Administrative Assistant and Nuisance Officer (PT).

The Development Services Department is responsible for residential and commercial building inspections, enforcement of the Town's flood damage prevention, animal control and nuisance ordinance, and associated administrative work. The Department is also responsible for fire and zoning compliance inspections and plan reviews.

BUDGET GOALS

- Assist in revision of Land Use, Zoning and Comprehensive Plan.
- Continue certification training.
- Recommend passage of the International Property Maintenance code as part of the Town of Clover environmental and nuisance ordinance.
- Ensure completion of annual state required annual fire inspections of commercial properties in the town limits.
- Increase Code Enforcement inspections of all commercial building properties, substandard housing, rental properties and derelict/abandoned vehicles through enforcement and increased monitoring.
- Increase public awareness of building and nuisance codes through public meetings and media advertisement.

DEPARTMENT DETAIL

PERSONNEL

Building Official	Joe Funderburk
Codes Clerk	Cristine Marine
Nuisance Officer	Charlie Dixon

SERVICES

- Zoning and Building Permits
- Garage Sale Permits
- Animal Control
- Nuisance Abatement
- Building Code Enforcement
- Larne Building Rental

FACILITIES AND EQUIPMENT

VEHICLES

Year	Make/Model	Driver	Mileage
97	Ford F-150	Building Official	135,260
2010	Ford F-150	Nuisance Officer	10,580

BUDGET DETAIL
10-545

[5000] SALARIES	\$ 88,000
▪ Building Official, Codes Clerk, and Nuisance Officer (Permanent PT)	
[5006] SOCIAL SECURITY	\$ 6,700
[5008] RETIREMENT	\$ 8,200
[5010] INSURANCE – HEALTH	\$ 9,000
[5012] WORKER’S COMPENSATION	\$ 1,000
[5014] UNEMPLOYMENT COMPENSATION	\$4,000
[5017] TELEPHONE	\$ 2,000
▪ Regular office and Nextel phones for Building Official and Nuisance Officer	
[5018] MAINTENANCE & SUPPLIES	\$ 600
[5020] VEHICLE – REPAIRS	\$1,000
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 600
[5022] VEHICLE – FUEL	\$ 3,000
[5027] INSURANCE – PROPERTY	\$50
[5028] INSURANCE –VEHICLES	\$ 2,800
[5030] INSURANCE - TORT	\$ 2,250
[5032] INSURANCE – BOND	\$ 50
[5037] UNIFORMS/EQUIPMENT	\$ 1,000
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 2,500
[5063] DRUG TESTING	\$ 200

[5068] BUILDING MAINTENANCE	\$ 500
[5076] ADVERTISEMENT	\$ 750
<ul style="list-style-type: none"> ▪ Notices for public meetings, hearings and training for building codes and planning and zoning 	
[5092] DUES AND SUBSCRIPTIONS	\$ 1,200
<ul style="list-style-type: none"> ▪ Includes professional dues for BOASC, SCAHFM, SCACCA, SCPMGIA, CCEA and SCAPA 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 3,000
[5102] ANIMAL CONTROL	\$ 750
<ul style="list-style-type: none"> ▪ Includes expenses such as traps, cages, food and other equipment. 	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 2,600
[5130] POSTAGE	\$ 250
[5176] PROFESSIONAL SERVICES	\$ 2,000
<ul style="list-style-type: none"> ▪ Building code inspection and plan review assistance 	
[5204] CAPITAL LEASE	\$ 5,200
<ul style="list-style-type: none"> ▪ Animal Control Vehicle (pay off 2/2014) 	
[5215] GRANT EXPENSES	\$ 0
[5236] PLANNING COMMISSION/BZA	\$ 1,000
<ul style="list-style-type: none"> ▪ Planning Commission and Board of Zoning Appeals training & office supplies 	
[5410] CAPITAL EXPENDITURES	\$ 85,500
<ul style="list-style-type: none"> ▪ Sidewalk and street tree work in Irish Downs Phase 2 (subdivision bond from FYE2010) 	
[5501] PLANNING EXPENSES	\$ 10,000
<ul style="list-style-type: none"> ▪ Catawba Council of Government for zoning map updates and other planning and zoning assistance 	
TOTAL DEVELOPMENT SERVICES DEPARTMENT	\$ 245,700

**GENERAL FUND
FIRE DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
10-510				
5001	Volunteer Firemen	\$ 22,060	\$ 20,000	\$ 25,000
5005	Firemen/Town Employees	\$ 2,430	\$ 2,500	\$ 2,500
5006	Social Security	\$ 186	\$ 200	\$ 200
5012	Workers Comp	\$ 2,090	\$ 2,150	\$ 1,500
5016	Utilities	\$ 5,406	\$ 5,800	\$ 5,800
5017	Telephone	\$ 1,198	\$ 1,200	\$ 1,400
5018	Maintenance & Supplies	\$ 3,349	\$ 6,000	\$ 5,000
5020	Vehicle - Repairs	\$ 1,856	\$ 5,000	\$ 5,000
5021	Vehicle - Routine Main	\$ 1,638	\$ 2,000	\$ 2,100
5022	Vehicle - Fuel	\$ 5,803	\$ 6,000	\$ 8,000
5027	Insurance - Property	\$ 1,848	\$ 1,900	\$ 1,900
5028	Insurance - Vehicle	\$ 2,915	\$ 2,900	\$ 2,900
5030	Insurance - Tort	\$ 1,630	\$ 1,600	\$ 1,600
5033	Fire Inspections	\$ -	\$ -	\$ 2,500
5060	Radio Expense	\$ -	\$ 1,200	\$ 1,400
5068	Building Maintenance	\$ 2,942	\$ 1,500	\$ 1,500
5082	Contract Maintenance	\$ -	\$ 500	\$ 500
5092	Dues and Subscriptions	\$ 1,397	\$ 1,600	\$ 1,600
5094	Training/Mtgs/Travel	\$ 886	\$ 1,500	\$ 1,500
5100	Auditing Fees	\$ 1,500	\$ 1,500	\$ 1,500
5122	Computer Maint & Prog	\$ 1,695	\$ 1,800	\$ 1,800
5130	Postage	\$ 3	\$ 50	\$ 50
5176	Professional Services	\$ -	\$ 800	\$ 1,400
5202	Equipment Leases	\$ 269	\$ -	\$ -
5215	Grant Expenses	\$ -	\$ -	\$ -
5410	Capital Expenditures	\$ 14,794	\$ 11,000	\$ 3,500
5420	Explorer Program	\$ 1,460	\$ 1,500	\$ 1,500
TOTAL		\$ 77,355	\$ 80,200	\$ 81,650

FIRE DEPARTMENT

MISSION STATEMENT

“The Town of Clover Volunteer Fire Department is dedicated to the citizens of the Town to provide life saving and property protection services.”

SERVICE DELIVERY

The Fire Department houses and utilizes six (6) highly specialized fire and rescue vehicles. Routine maintenance on the apparatus, small equipment and fire station are performed by Fire Department personnel. Maintenance of County-owned equipment is performed by the County.

The Town and York County entered into a Fire Service Agreement in 1983. The Agreement was renewed in 2007. The Town agrees to provide fire protection services to the Clover Rural Fire District in return for a portion of the funds collected from the Rural Fire District and donation of County equipment to help with response. Approximately 75% of the Town’s calls are from the Clover Rural Fire District.

As a fundraising activity, the Fire Department fills swimming pools with the Town-owned tanker.

Routine expenditures are funded from the Town’s General Fund. Special revenues from the South Carolina Fireman’s One-Percent Fund, pool fills and from York County are budgeted as Special Revenues.

The Town of Clover Fire Department is located at 115 Bethel Street, Clover.

BUDGET GOALS

- Continue to provide quality training in all aspects of emergency services
- Continue to upgrade safety equipment to provide the best possible protection to Fire Fighters
- Improve and expand Fire Prevention efforts
- Continue recruiting efforts to ensure adequate number of volunteers
- Provide leadership and training for the Explorer Program

DEPARTMENT DETAIL

PERSONNEL

The Fire Department is comprised totally of volunteers. Currently, there are 24 volunteer firemen. Volunteer firemen are compensated each year based on the number of calls. Each fireman responding to a call within the Town limits is paid \$10. For calls outside the Town limits, only drivers of the trucks are paid (\$10 per call); fire fighters are not paid for calls outside the Town limits. The Chief is compensated an additional \$4,000 per year, the Assistant Chief receives \$2,000 and the Secretary receives \$1,200.

Chief	Charlie Love
Assistant Chief	Steve Skinnell
Captain	David Green
Training Officer	Lamar Brown
Sergeant	Fred Taylor
Secretary	Alvin Droughty

SERVICES

- Fire protection services within Town limits and within the Clover Rural Fire District
- Fire inspection of commercial businesses
- Filling pools as fund raiser
- Public outreach and education

FACILITIES

- FIRE STATION, 115 Bethel Street
 - Built in 1999
 - Double capacity, three bay fire station
 - Fire fighter recreation room, kitchen and dining/meeting room

EQUIPMENT

TOWN OWNED

- Pumper Truck – 2001
- Sterling Cab and Chassis Tanker Truck – 2005 (tank replaced in 2010)
- Chevrolet Grass Truck - 1978

YORK COUNTY OWNED

- Pumper - 2004
- Tanker - 1994
- Grass Unit - 2002
- Service Truck – 2000

The Town is responsible for the fuel for all vehicles. York County maintains its equipment.

BUDGET DETAIL
10-510

[5001] VOLUNTEER FIRE FIGHTERS	\$ 25,000
▪ Stipend for volunteer firemen that are not Town of Clover employees	
[5005] FIRE FIGHTERS/TOWN EMPLOYEES	\$ 2,500
▪ Stipend for volunteer firemen that are Town of Clover employees	
▪ Retirement is not taken out on these employees for this service	
[5006] SOCIAL SECURITY	\$ 200
[5012] WORKER'S COMPENSATION	\$ 1,500
[5016] UTILITIES	\$ 5,800
▪ Gas, electric, and water & sewer	
[5017] TELEPHONE	\$ 1,400
▪ Regular, long distance and mobile phone (Fire Chief)	
[5018] MAINTENANCE & SUPPLIES	\$ 5,000
[5020] VEHICLE – REPAIRS	\$ 5,000
▪ Repair costs attributed to the Town's three (3) fire fighting vehicles. York County provides maintenance for their four (4) vehicles.	
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 2,100
▪ Routine maintenance to the Town's two (2) fire fighting vehicles. York County provides maintenance for their four (4) vehicles.	
[5022] VEHICLE – FUEL	\$ 8,000
[5027] INSURANCE – PROPERTY/LIABILITY	\$ 1,900
[5028] INSURANCE –VEHICLES	\$ 2,900
[5030] INSURANCE - TORT	\$ 1,600
[5033] FIRE INSPECTIONS	\$ 2,500

[5060] RADIO EXPENSE	\$ 1,400
▪ Annual warranty renewal.	
[5068] BUILDING MAINTENANCE	\$ 1,500
▪ Includes costs for fire extinguisher service, pest control and generator maintenance.	
[5082] CONTRACT MAINTENANCE	\$ 500
▪ Forcible entry equipment maintenance	
[5092] DUES AND SUBSCRIPTIONS	\$ 1,600
▪ Includes membership to South Carolina's Fire Chief's Association (SCFCA) and South Carolina Firemen's Association	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,500
[5100] AUDITING FEES	\$ 1,500
▪ Portion of cost of the annual audit assigned to the Fire Department	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 1,800
▪ Includes internet service and Fire House software annual maintenance fee (\$110 per module, 3 modules)	
[5130] POSTAGE	\$ 50
[5176] PROFESSIONAL SERVICES	\$ 1,400
▪ Grant writing assistance	
[5215] GRANT EXPENSES	\$ 0
[5410] CAPITAL EXPENDITURES	\$ 3,500
[5420] EXPLORER PROGRAM	\$ 1,500
▪ Program was implemented in 2006. Includes costs for registration, training, uniforms and equipment for participants.	
TOTAL FIRE DEPARTMENT	\$ 81,650

**GENERAL FUND
LEGISLATIVE DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
10-520				
5000	Council Salaries	\$ 11,000	\$ 22,000	\$ 22,000
5006	Social Security	\$ 842	\$ 1,700	\$ 1,700
5008	Retirement	\$ 164	\$ 300	\$ -
5012	Workers Compensation	\$ 180	\$ 400	\$ 400
5030	Insurance - Tort	\$ 3,342	\$ 6,700	\$ 6,700
5032	Insurance - Bond	\$ 38	\$ 100	\$ 50
5059	Office Supplies/Equipment	\$ 117	\$ 400	\$ 400
5076	Advertisement	\$ -	\$ 100	\$ 150
5092	Dues and Subscriptions	\$ 861	\$ 2,000	\$ 2,000
5094	Training/Mtgs/Travel	\$ 2,764	\$ 10,000	\$ 10,000
TOTAL		\$ 19,308	\$ 43,700	\$ 43,400

LEGISLATIVE DEPARTMENT

SERVICE DELIVERY

The Legislative Department is comprised of the Clover Town Council. The Council is the governing body of the Town and is responsible for all powers granted to a municipality and for the performance of all duties and obligations imposed by law. The Town Council is tasked with deciding all legislative matters.

The Town Council meets regularly once per month and conducts special meetings, workshops and public hearings as necessary. The Town Council, among other things, approves the annual budget and all annexations.

The Town Council is elected at large in odd number years for two year terms.

Effective July 1, 2010, the expenses from the Water/Sewer Legislative Department were moved to this department. The Water/Sewer Fund will reimburse the General Fund for the expenses that are associated with the operation of the Water/Sewer Fund, estimated to be approximately 50%.

BUDGET GOALS

- Continue efficient operation of the Town of Clover
- Continue education and training efforts

DEPARTMENT DETAIL

PERSONNEL

Mayor	Donnie Grice
Mayor Pro Tem	Jay Dover
Council Members	Ann Harvey
	Christine Gourley
	Wes Spurrier
	Granita Boyd
	Debbie Littlejohn

**GENERAL FUND
MUNICIPAL COURT**

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
10-530				
5000	Salaries	\$ 21,581	\$ 23,000	\$ 34,500
5006	Social Security	\$ 1,789	\$ 1,750	\$ 2,650
5008	Retirement	\$ 2,161	\$ 2,150	\$ 3,250
5010	Insurance - Health	\$ -	\$ -	\$ 4,500
5012	Workers Comp	\$ 483	\$ 500	\$ 200
5016	Utilities	\$ 904	\$ 1,300	\$ 1,050
5017	Telephone	\$ 1,634	\$ 1,600	\$ 2,550
5018	Maint/Supplies	\$ -	\$ 200	\$ 200
5027	Insurance - Property	\$ 40	\$ 50	\$ 50
5030	Insurance - Tort	\$ 75	\$ 100	\$ 100
5032	Insurance - Bond	\$ 11	\$ 50	\$ 50
5059	Office Supplies/Equipment	\$ 1,298	\$ 1,200	\$ 2,000
5068	Building Maintenance	\$ 1,007	\$ 1,700	\$ 1,700
5092	Dues And Subscriptions	\$ 155	\$ 200	\$ 200
5094	Training/Mtgs/Travel	\$ 668	\$ 1,600	\$ 1,600
5100	Auditing Fees	\$ 1,600	\$ 3,000	\$ 2,500
5122	Computer Maint & Prog	\$ 1,370	\$ 1,500	\$ 1,400
5130	Postage	\$ 400	\$ 300	\$ 400
5142	Jury Fees	\$ 372	\$ 1,000	\$ 1,000
5176	Professional Services	\$ 25,275	\$ 25,300	\$ 25,300
5410	Capital Expenditures	\$ -	\$ -	\$ 1,800
TOTAL		\$ 60,823	\$ 66,500	\$ 87,000

MUNICIPAL COURT

SERVICE DELIVERY

The Municipal Court is responsible for the adjudication of all criminal and code enforcement violations. The Court includes a Municipal Judge and, effective July 1, 2011, a full-time Clerk of Court. The Judge is a York County Magistrate contracted to work for the Town part time. The contract is effective until terminated. The Clerk of Court is charged with handling all of the administrative duties of the court. The current Clerk of Court has also completed the ministerial recorder training and can issue warrants, summonses, and subpoenas and can set/accept bonds and recognizances.

Court is held at the York County Magistrate's Office and Larne Building.

BUDGET GOALS

- Continue efficient operation of the Court
- Continue education and training efforts
- Address backlog of pending jury trials
- Reconcile court records

DEPARTMENT DETAIL

PERSONNEL

Judge	Melvin Howell
Clerk of Court (PT)	Rachel Anne Fleming

FACILITIES AND EQUIPMENT

- JUDICIAL BUILDING, 110 Bethel Street
 - This facility was upgraded in FY05-06 to accommodate Municipal Court operations.

BUDGET DETAIL
10-530

[5000] SALARIES	\$ 34,500
▪ Clerk of Court	
[5006] SOCIAL SECURITY	\$ 2,650
[5008] RETIREMENT	\$ 3,250
[5010] INSURANCE – HEALTH	\$ 4,500
[5012] WORKER’S COMPENSATION	\$ 200
[5016] UTILITIES	\$ 1,050
[5017] TELEPHONE	\$ 2,550
▪ Regular and long distance service for phone and modem/fax	
[5018] MAINTENANCE & SUPPLIES	\$ 200
[5027] INSURANCE – PROPERTY	\$ 50
[5030] INSURANCE - TORT	\$ 100
[5032] INSURANCE – BOND	\$ 50
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 2,000
[5068] BUILDING MAINTENANCE	\$ 1,700
▪ Includes cleaning, pest control and fire extinguisher contracts as well as miscellaneous building repairs, e.g. HVAC, plumbing, and electrical.	
[5092] DUES AND SUBSCRIPTIONS	\$ 200
▪ Summary Court Judge Association and Municipal Court Association	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,600
▪ Including Summary Court Judge Association Training and Municipal Court Association costs	

[5100] AUDITING FEES	\$ 2,500
▪ Additional funds (\$1,400) were included for reconciliation of time payments	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 1,400
[5130] POSTAGE	\$ 400
[5142] JURY FEES	\$ 1,000
▪ Jurors are paid \$12 per diem	
[5176] PROFESSIONAL SERVICES	\$ 25,300
▪ Judge Howell's (Magistrate) contract	
[5410] CAPITAL EXPENDITURES	\$ 1,800
TOTAL MUNICIPAL COURT	\$ 87,000

**GENERAL FUND
POLICE DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
10-515				
5000	Salaries/Police Officer	\$ 556,707	\$ 598,000	\$ 668,000
5001	Salaries/Dispatchers	\$ 122,960	\$ 141,500	\$ 145,000
5004	Overtime	\$ 42,216	\$ 25,000	\$ 25,000
5006	Social Security	\$ 59,421	\$ 58,800	\$ 61,200
5008	Retirement	\$ 81,598	\$ 84,300	\$ 88,000
5010	Insurance - Health	\$ 106,281	\$ 145,350	\$ 99,000
5012	Workers Comp	\$ 25,192	\$ 25,350	\$ 20,000
5014	Unemployment Compensation	\$ 8,639	\$ -	\$ 8,500
5016	Utilities	\$ 8,839	\$ 9,000	\$ 10,000
5017	Telephone	\$ 15,847	\$ 16,500	\$ 19,000
5018	Maint/Supplies	\$ 1,002	\$ 4,000	\$ 3,000
5020	Vehicle - Repairs	\$ 2,285	\$ 7,000	\$ 6,000
5021	Vehicle - Routine Maint	\$ 10,244	\$ 10,000	\$ 12,000
5022	Vehicle - Fuel	\$ 31,141	\$ 30,000	\$ 40,000
5027	Insurance - Property	\$ 3,072	\$ 3,300	\$ 3,100
5028	Insurance-Vehicle	\$ 9,369	\$ 9,500	\$ 9,800
5030	Insurance - Tort	\$ 18,070	\$ 18,100	\$ 20,300
5032	Insurance - Bond	\$ 237	\$ 200	\$ 250
5037	Uniforms & Equipment	\$ 23,772	\$ 25,000	\$ 25,000
5039	Community Relations	\$ 1,330	\$ 1,200	\$ 1,500
5050	Drug Fund Expense	\$ 1,022	\$ -	\$ -
5051	Reserve Officer Program	\$ -	\$ 25,000	\$ 15,000
5059	Office Supplies/Equipment	\$ 14,195	\$ 10,000	\$ 10,000
5060	Radio Expense	\$ 938	\$ 3,100	\$ 2,000
5062	Jail Expense	\$ 28,346	\$ 30,000	\$ 25,000
5063	Drug Testing	\$ 1,013	\$ 600	\$ 1,000
5068	Building Maintenance	\$ 11,491	\$ 10,600	\$ 8,000
5070	NCIC	\$ 4,761	\$ 4,800	\$ 2,500
5076	Advertisement	\$ 1,911	\$ 300	\$ 500
5092	Dues And Subscriptions	\$ 1,907	\$ 2,000	\$ 2,000
5094	Training/Mtgs/Travel	\$ 7,470	\$ 7,500	\$ 5,000
5122	Computer Maint & Prog	\$ 15,603	\$ 20,000	\$ 25,000
5130	Postage	\$ 427	\$ 500	\$ 500
5199	K-9 Unit Program	\$ -	\$ 5,000	\$ 5,000
5202	Equipment Leases	\$ 1,340	\$ 1,400	\$ 1,400
5204	Capital Leases	\$ 2,937	\$ 51,600	\$ 65,950
5215	Grant Expenses	\$ 89,054	\$ -	\$ 15,000
5410	Capital Expenditures	\$ 35,033	\$ 10,000	\$ 27,600
TOTAL		\$ 1,345,670	\$ 1,394,500	\$ 1,476,100

POLICE DEPARTMENT

“Professionalism through Integrity, Pride, and Performance”

MISSION STATEMENT

To enhance the quality of life in our town by working in a partnership with the community and in accordance with constitutional rights to enforce the laws, preserve the peace, and provide a safe environment for the citizens of Clover, South Carolina.

SERVICE DELIVERY

The Police Department is tasked with all law enforcement responsibilities within the Town of Clover.

The Department operates with two 12-hour shifts: 6AM to 6PM and 6PM to 6AM.

The Department is also involved with a multi-jurisdictional Drug Enforcement team assembled from agencies throughout the County. They are tasked with drug, gambling and vice-type law enforcement operations. One Clover officer is designated as a DEU officer.

In 2011, the Department implemented two new programs: the Reserve Officer Program and the K-9 Unit. The Reserves are comprised of volunteers who receive State training and certification to act as law enforcement officers. The K-9 Unit is comprised of one officer and Sammie, a fully trained drug dog.

Community outreach efforts include attending community watch and association meetings, sponsoring holiday events (e.g. Clover Santa) and participating in school activities and programs.

BUDGET GOALS

- Continue to provide outstanding service to the citizen's of Clover
- Improve communications with community groups and local businesses
- Replace in-car video camera systems

DEPARTMENT DETAIL

PERSONNEL

POLICE OFFICERS

Chief of Police	Randy C. Grice
Captain	David Dover
Lieutenant	Frankie Sadler, Community Relations Tanner Davis, Detective
Sergeant	Mitch Wilson Kenneth Blackwood Judd Baird
Detective	Cheryl Boyd
DEU Officer	Lee Allen
K-9 Unit	Owen Kokinda
Patrol Officers	Danny Oates Drew Dover Charles Neelands Christopher Miller Michael Nivens Trey Miller Logan McGarity Scott Seaford

CERTIFIED POLICE DISPATCHERS

Day Shift	Amber Mahaffey Belinda Robertson
Night Shift	Randy Dills Belinda Chambers
Part Time	Ev Amick & Alicia McCarter

POLICE CHAPLAIN

Jerry Bryant

ADMINISTRATIVE ASSISTANT

Wayne Polk

FACILITIES AND EQUIPMENT

POLICE DEPARTMENT

- Building dates back to 1925; completely renovated in 2004; minor renovations completed in 2010 included relocating dispatch to safer, more secure area.
- Downstairs includes public restrooms, dispatch center, prisoner intake, Breathalyzer, computer workstations and evidence processing area. The Building Official also has an office on the first floor.
- Upstairs includes offices for Chief, Captain, and Detective, interview room, break area and meeting space.

POLICE VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>	<u>Mileage</u>
38	99	Ford Crown Vic	Sgt	117,851
44	05	Ford Crown Vic	Patrol	91,042
45*	98	Chevy Tahoe	Patrol	115,104
46	05	Ford Truck	DEU	79,220
47	03	Ford Crown Vic (unmarked)	Captain	92,065
48	08	Ford Crown Vic	Patrol	50,857
49	08	Ford Crown Vic	Patrol	80,297
50	08	Ford Crown Vic	Patrol	67,071
51	08	Ford Crown Vic	Patrol	77,820
52	08	Ford Crown Vic	Patrol	57,124
53	08	Ford Crown Vic	Patrol	54,706
54	09	Chevy Tahoe	Chief	39,854
55	09	Chevy Tahoe	Detective	19,582

*Marked for replacement. Vehicles that are operable with low maintenance costs will be kept for use by the Reserve Officer Program.

BUDGET DETAIL
10-515

[5000] SALARIES/POLICE OFFICERS	\$ 668,000
▪ Eighteen (18) sworn officers	
[5001] SALARIES/DISPATCHERS	\$ 145,000
▪ Four (4) certified dispatchers and back up dispatchers	
[5004] OVERTIME	\$ 25,000
[5006] SOCIAL SECURITY	\$ 61,200
[5008] RETIREMENT	\$ 88,000
[5010] INSURANCE – HEALTH	\$ 99,000
[5012] WORKER’S COMPENSATION	\$ 20,000
[5014] UNEMPLOYMENT COMPENSATION	\$8,500
[5016] UTILITIES	\$ 10,000
[5017] TELEPHONE	\$ 19,000
▪ HARDLINES	
▪ (4) Hard lines - incoming and outgoing calls, including 911	
▪ (1) Hard line (T-1) for the NCIC utilized for records checks	
▪ (1) Datamaster line for Breathalyzer	
▪ (1) Fax phone line	
▪ T-1 Line (AT&T SLED)	
▪ MOBILE PHONES (9)	
▪ Chief, Captain, Detective, Dispatch, DEU	
▪ 4 shared between patrol officers while on duty (2 new)	
▪ AIR CARDS (3)	
[5018] MAINTENANCE & SUPPLIES	\$ 3,000
[5020] VEHICLE – REPAIRS	\$ 6,000
▪ Repairs not covered by warranties and repairs within the Town’s insurance deductible of \$200 per vehicle, per incident.	

[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 12,000
<ul style="list-style-type: none"> ▪ Routine services include brake replacement, transmission service, coolant system, tune-ups, tires and other services. 	
[5022] VEHICLE – FUEL	\$ 40,000
[5027] INSURANCE – PROPERTY	\$ 3,100
[5028] INSURANCE –VEHICLES	\$ 9,800
[5030] INSURANCE - TORT	\$ 20,300
[5032] INSURANCE – BOND	\$ 250
[5037] UNIFORMS AND EQUIPMENT	\$ 25,000
<ul style="list-style-type: none"> ▪ Uniforms purchased for new officers and dispatchers and replacement of worn uniforms. ▪ Standard equipment for officers, e.g. belts and bullets (for training) 	
[5039] COMMUNITY RELATIONS	\$ 1,500
<ul style="list-style-type: none"> ▪ Includes special community events like the Roosevelt Community Back-to-School Bash and Red Ribbon Week ▪ Town-sponsored events include Clover Santa, Senior Citizen Flowers at Easter, Halloween Alley, Easter Egg Hunt and Games, and Police Memorial program 	
[5051] RESERVE OFFICER PROGRAM	\$ 15,000
<ul style="list-style-type: none"> ▪ New volunteer program. Expenses include radios and other equipment. 	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 10,000
[5060] RADIO EXPENSE	\$ 2,000
[5062] JAIL EXPENSE	\$ 25,000
<ul style="list-style-type: none"> ▪ The York County Detention Center charges \$47.88 per day to house prisoners for the Clover Police Department. 	
[5063] DRUG TESTING	\$ 1,000

[5068] BUILDING MAINTENANCE	\$ 8,000
<ul style="list-style-type: none"> ▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs, e.g. HVAC, plumbing, and electrical, and supplies. 	
[5070] NCIC	\$ 2,500
<ul style="list-style-type: none"> ▪ NCIC stands for the National Crime Information Center. Authorization and access to the NCIC is provided by the South Carolina Law Enforcement Division (SLED). The NCIC provides the Town instant access to drivers' license records, criminal records, BOLOs (Be On The Lookout) alerts, and weather reports. ▪ T-1 line and air card expenses in Telephone 	
[5076] ADVERTISEMENT	\$ 500
<ul style="list-style-type: none"> ▪ Includes employment ads and notice of Police Department events. 	
[5092] DUES AND SUBSCRIPTIONS	\$ 2,000
<ul style="list-style-type: none"> ▪ Includes YMCA membership, SC Chief's Association, International Association of Chief's of Police (IACP), SC Code of Laws updates, etc. 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 5,000
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 25,000
<ul style="list-style-type: none"> ▪ Includes maintenance contract for computer aided dispatch and report writing software (\$12,600) as well as general IT support and software purchases 	
[5130] POSTAGE	\$ 500
[5199] K-9 UNIT PROGRAM	\$ 5,000
<ul style="list-style-type: none"> ▪ Funding for this new program includes food, housing and veterinarian care for Sammie the drug dog 	
[5202] EQUIPMENT LEASES	\$ 1,400
<ul style="list-style-type: none"> ▪ Copier lease 	
[5204] CAPITAL LEASES	\$ 65,950
<ul style="list-style-type: none"> ▪ Existing leases: <ul style="list-style-type: none"> ○ two (2) patrol cars (pay off 1/2012) ○ one (1) patrol car (pay off 4/2012) ○ two (2) patrol cars and Chief vehicle (pay off 1/2013) ○ two (2) patrol cars and Captain vehicle (pay off 6/2015) ▪ New lease: one patrol vehicle (pay off 2016) 	

[5215] GRANT EXPENSE **\$15,000**

- JAG Special Solicitation awarded in prior year for replacement server; no match required

[5410] CAPITAL EXPENDITURE **\$ 27,600**

- Electronic speed detector and in-car digital video cameras

TOTAL POLICE DEPARTMENT **\$ 1,476,100**

**GENERAL FUND
RECREATION DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
10-525				
5000	Salaries	\$ 198,117	\$ 211,000	\$ 231,200
5002	Labor	\$ 11,948	\$ 11,000	\$ 13,000
5006	Social Security	\$ 16,833	\$ 17,000	\$ 18,700
5008	Retirement	\$ 19,462	\$ 19,800	\$ 21,700
5010	Insurance - Health	\$ 28,284	\$ 34,100	\$ 27,000
5012	Workers Comp	\$ 3,488	\$ 3,600	\$ 3,000
5014	Unemployment Compensation	\$ 3,136	\$ -	\$ -
5016	Utilities	\$ 30,493	\$ 36,000	\$ 35,800
5017	Telephone	\$ 5,860	\$ 6,800	\$ 7,700
5018	Maintenance & Supplies	\$ 29,087	\$ 35,000	\$ 35,000
5020	Vehicle - Repairs	\$ 1,772	\$ 1,500	\$ 1,500
5021	Vehicle - Routine Main	\$ 1,311	\$ 1,500	\$ 1,500
5022	Vehicle - Fuel	\$ 5,892	\$ 6,000	\$ 6,000
5027	Insurance - Property	\$ 4,481	\$ 4,700	\$ 4,700
5028	Insurance - Vehicle	\$ 4,205	\$ 5,000	\$ 5,000
5030	Insurance - Tort	\$ 2,593	\$ 2,600	\$ 2,400
5032	Insurance - Bond	\$ 54	\$ 100	\$ 100
5034	Facility Rental	\$ 9,915	\$ 10,000	\$ 11,000
5037	Uniforms & Equipment	\$ 2,023	\$ 1,000	\$ 1,100
5059	Office Supplies/Equipment	\$ 2,146	\$ 2,500	\$ 2,500
5063	Drug Testing	\$ 229	\$ 300	\$ 300
5068	Building Maintenance	\$ 7,748	\$ 6,700	\$ 4,500
5076	Advertisement	\$ 1,344	\$ 2,000	\$ 2,000
5088	Umpires, Referee, Etc.	\$ 25,636	\$ 29,000	\$ 30,000
5089	Recreation Supplies	\$ 47,889	\$ 45,000	\$ 50,000
5092	Dues & Subscriptions	\$ 1,790	\$ 1,800	\$ 1,800
5094	Training/Mtgs/Travel	\$ 2,515	\$ 2,500	\$ 3,000
5122	Computer Maint & Prog	\$ 3,627	\$ 3,600	\$ 7,000
5130	Postage	\$ 239	\$ 300	\$ 300
5137	Recreation Trips	\$ 17,315	\$ 16,000	\$ 16,000
5141	Community Center Programs	\$ -	\$ 5,000	\$ 5,000
5176	Professional Services	\$ 220	\$ 500	\$ 6,000
5202	Equipment Leases	\$ 625	\$ 2,400	\$ 3,000
5204	Capital Leases	\$ 21,016	\$ 25,050	\$ 27,000
5211	St. Patrick's Day Festival	\$ 844	\$ 500	\$ 1,500
5215	Grant Expenses		\$ -	\$ 7,700
5410	Capital Expenditures	\$ 30,500	\$ 15,000	\$ -
5412	Park Upgrades	\$ 61,170	\$ 48,750	\$ 54,500
TOTAL		\$ 603,807	\$ 613,600	\$ 648,500
TRANSFER TO CAPITAL			\$ 97,500	\$ 97,000

RECREATION DEPARTMENT

SERVICE DELIVERY

The Town of Clover Recreation Department is charged with providing recreational services and group sports to residents in and outside the Town of Clover. The Town utilizes recreation fields located at Clover Community Park, Roosevelt Park, and other locations in and outside of the town limits.

The Town currently offers extracurricular activities in youth baseball, soccer, basketball and softball and adult softball and basketball. All participants in each sport are required to pay a participation fee.

The Department also helps to maintain the grounds at each park area used by the Town to provide these programs. Staff helps with Larne Building maintenance and downtown beautification. The Recreation Department organizes the Town's annual St. Patrick's Day Festival and coordinates with the Police Department on several community outreach programs held at the parks.

Beginning in July 2010, the Recreation Department moved to the new Clover Community Center. This building will be used to host a variety of community education and enrichment programs.

BUDGET GOALS

- Continue to provide quality recreation programs for citizens
- Improve and expand recreation opportunities
- Plan and host special education and enrichment programs at the Community Center
- Coordinate with the SC Horseshoe Hall of Fame about locating at the Community Center
- Maintain and expand existing Town facilities including:
 - Clover Community Park Phase 1 construction (Capital Projects Budget)
- Continue to maintain equipment to allow for extended life and safe operation

DEPARTMENT DETAIL

PERSONNEL

Director	Greg Holmes
Park Superintendent	Scott Moses
Assistant Park Superintendent	Dennis Holland
Program Coordinators	Donald Johnson Willis Whitley
Program Assistant (Permanent P-T)	Josh McCarter
Park Supervisor (Permanent P-T)	Brett Wilson
Recreation Assistant (Temporary P-T)	Marcus Bigger
Concession (Seasonal P-T)	Dora Burris Peggy Burch Janie Barber Whitney Harper

SERVICES

Sport	Season	League	Age	Facility
Youth Soccer	Fall	Co-Ed	4-17	CCP, Griggs Road, Blue Eagle Academy
Youth Baseball – Dixie Youth Sanctioned	Spring	Co-Ed	3-4 Pre-K T-ball	CCP, Roosevelt, Clover Optimist, Lorne, Kinard, and Griggs Road
			5-6 T-ball	
			7-8 Machine Pitch	
			8-10 Minors	
			11-12 Majors	
Fall Baseball – Not Sanctioned	Fall		6-7 Machine Pitch	CCP, Roosevelt, Tega Cay
			8-9 Minors	
			10-11 Majors	
Adult Softball	Summer	Co-Ed	15+	CCP

Youth Softball	Spring	Girls	7-8	CCP, Roosevelt, Tega Cay, Fort Mill, York and Rock Hill
			9-10	
			11-12	
			13-18	
Youth Basketball	Winter	Co-Ed	4-5	Clover High and Blue Eagle Academy
		Co-Ed	6-7	
		Boys & Girls	8-10	
		Boys & Girls	11-13	
		Co-Ed	14-18	
Adult Basketball	Winter			Blue Eagle Academy
Horseshoe Tournaments*	Year Round			CCP

*Organized by SC Horseshoe Pitchers Association

FACILITIES AND EQUIPMENT

➤ CLOVER COMMUNITY CENTER

- 120 Bethel St; renovations completed in July 2010
- Recreation administrative staff, activity space and Council Chambers
- Space also used for variety of town functions such as Planning Commission and Economic Development Board

➤ CLOVER COMMUNITY PARK COMPLEX (CCP)

- Maintenance office is located in the complex
- Two full-size lighted baseball/softball fields which are also used as soccer fields
- SC Horseshoe Pitching Association approved lighted horseshoe park with 16 pits
- Out-door, full-size basketball court (not in use)
- Lighted walking trail (~1 mile)
- Lighted Picnic shelters – first come, first served except with reservation
 - \$25 fee to reserve 30' x 60' shelter with 10 picnic tables & two charcoal grills
 - \$15 fee to reserve small shelter with 3 picnic tables
- Seasonal concession stand
- Playground
- Public restrooms
- Tobacco Free

➤ ROOSEVELT PARK

- One full-size and two Dixie Youth League size baseball fields
- Outdoor, full-size basketball court

- Community building
- Lighted 30' by 60' picnic shelter
 - \$25 fee to reserve
- Playground
- Seasonal concession stand with restrooms and storage space

➤ **OPTIMIST CLUB**

- Owned by Optimist Club but maintained year round by the Town
- Available for use by Town at no charge
- One full-size baseball field
- One porta-john, rented by Town during sports season

➤ **BLUE EAGLE ACADEMY**

- Fields are maintained by Town during Youth Soccer season; available for use at no charge
- Indoor Gymnasium used for youth basketball practice and church basketball games
- One porta-john, rented by Town during sports season
- Playground, lighted walking trail

➤ **CLOVER HIGH SCHOOL, CLOVER MIDDLE SCHOOL, GRIGGS ROAD AND LARNE ELEMENTARY**

➤ **NEW CENTRE PARK**

- Under development. Four soccer fields, concession stand and parking planned for phase 1 construction

VEHICLES

<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>	<u>Mileage</u>
96*	Ford Explorer		113,107
97	Ford F-150	P-T Employees	54,962
98*	Dodge Ram		
08	Ford F-250	Park Superintendent	14,992
09	Ford Explorer	Director	7,626
10	Ford F-250	Asst Park Superintendent	1,779
New		Program Coordinator	
New		Program Coordinator	

94	Ford Backhoe		
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*Marked for disposal.

BUDGET DETAIL
10-525

[5000] SALARIES	\$ 231,200
▪ Full-time and part-time permanent employees	
[5002] LABOR	\$ 13,000
▪ Includes concession and seasonal positions	
[5006] SOCIAL SECURITY	\$ 18,700
[5008] RETIREMENT	\$ 21,700
[5010] INSURANCE - HEALTH	\$ 27,000
[5012] WORKERS COMPENSATION	\$ 3,000
▪ Includes employees, referees/umpires and contractors	
[5016] UTILITIES	\$ 35,800
▪ The cost of the lights, water, sewer and electric at each of the Town-owned facilities	
[5017] TELEPHONE	\$ 8,000
[5018] MAINTENANCE & SUPPLIES	\$ 35,000
▪ Includes equipment and supplies needed to maintain recreation facilities, including building and field maintenance.	
[5020] VEHICLE REPAIR	\$ 1,500
[5021] VEHICLE – ROUTINE MAINTAINANCE	\$ 1,500
[5022] VEHICLE FUEL	\$ 6,000
[5027] INSURANCE –PROPERTY	\$ 4,700
[5028] INSURANCE -VEHICLES	\$ 5,000
[5030] INSURANCE-TORT	\$ 2,400

[5032] INSURANCE - BOND	\$ 100
[5034] FACILITY RENTALS	\$ 11,000
<ul style="list-style-type: none"> ▪ Bus rental for Senior trips, Clover School District Gymnasium and Employees, and Porta-johns. 	
[5037] UNIFORMS & EQUIPMENT	\$ 1,100
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 2,500
[5063] DRUG TESTING	\$ 300
[5068] BUILDING MAINTENANCE	\$ 4,500
<ul style="list-style-type: none"> ▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs, e.g. HVAC, plumbing, and electrical. 	
[5076] ADVERTISEMENT	\$ 2,000
[5088] UMPIRES, REFEREES, INSTRUCTORS, ETC.	\$ 30,000
<ul style="list-style-type: none"> ▪ Baseball, basketball, soccer, softball, adult softball and adult basketball ▪ The Town utilizes sanctioned umpires for Minor and Major League Baseball 	
[5089] RECREATION SUPPLIES	\$ 50,000
<ul style="list-style-type: none"> ▪ The recreation supplies required for each program ▪ Includes supplies purchased through fund raising activities ▪ Extra \$5,000 included for several one time expenses, e.g. soccer goals 	
[5092] DUES AND SUBSCRIPTIONS	\$ 1,800
<ul style="list-style-type: none"> ▪ S.C. Parks & Recreation Association Fee, ASA Softball Sanction Fees, Dixie Youth Baseball, and SC Festival and Event Association 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 3,000
<ul style="list-style-type: none"> ▪ SC Park & Recreation Convention, SC Festivals and Events Conference, Dixie Youth Baseball and ASA Softball travel expenses 	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$7,000
<ul style="list-style-type: none"> ▪ Includes maintenance agreement for E-Trak 	
[5130] POSTAGE	\$ 300

[5137] RECREATION TRIPS	\$ 16,000
<ul style="list-style-type: none"> ▪ Senior citizen outings including trip to Myrtle Beach, Christmas Show, etc. ▪ All costs, except bus rental, are covered by registration fees; revenue is in General Fund. Bus rental expenses allocated in Facility Rental 	
[5141] COMMUNITY CENTER PROGRAMS	\$ 5,000
<ul style="list-style-type: none"> ▪ Monthly programs to educate and enrich citizens. Programs may include safety, finance, insurance, travel, etc. 	
[5176] PROFESSIONAL SERVICES	\$ 6,000
<ul style="list-style-type: none"> ▪ Coach training and background checks 	
[5202] EQUIPMENT LEASES	\$ 3,000
[5204] CAPITAL LEASES	\$ 27,000
<ul style="list-style-type: none"> ▪ Existing Leases: 2008 F-250 (1/2012), 2009 Explorer (1/2013), and 2010 F-250 and Reel Mower (2/2014) ▪ New Lease: two replacement vehicles (pay off 2016) 	
[5211] ST. PATRICK'S DAY FESTIVAL	\$ 1,500
[5215] GRANT EXPENSES	\$ 7,700
<ul style="list-style-type: none"> ▪ SC PRT grant (PARD) 	
[5410] CAPITAL EXPENDITURES	\$ 0
[5412] PARK UPGRADES	\$ 54,500
<ul style="list-style-type: none"> ▪ This line item was created in FY08-09 to allocate funds from the York County Supplement to be used to improve existing parks, includes additional \$6,000 to supplement ▪ Work expected includes renovation of Roosevelt Building and playgrounds 	
TOTAL RECREATION DEPARTMENT	\$ 648,500

TRANSFER TO CAPITAL PROJECTS (New Centre Park)	\$97,500
<ul style="list-style-type: none"> ▪ The allocation of funds from the York County Supplement (50%) to be used for engineering and construction activities at the new park. This funding is transferred directly to Capital Projects and does not count as an expense in the Recreation Department. 	

**GENERAL FUND
STREETS AND SANITATION DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
10-500				
5000	Salaries	\$ 226,602	\$ 279,100	\$ 295,000
5006	Social Security	\$ 18,334	\$ 21,350	\$ 22,600
5008	Retirement	\$ 19,447	\$ 23,200	\$ 27,700
5010	Insurance - Health	\$ 44,305	\$ 61,350	\$ 40,500
5012	Workers Comp	\$ 8,571	\$ 9,000	\$ 6,000
5016	Utilities	\$ 64,770	\$ 68,000	\$ 71,000
5017	Telephone	\$ 858	\$ 1,450	\$ 1,500
5018	Maintenance & Supplies	\$ 20,623	\$ 20,000	\$ 22,000
5020	Vehicle-Repairs	\$ 11,970	\$ 10,000	\$ 10,000
5021	Vehicle - Routine Main.	\$ 9,761	\$ 8,000	\$ 8,000
5022	Vehicle - Fuel	\$ 24,892	\$ 20,000	\$ 30,000
5027	Insurance - Property	\$ 1,173	\$ 1,700	\$ 1,700
5028	Insurance - Vehicle	\$ 13,080	\$ 13,800	\$ 12,000
5030	Insurance - Tort	\$ 4,330	\$ 4,400	\$ 4,800
5032	Insurance - Bond	\$ 86	\$ 100	\$ 100
5034	Uniforms Rental	\$ 2,671	\$ 3,000	\$ 3,000
5037	Uniforms & Equipment	\$ 157	\$ 1,000	\$ 1,200
5038	Bad Debts	\$ -	\$ 2,000	\$ 500
5040	Waste Management	\$ 116,028	\$ 118,000	\$ 130,000
5042	Landfill Fees	\$ 79,195	\$ 78,000	\$ 78,000
5045	Curbside Recycling	\$ 23,351	\$ 24,000	\$ 29,000
5059	Office Supplies/Equipment	\$ 128	\$ 500	\$ 250
5063	Drug Testing	\$ 378	\$ 400	\$ 400
5068	Building Maintenance	\$ 350	\$ 3,000	\$ 5,000
5076	Advertising	\$ 209	\$ 500	\$ 500
5082	Contract Maintenance	\$ 7,100	\$ 8,000	\$ 8,000
5092	Dues and Subscriptions	\$ 25	\$ -	\$ 200
5094	Training/Mtgs/Travel	\$ -	\$ 200	\$ 200
5122	Computer Maint & Prog	\$ -	\$ 3,000	\$ 3,100
5130	Postage	\$ 93	\$ 100	\$ 100
5176	Professional Services	\$ 660	\$ 3,000	\$ 25,000
5181	Stormwater Repair	\$ 6,375	\$ 10,000	\$ 10,000
5203	Garbage Truck Lease	\$ 65,312	\$ 65,100	\$ 73,050
5204	Capital Lease	\$ 40,237	\$ 40,250	\$ 24,600
5206	Pedestrian Improvements	\$ -	\$ 2,000	\$ 2,000
5210	Street Repair - Minor	\$ 2,154	\$ 3,000	\$ 3,000
5212	Street Repair - Major	\$ -	\$ -	\$ 10,000
5410	Capital Expenditures	\$ 18,034	\$ 34,000	\$ 15,000
5475	Cemetery Expenses	\$ 15,981	\$ 10,000	\$ 10,000
TOTAL		\$ 847,240	\$ 950,500	\$ 985,000

STREETS AND SANITATION **DEPARTMENT**

SERVICE DELIVERY

The Town of Clover Streets and Sanitation Department is responsible for the collection of the Town's solid waste, recyclables and yard debris on a weekly schedule. The Department also monitors street signs and damaged roads in need of repair as well as maintaining the common green spaces of the Town.

Effective July 1, 2010, the salary and salary related expenses for the Public Works Director were moved from the Water/Sewer Department to this Department. The Water/Sewer Fund will reimburse the General Fund for half (50%) of these expenses.

BUDGET GOALS

- Continue providing timely and efficient collection of solid waste, recycling and yard debris
- Continue beautification efforts in the downtown area
- Oversee contract for Main Street (end cap) and Welcome Sign landscaping and for cemetery landscaping and improvements
- Purchase additional garbage and recycling bins to meet demand
- Work with SCDOT on pedestrian improvements and street repair and maintenance activities
- Complete inventory and assessment of stormwater facilities

DEPARTMENT DETAIL

PERSONNEL

Director	Mark Geouge
Streets & Sanitation Supervisor	Mike Carpenter
Truck Driver	C. L. Stiles
Laborers	Mark Burton Justin Messer Michael Whitesides Donny Ramsey
Stormwater Supervisor	Jeff Forbis
Stormwater Laborer	Laramie Parker

SERVICES

- Provide once a week curbside pick-up of household garbage and recyclables. Collections are made on Tuesday, Wednesday, and Thursday. Town is divided into sections; day of collection is dependent on where homes are located
- Provide once a week backdoor pick-up of household garbage and recyclables for authorized handicapped residents
- Yard trash is picked-up daily throughout the Town
- Report and/or replace down or damaged street signs
- Repair or report damaged road surfaces
- Edge and cut all Town green space and manage contracts for additional landscaping services, e.g. cemetery and end cap landscaping
- Provide maintenance and upkeep of existing stormwater drainage
- Provide services for new drainage mechanisms

FACILITIES AND EQUIPMENT

- PUBLIC WORKS YARD, 300 Smith Street
- Includes office space and garage bays, storage and maintenance sheds, and gas pumps
- Also serves as office for Water/Sewer Department

SANITATION VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Gas/Diesel</u>	<u>Mileage</u>
1	07	Heil Rear Loader	Diesel	36,000
2	96	Ford L-8000 Garbage Truck (Packer) (spare)	Diesel	92,000
4	02	CCC Sideloader Garbage Truck (Spare)	Diesel	54,000
23	00	Chevy 1500 Truck (supervisor)	Gas	81,000
3	10	Mack Sideloader Garbage Truck	Diesel	11,300

STREETS VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Gas/Diesel</u>	<u>Mileage</u>
5	01	International Dump Truck w/ Box Bed	Diesel	21,000
7	03	International Dump Truck w/ Box Bed	Diesel	23,179
6	06	Ford F-450 Dump Truck	Diesel	51,000
9	11	Ford F-450 Dump Truck	Diesel	3,000

STORMWATER VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Gas/Diesel</u>	<u>Mileage</u>
9	95	Ford F-450 Dump Truck	Diesel	75,000
	08	Ford F-150 (supervisor)	Gas	34,000
	07	Mini Excavator		

BUDGET DETAIL
10-500

[5000] SALARIES	\$ 295,000
[5006] SOCIAL SECURITY	\$ 22,600
[5008] RETIREMENT	\$ 27,700
[5010] INSURANCE – HEALTH	\$ 40,500
[5012] WORKER’S COMPENSATION	\$ 6,000
[5016] UTILITIES	\$ 71,000
▪ Includes public works facilities and street lighting throughout the Town	
[5017] TELEPHONE	\$ 1,500
▪ Mobile phones (Streets & Sanitation Supervisor and Stormwater Supervisor). Regular phone and fax service budgeted in Water/Sewer Department.	
[5018] MAINTENANCE & SUPPLIES	\$ 22,000
▪ Includes paving & repair materials: stone, gravel, asphalt, concrete; rakes, shovels, pitchforks, etc.; and street signs and street sign posts and caps	
[5020] VEHICLE – REPAIRS	\$ 10,000
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 8,000
[5022] VEHICLE – FUEL	\$ 30,000
[5027] INSURANCE – PROPERTY	\$ 1,700
[5028] INSURANCE –VEHICLES	\$ 12,000
[5030] INSURANCE - TORT	\$ 4,800
[5032] INSURANCE – BOND	\$ 100
[5034] UNIFORM RENTALS	\$ 3,000
▪ Uniform pants and shirts are provided for each employee in this department.	

[5037] UNIFORMS AND EQUIPMENT	\$ 1,200
<ul style="list-style-type: none"> ▪ Work t-shirts and boots are provided for each employee in this department. 	
[5038] BAD DEBT	\$ 500
[5040] WASTE MANAGEMENT	\$ 130,000
<ul style="list-style-type: none"> ▪ Contract for commercial dumpster service. Contract expires July 1, 2011. 	
[5042] LANDFILL FEES	\$ 78,000
[5045] CURBSIDE RECYCLING	\$ 29,000
<ul style="list-style-type: none"> ▪ The Town has an agreement with the City of York to provide curbside recycling one day a week per household. The Town pays the City of York 40% of the total cost of the program. 	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 250
[5063] DRUG TESTING/DOT PHYSICALS	\$ 400
[5068] BUILDING MAINTENANCE	\$ 5,000
<ul style="list-style-type: none"> ▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs, e.g. HVAC, plumbing, and electrical. 	
[5076] ADVERTISEMENT	\$ 500
<ul style="list-style-type: none"> ▪ Required annual DHEC notice, Spring Clean week and litter programs. 	
[5082] CONTRACT MAINTENANCE	\$ 8,000
<ul style="list-style-type: none"> ▪ Landscaping services for Westgate Industrial Park Maintenance (\$525 per month split with York County Natural Gas Authority) ▪ Main Street landscaping funded by Hospitality Tax ▪ Tree maintenance 	
[5092] DUES AND SUBSCRIPTIONS	\$ 200
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 200
<ul style="list-style-type: none"> ▪ Includes Solid Waste training and OSHA updates and training 	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 3,100

[5130] POSTAGE	\$ 100
[5176] PROFESSIONAL SERVICES	\$ 25,000
▪ Engineering and survey services related to road and stormwater improvements	
[5181] STORMWATER REPAIR	\$ 10,000
[5203] GARBAGE TRUCK LEASE	\$ 73,050
▪ 2007 Heil Rear Loader (payoff in 4/2012) and 2009 Sideloader (payoff in 1/2013)	
[5204] CAPITAL LEASES	\$ 24,600
▪ Wood chipper (payoff in 4/2012) and Stormwater truck and backhoe (split with W/S Department, payoff in 1/2012) and Street Sweeper/Vacuum Truck and Dump Truck (pay off 1/2013)	
[5206] PEDESTRIAN IMPROVEMENTS	\$ 2,000
▪ Minor sidewalk repair and pedestrian improvements	
[5210] STREET REPAIR - MINOR	\$ 3,000
▪ Minor repairs of Town-owned streets, e.g. pot holes, cracks, etc.	
[5212] STREET REPAIR - MAJOR	\$ 10,000
▪ Major repair and/or repaving of Town-owned streets, specifically Park Place	
[5410] CAPITAL EXPENDITURES	\$ 15,000
▪ Includes additional garbage and recycling bins, repairs at Town Lot	
[5475] CEMETERY EXPENSES	\$ 10,000
▪ Contract for landscape maintenance of Woodside and Clover Community Cemetery	
▪ Cemetery Management Software	
▪ Miscellaneous improvements, especially to new sections	
TOTAL STREETS & SANITATION DEPARTMENT	\$ 985,000

ENTERPRISE FUND REVENUE

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
20-400				
4028	Interest Income	\$ 1,475	\$ 1,500	\$ 800
4030	Misc. Revenue	\$ 13,046	\$ 10,000	\$ 10,000
4038	Set Off Debt	\$ 5,877	\$ 5,000	\$ 6,000
4047	Grants Water Dept	\$ -	\$ -	\$ 500,000
4049	Grants Sewer Dept	\$ 788	\$ 150,000	\$ 252,400
4052	Other Revenue	\$ -	\$ -	\$ -
4100	Service Connection Fee	\$ 28,485	\$ 30,000	\$ 24,000
4102	Water Revenue	\$ 1,110,950	\$ 1,105,000	\$ 1,230,000
4104	Water Taps	\$ 13,308	\$ 15,000	\$ 10,000
4105	Water Capacity Fees	\$ 24,643	\$ 38,000	\$ 15,000
4108	Late Fees	\$ 52,685	\$ 55,000	\$ 55,000
4110	Sewer Revenue	\$ 1,042,260	\$ 1,025,000	\$ 1,200,000
4111	Sewer Capacity Fees	\$ 24,000	\$ 35,000	\$ 15,000
4112	Sewer Taps	\$ 4,450	\$ 5,000	\$ 3,000
4113	Pretreatment Fees	\$ 1,750	\$ 1,500	\$ 1,500
4114	Interest Inc-Bond	\$ 431	\$ 400	\$ 300
4115	Transfer Fee	\$ 1,525	\$ 1,200	\$ 1,400
4116	SC DHEC Fee	\$ 25,054	\$ 30,000	\$ 26,000
TOTAL		\$ 2,350,727	\$ 2,507,600	\$ 3,350,400
BUDGETED FUND BALANCE			\$ 480,000	\$ 224,800

ENTERPRISE FUND REVENUES (WATER/SEWER)

[4028] INTEREST INCOME	\$ 800
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This line item represents the interest earned on the water/sewer accounts – operating and SC Local Government Investment Pool.

[4030] MISCELLANEOUS REVENUE	\$ 10,000
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This line item includes the revenue collected from the sale of hydrant water to contractors and raw sewage dumping fees.

[4038] SET OFF DEBT	\$ 6,000
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The Town has contracted with the Municipal Association to collect delinquent revenues from accounts with unpaid balances.

[4047] GRANTS WATER DEPT	\$500,000
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The Town was awarded a Community Development Block Grant in August 2010. This reimbursement grant will be spent to upgrade water lines on Kennedy, Carver (portion), Dye, Zion Church (portion), Carroway, Queensgate, Brown, Armstrong, Sumter, Killian, Fairview, and Oakland Streets.

[4049] GRANTS SEWER DEPARTMENT	\$ 252,400
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The Town will assist with the financial management of the Westgate sewer expansion project. Anticipated grants and reimbursements for services include SC Department of Commerce grant (\$100,000), Duke Energy (\$35,000), and York County Natural Gas Authority for other costs exceeding the grant amounts.

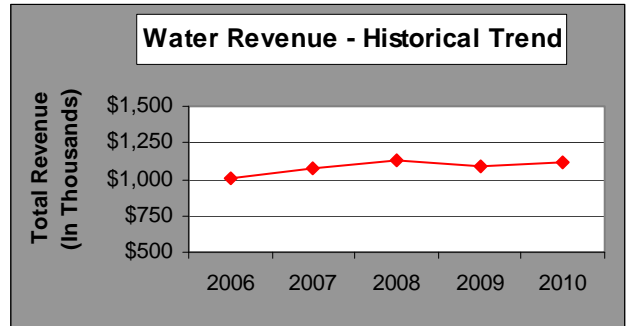
[4100] SERVICE CONNECTION FEES	\$ 24,000
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A \$75 service connection fee is charged to all new water/sewer customers. A deposit is also required but is not considered revenue to the Town since the deposit will be refunded after the account is in good standing for a 12 month period. This line item also includes fees charged for a courtesy connection (\$25), i.e. 2-day connection; the \$30 administrative fee charged to customers to reconnect water; and the \$50 administrative fee charged to customers for reactivating disconnected water before the past due bill is paid.

[4102] WATER REVENUE	\$ 1,230,000
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This line item represents the amount the Town expects to revenue from the sale of water and from sprinkler head fees. The revenue anticipated is based on revenues received over the last

year and on anticipated growth. For the first time since 2002, rates were increased by 4% effective January 1, 2010, in response to a 3.7% rate increase by the City of Gastonia. For fiscal year 2011-12, the rates will be increased by 3% due to a 3% increase by the City of Gastonia and to increased operational expenses.



Inside:	First 1999 gallons	\$13.87
	2000-10,000	\$5.55
	10,001-100,000	\$5.53
	100,001-250,000	\$5.51
	over 250,000	\$5.46
Outside:	First 1999 gallons	\$27.76
	2000-10,000	\$11.12
	10,001-100,000	\$11.09
	100,001-250,000	\$11.07
	over 250,000	\$ 5.79

[4104] WATER TAPS \$ 10,000

The water tap rates are calculated based on size of connection requested and are then broken down into a meter charge and an installation charge. If a developer installs his own lines, the installation charge is waived. Fire service fees are included in this line item also.

[4105] WATER CAPACITY FEES \$ 15,000

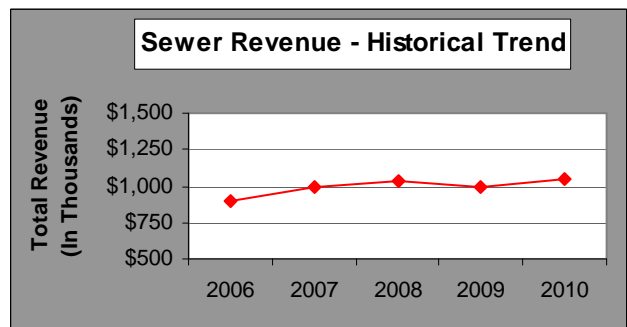
Capacity fees are calculated based on size of connection requested. Capacity fee revenues should be used for capital improvements to the system.

[4108] LATE FEES \$ 55,000

This line item represents the additional fee assessed for late payment (10%).

[4110] SEWER REVENUE \$ 1,200,000

This line item represents the amount the Town expects to revenue from the sale of sewer service. The revenue budgeted is based on revenues received over the last year and on anticipated growth. Raw sewage dump fees and fees for low pressure sewer applications are also included in this line item.



Sewer rates are based upon water usage. For the first time since 2002, rates were increased by 4% in response to a rate increase by the City of Gastonia. For fiscal year 2011-12, the rates

will be increased by 8% due to an 8% increase by the City of Gastonia and to increased operational expenses.

Inside:	Base Charge	\$16.10
	Per 1,000 gallons	\$4.00
Outside:	Base Charge	\$32.23
	Per 1,000 gallons	\$8.01

[4111] SEWER CAPACITY FEE \$ 15,000

Capacity fees are calculated based on size of connection requested. Capacity fee revenues should be used for capital improvements to the system.

[4112] SEWER TAPS \$ 3,000

The sewer tap rates is the installation charge based on the size of connection requested. If a developer installs his own lines, the installation charge is waived.

[4113] PRETREATMENT FEES \$ 1,500

Fees associated with the renewal of industrial wastewater discharge permits.

[4114] BOND INTEREST \$ 300

[4115] TRANSFER FEE \$ 1,400

A \$25 charge for transferring a customer from one service address to another provided the account for the original service is paid in full.

[4116] SC DHEC FEE \$ 26,000

This line item represents the revenue collected from the Town's water customers only, per State regulation.

TOTAL ENTERPRISE FUND REVENUES	\$3,350,400
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BUDGETED FUND BALANCE \$ 224,800

Balance from 2007 Revenue Bond to be used to complete CDBG water line replacement projects, Westgate sewer expansion, and updated capacity/tap fee and rate study.

**ENTERPRISE FUND
WATER/SEWER DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
20-555				
5000	Salaries	\$ 203,331	\$ 157,000	\$ 183,300
5006	Social Security	\$ 20,392	\$ 12,000	\$ 14,000
5008	Retirement	\$ 24,986	\$ 14,750	\$ 17,200
5010	Insurance - Health	\$ 33,941	\$ 34,100	\$ 25,900
5012	Workers Comp	\$ 6,883	\$ 7,000	\$ 6,000
5016	Utilities	\$ 89,003	\$ 80,000	\$ 84,000
5017	Telephone	\$ 17,869	\$ 18,000	\$ 18,500
5018	Maintenance & Supplies	\$ 61,072	\$ 60,000	\$ 62,000
5020	Vehicle-Repairs	\$ 1,809	\$ 3,500	\$ 3,500
5021	Vehicle-Routine Main	\$ 7,004	\$ 3,500	\$ 3,500
5022	Vehicle - Fuel	\$ 19,173	\$ 17,000	\$ 20,000
5027	Insurance - Property	\$ 2,069	\$ 2,100	\$ 1,900
5028	Insurance - Vehicle	\$ 6,250	\$ 6,250	\$ 6,200
5030	Insurance - Tort	\$ 4,628	\$ 4,650	\$ 4,200
5032	Insurance - Bond	\$ 65	\$ 100	\$ 100
5034	Uniform Rental	\$ 2,388	\$ 2,800	\$ 3,000
5037	Uniforms & Equipment	\$ 293	\$ 1,000	\$ 1,000
5038	Bad Debts	\$ 12,500	\$ 10,000	\$ 10,000
5059	Office Supplies/Equipment	\$ 1,018	\$ 1,000	\$ 1,000
5063	Drug Testing	\$ 250	\$ 500	\$ 500
5068	Building Maintenance	\$ 3,315	\$ 5,000	\$ 5,000
5076	Advertisement	\$ 56	\$ 300	\$ 300
5082	Contract Maintenance	\$ 12,764	\$ 12,000	\$ 13,000
5092	Dues & Subscriptions	\$ 389	\$ 500	\$ 500
5094	Training/Mtgs/Travel	\$ -	\$ 1,000	\$ 500
5122	Computer Maint & Prog	\$ 2,626	\$ 1,000	\$ 8,800
5130	Postage	\$ 112	\$ 100	\$ 100
5176	Professional Services	\$ 10,999	\$ -	\$ 8,000
5204	Capital Lease	\$ 2,510	\$ 27,700	\$ 38,800
5210	Lab Testing	\$ 18,459	\$ 15,000	\$ 15,000
5212	DHEC Fee	\$ 9,381	\$ 12,000	\$ 10,000
5215	Grant Expenses	\$ 4,920	\$ 150,000	\$ 302,400
5409	CDBG-Grant Expenses	\$ -	\$ -	\$ 550,000
5300	Unclaimed Property		\$ 100	\$ 100
5410	Capital Expenditures	\$ -	\$ 69,000	\$ 37,700
5413	Debt Payment		\$ 526,700	\$ 528,000
5414	Capital Expenditures Rev Bond	\$ -	\$ 480,000	\$ 124,800
5445	Meter Purchase	\$ 8,981	\$ 8,000	\$ 8,000
5450	Water Purchase	\$ 479,802	\$ 480,000	\$ 550,000
5470	Monitoring & Surcharges		\$ 14,000	\$ 18,000
5460	Sewer Purchase	\$ 735,725	\$ 700,000	\$ 600,000
TOTAL		\$ 1,804,963	\$ 2,937,650	\$ 3,284,800

Transfer to General Fund		\$ 295,500	\$ 290,400
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WATER AND SEWER DEPARTMENT

SERVICE DELIVERY

The Water and Sewer Department is responsible for the delivery of a constant source of potable water, at adequate pressure, and collecting wastewater from the customers within the Town's system. In addition, the Department must maintain a constant supply of water, at adequate pressure according to DHEC, for the Town's fire suppression system. It also maintains, installs or supervises the installation of all water mains, service lines, meters, fire hydrants, and water taps for new services. The Water and Sewer Department reads all meters on a monthly basis, providing this information to the Administration Department for bill distribution. The Department also provides planning and engineering assistance to developers of major projects and subdivisions. In 2008, the Town was required to develop and implement a Pretreatment Program for industrial wastewater discharges.

The Town of Clover contracted with the City of Gastonia in August of 1997 to purchase water through a wholesale agreement. The agreement also included the processing of the Town's sewage once pretreated and pumped to the Gastonia Treatment Plant. The Town negotiated to purchase water at Gastonia's in-town rates.

Effective July 1, 2010, expenses for Administration and Legislative were moved to General Fund. The Enterprise Fund will reimburse the General Fund quarterly based on established ratios. This change also means that the Revenue Bond debt payment was moved to the Water-Sewer Department. Because of these changes, great care should be taken in comparing the FY10 budget to prior years.

BUDGET GOALS

- Upgrade and improve existing lines in accordance with Water and Sewer Master Plan
- Maintain existing facilities and equipment housing
- Purchase equipment necessary to perform services
- Using proceeds from the 2007 Revenue Bond, replace water lines in various locations throughout Clover, perform capacity/tap fee and user rate study, and expand sewer in Westgate Industrial Park

DEPARTMENT DETAIL

PERSONNEL

Director	Mark Geouge
Water Supervisor	Kenneth Jackson
Plant Operator	David Windburn
Water/Sewer Maintenance	Marshall McCarter
	Vacant (to be filled 10-1-11)
Wastewater Plant Laborer	Brian Burton
Meter Technician	Michael Coe

SERVICES

- Install water and sewer taps
- Water and sewer line and equipment repairs
- Monitor and maintain lift stations
- Meter reading
- Sewage transfer station
- Pretreatment Program

FACILITIES AND EQUIPMENT

- PUBLIC WORKS YARD, 300 Smith Street
 - Includes office space and garage bays, storage and maintenance sheds, and gas pumps
 - Also serves as office for Streets and Sanitation Department
- CALABASH PUMP STATION AND LAB
 - Required DHEC testing performed here
 - Receive wastewater, pre-treat, and pump to Gastonia
- LIFT STATIONS (40 units)

WATER VEHICLES

<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>	<u>Mileage</u>
96*	Chevy 2500	Spare	96,000
01	Chevy 2500 utility vehicle	Spare	124,000
04	Chevrolet Silverado	Director	38,000
07**	Ford Ranger	Meter Technician	40,000
08	Ford F-250	Supervisor	39,000
00	International Dump Truck		8,600

SEWER VEHICLES

<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>	<u>Mileage</u>
97*	Ford F-250 service truck	Spare	139,000
05	Chevrolet 1500	Supervisor	51,000
08	Ford F-250 service truck	Laborer	36,000

OTHER EQUIPMENT

<u>Year</u>	<u>Make/Model</u>
07	Mini Excavator
98	Hudson Trailer
08	Backhoe B-95

*Marked for replacement and disposal.

** Move to Sewer Department.

BUDGET DETAIL
20-555

[5000] SALARIES	\$ 183,300
▪ Includes funding to fill frozen maintenance position after 10/1/11	
[5006] SOCIAL SECURITY	\$ 14,000
[5008] RETIREMENT	\$ 7,200
[5010] INSURANCE – HEALTH	\$ 25,900
[5012] WORKER’S COMPENSATION	\$ 6,000
[5016] UTILITIES	\$ 84,000
▪ Town lot, Calabash Pump Station & Lab, Lift Stations	
[5017] TELEPHONE	\$ 18,500
▪ HARDLINES	
▪ Town lot regular phone and fax service	
▪ Emergency lines at lift stations	
▪ MOBILE PHONES	
▪ Public Works Director, Plant Operator, Water Supervisor & Maintenance	
[5018] MAINTENANCE & SUPPLIES	\$ 62,000
[5020] VEHICLE – REPAIRS	\$ 3,500
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 3,500
[5022] VEHICLE – FUEL	\$ 20,000
[5027] INSURANCE – PROPERTY/LIABILITY	\$ 1,900
[5028] INSURANCE –VEHICLES	\$ 6,200
[5030] INSURANCE – TORT	\$ 4,200
[5032] INSURANCE – BOND	\$ 100
[5034] UNIFORM RENTALS	\$ 3,000
▪ All employees in the Water/Sewer Department are supplied with rental uniforms	

[5037] UNIFORMS AND EQUIPMENT	\$ 1,000
<ul style="list-style-type: none"> ▪ Work t-shirts and boots are provided for each employee in this department. 	
[5038] BAD DEBTS	\$ 10,000
<ul style="list-style-type: none"> ▪ This line item represents the uncollected water/sewer bills. 	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 1,000
[5063] DRUG TESTING	\$ 500
[5068] BUILDING MAINTENANCE	\$ 5,000
<ul style="list-style-type: none"> ▪ Includes funding for pest control and miscellaneous repairs and upgrades 	
[5076] ADVERTISEMENT	\$ 300
[5082] CONTRACT MAINTENANCE	\$ 13,000
<ul style="list-style-type: none"> ▪ Bishop Hydrant Service and Jack Moore/Water Tank Valves maintenance contracts 	
[5092] DUES AND SUBSCRIPTIONS	\$ 500
<ul style="list-style-type: none"> ▪ SC DHEC Water/Sewer Licenses required for staff ▪ SC Rural Water Association ▪ SC Backflow Prevention Association ▪ American Water Works Association 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 500
<ul style="list-style-type: none"> ▪ Once per year safety training provided by Pipeline Supply – (2) employees ▪ SC Public Works Convention ▪ National Public Works Convention ▪ OSHA Training 	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 8,800
<ul style="list-style-type: none"> ▪ Routine maintenance and contract for Significant Digits and Master Meter 	
[5130] POSTAGE	\$ 100
[5176] PROFESSIONAL SERVICES	\$ 8,000
<ul style="list-style-type: none"> ▪ Joel Wood engineering services for specific projects ▪ Utility Location services (PUPS) 	

[5204] CAPITAL LEASES	\$ 38,800
<ul style="list-style-type: none"> ▪ Sewer service truck (pay off 4/2012) ; mini excavator (pay off 4/2012); water service truck (pay off 1/2012) and backhoe (costs split with Streets & Sanitation Department, pay off 1/2012) ▪ New lease for one service and one meter reader truck 	
[5210] LAB TESTING	\$ 15,000
<ul style="list-style-type: none"> ▪ DHEC and pretreatment program testing. 	
[5212] DHEC FEE (WATER/SEWER PERMITS)	\$ 10,000
<ul style="list-style-type: none"> ▪ Required DHEC permits. 	
[5215] GRANT EXPENSES	\$ 302,400
<ul style="list-style-type: none"> ▪ Expenses related to the expansion of the sewer system at Westgate Industrial Park 	
[5224] DEPRECIATION	\$ 0
[5300] UNCLAIMED PROPERTY	\$ 100
[5409] CDBG-GRANT EXPENSES	\$ 550,000
<ul style="list-style-type: none"> ▪ For expenses associated with the Roosevelt Area Water Line Project. 	
[5410] CAPITAL EXPENDITURES	\$ 37,700
<ul style="list-style-type: none"> ▪ Commercial mower, ground radar pipe locator, enclosed trailer and miscellaneous expenses including: gas meters, spare pumps, blowers, etc. 	
[5413] DEBT SERVICE PAYMENT	\$ 528,000
<ul style="list-style-type: none"> ▪ This line item reflects the monthly payments required under the 2007 Revenue Bond for payment of the bond principal and interest. 	
[5414] CAPITAL EXPENDITURES – REVENUE BOND	\$ 124,800
<ul style="list-style-type: none"> ▪ Capacity/Tap fee rate study and miscellaneous system improvements 	
[5445] METER PURCHASE	\$ 8,000

[5450] WATER PURCHASE **\$ 550,000**

[5470] MONITORING AND SURCHARGES **\$ 18,000**

- Monthly sewer pretreatment program charges (\$300) and surcharges for exceeding permit limits.

[5460] SEWER PURCHASE **\$ 600,000**

TOTAL WATER/SEWER DEPARTMENT **\$ 3,284,800**

TRANSFER TO GENERAL FUND **\$290,400**

- The Enterprise Fund will reimburse the General Fund for expenses related to the operation of the water and sewer utility. Previously, expenses were budgeted in both funds. Expenses include salary and salary related for the Town Administrator, Treasurer and Public Works Director, and operational costs such as office supplies. Percentage distributions were reviewed and adjusted as needed for each line item that had previously been split between the funds.

**SPECIAL REVENUE FUND
HOSPITALITY TAX**

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
50-400				
4028	Interest Income	31	-	-
4055	Hospitality Tax	147,273	130,000	150,000
Budgeted Fund Balance			-	
				25,000
TOTAL		147,304	130,000	175,000

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
50-500				
5004	Overtime		\$ 5,000.00	\$ 5,000.00
5018	Office Supplies	\$ 55.00	\$ -	\$ -
5076	Advertisement	\$ 1,755	\$ 3,000	\$ 3,850
5082	Contract Maintenance	\$ 14,735	\$ 15,000	\$ 15,000
5176	Professional Services	\$ 9,215	\$ 4,000	\$ 3,000
5190	Festivals	\$ 15,941	\$ 18,000	\$ 18,000
5191	Special Events	\$ 10,069	\$ 10,000	\$ 10,000
5410	Capital Expenditures			\$ 5,000
5413	Debt Service			\$ 75,150
5414	Debt Service Reserve			\$ 40,000
TOTAL		\$ 51,770	\$ 55,000	\$ 175,000

TRANSFERS	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
To Cap Proj from CY Revenue	\$ 75,000	\$ 75,000	\$ -
TOTAL	\$ 75,000	\$ 75,000	\$ -

HOSPITALITY TAX

Effective January 1, 2007, the Town of Clover implemented a 2% Local Hospitality Tax applied to the total amount of the charge for prepared or modified foods and beverages intended for immediate consumption and sold within the municipal limits of the Town of Clover.

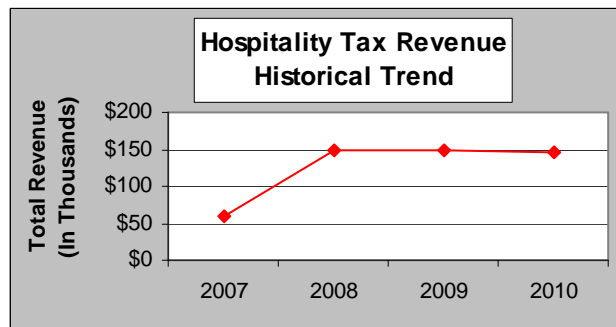
Hospitality Tax expenditures are restricted by State law. Tax proceeds can fund:

- (1) tourism-related buildings including, but not limited to, civic centers, coliseums, and aquariums;
- (2) tourism-related cultural, recreational, or historic facilities;
- (3) beach access and renourishment;
- (4) highways, roads, streets, and bridges providing access to tourist destinations;
- (5) advertisements and promotions related to tourism development; or
- (6) water and sewer infrastructure to serve tourism-related demand.

State law also allows an amount up to twenty (20%) percent of the prior year's hospitality tax collections to be used during the current year for operation and maintenance of those items listed above including police, fire protection, emergency medical services, and emergency-preparedness operations directly attendant to those facilities.

BUDGET GOALS

- Increased advertisement for tourism related events
- Landscape maintenance contract for end caps and Welcome signs
- Funding for St. Patrick's Festival, Feis Chlobhair and Fall Festival and Auto Show and other special events
- Repayment of Hospitality Tax Revenue Bond (for New Centre Park)



BUDGET DETAIL
50-500

[5004] OVERTIME	\$ 5,000
<ul style="list-style-type: none">▪ Police and Recreation Department overtime for festivals and special events. Up to \$29,000 allowed based on prior year's revenues.	
[5076] ADVERTISEMENT	\$ 3,850
<ul style="list-style-type: none">▪ For county and regional tourism publications like York County Visitor's Guide, Western Watch, etc.	
[5082] CONTRACT MAINTENANCE	\$ 15,000
<ul style="list-style-type: none">▪ Maintenance contract for end caps and Welcome signs	
[5176] PROFESSIONAL SERVICES	\$ 3,000
<ul style="list-style-type: none">▪ Mural project	
[5190] FESTIVALS	\$ 18,000
<ul style="list-style-type: none">▪ St. Patrick's Festival, Feis Chlobhair (Chamber) and Fall Festival and Auto Show (Jaycees)	
[5191] SPECIAL EVENTS	\$ 10,000
<ul style="list-style-type: none">▪ Miscellaneous special events including Bordertown BBQ Cookoff, Pumpkin Carving Contest and others	
[5410] CAPITAL EXPENDITURES	\$5,000
<ul style="list-style-type: none">▪ Replace welcome sign on S. Main Street	
[5413] DEBT SERVICE	\$75,150
<ul style="list-style-type: none">▪ To repay \$600,000 revenue bond (pay-off due FYE 2016) for New Centre Park	
[5414] DEBT SERVICE RESERVE	\$40,000
<ul style="list-style-type: none">▪ Revenue Bond requires a reserve totaling \$60,000; payments began in FY10-11	
TOTAL HOSPITALITY TAX	\$ 175,000

**SPECIAL REVENUE FUND
FIRE DEPARTMENT SUPPLEMENTS**

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
40-400				
4019	Donations	\$ 4,875	\$ 5,000	\$ 5,000
4028	Interest	\$ 7,188	\$ 5,000	\$ 5,000
4049	Grant	\$ -	\$ -	\$ -
4070	County Supplement	\$ 22,683	\$ 22,000	\$ 22,000
4080	Pool Fill	\$ 59,550	\$ 25,000	\$ 25,000
Budgeted Fund Balance		\$ -	\$ 35,000	\$ -
TOTAL		\$ 94,296	\$ 92,000	\$ 57,000

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
40-510				
5018	Maintenance & Supplies	\$ -	\$ 3,000	\$ 1,500
5021	Contributions	\$ 4,500	\$ 6,000	\$ 6,100
5037	Uniforms & Equipment	\$ -	\$ 5,000	\$ 5,000
5059	Office Supplies/Equipment	\$ 3,305	\$ 600	\$ 1,200
5092	Dues/Subscriptions	\$ -	\$ 200	\$ 300
5094	Training/Mtgs/Travel	\$ -	\$ 1,000	\$ 1,000
5320	Vehicle Expense	\$ -	\$ 2,700	\$ 2,700
5400	Equipment Repair	\$ -	\$ 2,000	\$ 2,000
5402	Supplies	\$ -	\$ 1,500	\$ 500
5410	Capital Expenditures	\$ 27,172	\$ 70,000	\$ 11,700
Contribution to Fund Balance			\$ -	\$ 25,000
TOTAL		\$ 34,977	\$ 92,000	\$ 57,000

FIRE DEPARTMENT SUPPLEMENTS

Effective FY07-08, revenues paid to the Town by York County under the terms of the Fire Services Agreement and funds raised through pool fills and the expenditure of these funds are budgeted as a “special revenue” although there are no State or local requirements to do so. Revenues from pool fills are saved for the replacement of major equipment.

BUDGET GOALS

- Continue to save pool fill revenues for major equipment replacement
- Continue to provide quality training to personnel
- Continue to maintain all equipment

BUDGET DETAIL **40-510**

[5018] MAINTENANCE & SUPPLIES	\$ 1,500
[5021] CONTRIBUTIONS	\$ 6,100
[5037] UNIFORMS & EQUIPMENT	\$ 5,000
[5059] OFFICE SUPPLIES/EQUIPMENT	\$ 1,200
[5092] DUES AND SUBSCRIPTIONS	\$ 300
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,000
[5320] VEHICLE EXPENSE	\$2,700
[5400] EQUIPMENT REPAIR	\$ 2,000
[5402] SUPPLIES	\$ 500
[5410] CAPITAL EXPENDITURES	\$ 11,700
CONTRIBUTION TO FUND BALANCE	\$25,000
▪ Reserved for future capital expenditure to replace major equipment	
TOTAL FIRE DEPARTMENT SUPPLEMENTS	\$ 57,000

**SPECIAL REVENUE FUND
FIRE DEPARTMENT RECREATION (1%) FUND**

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
40-444				
4028	Interest	\$ 77	\$ 50	\$ 50
4202	1% Revenue	\$ 11,386	\$ 11,450	\$ 11,950
TOTAL		\$ 11,463	\$ 11,500	\$ 12,000

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
40-595				
5023	Convention Expense	\$ 4,766	\$ 3,250	\$ 3,500
5037	Uniforms & Svc Awards	\$ 3,102	\$ 1,000	\$ 1,000
5402	Supplies	\$ 125	\$ 250	\$ 1,000
5410	Capital Expenditures	\$ -	\$ 7,000	\$ 1,500
5502	Firemen's Recreation	\$ 6,319	\$ -	\$ 5,000
TOTAL		\$ 14,312	\$ 11,500	\$ 12,000

FIRE DEPARTMENT RECREATION

In 1907, the S.C. General Assembly passed legislation called the Firemen’s Insurance and Inspection Fund for “the betterment and maintenance of skilled and efficient fire departments within the county.” The money is a privilege granted by the General Assembly to fire departments who meet certain requirements. The fund is a one-percent tax collected on all fire insurance premiums written in the state, and thus is commonly referred to as “one-percent money.”

Fire Departments must spend one-percent money in one of three categories. These categories are retirement and insurance, training and education, and recruitment and retention.

While the Fire Chief is responsible for the overall operation of the fire department, the one-percent money is shared equally by all members of the fire department. Each fire department member, regardless of rank, has an equal vote in how the money should be spent. Specifically, fifty-one percent (51%) of the entire fire department membership must vote and approve all one-percent expenditures.

BUDGET GOALS

- Provide for the betterment and maintenance of a skilled and efficient fire department

BUDGET DETAIL **40-595**

[5023] CONVENTION EXPENSE	\$ 3,500
[5037] UNIFORMS & SERVICE AWARDS	\$ 1,000
[5402] SUPPLIES	\$ 1,000
[5410] CAPITAL EXPENDITURES	\$ 1,500
[5502] FIREMEN’S RECREATION	\$5,000
TOTAL FIRE DEPARTMENT RECREATION	\$ 12,000

CAPITAL PROJECTS BUDGET

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
60-400				
4019	Donations	\$ -	\$ -	\$ 10,000
4028	Interest	\$ 2,373	\$ 3,000	\$ 2,000
4030	Misc Revenue	\$ -	\$ -	\$ -
4049	Misc Grant Revenue	\$ -	\$ -	\$ 300,000
9999	General Fund Transfer In	\$ 249,746	\$ 97,500	\$ 97,000
9999	Hospitality Tax Transfer In	\$ 75,000	\$ 75,000	\$ -
Budgeted Fund Balance			\$ 400,000	\$ 875,000
TOTAL		\$ 327,119	\$ 575,500	\$ 1,284,000

ACCOUNT NUMBER	BUDGET ITEM	2009-2010 ACTUAL	2010-2011 BUDGET	2011-2012 BUDGET
60-535				
5425	Recreation-New Park	\$ 186,598	\$ 575,500	\$ 1,284,000
5426	Recreation-Community Bldg	\$ 126,977	\$ -	
5481	Streetscape Phase 2	\$ -	\$ -	
TOTAL		\$ 313,575	\$ 575,500	\$ 1,284,000

CAPITAL PROJECTS BUDGET

New Park/Clover Community Park Expansion

The Town has obtained all the land needed to construct the New Park on Clinton/Memorial Drive. The concept plan is complete and engineering plans for Phase 1 are underway. The Town acquired fill dirt from the York School District and hauling was completed July 2010. The payment to the Clover School District is \$35,000/yr for 10 years (with final payment due on June 30, 2016).

Funding for this project primarily consists of 50% of the annual York County Supplement and the proceeds from the \$600,000 revenue bond issued in early 2011. The cost estimate for Phase 1, which includes four soccer fields, parking, concession and bathrooms, is \$1,249,000. As of June 30, 2011, the town is expected to have \$875,000 available for use. Staff will apply for the next round of County Hospitality Tax grant funds (\$300,000) and will begin fund raising efforts closer to the actual construction date.

BUDGET DETAIL 60-535

[5425] RECREATION-NEW PARK **\$ 1,284,000**

- Annual payment to Clover School District (\$35,000)
- Professional services/engineering (Withers & Ravenel, Joel Wood & Associates)
- Clearing, construction, etc. for Phase 1

TOTAL CAPITAL PROJECTS **\$ 1,284,000**